

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
February 7, 2022 – 5:00 p.m.
FINAL meeting minutes

1. Call to Order 5:03 pm

Roll Call: Lily Perez, John Roumpf, Nicole Palacios, Raj Shethia, Sheley Wimmer, Mark Tolley (Head of School), Ana Perea (Admin), Sammi Silva (Business Office), Kimberly Romero (Scribe)
Absent: Liliana Benitez de Luna, Rhonda Ledbetter

2. Adoption of agenda, February 7, 2022

Motion to adopt agenda for February 7, 2022
Motion John R
2nd Sheley W
Discussion: n/a
No opposition
Motion Passed

3. Adoption of Minutes, January 10, 2022

Motion to adopt Meeting Minutes for January 10, 2022
Motion John R
2nd Sheley W
Discussion: n/a
No opposition
Motion Passed

4. Public Comment: This is an opportunity for members of the public to address the Governing Council ("GC") for up to 5 minutes with comments or issues, whether they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot act or have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. n/a

6.

Corrales International School
Financial Update
February 07, 2022

A. BARs*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0025-I	11000 - Operational	Increase	\$ 8,489.00
2	2122-0026-I	31703 - SB-9 State Match Cash	Increase	\$ 7,328.00

B. Accounts Payable Payment Vouchers*

- 1 January 2022

C. Financial Statement Reports - as of January 31, 2022

- 1 Financial Reports
- 2 Bank Reconciliation

D. Other

- 1 Current Capital Resources for Building Purchase
- 2 Journal Entries

* Requires GC approval

Motion to approve BAR's 2122-0025-I, (\$8,489.00), 2122-0026-I (\$7,328.00),

Motion: Lily P

2nd Nicole P

Discussion: Increase in SEG (BAR 1); Increase SB9 (BAR 2-PED match)

No opposition

Passed

1. Accounts Payable Payment Vouchers January 2022

Motion to adopt accounts payment vouchers January 2022

Motion Nicole P

2nd John R

Discussion: Question regarding food payment? Paid through one business.

Question on donation? Fundraiser for The Store House that some of the students participated in.

No opposition

Motion Passed

A. Financial Reports/Bank Reconciliation as of January 31st, 2022

1. Financial Reports

Notes/Discussion: These are all reimbursable funds. We are just waiting for the check. Fiscal year amount reviewed. Breakdown of actual expenditures and encumbrances reviewed. Budgeted revenue vs actual reviewed.

Bank Reconciliation

Notes/Discussion: Reviewed bank statement and bank transactions.

Other

1. Current Capital Resources for Building Purchase

Notes: As of January 31st amount reviewed along with the projected amount.

Journal Entries: classify expenditures and allowable amounts; liabilities and general ledger.

Notes n/a

7. GC Business

A. Training update.

Public Stars NM for training-group training on weekends being offered. Online training modules will be out in March. This will be provided to the board as soon as the online option opens.

B. Acceptance of the Resignation of Liliana Benitez de Luna from the Corrales International Governance Board. (Discussion/Action)

Motion: Lily P

2nd: Sheley W

Discussion: Received resignation letter. Interested in helping at a later date or in a different capacity. Mr. Tolley will reach out to see about other interested parties if needed.

No opposition

Passed

8. Head of School update

A. School updates

1. Covid

Numbers have started to decline in the last couple of weeks.

Reporting is beginning to be less cumbersome but still comprehensive. We have many of our tests and are waiting for more tests to come in.

2. Marketing

Reviewed electronic billboards, Geo-Fencing, and radio station ads for CIS. We should start hearing the advertisements very soon.

How are applications going? It is still at a slower pace due to the current circumstances, but we are getting more. More are likely to come in during April and May. Intent to returns is starting to come in as well.

3. Building update and discussion.

There was a possible building near Top Golf, however, would not have worked due to the buildout and pick-up/drop-off needs. Prices in commercial real estate have not dropped off. The demographic area is similar to where we are now. Do the criteria need to change? Some of the criteria cannot be changed as they are the baseline, such as pick-up and drop-off. The urgency to find a building is being communicated. The current building is not large enough to support growth and be self-sustainable. There are two

possible plots of lands being investigated. Mr. Tolley will keep the board updated. Can we ask if there are other options to help the process? Mr. Tolley will ask. There was one snow day this past week. This is already built into the school schedule. Next years school calendar? We are waiting to hear from the state regarding extended learning before we can finalize next year's school calendar. There is also the possibility that voting day will become a holiday.

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to comment.

10. Adjournment 5:52 pm
Motion to adjourn at 5:52 pm
Motion John R
2nd Nicole L
Discussion: n/a
No Opposition
Passed

The next regular meeting of the Governing Council will be on March 14th, 2022, at 5:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113 or Zoom remote as needed.

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“If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the CIS Head of School at 505-344-9733 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the CIS Head of School at 505-344-9733 if a summary or other type of accessible format is needed.”