

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
August 8th, 2022 – 5:00 p.m.

DRAFT meeting minutes: not the official minutes and are subject to approval by the public body.

1. Call to Order 5:05 pm
2. Roll Call: Lily Perez, Raj Shethia, John Roumpf, Sheley Wimmer, Rhonda Ledbetter, Mark Tolley (Head of School), Ana Perea (Vice Principal), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Nicole Palacios
3. Adoption of agenda, August 8th, 2022, motions to add agenda items, (board member terms), vote for the 2022-2023 G.C. officers, and change of time from 5:30 pm to 5:00 pm
Motion Rhonda L
2nd Lily P
Discussion: two-year terms, (up to 8 years), Officers of G.C. board, and time at top of agenda states 5:30 pm instead of 5:00 pm.
No opposition
Motion Passed
4. Approval of minutes for the May 9th, 2022, meeting.
Motion Lily P
2nd Rhonda L
Discussion: n/a
No opposition
Motion Passed
- 4.5 Approval of extension of two-year term for G.C. member Raj Shethia
Lily P Motions to extend Raj Shethia's membership for two more years
Motion Sheley W
2nd Rhonda L
Discussion: n/a
No opposition
Motion Passed
- 4.6 Approval of GC Board Officers (Treasurer, Chairman, Vice Chairman)
Motion to approve GC Board Officers
Motion: Rhonda L
2nd Lily P
Discussion: Raj S (Chairman), Lily P (Treasurer)
No opposition
Motion Passed

4.7 Approval of John Roumpf as Vice Chair for the G.C. Board

Motion: Lily P
2nd: Sheley W
Discussion: n/a
No opposition
Motion Passed

5. 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 or not 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 take action 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. Finance Update

A. BARs*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	None			

B. Accounts Payable Payment Vouchers*

1 May 2022

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

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries

* Requires GC approval

A. <u>BARS*</u>				
	BAR #	Fund Description	Reason/Type	Amount
	1	None		

B. <u>Accounts Payable Payment Vouchers*</u>				
	1	June 2022		

C. <u>Financial Statement Reports - as of June 30, 2022</u>				
	1	Financial Reports		
	2	Bank Reconciliation		

D. <u>Other</u>				
	1	Current Capital Resources for Building Purchase		
	2	Journal Entries		

A. <u>BARS*</u>				
	BAR #	Fund Description	Reason/Type	Amount
	1	None		

B. <u>Accounts Payable Payment Vouchers*</u>				
	1	July 2022		

C. <u>Financial Statement Reports - as of July 31, 2022</u>				
	1	Financial Reports		
	2	Bank Reconciliation		

D. <u>Other</u>				
	1	Current Capital Resources for Building Purchase		
	2	Journal Entries		

Motion to approve BARS

Motion N/A

2nd N/A

Discussion: No BARS to approve. No discussions

~~No opposition~~

~~Motion Passed~~

Motion to approve Accounts Payable Payment Vouchers (May, June, July 2022)

Motion Sheley W

2nd Lily P

Discussion: Review of e-rate. Alarm Co. charge reviewed. T3 Solutions (PowerEdge warranty on server). Checks reviewed by page. Exhibition supplies paid in June (Amazon). We are billed in arrears from Amazon. Supplies were purchased in May and invoiced/paid in June). Website “add-on” needed. Supplies for janitorial are purchased, (paint, hardware, cleaning, etc.). Went over briefly what finance committee discussed (journal entries, vouchers, cash balances, etc.).

No opposition

Motion Passed

Financial Statement Reports-as of May 31st, 2022, June 30th, 2022, July 31st, 2022

1) Financial Reports

2) Bank Reconciliation

Notes: Reviewed financial reports and bank reconciliation. No questions.

Other:

1) Current Capital Resources for Building Purchase

Reviewed cash balances vs. actual, current capital resources for building purchase.

2) Journal Entries – None

Notes: N/A

7. GC Business

A. Training

All board members are current on trainings. New year trainings will be communicated to board as they become available.

B. Membership Terms and Vacancies

Two-year rolling terms (up to eight years)

Bylaws need to be reviewed/updated

C. Resignation of Nicole Palacios (action)

Motion to approve the resignation of Nicole Palacios

Motion Lily P

2nd John R

Discussion: n/a

No opposition

Motion Passed

8. Head of School update

A. Enrollment 2022-23

Notes: Enrollment is good. After 1st week, there has been some fluctuation as expected. APS does not start until August 10th. Expectation is 260-265.

B. Student Activity Fund Policy (discussion/action)

Motion to approve the Student Activity Fund Policy with change to language under “Internal Controls”, purchase approval section, (“exceeds”).

Motion John R

2nd Sheley W

Discussion: Review of policy, (types of activity funds and proper classification, internal controls, closure, and dissolution). School activities (field trips) are separate from student activity fund, (fundraising). Chess is currently a school activity. Policy language to be reviewed, adjustment in language, end of “Internal Controls” section.

No opposition

Motion Passed

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

- There are a couple of buildings being looked at.
- Board will be aware of renewal visit information as it becomes available.
- Send out agenda drafts to board members ahead of meetings

10. Adjournment 6:08 pm

Motion: Lily P

2nd John R

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on September 12, 2022, at 5:00pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113 or Zoom remote as needed.

“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.”