

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
April 19, 2022 – 4:33 p.m.
FINAL Meeting Minutes

1. Call to Order 4:32 pm

Roll Call: Lily Perez, Raj Shethia, Nicole Palacios, Sheley Wimmer, John Roumpf (exited 5:48 pm), Mark Tolley (Head of School), Ana Perea (Vice Principal), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)

Absent: Rhonda Ledbetter,

2. Adoption of agenda, April 19, 2022

Motion to adopt agenda for April 19, 2022

Motion Sheley W

2nd John R

Discussion: n/a

No opposition

Motion Passed

3. Adoption of Minutes, March 14, 2022

Motion to adopt Meeting Minutes for March 14, 2022

Motion Lily P

2nd John R

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
April 19, 2022

A. BARs*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0029-D	21000 - Food Services	Decrease	\$ (11,500.00)
2	2122-0031-I	24316 - ESSER II Air Quality	Increase	\$ 3,412.00
3	2122-0032-I	11000 - Operational	Increase	\$ 16,536.00

B. Accounts Payable Payment Vouchers*

1 March 2022

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

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries

* Requires GC approval

- A. Motion to approve BAR's 2122-0029-D (Decrease \$11,500.00), 2122-0021-I, (Increase \$3,412.00), 2122-0032-1, (Increase \$16,536.00)

Motion: John R

2nd Lily P

Discussion: Funds not received for food services as food services were free this year. Received a similar amount earlier in the year. This is a second allocation. This can be used for air filters, fixing items related to air flow. Operational increased to pay all school employees 3% of their fourth quarter wages as a stipend, passed by legislative session this year.

No opposition

Passed

- B. Accounts Payable Payment Vouchers March 2022

Motion to adopt accounts payment vouchers March 2022

Motion Lily P

2nd John R

Discussion: n/a

No opposition

Motion Passed

C. Financial Reports/Bank Reconciliation as of March 31, 2022

1. Financial Reports

Notes/Discussion: Pg. 8 reviewed, guitars purchased, pg. 10 (cables, membership for science-training for robotics), IB training, Pg. 12 (Professional Development (required). Reimbursements for PD split up by line item, (reimbursements for PD). Title II funding utilized. Balance paid from operational. "Fund Balance" reviewed, (as of end of March). Negative amounts are reimbursements. PED is behind in paying reimbursements. Cash balances reviewed. "Actual Cash" reviewed as of end of March.

2. Bank Reconciliation

Notes/Discussion: Reviewed bank statement.

D. Other

1. Current Capital Resources for Building Purchase

Notes: HB33 and SB9 reviewed with total balance.

Journal Entries:

Notes: One entry: classified to be paid out of title II. Reimbursement cannot be claimed until after PD is completed.

7. 2022-2023 CIS Budget presentation

A. Approve 2022-2023 School Calendar. (Discussion/Action)

Motion Lily P

2nd Nicole P

Discussion: First day will be August 1st. (blocks in green=extended learning). October 6-7th, fall break. One week break at Thanksgiving. January 4th, 1st day back from winter break.

No opposition

Motion Passed

B. Approve 2022-2023 Teacher Salary Schedule. (Discussion/Action)

Motion Sheley W

2nd Nicole P

Discussion: Reviewed. Raises are more about level. T&E is phasing out. Extended learning is required for all teachers teaching in a school that provides it.

No opposition

Motion Passed

C. Approve 2022-2023 Budget (Conditionally approve pending any changes by PED).

(Discussion/Action)

Motion Nicole P

2nd Lily P

Discussion: Reviewed state mandated and school changes, (teacher minimums increased 3%). State SEG unit value increased, 12.09%. 3% for fourth quarter and additional 4% average starting in the Fall, (total of 7.12%). State is phasing out education portion of salary schedule but keeping experience portion. Small school size adjustment, 20% decrease in funding. Medical insurance increasing 3.6 to 6% and ERB increase of 2% for employees/17.15% increase to employers. Special Revenue funding for NM Covid-19 grant, (-&78K), Increase in SEG due to ELTP 3% increase, (+\$49K), and Increase in revenue due to rolled over ESSER funding, (+\$670K). "Budget Summary" reviewed, (general fund, special revenue, capital, activity funds). Total initial budget: \$6,288,130. "Funding Sources" reviewed. "Revenue Summary" reviewed, (ESSR II/III). "Program Cost Review" reviewed. Geo fencing, billboards, advertising has increased programs interest. Teacher cost index increased \$37,000, Small school size adjustment decrease 43% overall, ELTP. "Expenditures by Function" reviewed, (operational expenditures: 56% instruction,

21% building & plant, 6% classroom support, 12% administration, 5% central services. Expenditures by function – all funds reviewed, (total budget). Expenditures by object reviewed, (57% compensation & benefits, 10% contract services, 13% supplies, 20% property). “Personnel Cost” reviewed, (one position increased from .6 to 1.0). “Other Expenditures, Non-Reserves” reviewed. “Other Expenditures, Non-Personnel” reviewed. After school program funds set aside to help supplement supplies and run program (required programming under “Extended Learning”). Cost is low to families. “Fund Balance” reviewed, (estimated \$893,526).

No opposition

Motion Passed

- D. Approval for 3% Stipend Increase to 4th quarter Base Salary wages for All Staff Including Head of School per HB2 to be paid as a stipend. (Discussion/Action)

Motion Sheley W

2nd Lily P

Discussion: n/a

No opposition

Motion Passed

8. Head of School update

More information about building coming soon. Training and board interest discussed.

9. GC Business

N/A

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

11. Adjournment

Motion to adjourn 6:17 pm

Motion Lily P

2nd Nicole p

Discussion:

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on May 9, 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.”