

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
October 10, 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, Sheley Wimmer, Rhonda Ledbetter, Mark Tolley (Head of School), Ana Perea (Vice Principal), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: John Roumpf
3. Adoption of agenda, October 10th, 2022
Motion Sheley W
2nd Rhonda L
Discussion: n/a
No opposition
Motion Passed
4. Approval of minutes for the September 12, 2022, with changes to roll call
Motion Rhonda L
2nd Sheley W
Discussion: Sammi Silva was here in place of Rebekah Runyan; Ana Perea was not in attendance.
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

Corrales International School
Financial Update
October 10, 2022

A. BARS*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2223-0001-M	11000 - Operational	2XXX Function Maintenance	\$ -
2	2223-0002-T	11000 - Operational	Transfer	\$ -
3	2223-0003-M	11000 - Operational	1000 Function Maintenance	\$ -

B. Accounts Payable Payment Vouchers*

- 1 September 2022

C. Financial Statement Reports - as of September 30, 2022

- 1 Financial Reports
- 2 Bank Reconciliation

D. Other

- 1 Current Capital Resources for Building Purchase
- 2 Journal Entries - None
- 3 Inventory Listing Certification*

* Requires GC approval

Motion to approve BARS 2223-0001-M (Operational:2XXX Function Maintenance \$0), 2223-0002-T (Operational: Transfer \$0), 2223-0003 M (Operational: 1000 Function Maintenance \$0)

Motion: Lily P

2nd Sheley W

Discussion: Moving funds into different account codes. No new funds.

No opposition

Motion Passed

Motion to approve Accounts Payable Payment Vouchers (September 2022)

Motion Rhonda L

2nd Lily P

Discussion: Reviewed payment vouchers. Mr. Tolley: T3 had to do with two billing cycles rejected by the bank. We are not sure why. T3 took care of the problem, and all has been taken care of to date. Decreased amount was to replace system (80). Amazon? Each item broken down. Regardless of how we order, Amazon invoices when each item ships. Perkins? We have received some funding but not as much as in the past.

Marketing? Final payment.

No opposition

Motion Passed

Financial Statement Reports-as of September 30th, 2022

- 1) Financial Reports
- 2) Bank Reconciliation

Notes: Reviewed fund balance as of September 30th, HB33, SB9, monthly cash balance (all funds), Actuals-Expenditures, Revenue budget, budget by line item (expenditures), cash balances by fund, bank reconciliation.

Other:

- 1) Current Capital Resources for Building Purchase
Notes: predicting end of year...2.5 mil for building purchase. Reviewed fixed asset inventory listing, (added Rukus Wireless System). Assets continued to be listed until disposed of.
- 2) Journal Entries – None
- 3) Inventory Listing Certification

Motion to approve Inventory Listing Certification

Motion: Sheley W

2nd Rhonda L

Discussion

No opposition

Motion Passed

7. GC Business

A. Audit

Notes: 1/2 way through at this point. Nothing to share at this time. We will let board know when it is completed and when report is released (usually around Spring)

B. Charter Renewal

Notes: All documentation was turned in on September 29th. Site visit will be in November. APS will let us know when the renewal will go before the board.

C. Public Comment

Notes: Comments are typically limited to a certain amount of time. Public does not enter into a discussion with the board and decisions are only made through action items.

8. Head of School update

A. School Updates

Notes: We have had good participation in our tutoring after school. It is going well. We may explore extending our day back to 3:30 next year either a couple of days per week or all week. We will look at test scores and overall need. Art and music are amazing, and students appear to be enjoying these specials. PE did a Flag Football tournament before break. Great strong new PTA this year. Explora (IB science night) will be here for science night on October 25th from 4-6:30 pm. Field trip on October 17th to Rio Grande Nature Center (PYP). Numbers are at about 245.

B. Building Search update

Notes: Met with realtor. We have two possibilities we are exploring for a new building. Asked architect to give small rendering of what can be done with the possible buildings. More movement is expected soon with market.

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

- board membership is provided to APS and APS sends it to the state. The report does not show the correct board members. Mr. Tolley will make sure the state has the correct list.

- Training: there is a 7hr training in Canvas (new members). Mr. Tolley will look into what else is available in Canvas.

- New board members: not at this time. Let Mr. Tolley know if anyone is interested. Would possibly like to be at 7.

10. Adjournment

Motion to adjourn meeting at 6:05 pm

Motion Lily P

2nd Sheley W

Discussion:

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on November 14th, 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."