

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
September 12th, 2022 – 5:00 p.m.
Final meeting minutes

1. Call to Order 5:01 pm
2. Roll Call: Lily Perez, Raj Shethia, John Roumpf, Mark Tolley (Head of School), Sammi Silva (Business Office), Kimberly Romero (Scribe)
Absent: Sheley Wimmer, Rhonda Ledbetter, Ana Perea (Vice Principal), Rebekah Runyan (Business Office)
3. Adoption of agenda, September 12th, 2022
Motion John R
2nd Lily P
Discussion: n/a
No opposition
Motion Passed
4. Approval of minutes for the August 8th, 2022, meeting with change to #3, adding term extension for Raj S.
Motion Lily P
2nd John R
Discussion: Add to agenda items, #3, extension of term for Raj S
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 August 2022

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

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries - None

* Requires GC approval

Motion to approve BARS: N/A

Motion N/A

2nd N/A

Discussion: n/a

No opposition

Motion Passed

Motion to approve Accounts Payable Payment Vouchers (August 2022)

Motion Lily P

2nd John R

Discussion: Reviewed checks. Why are there two different companies listed/paid to monitor? Same company just changed company name. There are two items and that depends on when the check was issued. Were we reimbursed? We received a credit because the original did not include our discount. Are the APS refunds typical? No, APS overpaid CIS on the ESSER funds. We were invoiced directly for the software instead of through ACES. Is advertising ongoing? No, charges are for July and ½ of August. We will get another one for the rest of August and September for a total of three months. It has been worth it, (web ads, monitoring of website, billboards, Geo Fencing, etc.).

No opposition

Motion Passed

Financial Statement Reports-as of August 31st, 2022

- 1) Financial Reports
- 2) Bank Reconciliation

Notes: Reviewed financial reports and bank reconciliation. Summary of funds. It appears it was zeroed out but now it has a negative amount. These are reimbursed in arrears. We are waiting on award letters for ESSER funds. Do we know what the amounts are going to be? Yes, these are listed in the ledger reviewed, (\$132,324.00), (\$539,026.00). ESSER II and III funds have different timelines for implementation. Monthly Expenditures reviewed, Account Summary Balance reviewed, (negative amts-waiting on reimbursable), Account balances reviewed.

Other:

- 1) Current Capital Resources for Building Purchase
Reviewed cash balances vs. actual, current capital resources for building purchase.

Notes: no questions

- 2) Journal Entries – None

Notes: N/A

7. GC Business

A. Training

- are board members interested in a Saturday live training, in person, as a small group? Can we use that as a retreat? Mr. Tolley will get more information and let the board know.

B. Approval of the recycle of outdated technology (discussion/action).

Motion to approve the recycling of outdated technology John R.

2nd Lily P

Discussion: T3 will be able to itemize the technology and a report will be provided to the board. We have several laptops, chrome books, etc. to be decommissioned. We have several new COWS. We have laptops and chrome books coming in to replace broken technology. We also have some new teacher laptops as well. There is no additional cost for T3. This is part of the service they provide. We are required to keep a list of the technology we have and follow proper procedures required by the state. We plan to have everything tracked electronically. Bids were sent out prior to the purchase of the new technology, following procedures of what is required, even though it was less than required for a bid. Once list is provided, what is done with them? Hard drives are drilled through and removed so they are no longer usable.

No opposition

Motion Passed

8. Head of School update

A. Charter Renewal

- we are in the middle of the renewal process. It is due by October 1st. The site visit team will review the documents and then come out to do a site visit at the school. There will be a round table with teachers and students. We are in good standing with APS and this portion will not take very long. Most of it is academic. There will be a board meeting to approve the next five-year term. If a board member is needed for the meeting, Mr. Tolley will contact the board. Board members are more than welcome to attend even if not asked.

B. Start of the Year Overview

- we have had a great start to the new school year. We did drop some students as this is normal at the beginning of the year, but we are still adding more each day. Our two new teachers have done a great job overall. They are working on the IB aspect and doing very well. Are numbers are up in the 250's, moving towards 260.

C. IB integration/State standards

- Every class is guided by the questions organized in the planners. Who We Are?, How We Express Ourselves, etc. Each grade builds on each other. All of the PYP teachers have created their planner and MYP is working on theirs. Learner Profiles are also focused on in the planners. The standards are incorporated into the IB framework, matching up with each other. All disciplines match. Assessments are also integrated into the planners. These are posted in the classrooms, providing all of the information to the students, parents, teachers, etc. All of this information also fits into the process of inquiry (POI).

D. Building Search update

- Met with real-estate agent. One area, building considered was not in a place that would work for us. It was close to another IB program. Properties are looked at weekly. We are looking for a building, not a vacant lot to build at this time. As soon as something comes up, the board will be notified. There is no room to grow in our current building. The building across the street is not big enough. Expanding is tricky as we want to stay within our current demographical area. We have looked outside of our current parameters and there hasn't been anything available.

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

- n/a

10. Adjournment

Motion to adjourn meeting at 6:02 pm

Motion John R

2nd Lily P

Discussion:

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on October 10, 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."