

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
January 9, 2023 – 5:00 p.m.

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

1. Call to Order 5:04 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:
3. Adoption of agenda, January 9, 2023
Motion John R
2nd Sheley W
Discussion: n/a
No opposition
Motion Passed
4. Approval of minutes for the December 12, 2022
Motion John R
2nd Lily P
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.
Welcome of guests from PTA and Foundation. No public comment.

6. Finance Update

A. BARS*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2223-0008-I	11000 - Operational	To true up budget to actual cash balance as of 6/30	\$ 129,939.00
2	2223-0009-I	23000 - Non-Instructional Support	To budget for actual revenue	\$ 6,681.00

B. Accounts Payable Payment Vouchers*

- 1 December 2022

C. Financial Statement Reports - as of December 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 2223-0008-I, (\$129,939.00)

2223-0009-I (\$6,681.00)

Motion Lily P

2nd John R

Discussion: Operational fund-cash carryover, true-up BARS. BARS adjust actual cash flow to projections. Student activities fund is monies raised in fundraising.

No opposition

Motion Passed

Motion to approve Accounts Payable Payment Vouchers (December 2022)

Motion Rhonda L

2nd John R

Discussion: Reviewed check listings; Disney fundraising is ongoing; Reviewed and answered questions regarding Amazon and Amazon Synchrony. Synchrony will no longer be accepted.

No opposition

Motion Passed

Financial Statement Reports-as of December 31st, 2022

1) Financial Reports

2) Bank Reconciliation

Notes: Fund balances reviewed through December 31st. There was not a lot of change. Monthly cash balances reviewed. Actuals Expenditures year to date reviewed (67% salary/benefits; Purch prop services reviewed). Budgeted expenditure reviewed. Bank reconciliation and statement reviewed.

Other:

1) Current Capital Resources for Building Purchase

Notes: Current capital resources reviewed. Estimated by June 30th-2.5 mil.

2) Journal Entries

Notes: Reviewed

7. GC Business

Introductions PTA, Foundation. Roles of each group

Notes: Governance council responsibility includes policy and hiring/firing of Head of School. The Foundation is a fundraising committee committed to building capital. They are the non-profit that will deal with the purchase of buildings. PTA works directly with families, students, and staff.

Introductions of each board member with GC

Foundation: Stephanie, Revay- There are a lot of opportunities that the PTA and foundation can work together. The foundation is working on their goals for the future as it is a newer board this year. Plan to do silent auction and hopefully partnering with PTA. Working on plan for future and working together to be successful.

PTA: Evanna – The goal is to support the families and staff. Fundraising involvement is low right now, but we are working on building community this year. We will still do some of the smaller fundraising opportunities this year. Next year we want to tap into the bigger fundraising opportunities (e.g.: Isotopes, concerts, etc.).

Mr. Tolley: The goal is to have a representative from each board to report information to the appropriate other boards. Questions can be sent to Mr. Tolley. Next Foundation meeting is the 10th of January at 5:45 pm. Next PTA meeting is the 17th of January at 7:30 pm. People are nominated to the GC board and only 2 positions can be occupied by parents. The school does have a committee for Student advisory, (SAC), but we are looking to grow the committee. It is helpful for input, and we focus on IB, bilingual, state funded and other topics. PTA has representatives for each grade level that would be beneficial for the SAC.

8. Head of School update

A. Applications, Tours, Lottery

- Application on website starting in December. Tours are scheduled on Tuesdays. The lottery is scheduled for February. Students are placed on a waitlist and spots are offered as available. We are a high performing school.

B. Update

- contract extension signed and will meet with APS charter school office in the next couple of months to finalize. Once finalized, it will be presented to the board. Will go into effect 2023-2024 school year.

- Donation policy in employee handbook allowing employees to donate time to other employees if needed. This is limited to 20 days and does not roll over.

- tutoring has resumed this week. Tutoring is available from 2:30-3:30 on Mondays/Tuesdays for math, Tuesday/Thursday for all other subjects.

- Extended learning: We are looking to add two days to our calendar but are waiting for the legislative update. APS has proposed two different calendars. Nothing has been finalized as of yet. School and districts determine how to put in the required hours for their program. Extended learning makes sense for our

program as it allows teachers to provide more instruction. There are no updates for December from realtor.

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

Training: will be sent by Mr. Tolley to board members. Waiting for them to release online training.

10. Adjournment 5:54 pm

Motion John R

2nd Lily P

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on February 13, 2023, 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.”