

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
April 24th, 2023 – 5:00 p.m.

FINAL meeting minutes

1. Call to Order 5:03 pm
2. Roll Call: Raj Shethia, John Roumpf, Rhonda Ledbetter, Sheley Wimmer, Mark Tolley (Head of School), Ana Perea (Vice Principal), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Lily Perez
3. Adoption of agenda, April 24th, 2023
Motion John R
2nd Sheley W
Discussion
No opposition
Motion Passed
4. Approval of minutes for March 13th, 2023
Motion John R
2nd Rhonda L
Discussion: Pg. 3 7A: Training delete International Day, 7C Motion needs to be added
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.
No public comment.

6. Finance Update

Corrales International School
Financial Update
April 24, 2023

A. BARS*

	BAR #	Fund Description	Reason/Type	Amount
1	2223-0021-I	Fund 31703 - SB-9 State Match Cash	To budget FY23 award	\$ 9,527.00
2	2223-0029-I	Fund 29102 - Private Dir Grants	To budget for class donations	\$ 2,000.00
3	2223-0030-I	Fund 24330 - ESSER III	To budget increase in award	\$ 35,021.00

B. Accounts Payable Payment Vouchers*

1 March 2023

C. Financial Statement Reports - as of March 31, 2023

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase

* Requires GC approval

Motion to approve BARS 2223-0021-I (\$9,527.00), 2223-0029-I (\$2,000.00),
2223-0030-I (35,021.00)

Motion Sheley W

2nd John R

Discussion: SB9-state matches small portion of tax=9,527; School received grant as a donation from Investing Co. towards education and classroom instruction; ESSER III-three-year award. We are in our 2nd year.

No opposition

Motion Passed

Motion to approve Accounts Payable Payment Vouchers (March 2023)

Motion Rhonda L

2nd Sheley W

Discussion: Thomas House-CPR; CNM-books. CNM now billing through a different company. Some grades went on field trips, and some did not. Charges were for the classes that participated. The PTA will be responsible for field trip funds in the future. Transportation was paid for by the school. Possible for PTA to pay in the future.

No opposition

Motion Passed

Financial Statement Reports-as of March 31st, 2023

- 1) Financial Reports
- 2) Bank Reconciliation

Notes: Reviewed ending fund balance, reimbursement fund balances are normally in the negative, actual expenditures reviewed, monthly cash balance as of March 31st, cash balance by fund, bank reconciliation, bank statement.

Other:

- 1) Current Capital Resources for Building Purchase

Notes: capital resources reviewed

- 2) Entries

Notes: n/a

7. GC Business

A. Training

- Available and sent to board members. Needs to be completed by the beginning of June.

B. Head of School Contract

Consideration for the Approval to Adjourn to Executive Session Pursuant to the Open Meetings Act NMSA 1978, 10-15-1 (H) (2) (Limited Personnel Matters) for the Purpose of (1) Discussion of Staffing and personnel matters (Discussion of Head of Schools contract).

Motion to move that the Governance Council of Corrales International School convene in closed session to discuss limited personal matters related to staffing as authorized by section 10-15-1 HC of the New Mexico Open Meetings Act.

Motion John R

2nd Sheley W

Discussion: n/a

No opposition

Motion Passed

Roll call vote: Raj S., Sheley W., John R., Rhonda L.

(Back in Session)

Motion to move that the Governance Council reconvene in Open Session and that all matters discussed in the closed session were limited to only those specified in the motion for closure.

Motion John R

2nd Sheley W

Discussion: n/a

No opposition

Motion Passed

Roll call vote: Raj S., Sheley W., John R., Rhonda L

C. Head of School contract (Action)

Motion to approve negotiations for a 2-year contract starting with 10% + addition of 6% from state for FY 2023-2024, (will be reviewed in one year, (not an automatic renewal)). For FY 2024-2025, increase of + 3% + any state increases, (not an automatic renewal), upon conditionally meeting mutually agreed upon goals set between the board and the Head of School. A BAR will be added at the beginning of the year.

Motion John R

2nd Sheley W

Discussion:

No opposition

Motion Passed

D. 2023-2024 CIS Budget Presentation

1. Approve 2023-2024 School Calendar. (Discussion/Action)

Motion Sheley W

2nd John R

Discussion: Extended learning funding has been removed. Unit value has been increased. 30 – 60 hrs. of PD. A multiplier is used to determine funding. Multiplier is tiered based on number of students. K-12+ replaced funding for extended learning. Stipends are still in place. July 24th teachers return for full week of PD. Students return on Monday, July 31st. More structured and routine starting on a Monday. CIS will end May 24th. APS is asking students to return the week after memorial day. November 9-10 Parent/Teacher conferences (just before Thanksgiving break), December 21st – January 9th (Winter break), March 28th, parent teacher conferences for at risk students only, Spring break-March 29th – April 5th, Teachers will return after memorial day for a couple of days, (May 28-29) of PD. Teachers will receive 6% raise + stipends for certain positions.

No opposition

Motion Passed

2. Approve 2023-2024 Teacher Salary Schedule. (Discussion/Action)

Motion Rhonda L

2nd John R

Discussion: All staff is receiving 6% raise; Salary schedule is not changing at this time.

No opposition

Motion Passed

3. Approve 2023-2024 Budget (Conditionally approve pending any changes by PED). (Discussion/Action)

Motion Rhonda L

2nd John R

Discussion: Reviewed budget highlights-6% increase, program cost reviewed, Small school size phased out; medical insurance increasing; ERB increased 1% on school side; SEG increased, (unit value + K-12); Cash carryover (SB9 + HB33); Adding FTE x1 for special education; Reserve amount discussed; Budget summary reviewed; Funding sources reviewed; Revenue summary reviewed;

Funding being decreased by 1% due to ESSER funding; Expenditures by funds 2023 vs 2024 reviewed; Expenditures by object reviewed; Afterschool programs will continue next school year; Personnel costs; A BAR will be done at the beginning of the year to adjust any budget items if necessary; Other expenditures, non-personnel; Fund balance reviewed.

No opposition

Motion Passed

8. Head of School update

A. School Updates

- Met with the owner of the building. Discussed future plans and possible extensions if needed; re-exploring building near Costco and another building on Jefferson; Still looking at other possibilities as well. International Day was fantastic. Had about 400 people in attendance. Foundation and Disney did really well on fundraising. Student art work raffled. Music teacher has done a fantastic job with younger and older students. Graduation is on May 17th at the UNM continuing education building.

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

- complete trainings if needed

10. Adjournment 7:12 pm

Motion Rhonda L

2nd John R

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on May 8, 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."