

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
August 14th, 2023 – 5:00 p.m.

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

1. Call to Order 5:04 pm
2. Roll Call: Raj Shethia, Lily Perez, John Roumpf, Sheley Wimmer, (5.11 pm), Mark Tolley (Head of School), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Ana Perea (Vice Principal)
3. Adoption of agenda, August 14th, 2023
Motion John R
2nd Lily P
Discussion: n/a
No opposition
Motion Passed
4. Approval of minutes for June 12th, 2023, with changes as noted under “Discussion”.
Motion John R
2nd Sheley W
Discussion: closed session roll call, add Rhonda Ledbetter.
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

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|--|---|-------------------------|--------------------|---------------|
| A. <u>BARs*</u> | | | | |
| | BAR # | Fund Description | Reason/Type | Amount |
| 1 | None | | | |
| B. <u>Accounts Payable Payment Vouchers*</u> | | | | |
| 1 | June 2023 | | | |
| C. <u>Financial Statement Reports - as of June 30, 2023</u> | | | | |
| 1 | Financial Reports | | | |
| 2 | Bank Reconciliation | | | |
| D. <u>Other</u> | | | | |
| 1 | Current Capital Resources for Building Purchase | | | |

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|--|---|-------------------------------|--------------------------|---------------|
| A. <u>BARs*</u> | | | | |
| | BAR # | Fund Description | Reason/Type | Amount |
| 1 | BAR 2324-0001-1B | 31703 - SB-9 State Match Cash | To budget initial award. | \$ 9,527.00 |
| B. <u>Accounts Payable Payment Vouchers*</u> | | | | |
| 1 | July 2023 | | | |
| C. <u>Financial Statement Reports - as of July 31, 2023</u> | | | | |
| 1 | Financial Reports | | | |
| 2 | Bank Reconciliation | | | |
| D. <u>Other</u> | | | | |
| 1 | Current Capital Resources for Building Purchase | | | |

* Requires GC approval

Approval of BARS 2324-0001-1B (31703 SB-9 State Match Cash To Budget

Initial Award \$9, 527.00)

Motion Lily P

2nd John R

Discussion: SB9 state matches, not the property tax revenue but what the state matches. Can be used for technology, furniture, etc. This is a yearly amount that is provided.

No opposition

Motion Passed

Motion to approve Accounts Payable Vouchers June and July 2023

Motion Sheley W

2nd John R

Discussion: n/a

No opposition

Motion Passed

Financial Statement Reports-as of June 30 and July 31st, 2023

1) Financial Reports

2) Bank Reconciliation

Notes: Reviewed beginning and ending balances July 1st-July 31st. There wasn't a lot of activity in July. Reviewed cash across all funds, actuals expenditure, revenue budget, expenditures, current capital resources for building, and bank statements. Question regarding "sweep". Usually only occurs when the state revenue is down.

Other:

1) Current Capital Resources for Building Purchase

Notes: capital resources reviewed

2) Entries

Notes: reviewed current capital resources for building purchase.

7. GC Business

A. Head of School Evaluation and Goals for 2023-2024 discussion. (Closed Session)

Into Closed Session

I 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 of the New Mexico Open Meetings Act.

Motion: Lily P

2nd: John R

Roll Call Vote: Raj S., Sheley W., John R., Lily P.

Out of Closed Session

I 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.

Roll Call Vote: Raj S., Sheley W., John R., Lily P.

Motion John R

2nd Lily P

B. Approval of Head of School Evaluation and Goals for 2023-2024 (action).

Motion John R
2nd Sheley
Discussion: n/a
No opposition
Motion Passed

C. GC Officers Election (discussion, action).

Motion to approve John R as co-chair, Lily P as treasurer Lily P
2nd Sheley W
Discussion: Possible co-chairs as in previous years as this is Raj's last year on the board.
John R as possible co-chair.
No opposition
Motion Passed

D. GC Finance Committee Appointment (discussion, action).

Motion to approve John R to finance committee Sheley W
2nd Lily P
Discussion: n/a
No opposition
Motion Passed

8. Head of School update

Numbers appear to be up. Will look officially at the numbers soon. Still taking new families. Might look at waitlist adjustments for military families. We are accommodating but they are not staying.

A. Beginning of school – a good start.

B. IB night (August 17)

C. Building update. Continuing to work with a team to find a building. May need to extend the lease.

D. Lunch Program: The state of NM has extended free lunches for all students. Doesn't cost the state and families but it does cost the school. APS will not do what is required by the state, meaning we have to be our own lunch authority. Our staff has been in required training. In the past, parents ordered lunches and paid through an online system. Now that it is free, parents are signing their children up whether they eat it or not. We cannot be reimbursed for the lunches they do not take to eat. This has created a large amount of food waste. To donate it, we would need to hire someone to donate the food every day. If the students do not physically take the lunches, we do not get reimbursed. We will also need to purchase a large refrigerator (following guidelines for temperature control). There is an available grant for equipment, but the grant is not good until next school year. We are required to report on a certain day in a certain way to get reimbursed.

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

- GC member training available for this year

10. Adjournment 6:53 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 September 11th, 2023, at 5:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113, or remote using Zoom 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."