

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
June 12th, 2023 – 5:00 p.m.

FINAL meeting minutes

1. Call to Order 5:04 pm
2. Roll Call: Raj Shethia, Lily Perez, Sheley Wimmer, John Roumpf, Rhonda Ledbetter (5.11 pm), Mark Tolley (Head of School), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Ana Perea (Vice Principal)
3. Adoption of agenda, June 12th, 2023
Motion Lily P
2nd Sheley W
Discussion: n/a
No opposition
Motion Passed
4. Approval of minutes for May 8th, 2023
Motion Sheley W
2nd John R
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.
No public comment.
6. Finance Update

A. <u>BARS*</u>				
	BAR #	Fund Description	Reason/Type	Amount
1	2223-0031-1	23000 - Non Instructional Support	Increase budget to actual revenue	\$ 3,921.00
B. <u>Accounts Payable Payment Vouchers*</u>				
1	May 2023			
C. <u>Financial Statement Reports - as of May 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 2223-02031-1 (Increase budget to actual revenue-\$3921.00)

Motion Lily P

2nd Sheley W

Discussion: One budget adjustment (student activity fund). Estimated at the beginning of the year. Funds will roll over to next year.

No opposition

Motion Passed

Motion to approve Accounts Payable Vouchers May 2023

Motion John R

2nd Lily P

Discussion: Yearbooks are paid for; we sell and through sales, we are reimbursed.

The reading is the stepping Stones, toys/trinkets were also ordered for testing.

Chess club – end of year.

No opposition

Motion Passed

Financial Statement Reports-as of May 31st, 2023

1) Financial Reports

2) Bank Reconciliation

Notes: There isn't anything new at this time. We still have payroll and payroll liabilities to pay out over the summer. As of the end of May, we stayed consistent with cash. Expenditures: 70% is salary and benefits, not much change if any. We will close out the fiscal year and complete the requirements for requests for

reimbursement. We are waiting on payments from HB33 and SB 9. Slight increase in some utilities.

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. Training

Needs to be completed by the end of May. Online was not working. John left a message but hasn't heard back.

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

Into Closed Session

Motion: John R.

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.

2nd Lily P

Roll Call Vote

Raj S, John R., Rhonda L., Lily P., Sheley W.

Out of Closed Session

Motion: Lily P

2nd John R.

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, John R, Sheley W., Lily P. , Rhonda L.

Finalize goals in the next session.

8. Head of School update

A. School updates

We have been meeting and planning out PD with staff, finalized most everything at this point. We are still accepting applications. We will have a returning math teacher for MYP. The 3rd-grade teacher will be a returning teacher as well,

(Anthony Valdez, Monica Saenz). We have a new educational assistant for special education. Our numbers are looking good at the moment.

Building: spoke with the real estate agent. Still working on a couple of possible buildings. Waiting for the price. Being next to another charter would work if programs were very different. Expanded some boundary lines slightly. When students leave, it is usually because the student has made the decision, not the parents. They are often looking for a large school experience. Most will call CIS to see if they can come back within a few weeks.

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

- Rhonda: Thank you for all you have done for us.

10. Adjournment 6:41 pm

Motion John R

2nd Sheley W

Discussion: n/a

No opposition

Motion Passed

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