

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
March 13th, 2023 – 5:00 p.m.

FINAL meeting minutes

1. Call to Order 5:05 pm
2. Roll Call: Lily Perez, Raj Shethia, Sheley Wimmer, Mark Tolley (Head of School), Ana Perea (Vice Principal), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Rhonda Ledbetter, John Roumpf
3. Adoption of agenda, March 13th, 2023
Motion Lily P
2nd Sheley W
Discussion
No opposition
Motion Passed
4. Approval of minutes for February 13th, 2023
Motion Lily P
2nd Sheley W
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>				
	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2223-0019	Fund 21000 - Food Services	To decrease projected revenue.	\$ (11,000.00)
2	2223-0020	Fund 11000 - Operational	To budget final SEG	\$ 108,941.00
B. <u>Accounts Payable Payment Vouchers*</u>				
1	February 2023			
C. <u>Financial Statement Reports - as of February 28, 2023</u>				
1	Financial Reports			
2	Bank Reconciliation			
D. <u>Other</u>				
1	Current Capital Resources for Building Purchase			
2	Journal Entries			

* Requires GC approval

Motion to approve BARS 2223-0019 (\$11,000.00), 2223-0020 - \$108,941.00.
 Motion Lily P
 2nd Sheley W
 Discussion: Remove food service revenue from budget, (APS is taking care of).
 Final unit value – Final SEG.
 No opposition
 Motion Passed

Motion to approve Accounts Payable Payment Vouchers (February 2023)
 Motion Lily P
 2nd Sheley W
 Discussion: February checks reviewed. Website-updated security and maintenance. Alert solutions. Elevator inspections are no longer being covered by the city. We will have this expense now. Extreme cleaning-part of charges are for cleaning and part is reimbursements for parts and supplies for when items around the school need to be fixed.
 No opposition
 Motion Passed

Financial Statement Reports-as of February 28th, 2023

- 1) Financial Reports
- 2) Bank Reconciliation

Notes: Reviewed ending fund balance, monthly cash balance, operational liquidity, salary & benefits, budget vs actuals, revenue, expenditures , cash balance by fund, bank reconciliation, bank statement.

Other:

1) Current Capital Resources for Building Purchase

Notes: projected to be 2.5 mil by end of year.

2) Entries

Notes: credit account code corrections

7. GC Business

7. GC Business

A. Training

- notification from the state was sent out to board members. Would like it completed by May.

- budget is due but session is not over, and we do not have a unit value.

B. Budget and April meeting date change (Discussion/ Action)

Motion to change budget and April meeting date from Monday, April 10th to Monday, April 24th at 5:00 pm

Motion Lily P

2nd Sheley W

Discussion: Won't have unit value or other information needed by April 10th as legislative session is still in session.

No opposition

Motion Passed

8. Head of School update

A. Building

a. Met with developer to go over everything.

b. Found a couple of more possible buildings.

c. With Covid, several investments were made by individuals from outside of the state.

d. Forecast is several will pull out allowing more buildings to become available.

e. Wants us in a good situation.

f. He understands our program.

g. Building on Jefferson sold.

h. There are a couple of more leads being explored.

i. Lease expires in 1 year.

B. Legislature

a. Free lunch next year– passed, waiting to be signed by the governor

b. Raises – still being negotiated at legislative level.

c. Insurance – 60/40 split right now, want to change it to 80/20 for those who make less than 50,000. 70/30 if under 60,000. Still working on this.

Governance council proposals being discussed. New changes may include webcasting and training.

C. Other school updates

a. International Day – April 22nd from 11-1 at CIS in person, (LIT groups will present), plus performances. Students will also be presenting personal projects (10th grade) and exhibition (5th grade).

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

- HOS contract – discuss before June, add as future agenda item

10. Adjournment 5:50 pm

Motion Sheley W

2nd Lily P

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on April 24th, 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.”