

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
March 11th, 2024 – 5:00 p.m.

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

1. Call to Order 5:00 pm
2. Roll Call: Lily Perez, Bruce Hegwer, Raj Shethia, John Roumpf (5:05), Sheley Wimmer, Mark Tolley (Head of School), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Ana Perea (Vice Principal)
3. Adoption of agenda, March 11th, 2024
Motion Sheley W
2nd Bruce H
Discussion: n/a
No opposition
Motion Passed
4. Approval of minutes for February 12th, 2024
Motion Sheley W
2nd Lily P
Discussion: Changes: add Ana to absent list, change date at top to 2024, change Sammi to Rebekah and remove Bruce training from beginning to completed.
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. BARS*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2324-0018-D	31701 - Capital Improvements SB-9 Local	To adjust budgeted cash to actual	\$ (85,067.00)
2	2324-0019-I	31703 - SB-9 State Match Cash	To adjust budgeted cash to actual	\$ 20,710.00
3	2324-0020-I	23000 - Non-Instructional Support	To tie budgeted revenue to actual ytd	\$ 6,525.00

B. Accounts Payable Payment Vouchers*

- 1 February 2024

C. Financial Statement Reports - as of February 29, 2024

- 1 Financial Reports
- 2 Bank Reconciliation

D. Other

- 1 Current Capital Resources for Building Purchase

* Requires GC approval

Motion to approve BARS, 2324-0018-D (Capital Improvements SB-9 Local), (\$85,067.00); 2324-0019-I, (State match Cash, \$20,710.00); 2324-0020-I, (Non-Instructional Support, \$6,525.00).

Motion Bruce H

2nd John R

Discussion: Reviewed each BAR. BARS adjustments (cash to actual) for first two BARS. The 3rd BAR is revenue to actual.

No Opposition

Motion Passed

Motion to approve Accounts Payable Payment Vouchers February 2024

Motion Lily P

2nd Sheley W

Discussion: Reviewed checks to date. Questioned check for \$3,000 (Raj). That is Disney Academy Housing. Money is still be fundraised to make up difference. Disney Academy is providing food for International Day.

No Opposition

Motion Passed

Financial Statement Reports-as of as of February 29, 2024

1) Financial Reports

2) Bank Reconciliation

Notes: Reviewed beginning and ending balances February 1st – February 29th, (fund balance). Reviewed cash balances, overall expenditures, (actuals and %'s reviewed),

account summary balances reviewed. Food Services have now paid through December. Reviewed %'s in each category.

Other:

1) Current Capital Resources for Building Purchase

Notes: capital resources reviewed; bank reconciliation reviewed.

\$2.65 million towards building purchase.

7. GC Business

A. Training

Sheley needs to finish.

B. Executive Session

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. Administration (Discussion)

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

Motion: John R

Roll call vote: John R, Bruce H, Lily P, Sheley W, Raj S

2nd

Discussion:

No opposition

Passed

(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

Roll call vote: John R, Bruce H, Lily P, Sheley W, Raj S

8. Head of School update

a. PED/Legislature update

- i. 180 minimum required (rule). CIS is at 186. Increased hours satisfied by adding extra hour on Wednesdays. This will end 4-day / week in rural districts. PED is saying they still can but has not provided guidance on how. PED is wanting to see reading growth. State assessments: we do not see information until the fall, however, secretary is requesting two schedules if you have a waiver. CIS is already above requirements. We should be able to exceed the 180 days for the new calendar. The secretary is claiming that the funds are in the

SEG. Next year, school will be closed on election day. Wording in rent reimbursement has been changed to “shall”.

b. 2024-2025 Enrollment

i. Marketing is ongoing. Ranking status is expected to increase.

c. Date of next GC meeting (Discussion/Action)

Motion to change GC meeting from April 8th to April 15th, 2024

Motion John R

2nd Lily P

Discussion: Calendar and budget is expected to be ready. If not, Mr. Tolley will let the board know.

No opposition

Passed

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment. When is International Day? May 4th, 11-1.

10. Adjournment 6:03 pm

Motion to adjourn meeting.

Motion John R

2nd Lily P

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on April 15,2024, 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.”