

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
May 13th, 2024 – 5:00 p.m.

FINAL Meeting minutes

1. Call to Order 5:00 pm
2. Roll Call: Lily Perez, Bruce Hegwer, Raj Shethia, Sheley Wimmer, Mark Tolley (Head of School), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Ana Perea (Vice Principal), John Roumpf
3. Adoption of agenda, May 13th, 2024
Motion Sheley W
2nd Bruce H
Discussion: n/a
No opposition
Motion Passed
4. Approval of minutes for April 22nd, 2024
Motion Bruce H
2nd Lily P
Discussion: Fix spelling of Bruce's name. Budget approval, 7A Motion to approve.
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		Blanket BAR approval for Final Year-End		

B. <u>Accounts Payable Payment Vouchers*</u>				
1		April 2024		

C. <u>Financial Statement Reports - as of April 30, 2024</u>				
1		Financial Reports		
2		Bank Reconciliation		

D. <u>Other</u>				
1		Current Capital Resources for Building Purchase		

* Requires GC approval

Motion to approve BARS, Blanket Bar Approval for Final Year-End

Motion Sheley W

2nd Lily P

Discussion: Allows for BARS to be approved, if needed, before the next GC meeting, next school year. Lily will be available for review if needed.

No Opposition

Motion Passed

Motion to approve Accounts Payable Payment Vouchers April 2024

Motion Bruce H

2nd Lily P

Discussion: Who is Michael Hayes? He is a related services provider for the Visually Impaired.

No Opposition

Motion Passed

Financial Statement Reports-as of as of April 30th, 2024

1) Financial Reports

2) Bank Reconciliation

Notes: Reviewed beginning and ending balances April 1st-30th, (fund balance). Reviewed cash balances, overall expenditures, (actuals and %'s reviewed), account summary balances reviewed. We have finally received funds for food service. Reviewed %'s in each category. April stayed consistent with March. 1.7 in operational fund. Reviewed revenue to date. Reviewed expenditures.

Other:

1) Current Capital Resources for Building Purchase
Notes: capital resources reviewed; bank reconciliation reviewed.
\$2.6 million towards building purchase. End of year estimated 2.7.

7 GC Business

A. HOS performance review, evaluation, goals 2023-2024 (Discussion)

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 Lily P

Roll Call: Raj Shethia, Lily P, Bruce H, Sheley W

(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 Bruce H

Roll Call: Raj Shethia, Lily P, Bruce H, Sheley W

B. Head of School contract - salary increase for 2024-2025 (Discussion/Action), table to June meeting.

Motion Lily P

2nd Bruce H

Discussion: n/a

No opposition

Passed

8. Motion to add agenda item, move June meeting to June 11th at 5:00 pm

Lily P

Sheley W

Discussion: n/a

No opposition

Passed

9. Head of School

A. Updates

- a. Senior/Kinder Graduation, May 15th 6:00 pm.
- b. Jack Barkhurst – scholarship received.
- c. Arjuna Delph – Merit Scholar and Scholarship received.
- d. Art school acceptance for one other senior.
- e. Possible building. Meeting with architect this week.
 - i. Rent, Least to purchase. Large enough for us to expand. 47,500 sq.ft. with an area to expand if needed. Reviewed images of building, inside and outside.

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment. Charter School Conference in June 12-14th in Albuquerque by PED.

11. Adjournment 6:10 pm

Motion to adjourn meeting.

Motion Lily P

2nd Bruce H

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on June 11th, 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."