

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
February 11, 2025 – 5:00 p.m.

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

1. Call to Order 5:01 pm.
2. Roll Call
John R, Sheley W, Bruce H, Angela G., Lily P., Mark T (Head of School), Rebecca R (Business Manager).
Absent: n/a
3. Adoption of agenda, February 11th, 2025, with changes noted.
Motion John R
2nd Lily P
Discussion: GC Business listed twice. Delete item #9
No Opposition
Motion Passed
4. Approval of minutes January 14th, 2024, with changes noted.
Motion John R
2nd Sheley W
Discussion: Minutes from January 14th missing “2nd”, (add John R.).
No Opposition
Motion Passed
5. Finance Update

A. BARs

	BAR #	Fund Description	Reason/Type	Amount
1	2425-0005-I	11000 - Operational	To tie budgeted cash to actual as of 6/30/24	\$ 13,490.00
2	2425-0006-I	21000 - Food Services	To tie budgeted cash to actual as of 6/30/24	\$ 4,421.00
3	2425-0007-I	23000 - Non-Instructional Support	To tie budgeted cash to actual as of 6/30/24	\$ 3,127.00
4	2425-0008-I	29102 - Private Dir. Grants	To tie budgeted cash to actual as of 6/30/24	\$ 3,764.00
5	2425-0009-I	31600 - Capitial Improvements HB33	To tie budgeted cash to actual as of 6/30/24	\$ 9,627.00
6	2425-0010-D	31703 - SB-9 State Match Cash	To tie budgeted cash to actual as of 6/30/24	\$ (15,158.47)
7	2425-0011-I	31701 - Capital Improvements SB-9 Local	To tie budgeted cash to actual as of 6/30/24	\$ 4,948.00
8	2425-0013-I	24174 - Carl Perkins	Increase	\$ 71.00

B. Payroll & Accounts Payable Payment Vouchers

- 1 January 2025

C. Financial Statement Reports - as of January 31, 2025

- 1 Financial Reports
- 2 Bank Reconciliations

D. Other

* Requires GC approval

- A. Motion to approve BARS 2425-0005-I, (Operational, \$13,490.00), 2425-0006-I, (Food Services, \$4,421.00), 2425-0007-I, (Non-Instructional Support, \$3,127.00), 2525-0008-I, (Private Dir. Grants, \$3,764.00), 2425-0009-I, (Capital Improvements HB33, \$9,627.00), 2425-0010-D, (SB-9 State Match Cash, (\$15,158.47)), 2425-0011-I, (Capital Improvements SB-9 Local, \$4,948.00), 2425-0013-I, (Carl Perkins, \$71.00).

Motion Lily P

2nd John R

Discussion: cash carry over BARS, (estimation). Once the audit is finalized, true up BARS will be adjusted. Reviewed BARS. SB-9 (money spent after April). Perkins (spent on supplies for PLTW).

No Opposition

Motion Passed

- B. Motion to approve Payroll & Accounts Payable Payment Vouchers January 2025

Motion Sheley W

2nd John R

Discussion: Community for Learning: twice per year, supporting after care program, keeping costs down for parents.

No Opposition

Motion Passed

- C. Financial Statements as of January 31st, 2025: Total expenditure reviewed (%'s). Year to date totals for all expenditures reviewed. Building purchase amount reviewed. Increase in cash (lease assistance, SB-9, HB33)

Compensation and Benefits: 67%

Building/utilities: 12%

Building: estimate: 3.1 mil by end of June.

Bank Reconciliation: reconciled

- D. Other:

Business Audit: 0 findings

Very tedious process

Budget process begins around March of each year for the next year.

6. Public Comment: This is an opportunity for members of the public to address the Governing Council ("GC") for up to 3 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. Those wishing to participate must sign in on the Public Comment sheet or post their Name, phone number, email address, and topic in the chat for those online.
TN: Building lease agreement, extension 2005, \$28,000
PB: Opportunities for our students, Mr. Tolley (transparent, approvals by GC), thank you for the work the GC has done and
DM: attended meeting in December. Request from GC, building has taken a significant amount of time, and the search has yielded minimum results. It appears there are different requirements that the general public does not need to know about as it is a very complex process, based on meeting in December. Not everyone is happy with the length of time search is taking, does something need to change? Plans to attend more meetings.

7. Special Education Program Update

- a. Presented Academic Performance and Data Analysis required for audit.
- b. Included student achievement, strategic planning, graduation, transition, and student outcomes.
- c. The special education department team, along with teacher and staff, continue to work cohesively to provide differentiation, and inclusion to meet student needs.
- d. We are audited yearly and are one of APS's top performing charter schools.

8. GC Business

- a. Response to Public Comments at January 2025 Meeting

Motion John R

2nd Sheley W

Discussion: Read aloud.

No opposition

Passed

- b. CIS Grievance Policy-Approval

Motion Lily P

2nd John R

Discussion: added staff members

No opposition

Passed

- c. Head of School Evaluation Plan-Approval

Motion Sheley W

2nd Angela G

Discussion: Evaluate HOS annually.

No opposition

Passed

- d. Public Input Policy-Introduction

Discussion: put in writing, similar to APS's policy

- e. Set Date for HOS Evaluation-Special Meeting or March Regular Meeting

Motion Lily P

2nd John R

Discussion: Date: during regular meeting, (executive session) or set different date. Majority: next meeting in March. Motion Lily P, John R

9. Executive Session – Personnel

Consideration for the Approval to Adjourn to Executive Session Pursuant to Section 10-15-1(H)(8) for subject pertaining to threatened or pending litigation in which the public body is or may become a participant, and/or discussion of the purchase, acquisition or disposal of real property or water rights by the public body.

Language Into Closed Session:

Motion to 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 John R

2nd Sheley W

Roll Call: Bruce H, Lily P, John R, Angela G, Sheley W

Language Out of Closed Session:

Motion to move that the Governance Council reconvenes in Open Session and that all matters discussed in the closed session were limited to only those specified in the motion for closure.

Motion Lily P

2nd Sheley W

Roll Call: Bruce H, Lily P, John R, Angela G, Sheley W

10. Head of School

- a. Mission and Goals Progress
 - i. Waiting on Vistas for some of the data and this will be presented to board members
- b. School Advisory Committee Update
 - i. Sent out through PowerSchool, 12 interested and joined. The 1st meeting was very informative and helpful. We have a great group of individuals.
- c. Building Update
 - i. We continue to explore and visit properties as they become available.
 - ii. It is a very complicated and intricate process.

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

- a. GC Training
 - i. Almost completed for the year.
- b. IB Training
 - i. Board members: Global conference in July. We are working on bringing more training in-house for board members and teachers.
- c. Staff Recognition
 - i. Recognize staff members at the end of year. Ask SAC for recommendations on criteria.
- d. Policies added to website.
 - i. This is being worked on.

12. Adjournment

Motion to adjourn 7:07 pm

Motion Lily P

2nd Angela G

Discussion: n/a

No Opposition

Motion Passed

The next regular meeting of the Governing Council will be on March 11, 2025, 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."

Remote attendance on Zoom:
Join Zoom Meeting

<https://us02web.zoom.us/j/89522502931?pwd=azYK52VnHfODb0lqp3IEoHDFbiZYE.1>