

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
April 22nd , 2025 – 5:00 p.m.

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

1. Call to Order 5:04 pm.
2. Roll Call
Bruce H, John R, Sheley W, Angela G., Lily P., Mark T (Head of School), Rebecca R (Business Manager).
Absent:
3. Adoption of agenda, April 22nd , 2025,
Motion John R
2nd Sheley W
Discussion: n/a
No Opposition
Motion Passed
4. Approval of minutes March 11, 2025, with changes noted.
Motion John R
2nd Lily P
Discussion: add didn't review since they are standard language under 7B
No Opposition
Motion Passed
5. 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.
Stephanie (Foundation): have been receiving emails. Only from PTA so far. Foundation will check on status of emails to board. Next meeting is Thursday, April 24th. We are looking for a new treasurer. Donation letters are available to board. Allowed to copy and give out. Working on donations for silent auction for International Day. Letters given to board at meeting. Bring donations the day of and they will be added to the table. Hoping to get student art pieces ahead of time. Email foundation with questions or if you have items to donate to arrange meet-up. Stephanie will check with Susan at front desk to see if they can accept donations. Donations have already started coming in. Foundation has only three members and two are also on the PTA. Struggling with participation from community. Foundation would like to know if it is possible to request/require volunteer hours from parents. They have exhausted asking and are not getting participation.
Bruce H. asked if we are familiar with other programs with expectations for volunteer time. Mr. Tolley mentioned that some schools offer money donations in place of time. Agreed to add to agenda and discuss at next meeting.

6. Finance Update

A. BARS*

	BAR #	Fund Description	Reason/Type	Amount
1	2425-0015-I	23000 - Non Instructional Support	To budget ytd actual revenue.	\$ 765.00
2	2425-0016-I	21100 - Universal Free Lunch	To budget ytd actual revenue.	\$ 14,543.00
3	2425-0017-D	21000 - Food Services	To budget ytd actual revenue.	\$ (16,578.00)
4	2425-0018-I	21000 - Food Services	To budget ytd actual revenue.	\$ 954.00
5	2425-0019-T	11000 - Operational	Transfer to function 3100	\$ -

B. Payroll & Accounts Payable Payment Vouchers*

1 March 2025

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

- 1 Financial Reports
- 2 Bank Reconciliations

D. Other

* Requires GC approval

- A. Motion to approve BARS 2425-0054-1 (Non-Instructional Support) \$765.00; 2425-0016-I (Universal Free Lunch) \$14, 543.00; 2425-00170-D (Food Services) (\$16, 578.00); 2425-0018-I (Food Services) \$954.00; 2425-00019-T (Operational) \$-

Motion: John R

2nd Sheley W

Discussion: 5 adjustments. 1st based on current revenue. 2nd increase in budget. 3rd decreasing. 4th is a separate fund. 5th collected. 6th transferring funds. Is there a budget request to cover unknowns? Yes, if there is an adjustment to be made, that is usually how it is done.

No Opposition

Motion Passed

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

Motion Lily P

2nd John R

Discussion: Reviewed check listings.

No Opposition

Motion Passed

- C. Financial Statements as of March 31st, 2025

Discussion: Total expenditure reviewed (%'s). Year to date totals for all expenditures reviewed. Cash increase due to property tax increases. We are currently balanced budget to current year. Building purchase amount reviewed. Increase in cash (lease assistance, SB-9, HB33). Had an increase due to property tax value.

Building: estimate: 3.1 mil by end of June.

Bank Reconciliation: reconciled

- D. Other:

7. GC Business

A. Discussion and action on the following items:

1. 2025-2026 Budget
2. 2025-2026 Salary Schedule
3. 2025-2026 Calendar

Motion to approve 2025-2026 Budget, Salary Schedule and Calendar

Motion Sheley W

2nd Angela G

Discussion: Anticipating using some of cash carry over to cover expenses. Increase in teacher minimums by \$5,000 and 4% increase in pay for all staff. SEG increased 2.5% and in per unit value. Increases to dental, health, and insurance reviewed. Risk insurance increased nearly 19%. This was a large increase from last year. Index based on licensure level and years of experience reviewed. Ancillary increase 7.36% Increased multiplier in grade levels for high school students. New multiplier for ELL students. At risk index – all schools within APS boundaries will receive own index rate. We are not seeing an increase or decrease in multiplier. K12+ (over 180 days) multiplier of .012 based off of students and number of days, (includes professional development requirements based on grade level). Overall budget is at 8.4 mil including cash carryover. SEG revenue is \$87,000 increase. Revenue is different than cash and are projected. Will be adjusted when awarded. HB33 and SB9 remain the same as we do not have the final numbers in. Will be adjusted when received. Funding from the state reviewed, state equalization guarantee. Decrease in student count, special education increase, APS receives 2%, (normal for any authorizer). Reviewed % for operational. Large increases in instruction and benefits. 76% of operational budget is going into compensation and benefits, 21% services and 3% into supplies. Ancillary is budgeted for \$84,000. Membership fees \$33,000, training budget reviewed, supplies reviewed, reserve budgeted. Fund balance reviewed.

Salary Schedule: Updated to reflect current guidelines for new hires. Starts at new base amount approved by the state. 1st year starts at \$55,000; level 2 starts at \$65,000 and level 3 starts at \$75,000 + training and education. We pay an increased amount over APS. % increases are not added. State does not provide all of the funding to cover the increases they vote on. Stipends are available through the state to cover some areas such as bilingual. Is there a way to combine since steps do not have a huge increase in each segment. We are using what everyone else is using so it is uniform across the board. Calendar: Always try to follow APS as much as possible. First day, August 4th. Teachers back on July 28th. Labor day off; Fall break, October 10th; November 4th election day no school; Week of Thanksgiving, first two days parent teacher conferences, following three days off; December 22nd-January 2nd, students return January 6th. Teacher in-service January 5th. Martin Luther Kind, Presidents day off; Spring Break March 30th-April 3rd; Instructional days May 26-28th. Last day for teachers, May 29th. 9 weeks of summer break. 185 teaching days, 194 teachers.

No Opposition

Motion Passed

B. Designate \$500,000 from Operational to be restricted to Capital resources, to be used for building purchase. (Discussion/Action)

Motion to designate \$500,000 from operational to be restricted to Capital resource, to be used for building purchase

Motion John R

2nd Sheley W

Discussion: Mr. Tolley asked to accept his recommendation and take another \$500,000 to be allocated to the building to help us reach 3.6 by the end of the year. Due to oil and gas

revenue, state has been good with the money that they have saved. However, It was recently asked by a couple of attorneys if state would take any carry over from schools as they have in the past depending on how oil and gas revenue fairs. To be safe, we would like to designate the additional \$500,000 to capital. Thus, designating this amount should provide the protection. The state is not permitted to touch the HB33 as that is local property tax.

C. Executive Session – Personnel

Consideration for the Approval to Adjourn to Executive Session Pursuant to Section 10-15-1(H)(8) for the Purpose of the discussion of limited personnel matters.
(Discussion/Action)

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 Angela G

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

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, John R, Sheley W, Angela G., Lily P

E CIS Policy reviews and updates. (Discussion)

Notes: Review list of board policies and table to June meeting. Plans to revise bylaws in near future, June agenda. Suggestion to have a working session scheduled.

F Charter School Conference (Discussion)

Notes: Conference in June. Great place to get 5 hours of training completed and it is free.

8. Head of School

A. School Events (International Day, Graduation, etc.)

- a. May 17th; May 14th more information will be sent to the board. Graduation is at UNM continuing ed building on University. Usually begins about 5pm.

B. School Advisory Committee Update

- a. Met in April.

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

10 Adjournment 7:22pm

Motion Lily P

2nd Sheley W

Discussion: n/a

No opposition

Passed

The next regular meeting of the Governing Council will be on May 13th 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."

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