

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
May 13th, 2025 – 5:00 p.m.
Final meeting minutes

1. Call to Order 5:01 pm.
2. Roll Call
Bruce H, John R, Lily P., Angela G., (5:06 pm), Mark T (Head of School), Rebecca R (Business Manager).
Absent: Sheley W
3. Adoption of agenda, May 13th, 2025,
Motion John R
2nd Lily P
Discussion: n/a
No Opposition
Passed
4. Adoption of Meeting Minutes for April 22nd, 2025
Motion John R
2nd Lily P
Discussion: John R left during closed session
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.

6. Finance Update

A. BARs

	BAR #	Fund Description	Reason/Type	Amount
1		Blanket BAR approval		

B. Payroll & Accounts Payable Payment Vouchers

1 April 2025

C. Financial Statement Reports - as of April 30, 2025

- 1 Financial Reports
- 2 Bank Reconciliations

D. Other

* Requires GC approval

A. Motion to approve Blanket BAR

Motion: John R

2nd Lily P

Discussion: n/a

No Opposition

Motion Passed

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

Motion John R

2nd Lily P

Discussion: n/a

No Opposition

Motion Passed

C. Financial Statements Reports as of April 2025

Discussion: Monthly cash reviewed. Total expenditure reviewed (%'s). Not too many changes from last month. Building purchase amount reviewed.

Building: estimate: 3.6 mil by end of June.

Bank Reconciliation: no changes

D. Other: n/a

7. A. Parent Involvement Policy (Discussion)

- a. Schools have requested parent involvement, some making it required. We used to do it but after covid, it changed. We need to take portions of our different policies to go over with parents. Some schools will give a choice of donation of time or monetary donation. Students, parents and staff will sign they have read and will follow policies (cell phones, dress code, etc.) next year. PTA and Foundation have asked for help from parents. Plans to bring this up to SAC to get feedback as well. Expectation: a part of the success of any school is parent involvement. Staff has helped foundation with International day auction. Art teacher has done a great job with student art to have available for auction. Mr. Tolley plan to have recommendations for the board. Schools lawyer has books available for purchase that follow all state regulations. Suggested putting in a policy or create a policy referring to volunteering (or parent participation agreement).

B. 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 Lily P

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

Discussion: n/a

No Opposition

Motion Passed

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 John R

2nd Lily P

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

No Opposition

Motion Passed

C. Approval of the Head of School Contract for the 2025-26 school year (Discussion/Action)

Motion Lily P

2nd John R

Discussion:

No Opposition

Motion Passed

D. Corrales International School student information system. (Discussion).

-no additional discussion

8. Head of School

- A. Charter Law Office contract (Discussion)
Action not required
- B. School Events (International Day, Graduation, etc.)
 - May 14-Graduation 6pm UNM Continuing Ed Building
 - May 17 – International day 10-2 at CIS
 - Including new parents
 - May 23rd last day for student
 - May 27th -29th teachers
 - June 10-12th Admin staff last day
 - August 4th first day for students

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

10. Adjournment 7:06 pm

Motion John R

2nd Lily P

Discussion

No opposition

Passed

The next regular meeting of the Governing Council will be on June 10, 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>