

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
August 12, 2025 – 5:00 p.m.

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

1. Call to Order 5:02 pm.
2. Roll Call
Lily P., John R., Angela G., Mark T (Head of School), Rebecca R (Business Manager).
Absent: Bruce H
3. Adoption of agenda August 12, 2025
Motion Lily P
2nd Angela G
Discussion: n/a
No Opposition
Passed
4. Adoption of Meeting Minutes for June 10, 2025
Motion Lily P
2nd Angela G
Discussion: n/a
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.
Present: 1 parent. Did not have any comments, did not state name.

6. Finance Update

A. BARs

	*BAR #	Fund Description	Reason/Type	Amount
1	2425-0021-I	31703 - SB-9 State Match Cash	FY25 final allocation	\$ 24,555.33
2	2425-0022-I	21100 - Universal Free Lunch	Increase revenue to tie with actual.	\$ 5,624.00
3	2526-0001-M	11000 - Operational	1000 function maintenance	\$ -
4	2526-0002-I	21100 - Universal Free Lunch	To increase budget to tie with FY26 allocation	\$ 5,554.00

B. Payroll & Accounts Payable Payment Vouchers

1 June 2025

2 July 2025

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

1 Financial Reports

2 Bank Reconciliations - June and July

D. Other

* Requires GC approval

- A. Motion to approve BAR #2425-0021-I (31703-SB-9 State Match Cash; FY25 final allocation \$24,555.33), 2425-0022-I (21100 Universal Free Lunch; Increase revenue to tie with actual \$5,624.00), 2526-0001-M (11000 Operational; 1000 function maintenance \$ -), 2526-0002-I (21100-Universal Free Lunch; To increase budget tie with FY26 allocation \$5, 554.00).

Motion: Lily P

2nd Angela G

Discussion: First BAR: this is what the PED gives to match a portion of what is received.

Second BAR: Universal free lunch program. Received more revenue than what was originally projected. This is not federal, it is a state reimbursement. Third BAR: State added new codes.

This is a maintenance BAR, moving funds between different programs. Fourth BAR: same universal free lunch. Increased based on last years.

No Opposition

Motion Passed

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

Motion Lily P

2nd Angela G

Discussion: Part of closing out fiscal year by end of June. We paid out all of summer payroll, ERB, etc. in June. In July, pay outs were much smaller as most payouts were in June to close out the previous school year. Check report reviewed by board. What is SHIFT? This is our computer tech (IT).

No Opposition

Motion Passed

C. Financial Statements Reports as of July 31st, 2025

Discussion: Actual expenditure reviewed (Supplies 3%, Compensation and benefits 70%, etc.). Current capital resources for building purchase reviewed. July reviewed as well. Building: estimate: 3.9 mil by end of June 2026. Monthly case balance, all funds, reviewed. Bank Reconciliation: reviewed.

D. Other: n/a

7. GC Business

A. Bulk Purchasing Capitalization Policy approval (discussion/action)

Motion Lily P

2nd Angela G

Discussion: Full accrual; modified accrual to follow all of Gatsby's. State set threshold at \$5,000. Anything under \$5,000 does not need to be capitalized. There is no change in how the school does day-to-day business. This is just to capitalize for the audit. We are having to do more with items being capitalized. The auditors do not want it to be set too high. There is a record of every purchase. \$25,000 seems reasonable, however, with history showing \$20,000, this may be a safer amount. \$20,000 was the consensus with the board members present.

B. Executive Session

Consideration for the Approval to Adjourn to Executive Session Pursuant to Section 10-15-1(H)(8) for the Purpose of the 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 the purchase, acquisition or disposal of real property or water rights by the public body as authorized by section 10-15-1 of the New Mexico Open Meetings Act.

Motion Lily P

2nd Angela G

No Discussion

No opposition

Motion Passed

Roll Call: John R, Lily P, Angela G

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 Angela G

2nd Lily P

No Discussion

No opposition

Motion Passed

Roll Call: John R, Lily P, Angela G

8. Head of School

A. Updates

1. Parent Involvement

Enrollment has been slowly increasing. Good first week back. When we transition to a new property, we will need to look at programming changes. It has become increasingly difficult for students to be able to do the accelerated program. We will need to discuss in the future how we want to remain sustainable.

2. Cell Phone Policy

State implemented that all schools are required to have a cell phone policy. We have discussed as a staff and have spoken to our older students. We don't have a huge problem with this. Most students keep their phones in their backpacks. When used at lunch, this also creates problems. We have a new set of consequences, and where cell phones should be stored (backpack). It doesn't make sense to ask students to take them out of their backpack to put somewhere else. We don't currently need to change what is working. If that changes, we will revisit. Students can call from front office if needed. They do not need their cell phones during school time.

In general, there needs to be more involvement with parents through PTA as well. It has always been prohibited to turn left into school from Wilshire. We have had a couple of parents not following rules, creating a safety issue, (on cell phones in pick up/drop off line, turning left into school).

4. Personnel

New personnel: MYP math teacher, music teacher, 4th grade teacher, two E.A.'s are all doing well and have been well received. Our new Kindergarten teacher and EA also started the year well. Kindergarten teacher was the 3rd grade teacher for a few years but expressed interest in teaching Kinder. When offered she accepted. However, was offered another job and chose to take it instead. At end of last year, salary was discussed for the next year, (making more than APS). APS did not add their 4% until July, which changed overall salary. This did not affect MYP but did affect PYP teachers and their salaries were increased. Ms. Perea resigned. Our numbers have fluctuated as they often do at the beginning of each year. Our numbers have been slowly increasing. As students get older parents tend to stop being involved. After 5th grade, and 8th grade, parents feel the need to move to a bigger school but miss out on things like scholarships as we are smaller and have a very vibrant program.

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

10. Adjournment 6:18 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 September 9th, 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=azYK52VnHfODb0lqp3IENoHDFbiZYE.1>