

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
December 9th, 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
Bruce H, John R, Angela G, Mark T (Head of School), Rebecca R (Business Manager).
Absent: Lily P
3. Adoption of agenda December 9th
Motion John R
2nd Angela G
Discussion: n/a
No Opposition
Passed
4. Adoption of Meeting Minutes for November 11th, 2025
Motion John R
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: n/a

6. Finance Update

A. BARS

*BAR #	Fund Description	Reason/Type	Amount
1	None		

B. *Payroll & Accounts Payable Payment Vouchers

1 November 2025

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

1 Financial Reports

2 Bank Reconciliations

D. Other

* Requires GC approval

A. BARS - None

No Motion

B. Motion to approve Payroll & Accounts Payable Payment Vouchers November 30th, 2025

Motion Angela G

2nd John R

Discussion: Reviewed checks and ledger balance.

No Opposition

Motion Passed

C. Financial Statements Reports as of November 30th, 2025, Bank Reconciliations

Discussion: expenditures and estimates. Reviewed Revenue/Expenditures by fund. Food Service. Some revenue is from last phiscal year. Reviewed received and spent. Waiting on Lease Assistance. Collected property tax revenue. Reviewed actual spenditures. 3.6 mil for building purchase. Projected: 3.9 mil. Reviewed Monthly cash balance funds, bank reconciliations and bank statement.

D. Other: n/a

7. GC Business

A. Executive Session – Personnel and Capital matters

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 and for the purpose of the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.

(Discussion/Action)

Motion John R

2nd Angela G

Discussion: n/a

No Opposition

Motion Passed

Roll Call: Bruce H, Angela G, John R

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 and discussion of the purchase, acquisition or disposal of real property as authorized by section 10-15-1 of the New Mexico Open Meetings Act.

Motion John R

2nd Angela G

Discussion: n/a

No Opposition

Motion Passed

Roll Call: Bruce H, Angela G, John

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 Angela G

Discussion: n/a

No Opposition

Motion Passed

Roll Call: Bruce H, Angela G, John

8. Head of School

A. School Communication Update

- a. Our system indicates when emails go through and if they were opened by the recipient. The individuals who stated they did not receive emails or text messages. Some of the individuals who stated this, the system showed they blocked CIS emails. Others had not yet opted in for text messages. This was re-sent to the community to give them the opportunity to opt in for text messages. Teachers were also reminded to send correspondence more often, not just rely on students.

B. Vertex Education – School Marketing

- a. They work with schools providing different services. We are looking for assistance in marketing and growing the student base. They have a lot of experience in this area, website design. We can do a few months at a time or annual.

C. School Updates

- a. International Exhibition was successful and well attended. Disney Academy did well on fundraising at this event. Testing is almost completed. Winter break starts December 20th. PD day for teachers will be January 5th. Students return January 6th. Meeting with APS went well. Information was clarified.

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

- Retired college professor (science): interested in becoming a board member. We will invite him to next meeting.

10. Adjournment 5:54 pm

Motion John R

2nd Angela G

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on January 13, 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."