

**September 26, 2019 – Regular Meeting Minutes**

1900 Randolph Rd. SE Albuquerque NM 87106

*\*Indicates action ítem requiring vote.*

1. Call to Order: ​called the meeting to order at 5:48 pm by Leticia Archuleta. Teri Hogan seconded. .
2. Roll call​: ​Teri Hogan, Alex Rankin, Arthur Kaufman (arrived at 6:07pm) were in attendance. Abuko Estrada was present via telephone. Adriann Barboa was absent.
3. Approval of Meeting Agenda​\*: ​Mr. Estrada moved to approve the agenda. Ms.Hogan seconded. Motion passed unanimously.
4. ​Approval of August 22 Meeting Minutes​\*: ​Ms. Hogan moved to approve the meeting minutes. Mr. Abuko seconded. Motion passed unanimously.
5. Public Comments: ​None
6. New Business:
	1. Approval of Dyslexia Intervention Policy\*: ​Ms. Teri Hogan Grubesic moved to approve. Mr. Rankin seconded. Motion passed unanimously.
	2. Medications in School Policy Update​- ​Tabled (want Abuko to look at it)
	3. Internal Control Procedures​: Mr. Rankin moved to approve, Ms. Hogan seconded. Motion passed unanimously.
	4. Evaluation for Executive Director​: ​tabled
	5. Cash Disbursements: ​Mr. Rankin moved to approve, Ms. Hogan seconded.

Motion passed unanimously. Mr. Vigil reported on the addition of the Chief Procurement Officer Certification. He also indicated that the limits for purchasing had been raised to 60,000.

* 1. August Financial Reports​: ​Mr. Vigil reported that because of the annual audit, reports were not ready.
	2. Bank Reconciliation​s: ​Mr. Vigil reported that because of the annual audit and the workload, reports were not ready.
	3. BAR​s: ​Mr. Vigil reported that because of the annual audit and the workload, reports were not ready.

6. Updates from School Administration:

a. Update from the Executive Director​: ​Ms. Archuleta reported on the budget discussion and enrollment projection. Mr. Vigil also added and reported on the necessary cuts due to not reaching the student enrollment number. There was a discussion regarding the best method for determining accurate number of enrollment at the 40th day. Ms. Archuleta reported that the number was too high and Mr. Vigil indicated that this needed to be increased in order to meet numbers to maintain occupancy in the new building. Mr. Vigil also stated the need to have a Financial meeting as soon as

possible. Mr. Kaufman brought up an idea regarding possibilities to partner and collaborate with UNM. Ms. Archuleta also reported on the Qualitative Site Visit that will occur on October 9, 2019 from 9:00-11:30am. Ms. Archuleta reported on the potential new Board Member and provided resume for Ms. Kari Ruma. Mr. Vigil also reported on one more person, Ms. Leslie Lujan

1. Update from the Director of Curriculum and Instruction​: ​Ms. Reno was absent. Ms. Archuleta reported on the CSI grant, which is a redesign grant, that provides support in work in the classroom, and how it helps fund contractors. She also reported on the concern of the $150,000 loss due to unspent grant money.
2. Update from the Director of Community Engagement​: ​Ms. Quinones-Suarez reported on the efforts of recruitment as well as the activities occurring, which included the Student led Collaboration Cafe, as well as the Grand Opening of the South Valley Community Farm where Mr. Vigil will be planning to present on the new building
3. Update from Dean of Student Support: ​Ms. Velinda Pearson reported on the work that is being done with student support as well as learning the work and connecting with students.

Information:

7. Upcoming Meeting Noted​:​ ​Next meeting is Wednesday, October 30th at 5:30.

8. Adjournment: ​With no further business, Mr. Rankin moved to adjourn the meeting. Ms. Hogan seconded. Motion passed unanimously and Ms. Archuleta adjourned the meeting at 7:16pm.