

August 31, 2020 –Zoom Meeting

Topic: Strategic Planning Meeting Agenda

Time: August 31, 2020 05:00 PM Mountain Time (US and Canada)

**Indicates action item requiring vote.*

- 1 Call to Order: Ms. Barboa called the meeting to order at 5:28 pm.
- 2 Roll call: Ms. Barboa, Mr. Estrada, Dr. Rankin, were present via zoom. Potential Board Members, Ms. Kathy Bushnell and Gilbert Ramirez were also present via zoom.
- II Charter Renewal*: Mr. Dan Hill presented on the training on renewal process. Mr. Hill reviewed the document and explained how it's being scored.
 - Mission Specific Goals: Mr. Dan Hill and Ms. Archuleta reviewed and explained the outcomes for the mission specific goals that were obtained. Collaboration amongst the GC was done to modify the mission and vision statement and the information would then be presented HLHS's staff present input as well.
 - HLHS Executive Summary/GC- will be presented and continued on September 1st meeting.
 - Plans for next charter term- will be presented and continued on September 1st meeting.
- IV. Action Items
 - a. Discussion and possible action on Internal Controls*: Discussion Tabled and will be presented during Tuesday, September 1st Strategic Planning meeting.
 - b. Discussion and possible action on Vision and Mission*; Discussion Tabled as information will be shared with staff for feedback.
 - c. Discussion and possible action on Board Elections*; Discussion and action to approve the addition of Ms. Kathy Bushnell and Gilbert Ramirez to the Governing Council. Ms. Barboa moved to approve the addition of Ms. Kathy Bushnell and Gilbert Ramirez. Mr. Abuko seconded. Motion passed unanimously.

September 1, 2020 –Zoom Meeting

Topic: Strategic Planning Meeting Agenda

Time: September 1, 2020 05:00 PM Mountain Time (US and Canada)

**Indicates action item requiring vote.*

- 1 Call to Order: Ms. Barboa called the meeting to order at 5:02 pm.
- 2 Roll call: Ms. Barboa, Mr. Estrada, Dr. Rankin, Ms. Kathy Bushnell and Mr. Ramirez were present via zoom. Potential Board Member Eric Garcia was also present via zoom.
- 3 Strategic Planning: Mr. Dan Hill presented information and trained the Governing Council regarding the Strategic Planning. He reviewed the evaluation process which included the beginning and the end of the year work. He also discussed that the Executive Director's evaluation has not been done in 4 years. The annual evaluation would capture students, parents, teachers, staff and the board to be able to review it. He also reviewed the logistics regarding the evaluation process.
 - Training: Mr. Dan Hill presented the Strategic Planning Training for the Board.

- Building-Ms. Archuleta provided a Building Update as well as information regarding the Foundation Board. She also discussed the work in connection to reapplying for the 501c3 that was previously lost. Ms. Barboa requested to know more specific information so she can better support the cause.

Evaluation of organizational structure- Ms. Archuleta discussed the evaluation of the organizational structure of the school and reported on the organizational chart that they currently have. Ms. Leticia discussed the job responsibilities of the organizational structure of the position of Executive Director and Principal as one. The dual position requires focus on the external and internal logistics in overseeing the school.

4. Evaluation and Goals

- Head of School Goals and Evaluation: Ms. Archuleta discussed the school goals and has also provided an evaluation form for the Governing Council to use. Ms. Archuleta is requesting to receive an annual evaluation regardless of waiver due to COVID-19.
- Overall School Goals: Mr. Dan Hill discussed the importance and necessity of having policies in place for the overall school goals.

5. Board Development

- Recruitment of new members; Mr. Tony Monfiletto explained the importance of the recruitment of new members to the Governing Council. He explained that it's important to be able to identify bringing in new members who would benefit the school. He explained how the GC is the voice of the community and therefore can inventory the skills they have as well as recruiting folks who really understand what the community needs because they can guide for greater impact.
- Board Needs: Mr. Tony Monfiletto presented on the responsibilities from the Board Members to the school as well as the needs of knowing the organizational chart to make sure that they are able to participate and support the mission of the school.

6. Action Items:

- Discussion and possible action on Internal Controls*: Discussion regarding the Internal Controls. Ms. Barboa moved to approve the discussion and action on Internal Controls. Mr. Estrada seconded. Motion passed unanimously.
- Discussion and possible action on Vision and Mission*; Discussion regarding the Vision and Mission. Mr. Estrada moved to approve the Vision and Mission. Dr. Rankin seconded. Motion passed unanimously.
- Discussion and possible action on Board Elections: Potential Board Candidate had to leave the meeting prior to the meeting adjournment. No action taken.

7. Adjournment: Ms. Barboa said goodnight at 7:22 meeting adjourned