

July 29, 2020 –Zoom Meeting

Topic: Governing Board Meeting

Time: July 29, 2020 05:30 PM Mountain Time (US and Canada)

**Indicates action item requiring vote.*

- 1 Call to Order: Ms. Barboa called the meeting to order at 5:33 pm.
- 2 Roll call: Ms. Barboa, Mr. Estrada and Dr. Rankin were present via zoom. Dr. Kaufman was absent. Ms. Barboa moved to approve. Dr. Rankin seconded. Motion passed unanimously.
- 3 Approval of Meeting Agenda*: Mr. Estrada moved to approve the agenda. Dr. Rankin seconded. Motion passed unanimously.
- 4 Approval of June 24, 2020 Meeting Minutes*: Mr. Estrada moved to approve. Ms. Barboa seconded. Motion passed unanimously.
- 5 Public Comments: NONE

6. Financial Items*:

- a. Discussion and possible action to approve Finance Reports*: Discussion on Finance Reports but no approval needed.
- b. Discussion and possible action on Accounts Payable Check listing*: Discussion and action to approve Item B. Ms. Barboa moved to approve. Dr. Alex seconded. Motion passed unanimously.
- c. Discussion and possible action to approve BARS: No BARS needed to be approved.
- d. Discussion and possible action to on Purchase Card Policy*: Mrs. Jaramillo explained the policy and process regarding the use of the Purchase Card. Ms. Leticia also explained the benefits of having a Purchase Card made available for purchases with vendors that do not accept purchase orders. The Purchase Card still requires the same procedures and process of having an approved purchase order in place but eliminates the need of reimbursement to employees. Ms. Barboa moved to approve the Purchase Card Policy. Dr. Rankin seconded. Motion passed unanimously.
- e. Discussion and possible action to Purchase Card users*: Ms. Archuleta discussed the Purchase Card users which would be Carolina Quinones-Suarez, Nathan Hoge and Ms. Leticia Archuleta. Mr. Estrada moved to approve the Purchase Card users as Carolina Quinones-Suarez, Nathan Hoge and Leticia Archuleta. Dr. Rankin seconded. Motion passed unanimously.
- f. Discussion and possible action on NMBT Application*: Ms. Archuleta discussed that the NMBT Application is specific to the users and that it needs to be in place in order to obtain the Purchase Card. Ms. Barboa moved to approve the NMBT Application. Mr. Estrada seconded. Motion passed unanimously.
- g. Discussion and possible action on HLHS Admissions Policy*: Ms. Archuleta discussed the HLHS Admissions Policy. Ms. Archuleta reported that it was discussed during the presentation of the spring site visit. Ms. Leticia requested that it be reflected in the minutes that the document is approved by the board and in

place for Admissions. Dr. Rankin moved to approve the HLHS Admissions Policy. Mr. Estrada seconded. Motion passed unanimously.

- h. Discussion and possible action to add new GC members*: Ms. Archuleta reported that the potential members were not available to attend the meeting. Ms. Barboa discussed the onboarding process. Ms. Barboa also discussed a potential board member by the name of Eric Christopher Garcia whose expertise would benefit the support of HLHS. A meeting will be held with potential candidates. Dr. Rankin moved to approve the possible action to add new GC members. Mr. Estrada seconded. Motion passed unanimously.
7. Discussion Items:
- a. Introduction of new Director of Curriculum, Instruction and Assessment: Mr. Robert Fung introduced himself to the GC. He discussed his involvement in Lead Team Meetings prior to his start date to allow him to learn and better support the work at HLHS.
 - b. Report from the Director of Community Engagement: Ms. Carolina reported the work regarding registration as well as family support with questions from parents. She also reported that face to face recruitment has not been possible due to COVID-19. Ms. Carolina discussed the use of social media to continue to work on the efforts on recruitment.
 - c. Report from the Director of Student Support: Mr. Nathan reported on the Student Support Resource List, the Advisory Model and the Equity Council. He also discussed how we have changed our processes due to the pandemic.
 - d. Report from the Director of Curriculum and Instruction: Mr. Robert reported on professional development and the work that is being done to streamline projects. He also discussed online readiness and Professional Development trainings to support this work. Mr. Robert reported about the network wide tuning with other Leadership schools to support the projects.
 - e. Report from the Executive Director: Ms. Archuleta discussed the assurance documents and explained that HLHS is expected to start the Hybrid Model on October 6th.
 - f. Governing Council Updates: Ms. Archuleta reported that the training needed to be scheduled and held.
 - g. Schedule Strategic planning Session: Ms. Archuleta reported on the need to schedule the Strategic Planning Session and the work that needs to happen for the Recharter process.
8. Upcoming Meeting Noted: Wednesday, August 26, 2020 at 5:30 pm via zoom or at Health Leadership High School, 1900 Randolph Rd. SE, Albq., NM 87106.
9. Adjournment: With no further business meeting was adjourned at 6:58 pm.

