

Health Leadership High School
August 22, 2019
5:30 pm
1900 Randolph Rd. SE Albuquerque, New Mexico 87106

Meeting Agenda:

1. Opening Business- Adriann Barboa

a. Call to Order- Adriann [Called to order at 5:38 pm](#)

b. Roll Call

- Board President: Adriann Barboa [Present](#)
- Board Member: Abuko Estrada [Present via Phone](#)
- Board Member: Teri Hogan [Present via Phone](#)
- Board Member: Arthur Kaufman [Absent](#)
- Board Member: Alex Rankin [Present](#)

c. Vote to approve Agenda

[Votes: Alex Rankin motion to approve, second by Teri Hogan 4-0](#)

d. Vote to approve the Minutes from 7-25-19

[Votes: Adriann Barboa motion to approve, second by Alex Rankin 4-0](#)

2. Public Comment

[No Public Comments](#)

3. Update from Executive Director

[Leticia Archuleta reported on school wide information. Recent events; blood drive provided by Vitalant that was set up through senior leadership. Students who will be participating in sports were provided free physicals by Dr. Kaufman and his team from UNM hospital. Leticia informed the Board that the new hires will begin next week 8/26/19. Velinda Pearson, Director of Student Support and Carolina Quinones, Director of Community Engagement. Leticia is excited to have great leaders onboard who are highly supportive of the school's mission and vision.](#)

[Update from Director of Curriculum and Instruction](#)

[Amber Reno reported on PBL and authentic project development in all classes. Students are provided with the opportunity to develop their skill sets through a learning by doing model. Amber Reno reported out on three week PD for teachers including the Ed Cafe. Teachers have a fully developed curriculum for the year that is created during this in depth professional development training.](#)

[3 Pillar Model Review](#)

[As per request from Board President, Leticia Archuleta reported out on the 3 pillar model and the connection to the evaluation process for Lead Directors. The 3 pillars are Community Engagement, Curriculum and Instruction \(Learning by Doing\), and Student Support. Each Pillar is focused on deeper learning, positive youth development and student success. Each pillar director has a job description that details the expectations of their work. As the Executive Director, Leticia is responsible for assuring accountability to the work for each director. The ED will provide weekly evaluation to support creativity and innovation to the work to meet student needs and ongoing growth of the school.](#)

4. Action Items

a. BARs

No BAR's to present

b. Internal Control Policy - Motion to approve will be held during the next months Governing Council meeting

See attached revisions. The Internal controls document is intended to define the financial responsibilities and requirements of HLHS employees and Governing Council. David Vigil went through the document in detail. All sections in red reflect a needed revision. David provided notice that the revisions do not in any way change the practice, rather they are requested to be included for additional clarification of procedure. Governing Board requested that changes be made to the policy as indicated and vote to approve will be on next month's agenda.

- CPO

David reported as per internal controls document he is listed as the chief procurement officer. All procurement is to be reviewed and approved through CPO.

- Budget/BAR's

David reviewed budget report by function. Explained functions in connection with budget and expenditures. David mentioned that capital outlay will be how the new building is funded. The school is planning to purchase the land in the next few months. No BAR's to present

- RFR's

David provided additional information on RFR's and the process included in the internal control policy that can be reviewed in the document.

- Bank Reconciliation

David reported out on Bank Reconciliation and review of checks posted to NM bank and trust. Alex Rankin requested clarification on a name listed "Tim Kubik." David clarified that the name for the service of PBL training to staff. K&L cleaning was the previous custodial service for SY 18/19

- Financial Reporting

Each item reported out by David. See attached documents

c. Section 218 Modification Resolution- Social Security - Votes: Motion to approve Adrann, seconded by Teri

Hogan 4-0

David informed the Governing Council that HLHS employees are being asked to vote on social security and Medicare coverage. This decision will be set in place from the date of the vote and every year thereafter. The Governing Council requested that David provide a staff training to better understand section 218 Modification Resolution and be able to make an informed decision. David assured that he will train staff during a professional development training. David also assured the Board that he will have a staff sign-in to assure all staff have received the informational training before the vote is taken.

d. Check Listing Report

David Vigil reviewed check listing report for the month of July. No clarification required for this report.

5. Financial Items

a. Budget Overview - All documents submitted to Governing Board for review by David on 8-19-19

- Budget Expenditure Report

David reviewed all expenditures for the month by fund and function. Information regarding new custodial service and contract amount was discussed.

- PED Final Reports

All reports for July 2019 were reviewed. David reported on possible budget deficit if enrollment is not met by the 40th day. David explained that state funding is allocated based on expected numbers indicated. HLHS projected to have 280 students enrolled by the 40th day.

b. Enrollment

As of today, HLHS enrollment is 215 students. The school is hoping to have 280 students by October 9th 40th day count. The school is continuing to encourage everyone to help spread the word about the school. Leticia is creating letters to include on weekly memos to families in support of these efforts.

c. SW intern

Leticia reports that she has acquired a second year Masters level social work intern from New Mexico Highlands University. Kayde Solomakos will be at the school ½ day on Tuesday and all day Wednesday and Thursdays.

-Leticia provided a follow-up on nurse coverage. Some student services will require RN overview periodically. Teri Hogan volunteered to support HLHS to cover services on a monthly basis.

d. Paid Internships

Leticia reported out on behalf of HLHS transition coach Monika Monje; Future Focused Education is supporting HLHS in providing paid internships for 10 currently enrolled students and 3 alumni. Students will be interviewed and if accepted will have an opportunity to be placed within various professional health locations.

6. Adjournment

Meeting adjourned at 8:17pm