

Health Leadership High School Agenda

July 25th, 2019

5:30 p.m.

1900 Randolph Rd. SE Albuquerque, New Mexico 87106

1. Opening Business

a. Call to Order

b. Roll Call

- Board President: Adriann Barboa - present
- Board Member: Gilbert Ramirez - present
- Board Member: Abuko Estrada - present
- Board Member: Teri Hogan - present
- Board Member: Arthur Kaufman- present
- Board Member: Alex Rankin – Not present

c. Vote to Approve Agenda –T. Hogan Moves to approve, G. Ramirez seconds, passed

d. Vote to Approve Minutes – Dr. Kaufman Moves to approve, G. Ramirez seconds, passed

2. Public Comment

3. Action Items

a) Hiring of Executive Director - A. Estrada moves to approve the hire of new ED/Principal, Leticia Archuleta. T. Hogan Seconds, board passes – 5-0 unanimous

a. Adriann Barboa Board Chair, welcomed Leticia Archuleta, thanked her for accepting the offer. Adriann shared the strength rich culture and strong board team that the school has, as well the potential for the future. Board also highlighted the tough road ahead that needs strong and flexible leadership. The board thanked and welcomed L. Archuleta to lead the school!

Adriann thanked Kara Cortazzo for her work serving as Interim ED/Principal, successfully seeing us through a hard transition period for the whole school, all the wonderful improvements she led over the summer to have the school in good shape, and for leading us through a hiring process.

Leticia Archuleta shared her excitement for starting, some of her plans for the school and next steps in bringing on staff and enrollment numbers and plans. We discussed the need for legal counsel that can prompt policies etc that the school needs to be in compliance and David warned the board that we do not have the budget for it, and if we go that route that the money will have to be cut from other places like staff and/or programing.

b) Open Meetings Act – A. Barboa moves to accept the Open Meetings Act policy, G. Ramirez seconds, board passes 5-0

c) Cash Disbursements – Board reviewed the check listing provided by David Vigil, T. Hogan moved to approve, Dr. Kaufman second, board passed 5-0

d) Board Member Resignation – Adriann Barboa Moves to accept the resignation of Gilbert Ramirez, Teri Hogan seconds, Board passed 5-0 unanimously.

Discussion:

Gilbert Ramirez informed us that he needs to resign from the Governing Board. HLHS had received a T.A. (Technical Assistance) grant that would allow for their teachers and staff to get trained on Social Emotional Learning technichs and practices to use with students. Gilbert Ramirez noted a conflict of interest because his spouse is the person conducting the trainings. He stated that the only two options would be for them to loose the grant and TA monies and trainings or for him to resign, so to not have a

conflict of interest. Gilbert noted that the contract for the training is over in May of 2020 and would be open to re-joining the board then if HLHS would like him to return. Kara Cortazo shared that she had reached out to legal council to make sure and they informed her that action is necessary if we want to proceed with the grant and the trainings. Board accepted the resignation and asked Gilbert to help find a replacement for him on the Governing Board.

4. Informational Items

- a) Voucher Report -List of Warrants
- b) OBMS Budget Status Revenue
- c) OBMS Budget Status Expenditures
- d) Cash Report
- e) BAR History Report
- f) APTA Budget Status
- g) Bank Reconciliation
- h) Expenditure and Revenue Comparison by Month
- i) Improvements to Building
- j) Student Recruitment
- k) Staffing
- l) New Building Update
- m) School Legal Council

David Vigil, Finance Director led the board through a process of understanding where the budget is to date. David explained the expenses that were incurred for the transition of the ED/Principal, hiring of in Interim ED/principal, other hiring related expenses that were not previously planned. David also explained additional, not previously planned budget items, such as the building maintenance costs that Kara Cortazzo led to improve the school, new carpets, a new cleaning service, some new furniture and other items that were much needed for building improvements. These were not originally planned in the budget, and David explained in detail their impact on the budget. For example we have spent the entire years maintenance budget over the summer. In addition David reviewed where we would “find” the money to cover some of these unplanned budget items, including; we no longer have a part time school nurse, because the nurse we had on staff did not have her current licensure, we also have not yet hired a .5 social worker, and will not proceed with that hire unless there becomes room in the budget. David explained how funding comes to the school and where our numbers are at.

We reviewed the budget and finances for June and July in detail with David leading.

David expressed that he was aware that the board had been alerted about concerns with the school audit and finances. He assured the board that things were in order and that he would continue to keep us informed and make corrections where needed. Adriann expressed the need for transparency and for the board to understand and be able to have a consistent regular format for the budget that we can learn and follow. Gilbert Ramirez shared examples of where late fees and other expenses had been overlooked and that a recent training he went to said that late fees were unacceptable and a violation. Gilbert expressed that he hopes to see for HLHS Governing board and the new Administrator, to receive budgets at least three days ahead of the GB meeting, that board be alerted by the Finance Director when mistakes like late fees are incurred, for example. David expressed that he could agree moving forward.

5. Closing Business

- a. Announcements
- b. Next Scheduled Meeting – 8/22/19 at 5:30 at HLHS
- c. Adjournment – Adriann called the meeting adjourned.