

**AGENDA OF SPECIAL MEETING OF
THE GOVERNING COUNCIL OF
HEALTH LEADERSHIP HIGH SCHOOL**

June 17, 2019
7:30 A.M. to 9:30 A.M.
Fatpipe Co working Space
200 Broadway NE

I. Opening Business – Adriann Barboa

- a. Approval of Agenda
 - Terri H. moved to approve agenda, Gilbert Ramirez second, passed
- b. Approval of Minutes
 - Terri H. move to approve , Adriann B. second

II. Public Comment – please sign in at meeting (Comments are limited to three minutes; extra time may be granted at the discretion of the Board.)

- No public comment

III. Closed Session

Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters.

1. Vote to go into Closed Session
 - a. **Gilbert R. moves to go into closed session.**
 - b. **Terri H. second.**
2. Following Closed Session, the Board will vote to return to Open Session for Action and Discussion Items.
 - a. **Dr Kaufman moved to come out of closed session, Gilbert R. second**

IV. Action Items:

- a. Approve BARs
 - **Adriann B. Moved to approve bar ___**David: Please insert Bar number/detail here**___, Dr. Kaufman second, passed**
 - **Adriann Moved that HLHS offer Kara Cortazzo the interim director position, Dr. Kaufman second, passed.**

V. Discussion Items:

- a. Update on Interim Position, legal counsel and budget for hiring processes

Adriann discussed updates and expectations of Interim ED/Principal roles and use of task google sheet for all of board, Leadership Directors, Interim and future ED/Principal can see to know what is getting done, what areas need support and where are the gaps.

Gilbert R. shared information about Kara Cortazo, and took questions.

- b. Review Ambers Task and roles sheet for accuracy and any gaps

Adriann shared that the full team of leadership Directors had agreed that this document is helpful and that they would use it to keep log of their roles and any missing gaps that need to be addressed.

Amber Reno will share this document with Kara Cortazzo, Interim ED/Principal and Ms. Cortazzo can determine best tracking documents moving forward.

- c. Hiring: Committee, Contracting a hiring firm, Job Description, timeline

Adriann shared that the board will need to hire someone to help run the hiring of the ED/Principal, informed the staff and board that we will follow up with Hugh Prather and proceed with what is needed for the hiring process.

- d. School Operations: Current Contracts, updates on staffing –

Board heard from David Vigil and Amber Reno that offers have been made to teachers and staff. Adriann has been cc'd on all the offers, and Amber and David will work with Kara Cortazzo, Interim ED/Principal to make sure all contracts and pending hires occur.

- e. Human Resources: Exit Interview process for all staff that are leaving for any reason.

Board heard from David Vigil that all staff that are exiting employment with the school have received an exit interview. Adriann asked about process for following up with exit interview.

David Vigil informed the board that up to now the process has been that the ED/Principal and HR Director, Mr. Vigil would review. Board asked that staff develop with Interim and/or new ED/Principal a process for follow up and use of exit interviews for the future

- f. Next steps

Gilbert Ramirez will send offer letter to Kara Cortazzo.

Adriann Barboa will follow up with hiring firm, and a general update to staff

- g. Miscellaneous

VI. Closing Business

1. Announcements
2. Governing Board Scheduling: HLHS Governing Board is set to meet on Thursday 6/27 at 5:30 – 7:30 pm. Adriann will work on a location given the school water will be off for work on the building.
3. Adjourn