



Special Board Meeting
June 29, 2022, 5:30 pm
1900 Randolph Rd. SE Albuquerque, New Mexico 87106

Join Zoom Meeting

<https://us04web.zoom.us/j/74314439274?pwd=vXC16QbtczvICFHI4qm6BDUyLt9N9A.1>

Meeting ID: 743 1443 9274

Passcode: 61XeBb

- I. Call to Order - Gilbert motioned to call the GC meeting to order at 5:47 pm Leigh Seconds
 - a. Roll Call
 - Board Member: Italia Aranda- NP
 - Board Member: Yadira Aguero- NP
 - Board Member: Frances K. Bushnell-Lopez- Present
 - Board Member: Leigh Caswell- Present
 - Board Member - Christopher Gavaldon- Present
 - Board Member: Lenaya Montoya- Present
 - Board Member: Christina O'Connell- NP
 - Board Member: Gilbert Ramirez- Present

- II. Vote to approve Agenda- Gilbert Motion to delete action item e and g as they are covered in action item h Gilbert moved to approve and Kathy Second

- III. Vote to approve [GC Minutes 5/12/22](#) - Gilbert motions to approve and Lenaya seconds (need to change 5/22/22)

- IV. Public Comments- None

- V. Action Items
 - a. Discussion and possible action on Finance Reports - Most funds have been spent down through the month of May. June's report will indicate a higher report due to closing of the year. All funds that don't carry over will be spent. Title I was not spent due to the position not filled until half year. Information was discussed during the Finance Committee Meeting. Motion to approve made by Mr. Ramirez and second by Ms. Lopez-Bushnell
 - b. Discussion and possible action on Accounts Payable Check listing- Was reviewed during the Finance Committee as well. Mr. Ramirez motion made to approve AP and check listing from april 2022 and seconded by Ms. Lopez-Bushnell
 - c. Discussion and possible action to approve BARS- No Action item needed
 - d. Discussion and possible action to approve Agreement Regarding Earnest Money Deposit and Pre-development services agreement- Ms. Archuleta wanted to make sure it was reflected in the minutes as it was previously presented to the board in a previous meeting. Mr. Ramirez motioned to approve. Leigh seconded the motion.
 - e. Discussion and possible action to approve Policy - Teaching an additional course
 - f. Discussion and possible action to approve Policy - Time and Experience-Mr. Archuleta explained the reasoning to this policy which will allow it to reflect and honor the time and experience of staff members that join our organization. Leigh moved to approve, Mr. Ramirez seconded.
 - g. Discussion and possible action to approve Policy - Payout of Leave
 - h. Discussion and possible action to approve Sections of Staff Handbook
 - i. Subparagraph A: Instructors teaching an additional course- Ms. Archuleta explained that there are qualified instructors that are able to teach a dual credit course which would require the

instructor to sell his/her prep to teach the course, after satisfying the required 5 years of experience and licensure requirement and the course would need to be deemed necessary connected to our PBL needs. Kathy motioned to approve, Lenaya seconded the motion.

ii. Subparagraph B: Payout of Leave- Ms. Archuleta explained that 12 days, 2 personal leave, and 10 sick days are given. Pay leave does not roll over, so not using their leave and incentivizing them if not being used, at the end of the year, 5 days would be used to be paid out at a fixed rate of \$200 a day which will be paid out at the end of each contract year. Ms. Jolene suggested adding literature to the policy which indicates that it would be based on available funds. Mr. Ramirez motioned to approve the Payout of Leave with the amendment to add language payout is conditional based upon the available funds of the budget and add a bar to reflect the budget. Kathy seconded the motion.

VI. Discussion Items

a. Ed Report

- New Facility for HLHS- Ms. Archuleta reported on the new system Power School that will be implemented. Power School is a more sophisticated way to oversee our needs specifically credits, multiple classes and movements, so wanted to provide a heads up as it is a needed expense. Things are moving forward as projected. A meeting at the location with Mr. Nakamura to discuss what will be kept to move forward.
- Marketing / Recruitment- Ms. Archuleta reported that the billboards are up as well as the buses that have our logo and information are running. QR codes are also indicated inside the buses. Lead team has been covering the building during the summer. Ms. Archuleta reported on all the work that is happening to plan for this next school year.
- Lead Team Report- [Lead team report](#)

- b. Board Trainings - update - Mr. Hill has reached out to ensure that the hours should be updated and entered fulfilling the 6 hour requirement. Ms. Archuleta will be checking in as well and inform everyone if anything else needs to be done. Prior to going into closed session, the lease assistance document needs to be completed prior to entering closed session.

VII.. Closed session

Pursuant to section 10 -15 - 1 (H)(2), NMSA-closed session for discussion pertaining to limited personnel matters, related to the Executive Directors evaluation and contract: [Closed Session at 6:59 pm](#)
No action was taken during the closed session and nothing outside of what was listed on the agenda was discussed. Only personnel matters as indicated on the agenda were addressed.

Closed session ended at 7:22 pm

Role call:

Ms. Montoya, Mr. Ramirez, Mr. Gavaldon, Ms. Lopez-Bushnell, Ms. Caswell

VIII. Action Item to approve Contract for Executive Director for SY 22/23

Action taken to approve the contract for the Executive Director for SY22/23. Mr. Ramirez made the motion to approve the contract and Ms. Lopez-Bushnell seconded the motion.

Adjournment- With no further business Mr. Ramirez adjourned the meeting at 7:25 pm