



Governing Board Meeting Minutes
August 30, 2023, 5:30 pm
6401 Jefferson St. NE 87109

Join Zoom Meeting

<https://us06web.zoom.us/j/89425908580?pwd=TjNRbjR2L0lxcXNVMDRTaUc1Vlh1dz09>

Meeting ID: 894 2590 8580

Passcode: 0Fr5Tm

I. Call to Order - 5:47 pm

a. Roll Call

- Board Member: Leigh Caswell - PRESENT
- Board Member - Christopher Gavaldon - PRESENT
- Board Member: Lenaya Montoya - PRESENT
- Board Member: Christina O'Connell - PRESENT
- Board Member: Gilbert Ramirez - PRESENT

II. Vote to approve Agenda - Mr. Ramirez made a motion to approve the agenda and Ms. Caswell seconds. Motion approved with no opposition

III. Vote to approve [GC Minutes 7/26/23](#)
Mr. Ramirez motioned to approve the GC minutes from 7/26/23 and Ms. O'Connell seconds. Motion approved with no opposition.

IV. Public Comments - NONE

V. Action Items

- a. Discussion and possible action on Finance Reports
- b. Discussion and possible action on Accounts Payable Check listing
- c. Discussion and possible action to approve BARS

Ms. Runyan, Business manager reviewed Finance reports, check listing and BARS. 5 BARS were listed for approval as follows: 2324-0001-I 31703, 2324-0002-I 29102, 2324-0003-I 24190, 2324-0005-D 27107, and 2324-0006-I

Ms Runyan reviewed SB9 state match as well as the funding received from Building Hope as a winner of Education Innovation. Ms. Runyan reviewed that funding from the CSI HSRN funds that have now been provided to the school from 2019 grant. The funds must be expensed out by September 30, 2023. Ms. Archuleta already has a solidified plan to expense the funds in accordance with the 2019 grant submission.

HLHS received Capital outlay for the new reward and carryover is being added.

Ms. Runyan and members of the finance committee met for the finance meeting prior to today's GC meeting to review the finance packet and report. An update regarding the building and additional items to incur cost were reviewed including the PA system. Rachel Matthews has been supportive in assisting the school with completion of building remodel and oversight of construction.

Mr. Gilbert Ramirez motions to approve finance reports and check listing as presented for July 2023. Ms. Caswell seconds and motion is approved.

Mr. Ramirez motions to approve the 5 BARS: 2324-0001-I 31703, 2324-0002-I 29102, 2324-0003-I 24190, 2324-0005-D 27107, and 2324-0006-I Ms. Montoya seconds and motion is approved

d. Discussion and possible action on Fixed Asset Inventory Certification

Fixed asset inventory reviewed by Ms. Runyan. There was only one item noted over 5k. Mr. Ramirez motions to approve the fixed asset inventory certification as presented. Ms. Caswell seconded the motion and motion is approved.

VI. Discussion Items

a. Ed Report

- New Facility - update
- Ribbon Cutting Ceremony- October

Ms. Archuleta reported on Enterprise builders construction company will cover the warranty on the facility for one year. Ms. Caswell asked about the school based health center and time-frame for opening. Ms. Archuleta indicated that the plan is for the facility to begin taking occupancy in September but will be up to the Owens LLC for definitive date. Sports physicals will be taking place in the next two weeks in our SBHC.

Ms. Archuleta reported out on the completion of the gym and the fitness center. Final items are being completed including the basketball hoops, scoreboard, and volleyball net. The fitness center orders are in the works for completion.

Ms. Archuleta reviewed the plan for the CSI HSRN grant and plan for expenditure as follows:
122,000 but has to be spent by September

Plan in place: Reading +, Math Intervention, IC support, Data dashboard, Stakeholder meeting(s), Stipend for staff, Additional component for all staff, Everyone will be approved by Leticia. Any additional stipend will be signed by GC.

HLHS will be hosting its inaugural Ribbon Cutting ceremony. October 12, 2023 2-5 pm

Enrollment: 215, Goal is 240 (300). President: Standing updated item on the agenda. Financially impact on HLHS. Ms. Archuleta reported that she did calculate so that we could maintain the facility and avoid RIFs. We want to grow and expand. Mr Ramirez asked about Dips into reserves. Ms. Archuleta reported that she is pulling in grants for offset at this time. Ms. Caswell asked about loss of students and Ms. Archuleta mentioned that we had a strong number come with us from the other location.

Bus services: Ms. Archuleta reported that we need 4 busses, but only gave us 2, 7 students cant get picked up. Ms. Archuleta will be pushing for transportation. Attendance Is Key (APS)

b. Lead Team Report

Ms. Tokunaga Scanlon reports: CIA

Excited for the year to have started with students and for classes to begin. We've started training for and implementing a new reading program, Reading +. We'll also be expanding to Math +. This will support an individualized initiative to improve reading and math skills for all students. Our 10th grade capstone, Departures, took a field trip to Hotel Zazz last Friday. This is a start to an exciting project and community partner. We are continuing to build out our data dashboard and adding a community partner and alumni surveys and student focus groups. Waiting on our award letter and an approved budget for the innovation zone grant. We welcomed two new EF's to the team, Ana and Julianna.

Ms. Armenta - Student Support Director

Block party went very well. Equine therapy starts on 9/7/23. Restorative Justice training. Speakers/ First speaker will be next Tuesday. Javier Velasquez. Gun Violence Prevention 8 week workshop in Nov.

Veronica M. Vigil-Director of Community Schools

Listen Learn Lead. Attended NMPED CS Kickoff (Zoom) and our first collaborative meeting with ABC and other community school charters from APS (in-person)

- o September 15, 2023 attend APS training

First phase of needs assessment underway (surveys). Collaboration with leadership team on classroom walk-throughs and teacher one-on-ones. Implemented PD schedule to better support collaborative planning around our focus of:

- o Project-Based Learning

- Restorative Justice
- Supporting our students academic needs, MLSS, Students on IEPs, including Gifted and 504's
- Limited English Proficient
- Our initial NMDash and MLSS plans were submitted to APS and NMPED on time
- Croc Friday

Carolina Quiñones-Suarez- Director of Community Schools

We are excited for our students to start their FFE internships soon. Interviews were held last week, and FFE and I worked on pairing students this week. We have also started our NM Dream Team Chapter, and our student Chapter Leads have been appointed. Ruben from FACES presented to our Juniors with information regarding the program and is recruiting students. We are excited to get that started again. Dr. Roberts and I are working to ensure our students register for CNM and prepare for the CNA course that begins on September 5th.

c. Strategic Planning / Retreat session for September

3-4 solid hours or September meeting (4-6 or 4-7). Recharter in 2025. Pre-work before hand. Planning and thoughts around the work of the school. Integrity of program and building on community partners. Possibly October 25, 2023 4-7 or 5-8. In-person meeting

d. GC Training Hours for SY 23/24

NMPED has sent a link for the training and hours. Ms. Archuleta reminded them to contact Ms. Brown for further assistance.

VII. Adjournment

Meeting was adjourned at 7:04 pm