

Technology Leadership High School Minutes

Minutes– August 8, 2017

1. Take Roll

Board Members:

President, Al Hernandez- Present
Vice President, John Mierzwa- Present
Board Member, John Duran-Present
Board Member, Pauline Lucero-Present
Board Member, Kersti Verna Tyson-Present

Other:

Kara Cortazzo - ED and Principal – Present
Director of Finance, Yolanda Tafoya- Present
Secretary, Thalia Silva –Present

2. Approve Minutes from, Board Meeting

Approve minutes from the June 6^h, Board Meeting –
Vote: Al Hernandez motions to approve, seconded by John Duran 5-0

3. Public Comment – None

4. Action Items

- Approval of EPSS Financial Performance Framework
Financial Performance Framework needs to be completed and uploaded to the EPSS by Executive Director. Director of Finance will complete the form and will send it to Al Hernandez for review. The assurance signature page will be signed by Al Hernandez for approval.
- Approval of Open Meetings Act Resolution
Attorney Abby Lewis introduced herself and gave board members her professional background. She will be advising TLHS on their “2017 Open Meeting Act Resolution”. It is mandatory to do one annually. She handed the “2017 Open Meeting Act Resolution” for Board Members to review. She answered clarifying questions.
VOTES: Al Hernandez motions to approve as amended, seconded by Pauline Lucero. 5-0
- Approval of Monthly Financial Statements
 1. Quarterly Cash Report (uploaded to website)
Reviewed with Board Members.
 2. Bank Reconciliation (uploaded to website)
Reviewed with Board Members.

Discussed about getting a "P" card. Yolanda will check with our Bank.

3. Approval of BAR's

Doc. ID: 561-000-1718-0002-I

Fund Type: Capital Outlay

Adjustment Type: Increase

VOTES to Approve all Financials: John Mierzwa motions to approve, seconded by Pauline Lucero 5-0

• **Approval of Changes in Internal Control Policies and Procedures**

Attorney Abby Lewis will be guiding TLHS in the update of their Internal Control Policies and Procedures. She handed out the Internal Control Policies and Procedures with suggested edits. Board members reviewed and asked clarifying questions. Abby explained the difference of having one Audit Committee and One Financial Committee. Board Members decided to have two committees. Abby also reviewed with board members the correct language that should be used for Policy and Procedures.

VOTES: John Duran motions to approve with suggestion of attorney amended, seconded by Pauline Lucero. 5-0

5. Discussion Items

• **Executive Director Formal and Summative Evaluation**

Executive Director and Two Board Members attended the Board Training at Center for School Leadership. At this training the idea of having more than one evaluation was presented. Executive Director would like to have this at TLHS. She will create smart goals and these would be reviewed every couple of months. The goal of this is to have more feedback throughout the year instead of doing only one evaluation. Board Member do not have to decide now; they can think about it and discuss next Board Meeting.

6. Information Items

a. **Approved Budget 17-18**

b. **Executive Director Report to Board**

1) **Enrollment of Students**

TLHS needs to have 180 students enrolled but has 131 students as of today. Director of Community Engagement is working hard on recruiting more students. She went to several Middle Schools to speak to parents. Two parents are helping by spreading the word in their communities. If TLHS does not have 180 students, we might have to reduce a staff.

2) **Teaching Staff**

If TLHS needs to reduce a Teacher, Executive Director will let the Board know immediately.

3) **Performance Goals Results**

The Performance Goals were reviewed by the Executive Director for Math, Reading and the Developmental Asset Profile. These are the goals for the school year for our Charter. The goal is for 75 %or more of full year students to reach grade level or grow by one grade level within an academic year in their Reading and Math Skills.

The STAR 360 assesses the student's Reading and Math grade level. The Executive Director presented charts with the scores of Reading and Math from the short cycle assessment results. This chart shows students that were at TLHS for the full year 2016-2017. TLHS met their goal for Math at 78%. The goal for Reading was not met but was very close at 67%. The other performance goal is for 75% of the students to grow in their Social Emotional assets through the assessment the Developmental Asset Profile. The DAP assess their internal and external assets. TLHS students improved to 73%.

7. Closing Business

a. Announcements

Board Members finalized her paperwork Paulin Lucero's paperwork for PED.

b. Next Scheduled Meeting- September 12, 2017 at 4:30pm 6100 Uptown Blvd NE #35, Albuquerque NM 87110

c. Adjournment