

# Technology Leadership High School Minutes

August 16, 2019

3:00 PM

100 Sun Ave. NE Albuquerque, NM 87109

## 1. Opening Business

### a. Call to Order

### b. Roll Call:

- Board President, Al Hernandez- Present at 3:26
- Board Vice President, John Mierzwa- Present at 3:34
- Board Member, John Duran- Present
- Board Member, Oscar Quinonez- Present
- Board Member –Paola Peacock- Present

### Other:

- Executive Director, Kara Cortazzo- Present
- Director of Finance, Yolanda Tafoya-Present
- Secretary, Thalia Silva-Present
- Guest, Abby Lewis-Present

### c. Vote to Approve Agenda-

VOTES: John Duran motions to approve agenda, seconded by Paola Peacock. 3-0

### d. Vote to Approve Minutes from June 29, 2019 Board Meeting

VOTES: John Duran motions to approve Minutes from June 29, 2019 Board Meeting, seconded by Paola Peacock. 3-0

## 2. Public Comment- No Public Comment

## 3. Action Items

### a. Dyslexia Intervention Policy

Dyslexia Intervention Policy comes to effect July 1, 2019. Board Members reviewed.

VOTES: John Duran motions to approve Dyslexia Intervention Policy, seconded by Paola Peacock. 3-0

### b. Annual Open Meetings Act

Board Members reviewed the annual Open Meetings Act Resolution.

VOTES: John Duran motions to approve Annual Open Meetings Act, seconded by Paola Peacock. 3-0

### c. Medication in School Policy

The function of this Policy is to help ensure safe access to and use of necessary medications for the students at Technology Leadership High School. The policy was updated based on guidance from Public Education Department.

VOTES: John Duran motions to approve Medical in School Policy, seconded by Paola Peacock. 3-0

### d. Internal Control Procedures

The purpose of this document is to define financial responsibilities and requirements for Board Members and staff of Technology Leadership High School. Finance Director requested to add clarification on reimbursement procedures based on suggestion of State Auditors. It was also added that Administrative Assistant will submit Purchase Order requisitions to financial system to then have a final approval from Finance Director.

VOTES: John Duran motions to accept as amended, seconded by Al Hernandez. 5-0

e. Cash Disbursements

Finance Director reviewed Cash Disbursements ending 6/30/19 and 7/31/19 with Board Members.

VOTES: John Duran motions to ratify Cash Disbursements seconded by Paola Peacock. 5-0

f. BARS

001-753-1920-0001-M FUND: 24154 (Teacher &Principal Training and Recruiting)

001-753-1920-0002-IB FUND: 29102 (Private Direct Grants)

001-753-1920-0003-M FUND: 24190 (Title 1 -CSI)

001-753-1920-0004-T FUND: 24154 (Teacher &Principal Training and Recruiting)

001-753-1920-0006-T FUND: 24190 (Title 1 -CSI)

001-753-1920-0007-IB FUND: 25153 (Title XIX Medicaid)

VOTES: Paola Peacock motions to approve BARs, seconded by John Mierzwa. 5-0

4. Information Items

a. Bank Reconciliation

Bank Reconciliation ending June 30, 2019 was reviewed with board members.

b. Fourth Quarter Reports ending June 30<sup>th</sup>

▪ Voucher Reports: List of Warrants

Voucher Report from 4/01/19 to 6/30/19 was reviewed by Board Members.

▪ OBMS Budget Status Revenue

OBMS Budget Status Revenue from April to June was reviewed by Board Members.

▪ OBMS Budget Status Expenditures

OBMS Budget Status Expenditures from April to June was reviewed by Board Members.

▪ Cash Report

Cash Report Ending 6/30/19 reconciles to June bank statement.

▪ BAR History Report

BAR History Reports shows all BARS that have been created and approved for 18-19 SY.

▪ APTA Budget Status

APTA Budget Status from 4/01/19 to 6/30/19 was reviewed by Board Members.

▪ Approved Budget for School Year 19-20

Award Letter for Approved Budget School Year 2019-2020 was reviewed by Board Members.

**Closed Session:** Pursuant to Section 10-15-1(H)(8) NMSA 1978, the Governing Council go into Closed Session to discuss the acquisition of real property by the public body.

The Board returned to open session. No action was taken in closed session and only matters noticed on the agenda for closed session were discussed".

5. Closing Business

a. Announcements: None

b. Next Scheduled Meeting: September 10, 2019 at 4:30 100 Sun Ave. Ste.500 NE Albuquerque, NM 87109

c. Adjournment