

# Technology Leadership High School Minutes

October 13, 2020

3:30 p.m.

Due to the Coronavirus Public Health Emergency this meeting will take place remotely.

The public may attend and listen via this link:

<https://us02web.zoom.us/j/81107607108>

## 1. OPENING BUSINESS

a. Call to Order

b. Roll Call

- Board President: John Mierzwa: **Present via Zoom at 3:52**
- Board Vice-President: Paola Peacock: **Present via Zoom**
- Board Member: John Duran: **Present via Zoom**
- Board Member: Oscar Quinonez: **Present via Zoom**
- Board Member: Joey Diaz: **Absent**

Other:

- Executive Director: Kara Cortazzo: **Present via Zoom**
- Director of Finance: Yolanda Tafoya: **Present via Zoom**
- Director of Community Engagement: Velina Chavez: **Present via Zoom**
- Director of Student Support: Cynthia Ramirez: **Present via Zoom**
- Director of Curriculum, Instruction and Assessment: Sahra Saedi: **Present via Zoom**
- Legal Counsel for Technology Leadership HS: Abby Lewis: **Present via Zoom**
- Administrative Assistant for Technology Leadership HS: Thalia Silva: **Present via Zoom**

c. Vote to Approve Agenda

**John Duran moves to approve Agenda, seconded by Oscar Quinonez.**

**VOTES: Peacock: Yes, Duran: Yes, Mierzwa: Yes, Quinonez: Yes**

d. Vote to Approve Minutes:

**John Duran moves to approve Minutes from October 1, 2020 seconded by Oscar Quinonez.**

**VOTES: Duran: Yes, Mierzwa: Yes, Quinonez: Yes, Peacock: Yes**

## 2. PUBLIC COMMENT

**No Public Comment**

## 3. ACTION ITEMS:

a. BARS

**001-753-2021-0010-M Fund Type: 24174 Perkins Adjustment Type: Maintenance**

**001-753-2021-0011-T Fund Type: 24174 Perkins Adjustment Type: Transfer**

**Oscar Quinonez moves to approve BARS, seconded by John Duran.**

**VOTES: Duran: Yes, Mierzwa: Yes, Quinonez: Yes, Peacock: Yes**

b. Cash Disbursements (Ratify)

Cash Disbursements ending September 30,2020 were reviewed with Board Members.

John Mierzwa moves to ratify Cash Disbursements ending September 30, 2020, seconded by Oscar Quinonez.

VOTES: Duran: Yes, Quinonez: Yes, Mierzwa: Yes, Peacock: Yes

c. Internal Control Update

Executive Director and Legal Counsel presented the suggested updates for the Internal Control and Procedures. The updates include adding Director of Student Support to be able to sign purchase orders, vouchers and warrants, and checks. As well as adding that any purchase over \$10,000 shall be notified to Board Members prior to the purchase, this notification can be done via email.

John Duran moves to approve Internal Control Procedures as amended, seconded by John Mierzwa.

VOTES: Duran: Yes, Mierzwa: Yes, Quinonez: Yes, Peacock: Yes

**4. INFORMATION:**

a) Bank Reconciliations

Bank Reconciliations ending September 30,2020 was reviewed by Board Members.

b) Revenue and Expenditure Report

Revenue and Expenditure Roll Up report was reviewed by Board Members.

c) Enrollment Update

As of today, Tech has 277 students enrolled which will be on the 40<sup>th</sup> day report.

d) Charter Renewal Site Visit

Charter Renewal Site Visit will take place on November 5,2020 at 1:00 p.m. Oscar Quinonez will be attending the meeting and presenting during this visit.

e) Charter Renewal Date for APS

Executive Director shared that Charter Renewal will take place December 9,2020. The time is to be announced.

**5. CLOSING BUSINESS:**

a. Announcements: **None**

b. Next Scheduled Meeting: **November 10, 2020 at 3:30 p.m. via Zoom**

c. Adjournment