

Technology Leadership High School Minutes

August 11th, 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**
- Board Vice-President: Paola Peacock: **Present via Zoom**
- Board Member: John Duran: **Absent**
- Board Member: Oscar Quinonez: **Absent**
- Board Member: Joey Diaz: **Present via Zoom**

Other:

- Executive Director: Kara Cortazzo: **Present via Zoom**
- Director of Finance: Yolanda Tafoya: **Present via Zoom**
- Technology Leadership HS Attorney: Abby Lewis: **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**

c. Vote to Approve Agenda

John Mierzwa moves to approve Agenda, seconded by Joey Diaz.

VOTES: Mierzwa: Yes, Diaz: Yes, Peacock: Yes.

d. Vote to Approve Minutes:

John Mierzwa moves to approve Agenda, seconded by Joey Diaz

VOTES: Mierzwa: Yes, Peacock: Yes, Diaz: Yes.

2. PUBLIC COMMENT

No Public Comment

3. ACTION ITEMS:

a. Families First Coronavirus Response Act Policy

This policy observes the requirements of the Federal Families First Coronavirus Response Act. The FFCRA offers employees with Emergency paid sick leave, Emergency paid family, and medical leave for those affected by COVID-19 pandemic from April 1, 2020-December 31, 2020.

John Mierzwa moves to approve Families First Coronavirus Response Act Policy, seconded by Paola Peacock.

VOTES: Mierzwa: Yes, Diaz: Yes, Peacock: Yes

b. Coronavirus Pandemic Operational Resolution

Coronavirus Pandemic Operational Resolution states that Technology Leadership HS has the flexibility necessary to timely respond and react to the needs of its students and school community, as well as to comply with all applicable new or changing laws.

John Mierzwa moves to approve Coronavirus Pandemic Operational Resolutions with changes as noted, seconded by Paola Peacock.

VOTES: Mierzwa: Yes, Diaz: Yes, Peacock: Yes.

c. Remote Learning Attendance Policy

This policy provides an outline of the changes Technology Leadership High School has made during the time of remote learning due to COVID-19 following guidance from NMPED. This policy will be given to all parents of students enrolled as well as posted on the school's website.

John Mierzwa moves to approve Remote Learning Attendance Policy, seconded by Joey Diaz.

VOTES: Mierzwa: Yes, Peacock: Yes, Diaz: Yes.

d. Internal Controls and Procedures

Executive Director and Attorney worked on changing the price of tangible items to be entered in the inventory. Board members reviewed change in Internal Controls and Procedures.

John Mierzwa moves to approve changes to Internal Controls and Procedures, seconded by Joey Diaz.

VOTES: Mierzwa: Yes, Peacock: Yes, Diaz: Yes.

e. BARS

001-753-2021-0001-M Fund Type: 11000 Operational Adjustment Type: Maintenance

001-753-2021-0002-T Fund Type: 24154 Flow through Adjustment Type: Transfer

001-753-2021-0003-I Fund Type: Medicaid Adjustment Type: Increase \$45,367

001-753-2021-0004-M Fund Type: 24154 Flow Through Adjustment Type: Maintenance

John Mierzwa moves to approve BARS 0001M,0002T,0004M as presented and 0003I with information of the spending next board meeting, seconded by Paola Peacock.

VOTES: Mierzwa: Yes, Diaz: Yes, Peacock: Yes,

f. Cash Disbursements (Ratify)

Cash Disbursements from June and July 2020 were reviewed by Board Members. Finance Director mentioned keeping \$3,000 in the escrow account ending on 803 and it will be transferred to account ending 766.

John Mierzwa moves to ratify Cash Disbursements from June and July 2020, seconded by Paola Peacock.

VOTES: Mierzwa: Yes, Diaz: Yes, Peacock: Yes

4. INFORMATION:

a) Quarter 4 2019-2020

o Cash Reports

Cash Report ending June 30, 2020 were reviewed with Board Members.

- Voucher Reports
Voucher Reports ending June 30,2020 were reviewed by Board Members
- OBMS Revenue
OBMS Budget Status Revenue from April to June 2020 were reviewed by Board Members.
- OBMS Expenditure
OBMS Budget Status Expenditure from April to June 2020 were reviewed by Board Members.
- Budget Status Report (APTA Fund)
APTA Budget Status from April 1, 2020 to June 30, 2020 were reviewed by Board Members.
- BAR History Report
BAR History Report shows all BARS that have been created and approved for 19-20 SY.

b) Bank Reconciliations

Bank Reconciliations ending June and July 2020 were reviewed by Board Members.

c) Finance Committee and Policy Committee

The Board assigned Joey Diaz and Oscar Quinonez to the Finance Committee and Paola Peacock and John Duran to the Policy Committee

d) Graduating Class of 2020

Director of Curriculum and Capstone Teacher delivered Diplomas to graduates during July.

e) Special Education Teacher

A new Special Education Teacher has been hired to comply with the new requirements during COVID pandemic.

f) Continuous Learning Plan

The Continuous Learning Plan has been updated to reflect an online model that Technology Leadership will be doing in its place of the Hybrid Model.

g) Perkins and CTE Grant

Directors gave an update on Perkins and CTE Grant to Board Members. Two Tech teachers helped to write the grants, the grants will be used to buy a laser cutter.

5. CLOSING BUSINESS:

- a. Announcements: **None**
- b. Next Scheduled Meeting: **September 15, 2020 at 3:30 p.m. via Zoom**
- c. Adjournment

