

Technology Leadership High School Minutes
Governing Council Meeting

December 20th, 2022

4:30 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://us04web.zoom.us/j/79688123975?pwd=S1J8aY1919E4HhlpM_pmiZa5Aij-V_.1_

Meeting ID: 796 8812 3975

Passcode: TECH

1. Opening Business

- a. Call to Order
- b. Roll Call

- Board President: Oscar Quinonez Present via Zoom
- Board Vice-President: John Duran Present via Zoom
- Board Member: Joey Diaz Absent
- Board Member: Tina Hernandez Present via Zoom
- Board Member: Benito Martinez Absent

Other:

- Executive Director: Cynthia Ramirez Present via Zoom
- Director of Finance: Monica Sosa Present via Zoom
- Guest: Valerie Valles-Pedroza Present via Zoom

- c. Vote to Approve Agenda

Tina Hernandez motions to approve Agenda, Seconded by John Duran.

VOTES: Quinonez: Yes, Hernandez: Yes, Duran: Yes.

- d. Vote to Approve Minutes

John Duran motions to approve minutes, seconded by Tina Hernandez

VOTES: Quinonez: Yes, Duran: Yes, Hernandez: Yes.

2. Public Comment:

No one from the public attended the Board meeting.

3. Action Items:

- a. Budget Adjustment Requests

Financial Director reviewed Bank Adjustments Request with board members.

John Duran motions to approve BAR's seconded by Tina Hernandez.

VOTES: Quinonez: Yes, Hernandez: Yes, Duran: Yes.

- b. Cash Disbursements

Financial Director reviewed Cash Disbursements with board members.

John Duran, Motions to approve Informational Items seconded by Tina Hernandez.

VOTES: Quinonez: Yes, Hernandez: Yes, Duran: Yes.

- c. Internal Control Procedures Update

Check receiving duties need to be updated to reflect current staffing.

Tina motions to amend the Internal Control Policy seconded by John Duran.

VOTES: Quinonez: Yes, Hernandez: Yes, Duran: Yes.

- d. School Calendar Update

School Calendar options to make up days when the school had to close due to Coronavirus cases among staff and students were presented. To allow time for to for options, suggestions, and feedback the Board will make a final decision at its next meeting.

- e. Addition of Governing Council Member

Board Members have invited Valerie Valles-Pedroza to become a board member after meeting with her over the past couple of months.

Tina Hernandez motions to approve Valerie Valles-Pedroza as a part of the Board, seconded by John Duran.

VOTES: Hernandez: Yes, Quinonez: Yes, Duran: Yes.

f. Certification of Inventory

Once a year, inventory will be taken. Inventory will be presented to the Board members then they will vote to certify that the inventory complies.

Tina Hernandez motioned to vote that the inventory was presented, seconded by John Duran.

VOTES: Quinonez: Yes, Valles-Pedroza: Yes, Hernandez: Yes, Duran: Yes.

4. Informational Items:

a. Bank Reconciliations

Finance Director reviewed Bank Reconciliations items were reviewed with the Board Members.

b. Revenue and Expenditure Report

The revenue and Expenditure Report was reviewed by Board Members.

c. Quarter 1 Financials

Financial Director reviewed Quarter 1 Financial to include the months of July through September.

d. Cash Report

The cash Report was reviewed by Board Members

e. Voucher Report

The voucher Report was reviewed by Board Members

f. OBMS Revenue

OBMS Revenue report was reviewed by Board Members

g. OBMS Expenditure

OBMS Expenditure Report was reviewed by Board Members

h. Budget Status Report (AptaFund)

Budget Status Report was reviewed by Board Members

i. BAR History

BAR History was reviewed by Board Members

j. Performance Updates

The school received a grant from DOH for Covid funding. The school had to create a plan to use on Covid related issues. This will include a water fountain, filters, and a Registered Nurse for student health testing.

Current enrollment at Tech stands at 315 students and holding.

The Executive Director updated Board Members on plans for an upcoming retreat.

5. Closing Business:

a. Next Meeting – January 17th, 2023

b. Adjournment