Meeting Minutes

Meeting called by: Moises Padilla called at 5:50
Members Present: Moises Padilla, Taylor Chavez, Charlie Wisoff, Carl Garcia, Vanessa Roanhorse, Tony Monfiletto
Absent: Antoinette Tellez-Humble, Leslie Kelly
Call in: Russell Combs
Minutes taken by: Anne Tafoya

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Person Responsible</th>
<th>Status 4/18/2018</th>
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</thead>
<tbody>
<tr>
<td>Advertise for Social Studies Position</td>
<td>Moises</td>
<td>Hired</td>
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<tr>
<td>Advertise for Director of Community Engagement Position</td>
<td>Moises</td>
<td>Letter of intent</td>
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<tr>
<td>Review budget on FTE, spending priorities and needs</td>
<td>Moises</td>
<td></td>
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<td>Send out invite for next Exhibition</td>
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<tr>
<td>Give Board Members copy of safety plan to study and review</td>
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<tr>
<td>Need feedback from PED and will meet March 21 and will present corrective action plan - Leslie offered to attend meeting with Moises regarding PED</td>
<td>Moises/Leslie</td>
<td>Completed</td>
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<tr>
<td>Submit clear communication on what actions are being done and will be done throughout the next year</td>
<td>Moises-created a plan and spreadsheet</td>
<td>On going</td>
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<td>How to put systems in place? Will provide feedback after the Deep Dive event</td>
<td>Tony/Moises</td>
<td>In progress</td>
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<tr>
<td>Create an evaluation, new resources, growth plan, skill development – For ED</td>
<td>Board members</td>
<td>In progress</td>
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- Approval of agenda: Moises Padilla called for a motion to approve the agenda
- Vanessa Roanhorse moved to approve the agenda. Charlie seconded the motion. *need to move #6 items to #7 action items. Unanimously approved

- Approval of minutes: called for a motion to approve the March, 2018 ___ moved to approve the agenda. ____seconded the motion. Unanimously approved

- Public Input N/A
- Executive Director Report
  o Hired a new teacher came from Jefferson Middle school, will be teaching social studies
  o Want to scale the program built into the budget to hire a Community Engagement Position. There is a letter of intent to hire.
  o .5 Special Ed Coordinator
  o .5 Transition Coach
  o CAP letter- The Board reviewed the information and Tony gave a recap
    ▪ The Board needs to develop a strategy to guide the ED (Leader)
    ▪ Align the strategies with the school objectives
• Have to have an evaluation in place—there is template that can be followed
• Make sure there is a plan in place to deal with the Corrective Actions (5 pieces)
• Budget strategies that align with the strategic objectives
• Have an Executive Committee meeting to put a plan together before the May meeting that will be a transition to the Retreat that will take place in the Summer
• Requests to Tony—what he can help with
• Need to meet regularly—it is a requirement
• The goal at each meeting is to make progress and move forward
• The Board needs to take on more responsibilities for scheduling meetings and following the by-laws
• Corinne suggested that the Board read the Open meeting acts policies
• How can the Board be more effective at leading-development of a leadership plan
• Send the Financial statements out earlier so the Board can review, give guidance to what should be highlighted and lifted up in the meetings
• Hold the meetings when the Key members can be there
• Need guidelines on what the Board’s roles and responsibilities to be—assign roles and follow up
  o What are the next steps
    • Executive Committee meetings—5 objective are addressed
      • Evaluation Process for Moises
      • Corrective Action Plan Agenda
      • Hugh’s role—there will be a motion to put him on contract for the May meeting
      • Retreat Agenda rooted in Deep Dive and other Data for a strategic plan
      • Budget Strategy and alignment with strategic objectives
    • Retreat
    • Strategic planning
  o Corrective Action Plan
    • A Plan has been created to address each issue
    • Each improvement area is broken down into a manageable section and has a timeline for management implementation
  • Business Manager’s Report
    o Legislative session—The small school funding didn’t pass—which is beneficial to the Charter schools
    o Implemented a bill to fund stricter safety measures at the school
    o New minimum salaries
    o New TNE index was introduced—The concept is that the more experience a teacher has the more funding the school will receive
    o Policies Adopted and Voted on/Other items
  • FY19 Budget
    o SEG funding, based on 83 students (no growth): $982,600
    o Budget is balanced
    o Expect to have 140 students which will increase SEG, IDEA B, Title I and Title II funding
    o Budget presentation and summary of available funds and expenses
    o Focus is on increasing staff and cash balance for expenses related to purchase of building in 3 years
  Action: Corinne Teller called for a motion to approve the FY19 Budget. Vanessa Roanhorse moved to approve the Budget. Charlie Wisoff seconded the motion. The motion passed unanimously
  • FY19 Salary Schedule
    o Increased teacher salary minimums by $2,000 per legislative requirements
    o Increased salaries to ensure all teachers receive minimum 2.5% increase
    o Competitive, compared to other schools
Action: Corinne Teller called for a motion to approve FY 19 Salary Schedule. Vanessa Roanhorse moved to approve the Salary Schedule. Charlie Wisoff seconded the motion. The motion passed unanimously.

- **Disposal of property- a laptop was stolen**
  - Laptop used by principal stolen. Investigation conducted and police report filed.
  - Approval by board required prior to reporting to State Auditor’s Office

Action: Moises Padilla called for a motion to approve the disposal of property. Vanessa Roanhorse moved to approve the disposal of property. Charlie Wisoff seconded the motion. The motion passed unanimously.

- **FY19 Calendar**
  - Same instructional hours, professional development, accepting students on a lottery basis on a monthly basis.
  - The Board is always welcome to come observe the school- schedule more one on one sessions

Action: Moises Padilla called for a motion to approve the FY19 calendar. Vanessa Roanhorse moved to approve the calendar. Charlie Wisoff seconded the motion. The motion passed unanimously.

- **Expenses July 1, 2017- to Feb 28, 2018**

Action: Moises Padilla called for a motion to approve the Expenses for July 1, 2017 through February, 2018. Vanessa Roanhorse moved to approve the Expenses. Charlie Wisoff seconded the motion. The motion passed unanimously.

  - Operational Expenses July- Feb
  - Each expense is tied to a specific account code with funding sources

- **BARS- Budget Adjustment Request**


- **FY 18 1st and 2nd Quarter Cash Report**
  - Positive cash balances in all funds for both quarters.
  - Ending cash for operation fund, excluding payroll liabilities as of 12/31/18 is $200,000

Action: Corinne Teller called for a motion to approve the FY 18 Cash Report. Charlie Wisoff moved to approve the Cash Report. Carl Garcia seconded the motion. The motion passed unanimously.

- **Approval of internal controls policy Revisions**
  - Adding reference to CPO requirement to approve all school PO’s.

- **FY17 Audit**
  - Audit went well. Spendable fund balance for Operational fund $63,097
  - Reviewed audit findings

Action: Moises Padilla called for a motion to approve the FY 17 Audit. Vanessa Roanhorse moved to approve the Audit. Charlie Wisoff seconded the motion. The motion passed unanimously.

- Announcement of next meeting- May 16, 5:30-7:00 PM
- Adjournment at PM 8:02