

**ACE Leadership High School
Regular Meeting of the Governing Board
July 28, 2021
*Minutes***

MINUTES

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
Members Present: Lon Freeman, Tony Kocurek, Ronda Gilliland-Lopez, Courtenay Eichhorst, JR Tarin (attending by Zoom) Amy Ballard, Jacqueline Schlessinger
Members Not Present:
Other Attendees: Dan Hill (counsel), Justin Trager (ACE), Matthew Salas (ACE), Angie Lerner (K-12 Accounting, attending by Zoom)
- III.** Amendment to agenda to include Board Vote on Retention Stipend policy
- Motion: Ronda Gilliland-Lopez
 - Second: Amy Ballard
 - Unanimously approved
- IV.** Approval of amended agenda (Board Vote)
- Motion: Lon Freeman
 - Second: Amy Ballard
 - Vote: Unanimously approved
- V.** Approval of the June 23rd Governing Board Meeting Minutes (Board Vote)
- Motion: Amy Ballard
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- VI.** Public Comment: No public comment
- VII.** Finance Report and Approvals (Board Vote)
- Lon Freeman presented the June financial report.
 - Duplicate check listings are in response to audit finding—need to pay out contracts before end of FY (AY).
 - Staff receive 2 paychecks in June in order to stay within contract.
 - Very strong liquidity (5 months).
 - All cash is reconciled.
 - Current on tax obligations.



- Approval of June 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports (Board Vote)
 - Motion: Ronda Gilliland-Lopez
 - Second: Tony Korcurek
 - Vote: Unanimously approved
- Vote to approve June 2021 BARs
 - No BAR's for June 2021

VIII. Board Reports

- Chair and Executive Committee
 - Board Retreat
 - Review audit of Board policies and bylaws
 - Onboarding packet for Board members
 - Outreach Committee discussion
 - Need to get in touch with consultant, will propose September dates for Board review.
 - Board Training
 - 8 hours per year
 - Working with consultant to possibly embed in Board meetings, Justin will follow up.
 - Dan Hill can do a training at August meeting for Board.
 - Board Evaluation
 - Need to create
 - Outreach Committee
- Audit Committee
 - Met on July 21st

IX. ACE Foundation Report – No report

- Justin Trager will reach out to Foundation staff for future meeting.

X. Co-Director's Report

Justin Trager

- Registration on August 5-6
- COVID update: awaiting clear guidance from CDC, etc. They plan to start with masks in the building. Committed to in-person learning. This should help retain instructors. Will not differentiate between students. APS will make decision regarding masks tonight.
- Industry Framework finalized, Justin will send out to Board. Will move on to microcredentialing.
- SR-3 funds-\$595,000 award (ARP—Cares Act 3.0), will use to offset SEG losses due to low enrollment. Will fund Social Worker to meet emotional needs of



students. Credit recovery program (class credits). Retention and signing bonuses; reopen health clinic (will be staffed by nurse practitioner).

- APS providing funding for full-time interventionist for all APS schools, in process of hiring.
- Hired evening teachers (2). Still looking for math interventionist.
- Have had 2 resignations (reading interventionist, industry liaison)
- Audit is starting up.
- AGC/YDI partnership starting, 2 evenings per week, pre-apprenticeship with evening students.
- Project updates
 - Solar trailer
 - Welding
 - Lots of need at union hall
 - NC3 readiness being used by union
 - 80 interviews for JATC
 - Build formal transition process to Welding union
 - History class will focus on the History of Labor
 - Simple Structures (tools, etc.)
 - Speed Bump (Negotiating NM)
 - ACE Pond (Science and Math)
- Matt Salas
 - Enrollment: 150 enrolled, 30 applications being actively processed, good numbers.
 - Hopeful to exceed 200 student mark by September
 - Working on increasing digital presence, also branding efforts, overhaul of website.
 - Billboards will go up August 8th, will run through March.
 - Re-engaging with industry partners.
 - Establishing relationships with feeder schools.
 - Developing plan to increase marketing of evening program.
 - Syndicate media is a good marketing partner (Courtenay)
- Ralph Gonzalez
 - Prepping building for COVID protocols, reviewing staff handbook. Will work with Dan.
 - Reaching out to students who don't show up
 - Active shooter training today.
- Dan Hill stated that he believes that enrollment will tick up later this year—that is what he is seeing in other schools.

XI. Item's for Board Discussion and Action

- a. Tentative dates for regular meetings of the ACE Leadership High School Governing Board are as follows on the 4th Wednesday of each month:

July 28th, 2021
 August 25th, 2021
 September 22nd 2021
 October 27th, 2021

November 17th, 2021*
 December 15th, 2021*
 January 26th, 2022
 February 23rd, 2022

March 23rd, 2022
 April 20th, 2022
 May 18th, 2022
 June 21, 2022



*November and December meetings will be held on the 3rd Wednesday due to holidays

- b. Open Meetings Act resolution (Board Vote)
 - Motion: Countenay Eichhorst
 - Second: Lon Freeman
 - Vote: Unanimously approved

Language changed to 4th Wednesday of each month, original version states: “Thursday” as the meeting day.

- Inventory Approval (Board Vote)
 - Motion: Lon
 - Second: Courtenay
 - Vote: Unanimously approved

Lon Freeman inquired regarding how this interfaces with the financials. Angie confirmed that that Jonathan (Tech Coordinator) makes sure that purchased items are put on the inventory. No adjustments made to inventory. Capitalization schedule, depends on item. Asset listing for equipment over and under \$5,000, or more portable items that could be easily stolen.

- Hard to Fill Positions policy update (Justin Trager—Board Vote)
 - Motion: Amy Ballard
 - Second: Ronda Gilliland
 - Vote: Unanimously approved
- Update on APS Performance Framework (Discussion—Justin Trager)

Justin shared framework with Board. He stated that the audit findings are already being addressed, but results will not show up until next year. Enrollment is in “yellow” area. Overall an improvement over previous years.

- Signing Stipend policy (Justin Trager--Board Vote)
 - Motion: Tony Korcurek
 - Second: Lon Freeman
 - Vote: Unanimously approved
- Retention Stipend policy (Board Vote)
 - Motion: Lon Freeman
 - Second: Courtenay Eichhorst
 - Vote: Unanimously approved as amended (see below)



Amended to reflect that Retention Stipend does not apply to Executive Director (Justin), we are following APS' lead in this instance, does not reflect on ED Trager's performance. Dan Hill will redraft.

APS worked with State auditor to make sure that this is legitimate and this has been approved. ACE is following their lead. This is a one-time payment, does not impact recurring budget.

XII. Items for future agenda

- Calendar of events
- Training presented by Dan Hill in conjunction with next Board meeting

XIII. Next Regular Meeting, Wednesday, August 25th, 7:30am

XIV. Adjournment:

- Motion: Amy Ballard
- Second: Courtenay Eichhorst
- Vote: Unanimously approved

Meeting adjourned at 9:00am