



**ACE Leadership High School
Regular Meeting of the Governing Board**

May 25, 2022

Minutes

MINUTES

- I.** Call to Order for Regular Meeting: Ronda called meeting to order at 7:35am
- II.** Roll Call for Quorum:
Members Present: JR Tarin, Tony Kocurek, Ronda Gilliland, Jacqueline Schlessinger, Amy Ballard
Members Not Present: Lon Freeman, Courtenay Eichhorst (resigned)
Others Present: Dan Hill (Counsel), Justin Trager (ACE), Ralph Gonzalez (ACE), Matt Salas (ACE), Zach Kirchgessner (K-12 Accounting)
- III.** Approval of Agenda (Action)
- Motion: Tony Kocurek
 - Second: JR Tarin
 - Vote: Unanimously approved
- IV.** Approval of the April 27, 2022 Governing Board Meeting Minutes (Action)
- Motion: Ronda Gilliland-Lopez
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** Student/Faculty presentation:

No presentation
- VII.** Finance Report and Approvals (Action)

Zach Kirchgessner presented the April financials.

BAR reflects movement of funds to cover budget cleanup.

Zach noted that blank cells on check listing report reflects an electronic transaction, therefore no check number. Longer numbers reflect p-card purchases.

Justin shared Lon's input that review was done and taxes were paid timely.

Zach shared that we will be purging some old checks (old check numbers) in order to maximize clarity of reporting.

- Vote to approve April, 2022 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Amy Ballard
 - Second: JR Tarin
 - Vote: Unanimously approved

<u>BARs</u>				
	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0032-M	11000-Operational	Maintenance	\$0

- a. Vote to approve BARs
 - Motion: Amy Ballard
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- P-card Approval for April, 2022
 - Motion: JR Tarin
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved

VIII. Board Reports

- Chair and Executive Committee
 - Foundation updates

Justin and Ronda met with Sean Calvert and Angie Lerner. Angie is committed to being Foundation Chair. Two other current members will stay on Board, Sean Calvert and one other member would like to resign.



Justin said that we need at least three members. It would be ideal to have someone with real estate experience since the Foundation's main job is to finance the building and associated projects. They will have a follow-up meeting tomorrow. Documents have been located. Mortgage due in 2024 according to Sean, this needs to be addressed. Refinance likely.

- Board training hours due by June 15th in order to meet deadline.

- Audit Committee

Audit Committee will meet next month.

- Other Committees

Will move forward with interviewing new member to join Board. Board members can meet with her.

Jeff Steel, Ironworkers Union, name put forward to replace Courtenay on the Board. Ronda will set up a meeting with him.

Justin had another name as well, Alan Brauer, interested in ACE Board.

IX. Co-Director's Report

- School Talking Points (see handout shared with Board)

Justin shared this with the Board. Meant to be a helpful tool for communication in the community regarding ACE goals, mission, etc. in Board role as school ambassadors. Developed with support of professional communications company. 2-pager developed from longer document. New website will be developed.

How does this get incorporated into New Mexico Vistas website? Is this being used?

- 2nd Tier Policy Review Update

Justin and Dan met to review the audit, there will be a number of updated policies next month. We have a lot to address. Top priority (for review this summer): Board Procedure for Adopting New Policies, Update to Grievance and Complaint Policy, update to employee manual, Lottery policy

- Site Visit Update

Justin met with Joseph Escobedo and team, final updates will be shared next month.

New Hires: Community Coordinator, Special Ed teacher and near hiring new Reading Interventionist.

Matt Salas reported that they held an Open House at the beginning of May attended by over 70 people, distributed registration packets. Currently 42 students in registration process. This is a good number for this point in the year. Matt and team did a lot of outreach of different types including school visits and presentations. Conducting 7-8 tours per week.

Ralph Gonzalez reported a couple of COVID cases in the last week. School is fully prepared to deal with this. Facilities plans have had to evolve somewhat to deal with very high metal costs related to construction. The new vans are working out very well. Pantry also working well. Prom went well, students had a great time. Welding extended learning program wrapped up last night. This went very well.

Testing data will likely be able to be shared around the time of the Board retreat. Justin was on the team that replaced the PARC with the SAT, he has concerns about this. Short cycle testing data could be shared in the future.

X. Items for Board Discussion and Action

No items this month.

XI. Items for future agenda

- APS Framework presentation
- Short cycle testing data (July)

XII. Next Regular Meeting, Wednesday, June 22, 2022 7:30am

XIII. Adjournment:

- Motion: Tony Kocurek
- Second: Ronda Gilliland-Lopez
- Vote: unanimously approved

Meeting adjourned at 8:34am

Q4 Action Plan			
Strategic Priority Area	Goals	Actions to Take	Timeline
Executive Committee	Goal: Develop comprehensive committee strategies for operationalizing consistent committee work at all levels of the Board	1) Brainstorm broad ideas to work with the Foundation 2) Foundation recruitment, systems development, and placement	Q4/2021-Q2/2022 Q1/2022-Ongoing
Board Committees	Goal: Develop committee specific strategies to guide work, increase membership and support efficient operations Goal: Prioritize parent and graduate engagement	1) Outreach strategy, specific process and systems, and operations guide to meet stated goals	Q4/2021-Q2/2022
Mission Specific Outreach	Goal: Add 2 people to the at-large Board Goal: Add 2 people to committees (could be non-Board member; possibly former charter executive) Goal: Develop the Foundation's goals	1) Pool of partners (30,000) *Union & Non-Union 1) Develop the Profile for the Partner (like the profile of the graduate) 1) Start a joint conversation with the Foundation to develop	Q1/2022-Ongoing Q4/2021 Q1/2022-Ongoing

ACE Leadership

Table 1. Summary of ACE GC Goals for 2021-2022