



**ACE Leadership High School
Meeting of the Governing Board**
January 26, 2022

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place
on Zoom:

<https://zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrQT09>

Meeting ID: 329 531 9549

Passcode: 4MWCqM

MINUTES

- I. Call to Order for Regular Meeting: Ronda called meeting to order at 7:33am

- II. Roll Call for Quorum:
Members Present: Tony Kocurek, JR Tarin, Ronda Gilliland, Amy Ballard, Jacqueline Schlessinger
Members Not Present: Courtenay Eichhorst, Lon Freeman
Other Attendees: Zach Kirchgessner (Business Manager), Ralph Gonzales (ACE), Justin Trager (ACE), Matt Salas (ACE), Ayleen Castillo (student), Michael Brinton (student), Adrian Lucero (student), Casey Mason (ACE), Dan Hill (Counsel)

- III. Approval of December, 2021 Minutes (Action)
 - Motion: JR Tarin
 - Second: Tony Kocurek
 - Vote: Unanimously passed

- IV. Approval of Agenda (Action)
 - Motion: Tony Kocurek
 - Second: Ronda Gilliland Lopez
 - Vote: Unanimously passed

- V. Public Comment: No public comment

- VI. Student/Faculty presentation

Simple Structures class Instructor Erik Donald and students Ayleen Castillo, Michael Brinton and Adrian Lucero presented some hands-on construction work being done in the class. They will use micro-credentials to document project competencies. The Board appreciated the skills and emphasis on safety.



VII. Foundation Report

- Will present next meeting.

VIII. Financial Report and Approvals

Zach attended Finance Committee for the first time and presented data. He will be working on a 5-year plan related to spend down and other projection-related issues. No variances from reconciliation to ledger, committee had no concerns.

- Vote to approve December 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports (Zach Kirchgessner,
 - Motion: Amy Ballard
 - Second: JR Tarin
 - Vote: Unanimously approved
- P-card and Bank Statement Reconciliation for November 2021 (not voted on previously due to early meeting)
 - Motion: Tony Kocurek
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- P-card and Bank Statement Reconciliation for December 2021
 - Motion: Amy Ballard
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- Vote to approve December 2021 BAR (Action)

BAR #	Fund Description	Reason/Type	Amount
0018-1B	ESSER III	Initial Budget	\$595,648.00

BAR is related to 3rd round of stimulus money to assist with COVID-related issues. Budgeted for 2 years.

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

IX. Performance Framework Review (Justin)

In the last audit we received a yellow in bylaws and policies on site visit. According to Joseph Escobedo (APS), all schools received a yellow because APS has not had time to review. It has now been approved by the state so it will change to the green category.

X. Board Reports

- Chair and Executive Committee
Ronda said that we would like to grow the board, she has identified a potential board member that they will bring in.

XI. Co-Directors' Report

Justin Trager

Most exciting thing is that ACE is fully staffed. They have hired for 2 new positions as well. Reading Interventionist, Director of Curriculum and Assessment (Casey Mason). Casey comes with a background at other charter schools including Amy Biehl Charter High School.

- ACE Strategic Plan review

ACE Strategic Plan Progress Monitoring, Revision and Documentation

This is a self-reflection process. On track with objectives of increasing enrollment, nurturing a positive school culture and enhancing connection between ACE curriculum and readiness for careers. Making progress on 2 objectives including increasing attendance and retention and improving ACE's financial stability (see document shared with Board).

Board comments: JR asked about data related to students moving into industry. Amy underlined that getting data on retention, attendance is important.

Ralph Gonzalez

- COVID kits have been obtained and are available at ACE.
- COVID protocol enforcement has been very successful. All steps being followed.
- Facilities projects are ongoing. Conversations with architects have started regarding portables replacement.
- Extended learning is an option for students (non-credit), includes intervention strategies, social-emotional learning. Started last night. 7 welding students attended session from 4-6:30pm. Drywall initiative started last night as well. Social worker and instructor attend.
- Operation pancake helped distribute food to ACE families.

Matt Salas

- Echoed importance of extended learning project.



- E-sports team starting up, competing with national teams.
- Student survey distributed to engage students and see what their activity interests are.

- 74% of students that contact ACE are enrolling. Attributes this to robust orientation plan.
- From Jan-Nov., female students have gone from 17% to 30+%
- Gathering qualitative data as well (Matt will share data later).
- Ronda mentioned upcoming Women in Trades event that we can let ACE know about in case female students can attend.
- Community School council meeting tomorrow, general layout of council and goals will be addressed.

XII. Items for Board discussion and action

1. COVID Leave Policy (Justin reviewed—see distributed document)
 - Motion: JR Tarin
 - Second: Tony Kocurek
 - Vote: Unanimously passed

2. ACE Procurement Policy Revision (Justin—see distributed document)
 - Motion: Amy Ballard
 - Second: JR Tarin
 - Vote: Unanimously passed (with small typo correction)

3. Training
 - Board needs to make sure we are all planning for this
 - Board members must commit to getting 10 hours done by June 30th (academic year). Executive committee will see about tracking.
 - Follow-up on retreat hours for training
 - No resolution yet, Dan is working on it.
 - Future trainings
 - Next month we will do a training for the Board. Dan was approved to do Culturally Linguistically Responsive training.

- Mission-specific Committee updates (JR Tarin and Justin)

Matt presented the work that is being done on this. Name change to ACE Industries Engagement Committee. Committee has set some goals and possible agenda items as well as next steps. Verbal commitment from Mike May to join—Justin will confirm. Who might be other members to join this?

- Board Retreat Follow-up (see Table 1, below)



XIII. Items for Future Agenda

- Financial reporting from Foundation (will begin in February)
- Legislative update at next meeting (Justin)
- 2022-2023 retention signing bonus Policy update—Justin

XIV. Next Regular Meeting: February 23, 2022

XV. Adjournment:

- Motion: Tony Kocurek
- Second: JR Tarin
- Vote: Unanimously passed

Adjourned at 9:03am

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
	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)	1) Pool of partners (30,000) *Union & Non-Union 1) Develop the Profile for the Partner (like the profile of the graduate)	Q1/2022-Ongoing Q4/2021



	Goal: Develop the Foundation's goals	1) Start a joint conversation with the Foundation to develop ACE Leadership	Q1/2022-Ongoing
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Table 1. Summary of ACE GC Goals for 2021-2022