



**ACE Leadership High School  
Meeting of the Governing Board  
March 29, 2022**

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**MINUTES**

**I. Call to Order for Regular Meeting:**

**II. Roll Call for Quorum:**

Members Present: Ronda Gilliland-Lopez, Amy Ballard, JR Tarin, Jacqueline Schlessinger, Tony Kocurek

Members Not Present: Lon Freeman, Courtenay Eichhorst

Other Attendees: Ralph Gonzales (ACE), Justin Trager (ACE), Matt Salas (ACE), Casey Mason (ACE), Zach Kirchgessner (K12 Accounting), Dan Hill (DMH Law LLC)

**III. Approval of Agenda (Action)**

Motion: Amy Ballard

Second: Ronda Gilliland-Lopez

Vote: Unanimously approved

**IV. Approval of February, 2022 Minutes (Action)**

• Motion: JR Tarin

• Second: Tony Kocurek

• Vote: Unanimously approved

**V. Public Comment:**

No public comment.

**VI. Student/Faculty presentation**

Presentation at April meeting. (Community Schools Grant)



## VII. Foundation Report

No Foundation report.

## VIII. Financial Report and Approvals (Zach Kirchgessner)

Zach presented the financial report and associated items in Lon Freeman’s absence. He confirmed that the financials were carefully reviewed during the Finance Committee meeting and no irregularities or concerns were noted.

### 1. Vote to approve February, 2022 Budget Adjustment Requests

#### A. BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0024-I	24316 - USDE CRRSA ESSER II	Final FY22 Award	\$ 3,193
2	2122-0025-I	11000 - Operational	ERB 1% Contribution	\$ 15,150
3	2122-0026-M	24308 - CRRSA ESSER II	2XXX - Function Maintenance	\$ -
4	2122-0027-M	24174 - Carl Perkins - Secondary	1000 - Function Maintenance	\$ -

- Motion: Amy Ballard
- Second: Tony Kocurek
- Vote: Unanimously approved

### 2. Vote to approve February, 2022 Voucher Disbursements, Bank Reconciliation and Financial Reports

Reviewed in committee, nothing out of the ordinary was noted.

- Motion: JR Tarin
- Second: Amy Ballard
- Vote: Unanimously approved

### • P-card and Bank Statement Reconciliation for February, 2022

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



## IX. Board Reports

### 1. Chair and Executive Committee

The Executive Committee met to discuss various issues of interest. Several potential new Governing Board and Foundation Board members by Justin Trager and others. We will try to bring new members on board by the July Governing Board meeting time frame.

Dan Hill reported that Board members will receive training credit for 2021 Board Retreat. Missy will enter all hours into a spreadsheet for tracking. Hours should total 6 so far for this year. The Charter School Conference also counts for training, Justin will follow up on this.

### 2. Audit Committee

Audit committee met.

### 3. Industry Engagement Committee

The Industry Engagement Committee has a meeting scheduled for April.

## X. Co-Directors' Report

Justin Trager (ACE):

1. There were audit findings related to the ACE Procurement Policy, Pledge Collateral and the ACE Foundation. The issues related to the Procurement Policy and Pledge Collateral have both been resolved with policy additions and/or changes.

The Foundation-related finding is being addressed at this time. Justin Trager and Ronda Gilliland-Lopez are meeting to find resolutions.

Justin also reported that enrollment is hovering around 200. We lost one staff member and we will rehire for this position next year. We hired an evening school staff member, Christopher De Jesus. Additional future positions are planned.

Matt Salas (ACE):

- Student exhibitions went well with a total of 114 attendees including 66 parents and 48 judges.
- Upcoming events: Capstone networking event, vaccine clinic, SAT on site, Health and Resource Fair, Family Meetings/ACE Open House, Prom, Graduation on May 27, Exhibitions in June



## XI. Items for Board discussion and action

1. FY 2023 budget due on April 21, so Board will hold a special meeting to approve.
  - April 20<sup>th</sup>, 2022, 7:30-8:00am
  - Budget will be sent out beforehand for Board review.
  
2. Updated Pillar Director Salary Schedule
  - Legislature passed \$10k minimum raise
  - 10% raise granted across the board
  - Differential applied to bump up staff who would not be competitive given this raise.
    - Motion: JR Tarin
    - Second: Tony Kocurek
    - Vote: Unanimously approved
  
3. Update to Certified Staff Salary Schedule
  - Same issues as presented above in relation to Pillar Director Salary.
  - This will change established pay levels, Justin met with staff to identify a strategy to be equitable.
  - Some will receive \$10k raise, some will get 10% raise.
    - Motion: Tony Kocurek
    - Second: JR Tarin
    - Vote: Unanimously approved
  
4. Updated Educational Assistant Salary Schedule (same issues as others)
  - Motion: Amy Ballard
  - Second: JR Tarin
  - Vote: Unanimously approved
  
5. Vote to enter closed session

Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters. (Executive Director Evaluation)

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



The Board discussed the agenda item.

Following Closed Session, the Board will return to Open Session and issue its Statement of Closure and may take action on Executive Director's contract.

- Vote on Statement of Closure (roll call)
  - Ronda Gilliland-Lopez: Yes
  - Amy Ballard: Yes
  - Tony Kocurek: Yes
  - J.R. Tarin: Yes
  - Jacqueline Schlessinger: Yes
  
- Vote to approve contract renewal for Justin Trager as Executive Director
  - Motion: JR Tarin
  - Second: Tony Kocurek
  - Vote: Unanimously approved

## **XII. Items for Future Agenda**

- School Talking Points

**XIII. Culturally Linguistically Responsive Training** presented to Governing Board by Dan Hill, Board Counsel.

**XIV. Next Regular Meeting:** April 27, 2022

**XV. Adjournment:** 8:56am

- Motion: JR
- Second: Amy
- Vote: Unanimously approved