



**ACE Leadership High School  
Meeting of the Governing Board  
December 15, 2021**

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**MINUTES**

- I.** Call to Order for Regular Meeting: Vice President JR Tarin called the meeting to order at 7:35am
  
- II.** Roll Call for Quorum  
Members Present: JR Tarin (online), Lon Freeman, Amy Ballard, Jacqueline Schlessinger (online)  
Members Not Present: Ronda Gilliland-Lopez, Tony Kocurek, Courtenay Eichhorst  
Other Attendees: Justin Trager (ACE), Ralph Gonzalez (ACE), Dan Hill (counsel), Angie Lerner (K12 Accounting)
  
- III.** Approval of November 24<sup>th</sup>, 2021 Minutes (Action)
  - Motion: Amy Ballard
  - Second: Lon Freeman
  - Vote: Unanimously approved
  
- IV.** Approval of Agenda (Action)
  - Motion: Lon Freeman
  - Second: Amy Ballard
  - Vote: Unanimously approved
  
- V.** Public Comment: No public comment
  
- VI.** Financial Report and Approvals

Treasurer Lon Freeman presented the financial report. There was no unusual spending. Taxes have been remitted timely.

BAR's were reviewed by Lon Freeman (see below). The large increase in operational funds reflects originally conservative budgeting estimates.

The p-card purchases were presented by Angie Lerner. All purchases were documented with a receipt and reconciled.



- Vote to approve November 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
  - Motion: Amy Ballard
  - Second: Lon Freeman
  - Vote: Unanimously approved
  
- P-card and Bank Statement Reconciliation for November 2021
  - Motion: Lon Freeman
  - Second: Amy Ballard
  - Vote: Unanimously approved

BARs

	<u>BAR #</u>	<u>Fund</u>	<u>Description</u>	<u>Reason/Type</u>
<u>Amount</u>				
1	2122-0012-IB	24316 - USDE CRRSA ESSER II		Initial Budget
	\$ 3,209			
2	2122-0013-I	11000 -		Operational Increase
	\$ 343,645			
3	2122-0014-D	14000 - Total Instructional Materials		Decrease -
	\$ 1,553			
4	2122-0015-I	29102 - Private Dir. Grants		Increase \$
	2,407			
5	2122-0016-I	31600 - Capital Improvements HB-33		Increase \$
	39,416			
6	2122-0017-I	31701 - Capital Improvements SB-9		Increase \$
	3,240			

- Vote to approve November 2021 BARs (Action)
  - Motion: Amy Ballard
  - Second: Lon Freeman
  - Vote: Unanimously approved

**VII. Performance Framework Review (Justin)**

Justin Trager stated that from this meeting forward we will include a review of the performance framework progress at each meeting. This was recommended by Joseph



Escobedo of APS. The initial audit findings report was received and Ralph Gonzales sent out to the Board.

Justin stated that the report reflects the initial audit, we now will have an opportunity to create a plan to address any findings. Overall the findings were excellent with the exception of by-laws and policies and one area in financial compliance. Justin will inquire about why the by-laws were noted as a deficiency, as we did work on this as a board. He will also report back on the financial deficiency.

Of particular note is that the Special Education area that received positive findings only, which is a huge accomplishment.

## **VIII.** Board Reports

- Chair and Executive Committee

JR Tarin and Justin will meet in the near future to discuss the launch of the Mission-Specific Committee.

## **IX.** Co-Directors' Report

New Trimester, new projects:

- Deck the Sets project, English language, visual language. Students will read literature, design sets
- Simple Structures 2.0, Foundation for building, working on measurement and fractions
- Prosthetics design will incorporate 3D printing, working with a client, will have a math/science summative assessment.
- Educational Design. Will collaborate with an immigrant and refugee-serving high school in the International District looking at the role of education in society as related to design, related to a medicine wheel garden (evening students)
- Solar Trailer, continuing, this time will focus on sheet metal, math and pre-apprenticeship
- Justin is very pleased with the projects, which have been supported by PD

Hired Curriculum Director, Math and English Interventionists, fully staffed for the first time in a long time. Will need an evening teacher by March as it is currently staffed in an interim mode.



## Ralph Gonzales

- Hovering around 200 students enrolled, lots of family visits from folks who want to start ASAP.
- COVID: DoH testing ongoing, lots of monitoring going on, will be starting PCR (antigen) testing.
- Classroom management. Lots of focus on space use. Changing set up of desks has facilitated more purposeful instruction.
- Bad news: Student who had been successful at ACE killed by APD during pursuit situation (Elijah); another former student shot and killed at party.
- Contract approved for construction of addition, Dan helped with this.

## X. Items for Board discussion and action

### 1. Cash Carryover Spend Down policy (action)

Dan Hill presented the Cash Carryover Spend Down policy plan for approval. This policy requested by APS. Shared with Board ahead of time for review.

Will keep 2 months of operating expenses. Also, will amend to make wording change from CEO to Executive Director to better reflect ACE staff.

Vote to approve proposed plan for cash carryover spend-down

- Motion: Lon Freeman
- Second: Amy Ballard
- Vote: Unanimously approved

### 2. Amendment to Pillar Director Salary schedule (action)

This was passed last meeting but Justin requested an amendment to increase salary level, which will help attract and hire desired candidates.

- Vote to approve proposed Director Salary Schedule as amended
  - Motion: Lon Freeman
  - Second: Amy Ballard
  - Vote: Unanimously approved

### 3. Board Retreat Follow-up (see also Table 1, below)

## XI. Items for Future Agenda

- Financial reporting from Foundation (will begin in January)
- Update on strategic plan, Justin will report on this at the end of next month;



- Capstone;
- Rebranding with MediaDesk (February);
- Community clinic may open this year, but definitely next year, long-term looking for partnership with UNM and RFK (around 1.5 year timeframe)

**XII.** Next Regular Meeting: January 26, 2022

**XIII.** Adjournment:

- Motion: Lon Freeman
- Second: Amy Ballard
- Vote: Unanimously approved

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	1) Pool of partners (30,000) *Union & Non-Union	Q1/2022-Ongoing
	Goal: Add 2 people to committees (could be non-Board)	1) Develop the Profile for the Partner (like the profile of the graduate)	Q4/2021



	member; possibly former charter executive)  Goal: Develop the Foundation's goals	1) Start a joint conversation with the Foundation to develop	Q1/2022-Ongoing
ACE Leadership			

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