ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, June 24th, 2026
Meeting Minutes

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place at ACE Leadership HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104
Or virtually on Zoom: Join Zoom Meeting
https://us06web.zoom.us/j/87060652969?pwd=uyVNdIA1PmXb08SEEyca1uzvX41Mb6.1

Meeting Minutes

I. Call to Order for Regular Meeting: 7:36 AM

II. Roll Call for Quorum:

Members Present: JR Tarin, Gabby Romero, Marissa Hernandez, Dan Erickson, Ronda Gilliland-Lopez, Jeff Debellis Symone Trujillo, Jeff Steele, Lon Freeman
Members Not Present:
Other Attendees: Casey Mason, Matt Salas, Angie Lerner, Dan Hill, Ralph Gonzalez

III. Approval of Agenda

a. Motion: Jeff Steele
b. Second: Ronda Gilliland-Lopez
c. Vote: Unanimously Approved

IV. Approval of the Governing Board May 27th, Meeting Minutes (Action)

a. Motion: Lon Freeman
b. Second: Gabby Romero
c. Vote: Unanimously Approved

Correction to Previous Meeting Minutes: Lon Freeman noted that the attendance recorded in last month's meeting minutes was incorrect, showing him absent. The attendance record will be corrected accordingly.

V. Public Comment: (Three minutes maximum per speaker) None

VI. Finance Report and Approvals (Action):

Finance Committee Report: The Finance Committee reviewed the monthly financial presentation. Year-end expenditures and carryover items were as expected. A sample voucher was reviewed and found to have appropriate supporting documentation and approvals. All Requests for Reimbursement (RFRs) have been submitted. May expenditures were slightly lower than the previous year but remained within normal expectations.

Financial Status: Enrollment is 293 students, with expenditures averaging about $21,000 per student. Higher contract services and capital expenditures are due to ongoing capital projects.

The school remains in a strong financial position, with approximately $2.9 million in cash, a liquidity ratio of 5.66, and about five months of cash on hand.

Financial Reports Review: Bank reconciliations were completed, and bank statements were matched. Outstanding checks and P-card activity were reviewed with no concerns. Tax obligations are current, and a routine journal entry transferring food expenditures from Title I to the donation fund was reviewed.

a. Vote to approve May 2026 Voucher Disbursements, Bank Reconciliation and Financial Reports
    i. Motion: Jeff Steele
    ii. Second: Marissa Hernandez
    iii. Vote: Unanimously Approved

b. Vote to approve BARs Not Applicable
    i. Motion:
    ii. Second:
    iii. Vote:

c. P-card Approval for May 2026
    i. Motion: Lon Freeman
    ii. Second: Gabby Romero
    iii. Vote: Unanimously Approved

VII. Board Reports

The Board discussed the MRI application for restructuring and year-end closeout items, including the staff handbook and the Open Meetings Act policy. The Board also noted that the Finance Committee will hold a strategic planning forum in July to formalize the foundation's role in supporting the school.

VIII. Director’s Report

The school year concluded successfully, with summer programming beginning immediately afterward. Hiring efforts are underway to fill retiring staff positions and to add two Educational Assistants as part of the restructuring plan. Enrollment remains strong, particularly among incoming freshmen. Recent outreach to local business leaders and community partners highlighted the school's career and technical education programs.

IX. Items for Board Discussion and Action

The Board reviewed a proposed policy prohibiting non-enrolled children of employees from being on campus during an employee's duty day to ensure staff remain fully focused on student supervision and to reduce liability risks. The policy does not apply to off-duty family events. An outdated mission statement on the first page of the policy was also identified and will be corrected.

The board conducted its required annual review of the Open Meetings Act policy, which outlines rules for meeting location, timing, public posting, and procedures for special meetings. No changes were made to the existing policy.

The 3-year contract with Veritex for business manager functions, at an annual fee of $136,000, was up for renewal. An amendment is planned to add a 3-month trial period for additional duties related to Carla's retirement, with an opt-out clause. A legal review found no issues.

Following a statewide 1% compensation increase for state employees, which ACE applied to all staff, the board reviewed the Executive Director's raise.

a. Discussion and possible action to approve of the Staff and Personnel Handbook 2026-2027
   i. Motion: Lon Freeman
   ii. Second: Jeff Steele
   iii. Vote: Unanimously Approved
b. Discussion and possible action to approval of Open Meetings Act 2627
   i. Motion: Lon Freeman
   ii. Second: Ronda Gilliland-Lopez
   iii. Vote: Unanimously Approved
c. Discussion and possible action to approve ACE Leadership High School's contract with Vertex
   i. Motion: Lon Freeman
   ii. Second: Gabby Romero
   iii. Vote: Unanimously Approved
d. Discussion and possible action to approve adjustment of the Executive Director's salary to reflect the statewide 1% compensation increase.
   i. Motion: Gabby Romero
   ii. Second: Ronda Gilliland-Lopez
   iii. Vote: Unanimously Approved
e. MRI (Graduation Rate) Redesign Update

The application was submitted to APS in May, with supportive feedback received. The school is awaiting state feedback by the end of July. The plan focuses on hiring a graduation coordinator and Educational Assistants, continuing the partnership with Top Mino for automated credit tracking, reducing manual entry errors, and supporting students who are outside a traditional four-year graduation path.

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)
- Vote to go into Closed Session

  Motion: Ronda Gilliland-Lopez
  Second: Gabby Romero
  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 the Executive Director's evaluation.
- Closed session ended
    - Vote on Statement of Closure (roll call) All present
        - Dan Erickson
        - Gabby Romero
        - Symone Trujillo
        - Ronda Gilliland-Lopez
        - Lon Freeman
        - Marissa Hernandez
        - Jeff Steele
        - Jeff Debellis

Out of Close Session/ No Action 8:30 AM

- Vote to approve the evaluation for Casey Mason, Executive Director

  Motion: Dan Erickson
  Second: Lon Freeman
  Vote: Unanimously Approved

X. Items for future agenda

a. Student Presentation
b. Staffing Update
c. Inventory
d. Social Media Policy

XI. Next Regular Meeting, Wednesday*, July 22nd, 7:*30am

XII. Adjournment: 8:30 AM

a. Motion: Ronda Gilliland-Lopez
b. Second: Symone Trujillo
c. Vote: Unanimously Approved