

ACE Leadership High School Governing Council will host a Board Meeting, July 16, 2020, at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico. Due to the ongoing COVID-19 crisis this meeting will take place virtually. If you would like to attend or participate in the meeting please contact rgonzo@aceleadershiphighschool.org for log in credentials.

Mission Statement:

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people to have successful careers by caring for their intellectual, physical and emotion well-being as students.

Resp.	Time	Agenda Topic
SH	10 MINUTES	CALL TO ORDER/SELF INTRODUCTIONS Approval of the July 16, 2020, Meeting Agenda Approval of Minutes of the June 18, 2020 Approval Minutes of the May 21, 2020
RG & K12	30 MINUTES	BUSINESS Vote on BARs. Approval of Cash Disbursements Vote on Re-Entry Plan/Hybrid Learning Plan/Safety Plan Approval of FY20 Inventory Discussion on Standardizing Committees Chairman's Report Director's Report
SH	5 MINUTES	NEXT MEETING To Be Determined ADJOURNMENT

The minutes of the ACE Leadership High School Governing Council, Thursday, July 16, 2020 at 8:00 a.m., at the ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico. Due to the ongoing COVID-19 pandemic the meeting was conducted virtually.

Present: Ronda Gilliland-Lopez, Secretary
Anthony Kocurek, Governing Council Member
Crystal Medrano, Governing Council Member
Lon Freeman, Governing Council Member

Others Present: Justin Traeger, ACE Leadership High School
Ralph Gonzales, ACE Leadership High School
Dan Hill, Attorney, InAccord, P.C.
Angie Lerner, K12 Accounting

CALL TO ORDER

The meeting was called to order by Vice-Chair Gililand-Lopez at 7:42 a.m. It was determined a quorum was present to conduct business.

APPROVAL OF AGENDA

The agenda was approved without any additions or corrections.

MINUTES

The minutes of the June 18, 2020, ACE Leadership High School Governing Council meeting were reviewed. Approval of the minutes were moved by Mr. Kocurek and seconded by Mr. Freeman. They were approved unanimously. The minutes of the May 21, 2020, ACE Leadership High School Governing Council meeting were reviewed. Approval of the minutes were moved by Ms. Medrano and seconded by Mr. Kocurek. They were approved unanimously.

APPROVAL OF BARS

There were no BARs to be approved.

FINANCE COMMITTEE REPORT

Ms. Lerner presented the finance committee report. She noted that June payments were higher due to multiple payrolls going through in June, and advance reading purchases made in June for the upcoming school year. She presented the check register and identified payments made since the last meeting. Ms. Lerner discussed closing out grants that have expired prior to the audit cycle. Revenues and expenditures were discussed. Account balance reporting was presented and discussed.

APPROVAL OF CASH DISBURSEMENTS

Ms. Angie Lerner presented this item. Mr. Freeman moved approval of the cash disbursements, and Mr. Kocurek seconded. It passed unanimously.

APPROVAL OF RE-ENTRY PLAN/HYBRID LEARNING PLAN/SAFETY PLAN

Mr. Traeger and Mr. Gonzales presented the item. Mr. Traeger discussed the remote learning plan that must be approved by PED. Mr. Traeger discussed ACE Leadership's declination of extending the school year, based on ACE Leadership's already extended day and a lack of funding available from the state. Mr. Traeger discussed the daily schedule for the upcoming year, and its impact on staffing. Mr. Kocurek discussed concerns regarding engaging students in the virtual environment. Mr. Traeger discussed the need to push for more accountability among staff and students as the pandemic continues and there is more of a shift to the virtual environment. Mr. Gonzales discussed safety plans for reentry. Mr. Kocurek discussed issues related to HVAC and the spread of COVID. The building's setup allows for a lot of air exchange, which should help mitigate spread. Mr. Gonzales and Mr. Kocurek also discussed the possibility of adding a UV system to the HVAC systems. Mr. Traeger noted that the building's large garage doors will be held open to account for greater airflow. Mr. Kocurek moved approval of the re-entry plans/hybrid learning plans/safety plans, and Ms. Medrano seconded. It passed unanimously.

APPROVAL OF FY20 INVENTORY

Mr. Gonzales and Ms. Lerner presented the FY20 inventory. Mr. Freeman asked regarding internal controls for the inventory, and Ms. Lerner discussed what controls are in place, including sign in and sign out procedures for equipment. Mr. Kocurek moved approval of the FY20 Inventory, and Mr. Freeman seconded. It passed unanimously.

DISCUSSION ON STANDARDIZING COMMITTEES

Mr. Traeger led the discussion. Mr. Traeger discussed creating a centralized document where committee assignments are maintained, and continuing the discussion at the strategic planning session in August.

CHAIRMAN'S REPORT

The Vice Chair presented the report. Discussion was had regarding planning the strategic planning meeting in August.

DIRECTOR'S REPORT

Mr. Traeger and Mr. Gonzales presented the Director's Report. Mr. Traeger provided an update regarding staffing, including the hiring of 3 project teachers. Professional development is to commence next week. Mr. Gonzales provided an update on the construction of portable buildings.

CLOSING BUSINESS

The next ACE Leadership High School Governing Council meeting will take place on August 20, 2020.

There being no further business the meeting was adjourned at 8:41 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez

ACE Leadership High School Governing Council will host a Board Meeting, August 20, 2020, at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico. Due to the ongoing COVID-19 crisis this meeting will take place virtually. If you would like to attend or participate in the meeting please contact rgonzo@aceleadershiphighschool.org for log in credentials.

Mission Statement:

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Resp.	Time	Agenda Topic
SH	10 MINUTES	CALL TO ORDER/SELF INTRODUCTIONS Approval of Agenda August 20, 2020 Approval Minutes of the July 16, 2020
RG & K12	20 MINUTES	BUSINESS Vote to Approve Cash Disbursements for July 2020. Vote to Approve Financial Reports for July 2020. Vote to Approve Amy Ballard Ed. D as board member. Election of Secretary. Chairman's Report. Executive Leadership Report.
SH	5 MINUTES	NEXT MEETING September 24, 2020 at 7:30 a.m. ADJOURNMENT

The minutes of the ACE Leadership High School Governing Council, Thursday, August 20, 2020 at 7:30 a.m., at the ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico. Due to the ongoing COVID-19 pandemic the meeting was conducted virtually.

Present: Sam Hatchell, Chairman
Ronda Gilliland-Lopez, Secretary
Anthony Kocurek, Governing Council Member
Courtney Eichhorst, UA Local 412, Governing Council Member
Lon Freeman, Governing Council Member

Others Present: Ralph Gonzales, ACE Leadership High School
Justin Traeger, ACE Leadership High School
Dan Hill, Attorney, InAccord, P.C.
Angie Lerner, K12 Accounting
Amy Ballard

CALL TO ORDER

The meeting was called to order by Chairman Sam Hatchell at 7:35 a.m. It was determined a quorum was present to conduct business.

APPROVAL OF AGENDA

A motion to approve agenda was made by Mr. Kocurek and seconded by Ms. Gilliland-Lopez. It was approved unanimously.

MINUTES

The minutes of the May 21, 2020, ACE Leadership High School Governing Council meeting were reviewed. Approval of the minutes were moved by Chairman Hatchell and seconded by Mr. Courtney Eichhorst. They were approved unanimously.

FINANCE REPORT

Ms. Angie Lerner presented the financial reports to the board. Mr. Kocurek moved approval of the financial report, and Mr. Freeman seconded. The report was unanimously approved.

APPROVAL OF CASH DISBURSEMENTS FOR MAY 2020

Ms. Lerner presented the cash disbursements for the month of May 2020. Mr. Freeman moved their approval, and Mr. Kocurek seconded. They were approved unanimously.

VOTE TO APPROVE AMY BALLARD AS A NEW BOARD MEMBER

The Chair presented the item. Ms. Ronda Gilliland-Lopez moved to approve Ms. Ballard as a new board member, and Mr. Kocurek seconded the motion. It passed unanimously.

ELECTION OF SECRETARY

Chair Hatchell nominated Ms. Ballard to be the Board Secretary. Mr. Kocurek seconded the nomination. A vote was had and the Ms. Ballard was unanimously elected Secretary.

DISCUSSION OF BOARD TRAINING

Chair Hatchell led the board in discussion of upcoming training needs and opportunities.

DISCUSSION OF STRATEGIC PLANNING

Chair Hatchell led the board in discussion regarding upcoming strategic planning to be held in October.

CO-DIRECTORS REPORT

The co-directors presented their report. Mr. Gonzales highlighted COVID-safe practices the school was implementing. Mr. Traeger discussed the academic approach the school is taking in response to the restrictions imposed by the pandemic.

CLOSING BUSINESS

The next ACE Leadership High School Governing Council meeting is scheduled for September 24, 2020.

There being no further business the meeting was adjourned at 8:25 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez

ACE Leadership High School Governing Council will host a Board Meeting, September 24, 2020, at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico. Due to the ongoing COVID-19 crisis this meeting will take place virtually. If you would like to attend or participate in the meeting please contact rgonzo@aceleadershiphighschool.org for log in credentials.

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Resp.	Time	Agenda Topic
SH	10 MINUTES	CALL TO ORDER/SELF INTRODUCTIONS Approval of Agenda September 24, 2020 Approval Minutes of the August 20, 2020
RG & K12	20 MINUTES	BUSINESS Vote to Approve Open Meetings Act Notice. Vote to Approve Attendance Policy. Vote to Approve Renewal Application. Vote to Approve Salary Schedules Vote to Approve Cash Disbursements for August 2020. Vote to Approve Financial Reports for August 2020. Election of Secretary. Chairman's Report. Executive Leadership Report.
SH	5 MINUTES	NEXT MEETING October 23, 2020 at 7:30 a.m. ADJOURNMENT

The minutes of the ACE Leadership High School Governing Council, Thursday, September 24, 2020 at 7:30 a.m., at the ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico. Due to the ongoing COVID-19 pandemic the meeting was conducted virtually.

Present: Sam Hatchell, Chairman
Ronda Gilliland-Lopez, Secretary
Anthony Kocurek, Governing Council Member
Lon Freeman, Governing Council Member

Others Present: Ralph Gonzales, ACE Leadership High school
Dan Hill, Attorney, InAccord, P.C.
Angie Lerner, K12 Accounting

CALL TO ORDER

The meeting was called to order by Chairman Sam Hatchell at 7:35 a.m. It was determined a quorum was present to conduct business.

Approval of Agenda September 24, 2020

Ms. Gilliland-Lopez made the motion to approve the agenda with the deletion of the election of secretary, Mr. Kocurek seconded the motion. It was approved unanimously.

Approval Minutes of the August 20, 2020

Mr. Freeman moved approval the minutes, and the Chair seconded. It was approved unanimously.

Vote to Approve Open Meetings Act Notice.

Mr. Hill presented the OMA Notice. The Chair had a question regarding frequency and timing of meetings. The Chair moved approval and Ms. Gilliland-Lopez seconded. It was approved unanimously.

Vote to Approve Attendance Policy.

Mr. Traeger presented the policy. Mr. Kocurek moved its approval and Ms. Gilliland-Lopez seconded. It was approved unanimously.

Vote to Approve Renewal Application.

Mr. Traeger presented the application. Chair confirmed length of board membership terms, and an adjustment was made to Ms. Gilliland-Lopez's tenure. The Chair moved approval and Ms. Gilliland-Lopez seconded. It was approved unanimously.

Vote to Approve Salary Schedules

Mr. Traeger presented the salary schedules and explained the need for the correction to reflect the legislative intent of the required raises. Ms. Gilliland-Lopez moved approval and Mr. Freeman seconded. It was approved unanimously.

Vote to Approve Cash Disbursements for August 2020.

Ms. Lerner presented the disbursements. The Chair moved approval and Mr. Freeman seconded. It was approved unanimously.

Vote to Approve Financial Reports for August 2020.

Ms. Lerner presented the financial reports. Chair moved to approve the financial reports, including bank reconciliation. Mr. Freeman seconded. Unanimous approval.

Chairman's Report.

Chairman presented his report. The strategic planning meeting was presented, as well as potentially moving board meetings to Wednesdays. Virtual trainings opportunities were discussed.

Executive Leadership Report.

Mr. Traeger presented the report which was focused on the charter renewal. A new hire was discussed. Enrollment numbers were presented at 250 students. Reentry and hybrid changes were discussed. Mr. Gonzales presented updates regarding the building. An update was provided regarding technology and computers on site. An update was provided regarding the HVAC upgrades to the building to comply with state requirements.

Next meeting is scheduled for October 23, 2020. Upcoming meetings November 18, 2020 and December 16, 2020.

The meeting was adjourned at 8:32 a.m.

ACE Leadership High School Governing Council will host a Board Meeting, October 23, 2020, at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico. Due to the ongoing COVID-19 crisis this meeting will take place virtually. If you would like to attend or participate in the meeting please contact rgonzo@aceleadershiphighschool.org for log in credentials.

Mission Statement:

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Resp.	Time	Agenda Topic
SH	10 MINUTES	CALL TO ORDER/SELF INTRODUCTIONS Approval of Agenda October 23, 2020 Approval Minutes of the September 24, 2020
RG & K12	20 MINUTES	BUSINESS Vote to Approve July, August, and September voucher disbursements, bank reconciliation, and financial reports. Vote to Approve BARs. Chairman's Report. Executive Leadership Report.
SH	5 MINUTES	NEXT MEETING November 18, 2020 at 7:30 a.m. ADJOURNMENT

*The minutes of the ACE Leadership High School Executive Governing Board,
Friday, October 23, 2020 at 7:30 a.m., at MCA/SMACNA of New Mexico, 4901 Chappell Dr.
NE, Albuquerque, New Mexico. Due to the ongoing COVID-19 pandemic the Executive
Committee met face to face and other Board members joined virtually*

Members Present:

- Sam Hatchell, Chairman
- Ronda Gilliland-Lopez,
- Amy Ballard, Secretary
- Lon Freeman, Governing Board Member
- Anthony Kocurek, Governing Board Member
- Crystalin Medrano, Governing Board Member

Members Not Present:

- Courtenay Eichhorst, Governing Board Member

Others Present:

- Ralph Gonzales, ACE Leadership High School
- Justin Trager, ACE Leadership High School
- Dan Hill, Attorney, InAccord, P.C.
- Angie Lerner, K12 Accounting

CALL TO ORDER

The meeting was called to order by Chairman Sam Hatchell at 7:30am. It was determined that a quorum was present to conduct business.

Approval of Agenda, October 23, 2020 Board Meeting

Ms. Gilliland-Lopez moved to approve the agenda, Ms. Medrano seconded the motion.
Unanimous approval.

Approval of Minutes of the September 3, 2020 Board Meeting

Chairman Hatchell moved to approve the minutes with the addition of Justin Trager as present at the meeting, Mr. Freeman seconded. Unanimous approval.

Vote to Approve July, August and September Disbursements for 2020

Ms. Lerner presented the financial reports. Ms. Ballard moved approval and Ms. Gilliland-Lopez seconded. Unanimous approval.

Vote to Approve Budget Adjustment Requests

Ms. Lerner presented the following BAR's:

<u>BAR #</u>	<u>Fund</u>	<u>Description</u>	<u>Type</u>	<u>Amount</u>
1	001-749-2021-0001-I 31400	- Capital Outlay Special Projects Increase		\$ 75,334
2	0001-749-2021-002-D 11000-	Operational Decrease		\$ (130,621)
3	0001-749-2021-003-IB 31200	- Lease Assistance Initial Budget		\$ 192,054.00
4	0001-749-2021-004-M 11000-	Operational Maintenance		\$ -
	0001-749-2021-006-T 24190	- CSI Transfer		\$ -

Ms. Gilliland-Lopez moved approval, seconded by Chairman Hatchell. Unanimous approval.

Chairman's Report

Chairman Hatchell presented the Chairman's report.

Executive Leadership Report

Mr. Traeger presented the report, which focused on the charter renewal site visit, which is now complete. He will receive formal notice of the renewal decision on Monday, November 23rd, 2020 and vote will occur in December. Enrollment is currently at 254. He said that an updated strategic plan has been sent to the Board.

Mr. Gonzales reported on donated air system from Fordyce and an upcoming security assessment by POMS. He also reported that he recently received COVID supplies, and that home visits have been conducted, and a flu clinic is planned.

Next meeting is scheduled for November 18, 2020.

Adjournment

Board meeting adjourned at 8:15am

**ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, November 18, 2020
*Agenda***

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
*The meeting will take place at MCA/SMACNA: 4901 Chappell Drive NE, Albuquerque, NM 87107
Or virtually on Zoom:*

[https://urldefense.com/v3/_https://us02web.zoom.us/j/86184231237?pwd=akYzaWp2em5wWEcyTHNXcjZLdS92UT09_!!KGOTntw!CpTjYUF9TdWMBkEVQMW57jIJCe99RKO03sBhawogSdxCzbFjGo4CwuJv9TTDUDeM\\$](https://urldefense.com/v3/_https://us02web.zoom.us/j/86184231237?pwd=akYzaWp2em5wWEcyTHNXcjZLdS92UT09_!!KGOTntw!CpTjYUF9TdWMBkEVQMW57jIJCe99RKO03sBhawogSdxCzbFjGo4CwuJv9TTDUDeM$)

Meeting ID: 861 8423 1237

Passcode: 910082

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the October 23rd, 2020 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve October, 2020 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - b. Vote to approve BARs
- VII.** Board Reports
 - a. Chair and Executive Committee
 - b. Audit Committee
- VIII.** Foundation Report

IX. Co-Director's Report

X. Items for Board Discussion and Action

- a. Board Training: Performance Framework
- b. Co-Director Performance Evaluation
- c. Board Retreat Follow-up
 - i. Member recruitment
 - ii. Board Development

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, December 16th, 2020, 7:30am

XIII. Adjournment:

- a. Motion:
- b. Second:
- c. Vote:



ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, November 18, 2020
Minutes

I. Call to Order for Regular Meeting: Chairman Hatchell called the meeting to order at 7:33am.

II. Roll Call for Quorum:

Members Present: Sam Hatchell, Chairman
Ronda Gilliland-Lopez
Amy Ballard
Lon Freeman

Members Not Present: Crystalin Medrano, Governing Council Member
Anthony Kocurek, Governing Council Member
Courteney Eichhorst, Governing Council Member

Other Attendees: Sean Calvert, ACE Foundation
Justin Traeger, ACE High School
Ralph Gonzales, ACE High School
Angie Lerner
Dan Hill

III. Approval of Agenda (Action)

- Motion: Ronda Gilliland-Lopez
- Second: Sam Hatchell
- Vote: Unanimous approval

IV. Approval of the October 23rd, 2020 Governing Board Meeting Minutes (Action)

- Motion: Lon Freeman
- Second: Ronda Gilliland-Lopez
- Vote: Unanimous approval

V. Public Comment:

- No public comment

VI. Finance Report and Approvals (Action)

Ms. Lerner presented the financial reports.

- a. Vote to approve October, 2020 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Lon Freeman
 - Second: Sam Hatchell
 - Vote: Unanimous approval

Ms. Lerner presented the following BAR's:

BARs				
BAR #	Fund	Description	Type	Amount
1	001-749-2021-0007-M	24101- Title I	Maintenance	NA
2	0001-749-2021-009-T	24101- Title I	Transfer	NA

- b. Vote to approve BARs
 - Motion: Ronda Gilliland-Lopez
 - Second: Amy Ballard
 - Vote: Unanimous approval

Other items

Working on grant for Internet hotspot access since they are working remotely due to COVID.

ACE is in a good financial position in anticipation of potential State budget cuts.

VII. Board Reports

a. Chair and Executive Committee

Chairman Hatchell updated the Board on Executive Committee activities

- Updating of bylaws for Board comment and approval
- Awaiting final report from Board Retreat with strategic plans, Chairman Hatchell will send out when available.
- Recruitment for Board and Committees ongoing

b. Audit Committee

- Exit audit will be released in January or February (Angie Lerner)

VIII. Foundation Report

Sean Calvert reported that the Foundation is currently holding quarterly meetings.

Angie Lerner reported there was an audit finding related to the Foundation. She will forward to Sean.

IX. Co-Director's Report

Justin Traeger reported:

- We will get information regarding the charter renewal on Monday. APS Board vote will occur in December. He will do brief presentation about ACE's challenges and successes.
- Students did presentations, also planning more involvement between students and industry.
- Finalizing School's strategic plan. Should be available for Board review in January.
- Good meeting with AGC and future projects.
- Plan to provide tool kits to all ACE students.
- Working on various legislative efforts related to funding sustainability.
- Good media coverage in Las Cruces outlets related to student and family health during COVID. Can be used for recruitment efforts.
- Facility update: complete shutdown for end of trimester, through December due to COVID concerns. No staff or students will be on campus.

Ralph Gonzales reported:

- Safety audit conducted. Will receive feedback. Working on installation of safety equipment including alarm system.
- Electro-static system for COVID disinfecting is being acquired.
- Will be holding flu clinic for 20-25 ACE and other charter school families. Food will also be distributed.
- 39 students dis-enrolled, some going to night program. Currently at 218 students enrolled as of today.
- Social-Emotional learning projects with friends and family members are in the planning stages.

X. Items for Board Discussion and Action

a. Board Training: Performance Framework

- Justin has reached out to Joseph Escobedo regarding training and will provide information to Executive Committee.
- b. Co-Director Performance Evaluation
 - Will use framework to complete this. In the long-term a goal is to create or own framework. This will be developed in Executive Committee and brought to Board for approval.
- c. Board Retreat Follow-up
 - Member recruitment: Need to recruit Board members.
 - Board Development: Based on Board Retreat, there are plans to establish a Board Development Committee and a Mission-Specific Outreach Committee. Amy Ballard reported that Mike May of Future Focused Education will join MSOC. Justin reported that he may also have a member for MSOC.

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, December 16th, 2020, 7:30am

XIII. Adjournment: Chairman Hatchell adjourned the meeting at 8:51am

- a. Motion: Amy Ballard
- b. Second: Sam Hatchell
- c. Vote: Unanimous Approval



**ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, December 16, 2020
*Agenda***

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
*The meeting will take place at MCA/SMACNA: 4901Chappell Drive NE, Albuquerque, NM 87107
Or virtually on Zoom:*

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the November 18th , 2020 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve November, 2020 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
 - b. Vote to approve BARs
 - Motion:
 - Second:
 - Vote:

VII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee

VIII. Foundation Report

IX. Co-Director's Report

X. Items for Board Discussion and Action

- a. Board Timeline (Justin and Amy)
- b. Google Drive Structure (Justin and Amy)

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, January 27th , 2021, 7:30am

XIII. Adjournment:

- a. Motion:
- b. Second:
- c. Vote:



**ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, December 16, 2020
*Minutes***

MINUTES

- I.** Call to Order for Regular Meeting: Chairman Hatchell called the meeting to order at 0730
- II.** Roll Call for Quorum:
 - Members Present: Amy Ballard, Anthony Kocurek, Ronda Gilliland-Lopez, Lon Freeman, Sam Hatchell
 - Members Not Present: Courtenay Eichhorst, Crystalin Medrano
 - Other Attendees: Sean Calvert (ACE Foundation), Justin Traeger (ACE), Ralph Gonzales (ACE), Dan Hill (Counsel), Angie Lerner (Finance)
- III.** Approval of Agenda (Action)
 - a. Motion: Anthony
 - b. Second: Sam
 - c. Vote: Unanimous approval
- IV.** Approval of the November 18th, 2020 Governing Board Meeting Minutes (Action)
 - a. Motion: Lon
 - b. Second: Amy
 - c. Vote: Unanimous approval
- V.** Public Comment: No public comment
- VI.** Finance Report and Approvals (Action)
 - The financial report was presented by Ms. Lerner
 - a. Vote to approve November, 2020 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Lon Freeman
 - Second: Anthony Kocurek
 - Vote: Unanimous approval

b. Vote to approve BARs

<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
001-749-2021-0008-D 24301-	Cares Act	Decrease	\$ (347)
001-749-2021-0010-IB 27502 - Next Gen <u>Intital</u>	Budget	Initial	\$ 29,475
001-749-2021-0011-I 24301-	Cares Act	Increase	\$36,667

Vote to approve all BARs:

- Motion: Sam
- Second: Tony
- Vote: Unanimous Approval

VII. Board Reports

a. Chair and Executive Committee

Timeline and Google Drive

- Justin Traeger and Amy Ballard met to review the internal timeline document for timing of Board activities.
 - Related to Board documents, Angie Lerner stated that in future she will email the financial packet for the upcoming meeting to Amy and Lon Freeman will present at the Board meeting.
 - It was noted that the Audit Committee meeting needs to be added to the timeline. It meets quarterly corresponding to the timing of the Finance Committee. Amy or Justin will add.
- Meeting documents will be organized by meeting in GoogleDocs, with a separate folder for each meeting.
 - Justin Traeger will send a link out to the Board.

Board bylaws (and Chair updates)

- Sam has created a spreadsheet for Executive Committee to work on, will be presented to Board as draft at some point.
- Justin will send Co-director evaluation template to Sam.
- Mike May has joined Mission-Specific outreach committee, Dana from AGC also on this committee.

b. Audit Committee

- Lon Freeman stated that Audit Committee will meet every quarter, will meet back to back with Finance Committee, will include ACE parent on this committee. Also need a community member with a finance background.



VIII. Foundation Report

- Foundation Board has not met since last ACE Board meeting.

IX. Co-Director's Report (Justin Traeger)

- ACE Charter renewed for 5 years
- COVID: ACE will remain in modified remote operations for now. May change in February.
 - PED requires “surveillance testing” for COVID. Also must report all positive cases.
- APS site visit report:
 - Justin Traeger summarized report.
 - Positive overall with minor corrections suggested as presented in the report.
- Justin noted that the 5-year approval comes with future work on micro-credentials and other issues. Mike May and FFE will be assisting with some efforts.

(Ralph Gonzales)

- Food pantry will be open at ACE this week, distributing 65 packs.
- Flu shot event may be canceled due to lack of interest.
- Final 4 security cameras being installed this week.
- Tiny home supplies have arrived and project can commence when possible based on COVID protocols.
- Enrollment at 203.
- 0 COVID cases recorded at ACE at this time.

X. Items for Board Discussion and Action

- a. Board Timeline (see notes above under Chair and Executive Committee)
- b. Google Drive Structure (see notes above under Chair and Executive Committee)

XI. Items for future agenda

- a. Election for Finance Chair

XII. Next Regular Meeting, Wednesday, January 27th , 2021, 7:30am

XIII. Adjournment: 0830

- a. Motion: Sam
- b. Second: Tony
- c. Vote: Approved

**ACE Leadership High School
Regular Meeting of the Governing Board**
January 27, 2021
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place at MCA/SMACNA: 4901 Chappell Drive NE, Albuquerque, NM 87107
Or virtually on Zoom:
<https://zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrQT09>
Meeting ID: 329 531 9549
Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the December 16th, 2020 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve December, 2020 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
 - b. Vote to approve BARs
 - Motion:
 - Second:
 - Vote:

- VII.** Board Reports
 - a. Chair and Executive Committee
 - i. Strategic Planning Document (Sam)
 - ii. Board and Committee Structure Document (Sam)
 - iii. Evaluation Process Planning
 - b. Audit Committee
- VIII.** Foundation Report (Sean Calvert)
- IX.** Co-Director's Report
- X.** Item's for Board Discussion and Action
 - a. Finance Chair Election
- XI.** Items for future agenda
- XII.** Next Regular Meeting, Wednesday, February 24th, 7:30am
- XIII.** Adjournment:
 - a. Motion:
 - b. Second:
 - c. Vote:



ACE Leadership High School
Regular Meeting of the Governing Board
January 27, 2021
Minutes

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place at MCA/SMACNA: 4901 Chappell Drive NE, Albuquerque, NM 87107
Or virtually on Zoom:
<https://zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrQT09>
Meeting ID: 329 531 9549
Passcode: 4MWCqM

MINUTES

- I.** Call to Order for Regular Meeting: Sam Hatchell called the meeting to order at 7:37am
- II.** Roll Call for Quorum:
 - Members Present: Ronda Gilliland-Lopez, Amy Ballard, Tony Kocurek, Lon Freeman, Sam Hatchell
 - Members Not Present: Crystalin Medrano, Courtenay Eichhorst
 - Other Attendees: Angie Lerner, Justin Traeger, Ralph Gonzales, Dan Hill
- III.** Approval of Agenda (Action)
 - a. Motion: Sam Hatchell
 - b. Second: Ronda Gilliland-Lopez
 - c. Vote: Unanimously approved
- IV.** Approval of the December 16th, 2020 Governing Board Meeting Minutes (Action)
 - a. Motion: Amy Ballard
 - b. Second: Lon Freeman
 - c. Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** Finance Report and Approvals (Lon Freeman)
 - a. Lon Freeman reminded the Board that members do take on personal risk. This can be mitigated by making sure that we review minutes and financial reports before the meeting and come prepared with questions. There will be no detailed discussion of financials during the Board meeting.

The Board inquired of Management whether all form 940 and 941 returns have been timely filed and related taxes timely remitted. This will be inquired of Management at least quarterly. Management (Angie Lerner) responded that these have been submitted timely.

Lon Freeman reviewed the financial report. Finance Committee is confident that funds are being appropriately handled.

b. Vote to approve December, 2020 Voucher Disbursements, Bank Reconciliation and Financial Reports

- Motion: Tony Kocurek
- Second: Sam Hatchell
- Vote: Unanimous approval

c. Vote to approve BARs

- 12-T, re-class of Perkins to fixed assets for virtual welder, no net impact
- 13-M moving budget to maintenance costs, reclassification, not net impact
- 14-T, moving SB 9 monies to reflect taxes paid in expenditures
 - Motion: Lon Freeman
 - Second: Tony Kocurek
 - Vote: Unanimous approval

VII. Board Reports

a. Chair and Executive Committee

- i. Strategic Planning Document (Sam)
- ii. Board and Committee Structure Document (Sam)

These two documents have been compiled into a single document. This will need to be integrated into Board documents. Sam will send out to the full Board for review prior to next month's Executive Committee.

iii. Evaluation Process Planning

Sam shared the document that is used by Siembra Charter School. This will be the template for our process with Justin's review. Evaluation needs to be completed at least a 2 months before contract expiration (end of school year). This would put us in April.

Sam will circulate document to Board and Justin for feedback and will bring to a future Board meeting. March Executive Committee will bring Justin in to report results after Board and Justin have reviewed, for finalization.

b. Audit Committee

February 18th will be first meeting in conjunction with Finance Committee. Audit Committee has been formed.

VIII. Foundation Report (no report)



IX. Co-Director's Report

[Justin reviewed the Google Drive structure. All Board members should have access. Amy will send link to Google Drive prior to the meeting as a reminder to access Board documents. Send meeting documents for upload to Google Drive to Amy for upload.]

Ralph Gonzales reported on:

- infrastructure improvements taking place at ACE.
- Enrollment stands at 209 students.
- COVID surveillance process is in place. 3 reported cases to date, off-campus.
- Materials distribution is going well.

Justin Traeger reported on:

- Governor's school reopening plans. All Schools can return February 8th for hybrid learning with protocols in place. ACE is resuming Special Ed interventions on Monday. ACE will bring in small groups for now with a goal of hybrid courses in the 3rd trimester. Full remote learning and remote work for staff will continue as an option.
- Need to show evidence of growth in Board training before the APS site visit. Board needs to make this happen.
- Current Interpreter is going to become a Special Ed teacher. Community Engagement Director is not returning after this school year. This position is posted.
- AGC/YDI/FFE conversation. Linking to AGC's pre-apprenticeship. YDI students will have option to enter pre-apprenticeship. Pre-apprenticeship instruction will occur at ACE for these students.
- Industry framework project is continuing.
- Capital outlay plans include quote for outdoor lighting, new solar gates, cameras, etc. Funds will be encumbered. Next year's planned request of \$35,000 for student-designed and installed solar system.
- Ronda Gilliland-Lopez inquired regarding legislative update. Justin mentioned that hold harmless could be challenging regarding ACE enrollment. It would be good to get a list of Bills that are impactful. SB 40, HB 83, SB 51 are bills that might impact.

X. Item's for Board Discussion and Action

- a. Finance Chair Election

Sam nominated Lon Freeman to be Finance Chair

Motion: Sam Hatchell

Second: Ronda Gilliland-Lopez

Unanimous Approval

b. Coordination, scheduling and documentation of Board training

Dan can provide some training for Board, also the PED has a very good system for training. Justin sent this link out to the Board this morning. Justin asked if the Board Retreat could count for training hours (3 hours). Dan will check with Misty if we can retroactively count these hours.

Joseph Escobedo's framework training would count as well, but PED will need documentation from Joseph. We will try to schedule this in February.

Amy will send out PED sign up link for trainings. Justin has added a training document to our Board documents.

XI. Items for future agenda

a. Staff professional growth (Justin and Ralph)

Justin will have policy drafted for Board regarding staff professional development. Board will review at next meeting.

XII. Next Regular Meeting, Wednesday, February 24th, 7:30am

XIII. Adjournment:

a. Motion: Sam Hatchell

b. Second: Amy Ballard

c. Vote: Unanimous approval



ACE Leadership High School
Regular Meeting of the Governing Board
February 24, 2021
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place at MCA/SMACNA: 4901 Chappell Drive NE, Albuquerque, NM 87107
Or virtually on Zoom:

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

Please find pertinent documents here on the ACE Board Google Drive:

[Open shared drive](#)

Or use this link:

<https://drive.google.com/drive/folders/0AP0nSKstMuUsUk9PVA>

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees: J.R. Tarin, Fortis
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the January 27, 2021 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve January, 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
 - b. Vote to approve BARs
 - Motion:
 - Second:
 - Vote:

VII. Board Reports

- a. Chair and Executive Committee
 - New Board members

VIII. Foundation Report (Sean Calvert)

IX. Co-Director's Report

X. Item's for Board Discussion and Action

- a. Review of Staff Professional Development plan (Justin)
- b. Date of March Board Meeting (spring break conflict)
- c. J.R. Tarin (Fortis, Inc.), ACE/Industry Projects

XI. Items for future agenda

- a. The Strategic Planning Document, and Board and Committee Structure Document will be sent out to full Board for review prior to next month's Executive Committee.
- b. Evaluation Process Planning document approval.
- c. Audit committee

XII. Next Regular Meeting, Wednesday, March 24, 7:30am

XIII. Adjournment:

- a. Motion:
- b. Second:
- c. Vote:

**ACE Leadership High School
Regular Meeting of the Governing Board**
February 24, 2021
Minutes

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place at MCA/SMACNA: 4901 Chappell Drive NE, Albuquerque, NM 87107
Or virtually on Zoom:
<https://zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrQT09>
Meeting ID: 329 531 9549
Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present: Sam Hatchell, Ronda Gilliland-Lopez, Courtenay Eichhorst, Lon Freeman, Amy Ballard
 - Members Not Present: Tony Kocurek
 - Other Attendees: J.R. Tarin (Fortis), Dan Hill (Counsel), Angie Lerner (Finance), Justin Trager (ACE), Ralph Gonzalez (ACE)
- III.** Approval of Agenda (Action)
 - a. Motion: Lon Freeman
 - b. Second: Ronda Gilliland-Lopez
 - c. Vote: Unanimously approved
- IV.** Approval of the January 27, 2021 Governing Board Meeting Minutes (Action)
 - a. Motion: Amy Ballard
 - b. Second: Sam Hatchell
 - c. Vote: Unanimously approved
- V.** Public Comment:

JR Tarin from Fortis Construction (Facebook sub) introduced himself, Senior Project Engineer. Has been working with ACE for around a year.
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve January, 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Sam Hatchell
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved

b. Vote to approve BARs

- 1 BAR 2021-0015-IB 24306-CARES?GEER-Hepa Filters Initial Budget \$ 5,582
- 2 BAR 2021-0016-T 24301-CARES Act Transfer \$ -
- 3 BAR 2021-0017-M 24301-CARES Act 2000 Function Maintenance \$ -
- 4 BAR 2021-0019-M 11000-Operational 1000 Function Maintenance \$ -
- 5 BAR 2021-0020-M 11000-Operational 2000 Function Maintenance \$ -
- 6 BAR 2021-0021-M 31700-Capital Improvements SB-9 Maintenance \$ -
- 7 BAR 2021-0022-M 31600-Capital Improvements HB-33 Maintenance \$ -

- Motion: Courtenay Eichhorst
- Second: Lon Freeman
- Vote: Unanimously approved

- Lon Freeman reported that there is good financial oversight happening.
- Sam Hatchell inquired regarding the liquidity ratio. Mr. Freeman reported that 5.2% is good. Ms. Lerner also stated that our liquidity is adequate to support our cash flow.
- Justin reminded us that it is also important to spend adequately to support the students. ACE will be increasing per student expenditures in the upcoming year.
- The Board inquired whether taxes were being properly withheld and paid. Ms. Lerner stated that they were.

VII. Board Reports

a. Chair and Executive Committee

- The Executive Committee reviewed the Director evaluation process. The Siembra HS process has been adapted for ACE and finalized. The EC will bring a recommendation to the Board regarding Justin's review. Board members should give feedback to the EC for consideration. Vote for renewal will occur in closed session at March Board meeting.
- Work on the by-laws is ongoing.
- We will continue tracking Board training.
- EC met with JR Tarin regarding his potential Board involvement.

b. Audit Committee

- Rescheduled for March

c. J.R. Tarin (Fortis, Inc.), ACE/Industry Projects

- J.R. has been working with Tony Beach (ACE) to work with students. The project includes training in the "construction life cycle". He has assembled a course outline and syllabus. Capstone students are working on this project as part of their transition process. They are also including visits from Union tradespeople to show them the career path.



VIII. Foundation Report (Sean Calvert)

No report.

Justin Trager reported that there was a Foundation Report (Renewal Application for Management Liability with POMS) was submitted timely. Ralph Gonzalez reported that Sean is attending a public meeting.

IX. Co-Director's Report

Justin Trager:

- Justin Trager reported that students are returning in expanded numbers. Teachers are given discretion to return students as safely possible. Capstone students will be coming in for safety training in preparation for a green build project to be conducted this term with CNM, Homewise and Future Focused Education.
- Plans are continuing to bring students and teachers back. Prioritizing teacher comfort. Hybrid learning is continuing. Mike May and Deborah Good from FFE will be starting on industry framework and micro-credentials work.
- AGC/YDI plans to teach NCCER curriculum is also continuing. Not yet approved, planning for a fall launch.
- APS Board training is almost ready (Joseph Escobedo), will update at next meeting.
- Solar request is moving through legislature; Justin thinks this will be successful. Plans for curriculum are ongoing with CNM faculty to insure good continuity.
- Hiring is continuing.
- Justin reviewed a number of legislative actions related to education.

Ralph Gonzalez:

- 201 enrolled students.
- 1 COVID case among students.
- Tool distribution continuing.
- Facilities visit was successful.
- Infrastructure improvements are continuing.
- Tiny Home project continuing, students will participate as they can do so safely.

X. Item's for Board Discussion and Action

- a. Review of Staff Professional Development plan (Justin)
- EC reviewed in detail at last meeting
 - Motion: Sam Hatchell

- Second: Courtenay Eichhorst
- Vote: Unanimously approved

b. Date of March Board Meeting (spring break conflict)

- Reschedule to March 31st

XI. Items for future agenda

- The Strategic Planning Document and Board and Committee Structure Document will be sent out to full Board for review prior to next month's Executive Committee.
- Sam will circulate Evaluation Process Planning document to Executive Committee and Justin for feedback and will bring to a future Board meeting. March Executive Committee will bring Justin in to report results after Board and Justin have reviewed, for finalization.
- Audit committee membership additions should be formalized.
- Ralph Gonzalez identified a potential parent Board member. EC can take this up at future meeting.

XII. Next Regular Meeting, Wednesday, March 31, 7:30am

XIII. Adjournment: Meeting adjourned by Sam Hatchell

**ACE Leadership High School
Regular Meeting of the Governing Board**
March 31, 2021
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
*The meeting will take place at MCA/SMACNA: 4901 Chappell Drive NE, Albuquerque, NM
87107*

Or virtually on Zoom:

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees: Introduction of visitors
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the February 24th, 2021 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve February, 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:

b. Vote to approve BARs

- Motion:
- Second:
- Vote:

VII. Board Reports

a. Chair and Executive Committee

- New Board members

VIII. Foundation Report (Sean Calvert)

IX. Co-Director's Report

X. Item's for Board Discussion and Action

- a. New board member vote: J.R. Tarin
- b. Audit Committee membership additions vote
- c. Strategic Planning document (Sam Hatchell)
- d. 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.
 - 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.

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, April 28, 7:30am

XIII. Adjournment:

- a. Motion:
- b. Second:
- c. Vote:

**ACE Leadership High School
Regular Meeting of the Governing Board
March 31, 2021
*Minutes***

MINUTES

- I.** Call to Order for Regular Meeting: 7:32am
- II.** Roll Call for Quorum:
Members Present: Ronda Gilliland-Lopez, Sam Hatchell, Lon Freeman, Tony Kocurek, Amy Ballard
Members Not Present: Courtenay Eichorst
Other Attendees: Dan Hill, Angie Lerner, J.R. Tarin, Justin Traeger
- III.** Approval of Agenda (Action)
 - Motion: Ronda Gilliland-Lopez
 - Second: Sam Hatchell
 - Vote: Unanimously approved
- IV.** Approval of the February 24th, 2021 Governing Board Meeting Minutes (Action)
 - Motion: Amy Ballard
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** Finance Report and Approvals (Action)
 - Vote to approve February, 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Amy Ballard
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved

Lon confirmed that payroll taxes have been paid.

- Vote to approve BARs

BAR #	Fund	Description	Reason/Type	Amount
1 BAR 2021-0023-IB 24305-GEER			Fund Initial Budget	\$ 7,680
2 BAR 2021-0024-M 24101-Title I ESEA 2XXX		Function Maintenance		\$ -
3 BAR 2021-0025-T 11000		Operational Transfer		\$ -
4 BAR 2021-0027-M 24174-Carl D Perkins 1000		Function Maintenance		\$ -
5 BAR 2021-0028-M 31400-Special Capital Outlay-State 4000		Function Maintenance		\$ -
6 BAR 2021-00029 -D 11000-SEG		Decrease		\$(50, 639)

- Motion: Lonny Freeman
- Second: Tony Kocurek
- Vote: Unanimously approved

II. Audit Committee

Committee met on 3/17/2021

VII. Board Reports

- Chair and Executive Committee
 - New Board members
Sam reached out to Jacqueline Price who is an ACE parent who may be joining the Board. Sam, Amy and Ronda (Executive Committee) will meet with her next week.
 - Justin sent out APS training information organized by Dr. Joseph Escobedo. Board should sign up for any and all trainings.

VIII. Foundation Report (~~Sean Calvert~~)

Justin Traeger confirmed that insurance payment made as required.

IX. Co-Director's Report (Justin Traeger)

- ACE is back in face to face mode, starting with family visits to campus for meetings.
- 2/3 of students returning (101) to evening program with similar numbers for day.
- All school staff who wanted vaccine have received it.
- Green Build with Homewise and CNM has started. Students are participating in paid work experience.



- Project-based learning will continue for students remaining in remote mode.
- Work with Future Focused Education on industry framework has started. Interviews and focus groups will be done with higher education and industry partners.
- Strategic plan was sent out to Board for review. Justin will update Board every 6 months on progress. Will be rolling out to ACE staff this summer.
- \$100,000 passed in capital outlay bill for solar equipment on ACE building. Has not been vetoed at this point.
- Engagement Director hired, Matt Salas formerly with Armijo Academy. MBA and Leadership from UNM, thesis on charter schools and marketing and branding.

X. Item's for Board Discussion and Action

- New board member vote: J.R. Tarin
 - Motion: Ronda Gilliland-Lopez
 - Second: Tony Kocurek
 - Vote: Unanimously passed
- Audit Committee membership additions (no vote required)
 - Jesse Funnell (community member)
 - Christina Sandoval (parent member)
- Board Strategic Planning document (Sam Hatchell)
 - Will review in future meeting

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: Sam Hatchell
 - Second: Tony Kocurek
 - 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.
- Closed session ended at 8:45am
- Vote on Statement of Closure (roll call)
 - Sam Hatchell: Yes

- Amy Ballard: Yes
- Ronda Gilliland-Lopez: Yes
- Lon Freeman: Yes
- Tony Kocured: Yes
- J.R. Tarin: Yes

- Vote to approve contract renewal for Justin Traeger as Executive Director
 - Motion: Amy Ballard
 - Second: Lon Freeman
 - Vote: Unanimously approved

XI. Items for future agenda

- Budget approval for FY 2022
- Strategic Plan including committee structure
- Introduction to potential parent Board member
- Zoom option will continue to be offered as well as face to face option at ACE.

XII. Next Regular Meeting, Wednesday, April 28, 7:30am

XIII. Adjournment:

- Motion: Lon Freeman
- Second: Sam Hatchell
- Vote: Unanimously approved



ACE Leadership High School
Regular Meeting of the Governing Board
April 28, 2021
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place at ACE Leadership High School: 1240 Bellamah Ave. NW, Albuquerque, NM
Or virtually on Zoom:

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present:

Members Not Present:

Other Attendees:

Introduction: Jacqueline Price (ACE parent)

III. Approval of Agenda (Action)

- Motion:
- Second:
- Vote:

IV. Approval of the March 31, 2021 Governing Board Meeting Minutes (Action)

- Motion:
- Second:
- Vote:

V. Public Comment:

VI. Finance Report and Approvals (Action)

- a. Vote to approve March 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:



b. Vote to approve March 2021 BARs

- Motion:
- Second:
- Vote:

VII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee

VIII. ACE Foundation Report

IX. Co-Director's Report (Justin Trager and Ralph Gonzales)

X. Item's for Board Discussion and Action

A. Review Strategic Plan

- Committee Leadership and Direction (Sam Hatchell)

B. New board member (Jacqueline Price)

- Motion:
- Second:
- Vote:

C. Approve FY22 budget presentation and approval (Angie Lerner)

- Motion:
- Second:
- Vote:

D. Stipends for Hard-to-Staff Positions policy document (Justin Trager)

- Motion:
- Second:
- Vote:

E. Procurement Policy Document (Justin Trager)

- Motion:
- Second:
- Vote:

F. Review of Board Training Hours (Justin Trager)

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, May 26th 7:30am

XIII. Adjournment:



- a. Motion:
- b. Second:
- c. Vote:

**ACE Leadership High School
Regular Meeting of the Governing Board**
April 28, 2021
Minutes

MINUTES

- I.** Call to Order for Regular Meeting: Called to order at 7:30am by Sam Hatechell, Sam Hatchell and Ronda Gilliland-Lopez co-led meeting.

II. Roll Call for Quorum:

Members Present: Amy Ballard (online), J.R. Tarin (online), Tony Kocurek (online), Sam Hatchell (ACE), Courtenay Eichhorst (online), Ronda Gilliland-Lopez (online), Lon Freeman (online)

Members Not Present:

Other Attendees: Angie Lerner (online), Justin Trager (online), Dan Hill (online), Ralph Gonzales (ACE)

Introduction: Jacqueline Schlessinger (not in attendance, ACE parent)

III. Approval of Agenda (Action)

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

IV. Approval of the March 31, 2021 Governing Board Meeting Minutes (Action)

- Motion: J.R. Tarin
- Second: Amy Ballard
- Vote: Unanimously approved

V. Public Comment: No public comment

VI. Finance Report and Approvals (Action) Lon Freeman

Lon Freeman presented the monthly and proposed FY22 budget proposal. Current on tax liabilities.

1. Vote to approve March 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports

- Motion: Amy Ballard
- Second: Sam Hatchell
- Vote: Unanimously Approved

2. Vote to approve March 2021 Budget Adjustment Requests

BAR#	Fund Description	Reason/Type	Amount
1. BAR 2021-0030-T	24174 Carl D Perkins	Transfer	\$ -
2. BAR 2021-0031-1B	24308-CRRSA ESSER II	Initial Budget	\$299,401

- Motion: Sam Hatchell
- Second: J.R. Tarin
- Vote: Unanimously Approved

VII. Board Reports

1. Chair and Executive Committee

- Sam reported that the Executive Committee met with Jackie Price and she is enthusiastic to join the Board
- We are continuing to work on the Board Strategic Plan. The Mission-Specific Outreach Committee is taking shape. We have members who will be good to join that committee. J.R. Tarin will be taking the initiative to move this committee forward.
- Board training document was sent to Board Members by PED. Sam Hatchell mentioned that we need to remove Crystal from the Board.
- Open Meetings Act training happened last week, Ronda did attend.
- APS training did happen for Board.
- The EC moved forward with Justin's recommendation to have a consultant assist with the by-laws. For current FY, is currently doing a document review, which she will help update and finalize; and will audit the by-laws in relation to required elements.

2. Audit Committee

- No report

VIII. ACE Foundation Report

1. No report

IX. Co-Director's Report (Justin Trager and Ralph Gonzales)

Justin Trager:

1. Back to School, 1-2 students have tested positive but no spread as occurred within student body.
2. Attendance down last week from initial enthusiasm of returning after COVID closure
3. APS spring site visit took place. Justin anticipates a positive report in all areas. Particularly pleased with compliance work.
4. Industry framework work is moving forward, as well as microcredentialing.

5. Justin has applied for 2 grants, Perkins money to finish the Welding lab, also State Next Gen funds requested to assist toward Community Engagement Coordinator salary (position not yet hired); \$50K planning grant also requested.
6. Evening teacher transitioning, will be hiring 1 new teacher.

Ralph Gonzales

7. 27 vaccinated staff members, 2 not vaccinated
8. Lots of health monitoring happening.
9. Surveillance testing for students will be happening, deals with permission slips, etc., COVID related
10. Security system being installed, will need additional funds (small amount)
11. Graduation Ceremony, May 28th (see Justin's email)
12. Enrollment currently 202

X. Item's for Board Discussion and Action

1. Review Strategic Plan
 - Committee Leadership and Direction (Sam Hatchell)
 - Discussed above
2. Add new board member, Jacqueline Schlessinger
 - Motion: Tony Kocurek
 - Second: J.R. Tarin
 - Vote: Unanimously approved

Crystalin Medrano will be removed from the Board, Ronda will send Jackie a welcome email.

3. Approve FY22 budget presentation and approval (Angie Lerner)

Angie Lerner presented the proposed budget:

- No change to base teacher salaries
- Adjustment to small school
- Operational funds will go down due to number corrections, offset by State funding
- Cares Act funding will end this year, replaced by CRSSA/ESSR II
- The budget addresses an APS concern regarding % of funds devoted to instruction and classroom support. Increased to 69% in FY 22 proposed budget from 50+%.
- (Justin) Try to align budget towards priorities and strategic plan, increase in numbers of teachers, we are not doing scarcity-based budgeting, we are planning for success. Our cash carry-over has stayed almost the same and increased slightly.



- Motion: Sam Hatchell
- Second: Tony Kocurek
- Vote: Unanimous vote to conditionally approve FY 22 budget, pending final approval by the PED with possible budget changes.

4. Approval of Stipends for Hard-to-Staff Positions policy document (Justin Trager)

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

5. Approval of Procurement Policy (Justin Trager)

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

6. Review of Board Training Hours (Justin Trager)

Board is doing better on this.

XI. Items for future agenda

1. Draft of by-laws deadline will be set with consultant. Justin, Sam and consultant will address this.

XII. Next Regular Meeting, Wednesday, May 26th 7:30am

XIII. Adjournment:

1. Motion: Sam Hatchell
2. Second: Tony Kocurek
3. Vote: Unanimously approved

Adjourned at 9:10am



ACE Leadership High School
Regular Meeting of the Governing Board
May 26, 2021
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
The meeting will take place at ACE Leadership High School: 1240 Bellamah Ave. NW, Albuquerque,
NM

Or virtually on Zoom:

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the April 28 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Approve April Voucher Disbursements, Bank Reconciliation and Financial Reports (Action)
 - Motion:
 - Second:
 - Vote:

b. Approve Budget Adjustment Requests (1-11)

- Motion:
- Second:
- Vote:

BAR #	Fund	Description	Reason/Type	Amount
1	BAR 2021-0032-I 24101	Title I ESEA	Increase	\$ 5,000
2	BAR 2021-0033-I 23000	Non-Instructional Support	Maintenance	\$ 344
3	BAR 2021-0034-M 24301-	CARES Act	Maintenance	\$ -
4	BAR 2021-0036-M 31200-	Public School Capital Outlay	Maintenance	\$ -
5	BAR 2021-0037-I 31701-	Capital Improvements SB-9	Increase	\$ 7 ,831
6	BAR 2021-0038-D 31600-	Capital Improvements HB-33	Decrease	\$ (25,378)
7	BAR 2021-0039-I 29102-	Private Dir Grants	Increase	\$ 2 ,501
8	BAR 2021-0040-I 11000-	Operational	Increase	\$ 169,798
9	BAR 2021-0041-T 24301-	CARES Act	Transfer	\$ -
10	BAR 2021-0042-T 24106-	Entitlement IDEA B	Transfer	\$ -
11	BAR 2021-0043-IB 24307-	CARES ACT GEER Social	Initial Budget	\$ 6 ,671

VII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee

VIII. ACE Foundation Report

IX. Co-Director's Report

X. Item's for Board Discussion and Action

a. Approve By-laws

- Motion:
- Second:
- Vote:

b. Equity Council status

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, June 23, 7:30am

XIII. Adjournment:

- a. Motion:
- b. Second:

**ACE Leadership High School
Regular Meeting of the Governing Board**
May 26, 2021
Minutes

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
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NM

Or virtually 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 Gilliland-Lopez called the meeting to order at
- II.** Roll Call for Quorum:
Members Present: Ronda Gilliland-Lopez, Amy Ballard, Sam Hatchell (online), Jackie Schlesinger (online), Tony Kocurek, J.R. Tarin, Courtenay Eichorst (online)
Members Not Present:
Other Attendees: Dan Hill (online), Angie Lerner (online), Ralph Gonzales, Justin Trager
- III.** Approval of Agenda (Action) as amended to include consideration for approval of year-end BAR's in addition to monthly approval
 - a. Motion: Amy Ballard
 - b. Second: Tony Kocurek
 - c. Vote: Unanimously approved
- IV.** Approval of the April 28 Governing Board Meeting Minutes (Action)
 - a. Motion: Ronda Gilliland
 - b. Second: J.R. Tarin
 - c. Vote: Unanimously approved

Approval to amend minutes of the April 28 Governing Board Meeting (subsequent to approval)

 - a. Motion: Ronda Gilliland
 - b. Second: J.R. Tarin
 - c. Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** Finance Report and Approvals (Action)

Lon Freeman presented the Financial Report. He inquired with Justin regarding spending per student and where we need to be in order to remain on a good track.

- Justin will follow up and get some comparison data from Joseph Escobedo to do the analysis.
- Board requested document to assist in reviewing financial reports, Angie Lerner will forward for distribution to the Board.
- Liquidity is excellent. Taxes and liabilities are paid.
- a. Approve April Voucher Disbursements, Bank Reconciliation and Financial Reports (Action)
 - Motion: Amy Ballard
 - Second: Lon Freeman
 - Vote: Unanimously approved

BAR's

BAR #	Fund	Description	Reason/Type	Amount
1	BAR 2021-0032-I	24101 Title I ESEA	Increase	\$ 5,000
2	BAR 2021-0033-I	23000 Non-Instructional Support	Maintenance	\$ 344
3	BAR 2021-0034-M	24301- CARES Act	Maintenance	\$ -
4	BAR 2021-0036-M	31200- Public School Capital Outlay	Maintenance	\$ -
5	BAR 2021-0037-I	31701- Capital Improvements SB-9	Increase	\$ 7,831
6	BAR 2021-0038-D	31600- Capital Improvements HB-33	Decrease	\$ (25,378)
7	BAR 2021-0039-I	29102- Private Dir Grants	Increase	\$ 2,501
8	BAR 2021-0040-I	11000- Operational	Increase	\$ 169,798
9	BAR 2021-0041-T	24301- CARES Act	Transfer	\$ -
10	BAR 2021-0042-T	24106- Entitlement IDEA B	Transfer	\$ -
11	BAR 2021-0043-IB	24307- CARES ACT GEER Social	Initial Budget	\$ 6,671

Angie Lerner presented the BAR's.

BAR 11 is a new grant for curriculum development (purchase of curriculum).

- b. Approve Budget Adjustment Requests (1-11)
 - Motion: J.R. Tarin
 - Second: Sam Hatchell
 - Vote: Unanimously Approved
- c. Blanket Approval of end of year-end BAR's (see financial report for summary of BARs)
 - Motion: Tony Kocurek
 - Second: Lon Freeman
 - Vote: Unanimously approved



VII. Board Reports

a. Chair and Executive Committee

- Sam Hatchell updated the Board on progress working on the by-laws. They have been reviewed by consultant, Executive Committee and Governing Board and are ready for Governing Board approval.
- Board Training deadline is June 30th. Board members need to make sure that they complete the training.
- ACE Graduation is Friday at 10:00am, Board members are encouraged to attend.

b. Audit Committee

- Lon Freeman presented the Audit Committee report on 7 findings.
- Most findings have been cleared. Others are being addressed with identified actions and responsible parties.

VIII. ACE Foundation Report

No report.

IX. Co-Director's Report

Justin Trager:

- Graduation on Friday, please attend if you can
- Updated on PED review. All green except one yellow issue.
- FY22 budget submitted, adjustments happening based on APS changes.
- Hiring Social Worker, Educational Assistant
- Capital outlay finalized for solar projects. Welding also in consideration.
- Received \$50k planning grant for working with AGC.
- Consultant needs to audit old policies and by-laws.

Ralph Gonzalez:

- Finishing up capital project including fencing
- COVID surveillance contingent on State situation regarding next step. Need clear decision regarding students and whether they are virtual or in-person—some laziness has crept in. Need to increase commitment to ACE.

- 186 student enrollment. Approximately 50 are graduating, which will lower number for future. Justin stated that we likely have 2-3 years before impact to budget if enrollment does not increase. J.R. and Ronda mentioned support they can provide for recruitment.

X. Items for Board Discussion and Action

- a. Approve Governing Board By-laws
 - Motion: Tony Kocurek
 - Second: J.R. Tarin
 - Vote: Unanimously approved
- b. Equity Council status

ACE has a designated lead and council does exist. Their work has not been prioritized, but the plan is to launch their work with the community school council, with more formal meetings. Justin wants their work to be an authentic process and not just checking a box.

Ronda asked how we can make sure we are responding to the demographics of our school. Justin has been to anti-racism training. He is working on some training for staff, and then have conversations with community.

XI. Items for future agenda

- Annual open meetings act resolution
- Background and reference check policy to comply with new state law
- Wednesday June 23rd social event to celebrate Sam

XII. Next Regular Meeting, Wednesday, June 23, 7:30am

XIII. Adjournment:

- a. Motion: Tony Kocurek
- b. Second: Amy Ballard
- c. Unanimously approved

Meeting adjourned at 8:59am



ACE Leadership High School
Regular Meeting of the Governing Board
June 23, 2021
Agenda

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Or virtually on Zoom:

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Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:
- III.** Approval of Agenda
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the May 26th 2021 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals
 - a. Approve May 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports (Action)
 - Motion:
 - Second:
 - Vote:

b. Approve May 2021 Budget Adjustment Requests

- Motion:
- Second:
- Vote:

VII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee

VIII. ACE Foundation Report

IX. Co-Director's Report

X. Item's for Board Discussion and Action

a. Vote to approve Reference Check Policy

- Motion:
- Second:
- Vote:

b. Vote to approve Purchase Card policy

- Motion:
- Second:
- Vote:

c. Vote to approve Officer slate

- Motion:
- Second:
- Vote:

d. Vote to revise Educational Assistant Salary Schedule

- Motion:
- Second:
- Vote:

e. Discussion/planning of Strategic Planning Meeting

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, July 28th, 7:30am



XIII. Adjournment:

- a. Motion:
- b. Second:

**ACE Leadership High School
Regular Meeting of the Governing Board**
June 23, 2021
Minutes

Minutes

- I.** Call to Order for Regular Meeting: Meeting called to order at 7:43
- II.** Roll Call for Quorum:
Members Present: Amy Ballard, Ronda Gilliland-Lopez, Sam Hatchell, Tony Kocurek, JR Tarin, Jacqueline Schlessinger, Lon Freeman
Members Not Present: Courtenay Eichhorst
Other Attendees: Angie Lerner, Justin Trager, Ralph Gonzalez, Dan Hill
- III.** Approval of Agenda
a. Motion: Lon Freeman
b. Second: Sam Hatchell
c. Vote: Unanimously approved
- IV.** Approval of the May 26th 2021 Governing Board Meeting Minutes (Action)
a. Motion: Sam Hatchell
b. Second: JR Tarin
c. Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** Finance Report and Approvals

Lon Freeman presented the financial report.

He thanked Angie Lerner for her work and reported that the Finance Committee had a good meeting.

- a. Approve May 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports (Action)
• Motion: JR Tarin
• Second: Tony Kocurek
• Vote: Unanimously approved
- b. Approve May 2021 Budget Adjustment Requests
No BARs for May

VII. Board Reports

a. Chair and Executive Committee

- Discussion of dates for August Meeting

See handwritten notes.

b. Audit Committee

Entrance audit meeting Thursday, June 24th, 4:00, will be attended by Angie and one Governing Board member Tony Kocurek

VIII. ACE Foundation Report

No report

IX. Co-Director's Report

Justin Trager:

- Graduation went very well. Families and students appreciated having it at the school.
- 3 additional students have been graduated since the actual ceremony, making a total of 56 graduates.
- PED communications: NOT required to offer online learning anymore. Students will be able to choose hybrid learning, but not anticipated that this will happen much.
- The budget has been approved with additional money via Cares Act and other grants (+\$300,000). This was not approved by the Board as the monies were given after the vote.
- Health center and math interventionist support are plans for additional funds.
- 2 teachers have given notice recently. Hiring pool will be open.
- Enrollment is down due to graduates (130 enrolled)
- Industry framework project is proceeding. Justin distributed draft.

X. Items for Board Discussion and Action

a. Vote to approve Reference Check Policy

- Motion: JR Tarin
- Second: Lon Freeman
- Vote: Unanimously approved

b. Vote to approve Purchase Card policy

- Motion: Lon Freeman
- Second: Tony Kocurek
- Vote: Unanimously approved



- c. Vote to approve Officer slate
 - Motion: Sam Hatchell
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- d. Vote to revise Educational Assistant Salary Schedule
 - Motion: Tony Kocurek
 - Second: JR Tarin
 - Vote: Unanimously approved
- e. Discussion/planning of Strategic Planning Meeting
 - Tentative dates will be sent to the group for the meeting

XI. Items for future agenda

- Open Meetings Resolution
- Calendar for the Year of Events
- Approval of Inventory List

XII. Next Regular Meeting, Wednesday, July 28th, 7:30am

XIII. Adjournment:

- a. Motion: Tony Kocurek
- b. Second: Sam Hatchell