



ACE Leadership High School
Regular Meeting of the Governing Board
July 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:
- III.** Approval of Agenda (Action)
 - Motion:
 - Second:
 - Vote:
- IV.** Approval of the June 23rd Governing Board Meeting Minutes (Action)
 - Motion:
 - Second:
 - Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve June 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
 - b. Vote to approve June 2021 BARs
 - No BAR's for June 2021

VII. Board Reports

a. Chair and Executive Committee

- Board Retreat
 - Review audit of Board policies and bylaws
- Board Training
 - 8 hours per year
 - Working with consultant to possibly embed in Board meetings
- Board Evaluation
- Outreach Committee

b. Audit Committee

VIII. ACE Foundation Report

IX. Co-Director's Report

X. Item's for Board Discussion and Action

- ### **a. Tentative dates for regular meetings of the ACE Leadership High School Governing Board are as follows on the 4th Wednesday of each month:**

July 28 th , 2021	November 24 th , 2021	March 23 rd , 2022
August 25 th , 2021	December 15 th , 2021*	April 20 th , 2022
September 22 nd 2021	January 26 th , 2022	May 18 th , 2022
October 27 th , 2021	February 23 rd , 2022	June 21, 2022

*December meeting will be held on the 3rd Wednesday due to the Christmas holiday

b. Open Meetings Act resolution (Board Vote)

- Motion:
- Second:
- Vote

a. Inventory Approval (Board Vote)

- Motion:
- Second:
- Vote:



- b. Hard to Fill Positions policy update (Justin Trager—Board Vote)
 - Motion:
 - Second
 - Vote:
- c. Update on APS Performance Framework (Discussion—Justin Trager)
- d. Signing bonus policy (Justin Trager--Board Vote)
 - Motion:
 - Second
 - Vote:

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, August 25th, 7:30am

XIII. Adjournment:

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



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

MINUTES

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
Members Present: Lon Freeman, Tony Kocurek, Ronda Gilliland-Lopez, Courtenay Eichhorst, JR Tarin (attending by Zoom) Amy Ballard, Jacqueline Schlessinger
Members Not Present:
Other Attendees: Dan Hill (counsel), Justin Trager (ACE), Matthew Salas (ACE), Angie Lerner (K-12 Accounting, attending by Zoom)
- III.** Amendment to agenda to include Board Vote on Retention Stipend policy
 - Motion: Ronda Gilliland-Lopez
 - Second: Amy Ballard
 - Unanimously approved
- IV.** Approval of amended agenda (Board Vote)
 - Motion: Lon Freeman
 - Second: Amy Ballard
 - Vote: Unanimously approved
- V.** Approval of the June 23rd Governing Board Meeting Minutes (Board Vote)
 - Motion: Amy Ballard
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- VI.** Public Comment: No public comment
- VII.** Finance Report and Approvals (Board Vote)
 - Lon Freeman presented the June financial report.
 - Duplicate check listings are in response to audit finding—need to pay out contracts before end of FY (AY).
 - Staff receive 2 paychecks in June in order to stay within contract.
 - Very strong liquidity (5 months).
 - All cash is reconciled.
 - Current on tax obligations.



- Approval of June 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports (Board Vote)
 - Motion: Ronda Gilliland-Lopez
 - Second: Tony Korcurek
 - Vote: Unanimously approved
- Vote to approve June 2021 BARs
 - No BAR's for June 2021

VIII. Board Reports

- Chair and Executive Committee
 - Board Retreat
 - Review audit of Board policies and bylaws
 - Onboarding packet for Board members
 - Outreach Committee discussion
 - Need to get in touch with consultant, will propose September dates for Board review.
 - Board Training
 - 8 hours per year
 - Working with consultant to possibly embed in Board meetings, Justin will follow up.
 - Dan Hill can do a training at August meeting for Board.
 - Board Evaluation
 - Need to create
 - Outreach Committee
- Audit Committee
 - Met on July 21st

IX. ACE Foundation Report – No report

- Justin Trager will reach out to Foundation staff for future meeting.

X. Co-Director's Report

Justin Trager

- Registration on August 5-6
- COVID update: awaiting clear guidance from CDC, etc. They plan to start with masks in the building. Committed to in-person learning. This should help retain instructors. Will not differentiate between students. APS will make decision regarding masks tonight.
- Industry Framework finalized, Justin will send out to Board. Will move on to microcredentialing.
- SR-3 funds-\$595,000 award (ARP—Cares Act 3.0), will use to offset SEG losses due to low enrollment. Will fund Social Worker to meet emotional needs of



students. Credit recovery program (class credits). Retention and signing bonuses; reopen health clinic (will be staffed by nurse practitioner).

- APS providing funding for full-time interventionist for all APS schools, in process of hiring.
- Hired evening teachers (2). Still looking for math interventionist.
- Have had 2 resignations (reading interventionist, industry liaison)
- Audit is starting up.
- AGC/YDI partnership starting, 2 evenings per week, pre-apprenticeship with evening students.
- Project updates
 - Solar trailer
 - Welding
 - Lots of need at union hall
 - NC3 readiness being used by union
 - 80 interviews for JATC
 - Build formal transition process to Welding union
 - History class will focus on the History of Labor
 - Simple Structures (tools, etc.)
 - Speed Bump (Negotiating NM)
 - ACE Pond (Science and Math)
- Matt Salas
 - Enrollment: 150 enrolled, 30 applications being actively processed, good numbers.
 - Hopeful to exceed 200 student mark by September
 - Working on increasing digital presence, also branding efforts, overhaul of website.
 - Billboards will go up August 8th, will run through March.
 - Re-engaging with industry partners.
 - Establishing relationships with feeder schools.
 - Developing plan to increase marketing of evening program.
 - Syndicate media is a good marketing partner (Courtenay)
- Ralph Gonzalez
 - Prepping building for COVID protocols, reviewing staff handbook. Will work with Dan.
 - Reaching out to students who don't show up
 - Active shooter training today.
- Dan Hill stated that he believes that enrollment will tick up later this year—that is what he is seeing in other schools.

XI. Item's for Board Discussion and Action

- a. Tentative dates for regular meetings of the ACE Leadership High School Governing Board are as follows on the 4th Wednesday of each month:

July 28th, 2021
 August 25th, 2021
 September 22nd 2021
 October 27th, 2021

November 17th, 2021*
 December 15th, 2021*
 January 26th, 2022
 February 23rd, 2022

March 23rd, 2022
 April 20th, 2022
 May 18th, 2022
 June 21, 2022

*November and December meetings will be held on the 3rd Wednesday due to holidays

b. Open Meetings Act resolution (Board Vote)

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

Language changed to 4th Wednesday of each month, original version states: “Thursday” as the meeting day.

- Inventory Approval (Board Vote)
 - Motion: Lon
 - Second: Courtenay
 - Vote: Unanimously approved

Lon Freeman inquired regarding how this interfaces with the financials. Angie confirmed that that Jonathan (Tech Coordinator) makes sure that purchased items are put on the inventory. No adjustments made to inventory. Capitalization schedule, depends on item. Asset listing for equipment over and under \$5,000, or more portable items that could be easily stolen.

- Hard to Fill Positions policy update (Justin Trager—Board Vote)
 - Motion: Amy Ballard
 - Second: Ronda Gilliland
 - Vote: Unanimously approved
- Update on APS Performance Framework (Discussion—Justin Trager)

Justin shared framework with Board. He stated that the audit findings are already being addressed, but results will not show up until next year. Enrollment is in “yellow” area. Overall an improvement over previous years.

- Signing Stipend policy (Justin Trager--Board Vote)
 - Motion: Tony Korcurek
 - Second: Lon Freeman
 - Vote: Unanimously approved
- Retention Stipend policy (Board Vote)
 - Motion: Lon Freeman
 - Second: Courtenay Eichhorst
 - Vote: Unanimously approved as amended (see below)



Amended to reflect that Retention Stipend does not apply to Executive Director (Justin), we are following APS' lead in this instance, does not reflect on ED Trager's performance. Dan Hill will redraft.

APS worked with State auditor to make sure that this is legitimate and this has been approved. ACE is following their lead. This is a one-time payment, does not impact recurring budget.

XII. Items for future agenda

- Calendar of events
- Training presented by Dan Hill in conjunction with next Board meeting

XIII. Next Regular Meeting, Wednesday, August 25th, 7:30am

XIV. Adjournment:

- Motion: Amy Ballard
- Second: Courtenay Eichhorst
- Vote: Unanimously approved

Meeting adjourned at 9:00am



ACE Leadership High School
Regular Meeting of the Governing Board
August 25th , 2021

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)
 - Motion:
 - Second:
 - Vote:
- IV.** Approval of the July 28th Governing Board Meeting Minutes (Action)
 - Motion:
 - Second:
 - Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - Vote to approve July 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
 - Vote to approve July 2021 BARs



VII. Board Reports

- Chair and Executive Committee
 - Board Retreat
 - Date
 - Calendar of Events
 - What types of events?
 - Who will attend?
 - Volunteer opportunities
 - Outreach
- Audit Committee
 - No Audit Committee report this month

VIII. ACE Foundation Report (We will have a report at the October Board Meeting)

IX. Co-Director's Report

X. Items for Board Discussion and Action

XI. Items for future agenda

XII. Board Training, Ethics (Dan Hill)

XIII. Next Regular Meeting, Wednesday, September 22nd , 7:30am

XIV. Adjournment:

- Motion:
- Second:
- Vote:

**ACE Leadership High School
Regular Meeting of the Governing Board
August 25th, 2021**

MINUTES

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
Members Present: Ronda Gilliland-Lopez, JR Tarin, Lon Freeman, Amy Ballard, Jacqueline Schlessinger (by Zoom)
Members Not Present: Courtenay Eichhorst, Tony Kocurek
Other Attendees: Angie Lerner (Zoom), Dan Hill (Counsel), Ralph Gonzalez (ACE), Justin Trager (ACE), Matt Salas (ACE)
- III.** Approval of Agenda (Action)
 - Motion: JR Tarin
 - Second: Lon Freeman
 - Vote: Unanimously approved
- IV.** Approval of the July 28th Governing Board Meeting Minutes (Action)
 - Motion: Ronda Gilliland-Lopez
 - Second: JR Tarin
 - Vote: Unanimously approved
- V.** Public Comment: Presentations by ACE students and instructor (Ruby, Adrian [students], Brad Humble, instructor).
 - New Mexico Solar Energy Association solar trailer project
 - Plan reading, tools, applied math and safety being taught
- VI.** Finance Report and Approvals (Action)
Lon Freeman presented the financial report.
 - He stated that we should keep an eye on per/student expenditure.
 - 8.3 months of liquidity currently.
 - Taxes and tax liabilities paid.
 - Justin stated that some current funding (e.g., small school funding, Cares Act) may not exist in the future, so having a cushion is good.
 - Ronda asked whether funds be put in bonds, CD's or other instruments? Question for Finance Committee. Angie Lerner thinks not.

- Vote to approve July 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Amy Ballard
 - Second: JR Tarin
 - Vote: Unanimously approved
- No July 2021 BARs

VII. Board Reports

- Chair and Executive Committee
 - Board Retreat
 - October 6, 2021 at SMACNA/MCA, 8:00-12:00
 - Will function as monthly meeting except for financials. Will have 15-minute meeting on regular date (Oct. 27th) to review financials only.
 - Ronda and Justin will meet with Emmett to plan agenda.
 - Calendar of Events
 - What types of events?
 - Who will attend?
 - Volunteer opportunities
 - Outreach
 - Matt Salas (ACE) will work with us on this
- Audit Committee
 - No Audit Committee report this month

VIII. ACE Foundation Report (We will have a report at the ~~October~~ September Board Meeting)

IX. Co-Director's Report

- Ralph Gonzalez
 - COVID: 2 cases, both managed appropriately.
 - ACE conducts surveillance testing on campus.
 - Student Academic Success Plans created to monitor student progress.
 - Hired Ivan Winchell as Industry Liaison, Student Engagement.
 - Facilities on track to support future growth.
- Justin Trager
 - In the case of a COVID case campus required to close down for 24 hours for disinfection of building.



- Working on plans for continuing classes in case of campus shutdown.
- Enrollment up to 190 students (currently ~177).
- Jasmine Casias new Community Engagement Coordinator hired.
- Le Tat new Evening Project Teacher hired.
- Still seeking some other positions.
- AGC/YDI pre-apprenticeship program starting with 8-10 students, JR Tarin hired by AGC as their instructor.
- Microcredentialing project continuing, will keep Board posted.
- Justin and Ronda working on annual letter to industry, newsletter to update on ACE activities.
- Ronda inquired whether opening enrollment to Middle School students is a possibility.

X. Items for Board Discussion and Action

XI. Items for future agenda

- Add agenda placeholder for School presentations at future Board meetings (after Public Comment)
- Shawn Calvert will present on behalf of Foundation September Board meeting
- Dan and Justin will work on developing calendar for addressing by-law findings on a regular basis at Board meetings.

XII. Board Training, Ethics (Dan Hill)

- All About Audits

XIII. Next Regular Meeting, Wednesday, September 22nd, 7:30am

XIV. Adjournment:

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



ACE Leadership High School
Regular Meeting of the Governing Board
September 22, 2021

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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)
 - Motion:
 - Second:
 - Vote:
- IV.** Approval of the August 25th Governing Board Meeting Minutes (Action)
 - Motion:
 - Second:
 - Vote:
- V.** Public Comment:
- VI.** ACE student/staff presentation
- VII.** Finance Report and Approvals (Action)
 - Vote to approve August 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:



- P-card and Bank Statement Reconciliation for July and August 2021
- Vote to approve August 2021 BARs (Action)
 - Motion:
 - Second:
 - Vote:

VIII. Board Reports

- Chair and Executive Committee
 - Board Retreat
 - Date
 - Calendar of Events
 - What types of events?
 - Who will attend?
 - Volunteer opportunities
 - Outreach

IX. ACE Foundation Report (Sean Calvert)

X. Co-Director's Report

XI. Items for Board Discussion and Action

- Review and approval of ACE Policies on FERPA, IPRA and Nepotism/Board Conduct
 - Motion:
 - Second:
 - Vote:

XII. Items for future agenda

XIII. Next Meeting, Wednesday, October 27th, 7:30am

XIV. Adjournment:

- Motion:
- Second:
- Vote:

**ACE Leadership High School
Regular Meeting of the Governing Board**
September 22, 2021

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

MINUTES

- I. Call to Order for Regular Meeting: Meeting called to order at 7:36am
- II. Roll Call for Quorum:
Members Present: JR Tarin, Ronda Gilliland-Lopez, Courtenay Eichorst, Lon Freeman, Tony Kocurek, Amy Ballard, Jacqueline Schlessinger
Members Not Present:
Other Attendees: Justin Trager (ACE), Ralph Gonzales (ACE), Dan Hill (Counsel), Angie Lerner (K-12 Accounting), Matt Salas (ACE), Sean Calvert (ACE Foundation)
- III. Approval of Agenda (Action)
 - Motion: JR Tarin
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- IV. Approval of the August 25th Governing Board Meeting Minutes (Action)
 - Motion: JR Tarin
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- V. Public Comment: No public comment
- VI. ACE student/staff presentation

ACE Instructor Sofia Bouchet and student Isaiah, did presentation of English language arts/New Mexico history project through the lens of neighborhoods in Albuquerque.
Barelas and and Martineztown included.



VII. Finance Report and Approvals (Action)

Lon Freeman gave the financial report. He stated that taxes were remitted timely. He said that the Finance and Executive Committees will be working on resolution related to spend down of carryover funds, which should come to the full Board in the next meeting cycle.

- Vote to approve August 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Amy Ballard
 - Second: JR Tarin
 - Vote: Unanimously approved
- Vote to approve P-card and Bank Statement Reconciliation for July and August 2021
Lon presented that the balances are \$0.00 at this time.
 - Motion: Lon Freeman
 - Second: Tony Kocurek
 - Vote: Unanimously approved

- Vote to approve August 2021 BARs

All BARs are maintenance items and represent no net changes overall:

BAR #	Fund Description	Reason/Type	Amount
2122-0001-M	24308-CRRSA, ESSER II	1000 Function Maintenance	\$ -
2122-0002-M	24101-Title I ESEA	2XXX Function Maintenance	\$. -
2122-0003-M	11000-Operational	1000 Function Maintenance	\$ -
2122-0004-M	11000-Operational	2XXX Function Maintenance	\$. -
2122-0005-M	24308-CRRSA, ESSER II	2XXX Function Maintenance	\$. -

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

VIII. Board Reports

- Chair and Executive Committee

Chairman Gilliland-Lopez reported that she is working on the Board Retreat agenda for October 6th with Justin and Everett (consultant). She confirmed that the Governing Board would meet from 8-8:30am before the retreat for regular meeting and that we would have an October 22nd to review financials only.

Regarding the Calendar of events, this is still planned, but has been de-prioritized due to more pressing needs at this time. However the Board did clarify that we would like to know what events are planned, even with an email. Communications should include details regarding what our role would be at a given event and how we can best help.

IX. ACE Foundation Report (Sean Calvert)

Sean Calvert reported that the Foundation's activities are currently limited to donations and payments of the lease. Other than that there is not much activity. There are 4 committee members currently. Fundraising is not a major concern at this time. Considering a possible construction coach position that could be funded via the Foundation.

Dan Hill suggested a retreat item to determine what the Board would like to see from the Foundation in terms of a financial report, since it is an auditable component of the ACE portfolio.

X. Co-Director's Report

Ralph:

- COVID vaccinations are doing well, many are vaccinated
- Enrollment: 187
- Anticipated additional 2 students at this time, 1 withdrawal
- Stretch goal: 210
- Working through issues with new students, nothing too challenging.
- Planning to provide stipends for industry folks to come to ACE to work with students. Difficult to find industry participants.
- Facility: The open plan contributes to acoustical and control challenges. Have added portables, which will add operational space in building.

Sean Calvert suggested to do this as an improvement to the building as opposed to portables.

Dan Hill recommended to reconsider the Facilities Master Plan as buildings are added. Also good because the additions are all instructional space, not administrative. Find out if outdoor space can be counted as instructional. Will not go out for RFP, using pre-approved contractor. School funds.

Ronda reminded us to be mindful of the upcoming Mill Levy bond.

Justin:

- Difficult to hire staff.
- Ready to fill teacher position Staff is stretched.
- Drafted community letter highlighting successes and plans that will come from Justin and Ronda that we need to share with our connections. Will be sent to State, superintendents, etc. We can distribute, or let Justin know who to send too. 4 open APS Board seats including officers.
- Amy asked if we can do anything to support instructors in order to encourage them. Justin said he is considering this. Dan said that Foundation funds could be used and this is happening in some schools.

Matt: Newsletter will come out. Board would like invite to flag football games.

XI. Items for Board Discussion and Action

Dan Hill reviewed 3 policies with the Board including policies on FERPA, IPRA and Nepotism/Board conduct.

- Vote to approve ACE Policies on FERPA, IPRA and Nepotism/Board Conduct
 - Motion: Lon Freeman
 - Second: Tony Kocurek
 - Vote: Unanimously approved

XII. Items for future agenda

- Board Retreat Item: What would the Board like to see presented in terms of ACE Foundation Financials?

XIII. Next Meeting, pre-Retreat, October 6th 8:00am at SMACNA

Meeting to Review Financials only: October 22nd, 8:00am ACE HS or virtual

XIV. Adjournment:

- Motion: Courtenay Eichhorst
- Second: Amy Ballard
- Vote: Unanimously approved



ACE Leadership High School
Regular Meeting of the Governing Board
October 6, 2021

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 8:00am The meeting will take place at MCA-SMACNA 4901 Chappell Dr NE, Albuquerque, NM 87107

Or virtually on Zoom:

<https://zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrQT0>

9 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)

- Motion:
- Second:
- Vote:

IV. Approval of the September 22nd Governing Board Meeting Minutes (Action)

- Motion:
- Second:
- Vote:

V. Public Comment:

VI. Finance Report and Approvals (Action)

- Finance Reports will be reviewed and voted on at a special GC Monthly Financial meeting scheduled for October 27th.

VII. Board Reports

- Chair and Executive Committee

VII. Co-Director's Report

VIII. Items for Board Discussion and Action

IX. Items for future agenda

X. Next Meeting, Wednesday, October 27th, 7:30am

XI. Adjournment:

- Motion:
- Second:
- Vote:

**ACE Leadership High School
Regular Meeting of the Governing Board**
October 6, 2021

MCA/SMACNA Conference Room, 4901 Chappell Dr. NE, Albuquerque, NM

Or virtually on Zoom:

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Meeting ID: 329 531 9549

Passcode: 4MWCqM

MINUTES

- I.** Call to Order for Regular Meeting: Meeting called to order at 8:14 am
- II.** Roll Call for Quorum:
Members Present: JR Tarin, Ronda Gilliland-Lopez, Lon Freeman, Tony Kocurek, Amy Ballard
Members Not Present: Courtenay Eichorst, Jacqueline Schlessinger
Other Attendees: Justin Trager (ACE), Ralph Gonzales (ACE), Dan Hill (Counsel), Angie Lerner (K-12 Accounting)
- III.** Approval of Agenda (Action)
- Motion: Amy Ballard
 - Second: Lon Freeman
 - Vote: Unanimously approved
- IV.** Approval of the August 25th Governing Board Meeting Minutes (Action)
- Motion: Lon Freeman
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** ACE student/staff presentation
- No presentation
- VII.** Finance Report and Approvals
- Regular review and approvals for BAR's, Financial Report and P-card reconciliation will be conducted at a special meeting to be held on October 27th, specifically for this purpose. This was done to facilitate this October 6th meeting in conjunction with the Board Retreat. Financials were not available at this time.
 - Lon Freeman stated that there will be an Audit Committee meeting on October 20, 2021



VIII. Board Reports

- Chair and Executive Committee

The focus of the Chair and Executive Committee's recent meeting was on organizing the Board Retreat.

IX. ACE Foundation Report

No report.

X. Co-Director's Report

Justin:

- Audit findings are being addressed. We are in a much better position this year.
- He was invited by the NM PED College and Career Readiness Bureau to do a 30-minute presentation to support their future planning. This is very prestigious.

XI. Items for Board Discussion and Action

No items for discussion.

XII. Items for future agenda

- What would the Board like to see presented in terms of ACE Foundation Financials?
- Additional policies for review will be brought to the Board by the Executive Committee for review and approval.
- We will do a training at the November Board Meeting, Dan Hill will work on this.
- Retreat time will count as Board Training hours. Dan will submit.

XIII. Next Meeting, Meeting to Review Financials only: October 27th, 8:00am via Zoom

XIV. Adjournment:

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

**ACE Leadership High School
Meeting of the Governing Board**
October 27, 2021

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on Zoom:

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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)

- Motion:
- Second:
- Vote:

IV. Public Comment:

V. Financial Report and Approvals

- Vote to approve September 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
- P-card and Bank Statement Reconciliation for September 2021
- Vote to approve September 2021 BARs (Action)
 - Motion:
 - Second:
 - Vote:



VI. Next Regular Meeting: November 24, 2021

VII. Adjournment:

- Motion:
- Second:
- Vote:

**ACE Leadership High School
Meeting of the Governing Board
October 27, 2021**

MINUTES

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present: Lon Freeman, Amy Ballard, JR Tarin, Courtenay Eichhorst

Members Not Present: Ronda Gilliland-Lopez, Tony Kocurek, Jacqueline Schlessinger

Other Attendees: Justin Trager, Ralph Gonzales, Angie Lerner, Dan Hill

III. Approval of Agenda (Action)

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

IV. Public Comment: No public comment

V. Financial Report and Approvals

Lon Freeman presented the financial report. He reported no unusual expenditures and stated that taxes were remitted timely. He also reviewed the p-card statement, and Budget Adjustment Requests (see details below).

- Vote to approve September 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Amy
 - Second: Courtenay
 - Vote: Approved
- P-card Reconciliation for September 2021
 - Motion: Courtenay
 - Second: Lon
 - Vote: Unanimously Approved



September BAR's included the following:

- | | |
|--|--------------|
| • BAR 6-I, put toward land improvements (carryover) | \$21,706.00 |
| • BAR 7-I Math and reading specialists (increase) | \$86,466.00 |
| • BAR 8-IB Lease assistance, paid every October (initial budget) | \$159,689.00 |
| • BAR 9-T Transfer for CTE Pilot Program | -- |
| • 10 I-B, adjustment to pay for HEPA filters (initial budget) | \$3,209.00 |

- Vote to approve September 2021 BARs (Action)
 - Motion: Courtenay Eichhorst
 - Second: Amy Ballard
 - Vote: Approved

VI. Next Regular Meeting: November 24, 2021

VII. Adjournment:

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

Meeting was adjourned at 7:50am

**ACE Leadership High School
Meeting of the Governing Board**
November 24, 2021

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

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

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)
 - Motion:
 - Second:
 - Vote:
- IV.** Public Comment:
- V.** Public Hearing on Black Education Act
- VI.** Financial Report and Approvals
 - Vote to approve October 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
 - P-card and Bank Statement Reconciliation for October 2021



- Vote to approve October 2021 BARs (Action)
 - Motion:
 - Second:
 - Vote:

VII. Board Reports

- Chair and Executive Committee

VIII. Co-Directors' Report

IX. Items for Board discussion and action

- Proposed changes to Curriculum and Assessment Director Salary Schedule (Justin)
 - Motion:
 - Second:
 - Vote:

- Approve Black Education Act language and compliance requirements
 - Motion
 - Second:
 - Vote

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

X. Items for Future Agenda

- Resolution on cash carryover (Justin will present at December meeting)
- Financial reporting from Foundation

XI. Board Training

XII. Next Regular Meeting: December 15, 2021

XIII. Adjournment:

- Motion:
- Second:
- Vote:

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	Q4/2021-Q2/2022
		2) Foundation recruitment, systems development, and placement	Q1/2022-Ongoing
Board Committees	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 member; possibly former charter executive)	1) Develop the Profile for the Partner (like the profile of the graduate)	Q4/2021
	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

Prohibition of Racialized Aggression and Prohibition of Discipline Related to Race, Religion or Culture

ACE Leadership High School shall not allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of hairstyles or cultural or religious headdresses. Racialized aggression, defined as any aggressive act that can be characterized, categorized or that appears as such to be racial in nature, is prohibited.

As used in this section:

- (1) "cultural or religious headdresses" includes hijabs, head wraps or other headdresses used as part of an individual's personal cultural or religious beliefs;
- (2) "protective hairstyles" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs or head wraps; and
- (3) "race" includes traits historically associated with race, including hair texture, length of hair, protective hairstyles or cultural or religious headdresses.

Statutory Reference, NMSA 1978, Sections 22-5-4.3 (2021) and 22-8B-4 (2021).

**ACE Leadership High School
Meeting of the Governing Board**
November 24, 2021

MINUTES

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present: Ronda Gilliland-Lopez, Amy Ballard, JR Tarin, Courtenay Eichhorst, Tony Kocurek

Members Not Present: Lon Freeman, Jacqueline Schlessinger

Other Attendees: Justin Trager (ACE), Ralph Gonzales (ACE), Angie Lerner (K12 Accounting), Matt Salas (ACE), Dan Hill (Counsel)

III. Approval of Agenda (Action)

There were two amendments to the agenda: 1) approval of minutes was inadvertently omitted and needs to be added back in; 2) a small wording change for the salary schedule approval should have been for Director only, not "Curriculum and Assessment Director".

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

IV. Approval of Minutes

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

V. Public Comment: No public comment.

VI. Public Hearing on Black Education Act

Dan Hill reviewed the reason for the policy review, as well as the policy itself. He clarified that it is not the case that there has been a problem or that anything is wrong, but rather that there was a change to statute requiring a review and changes. Justin has trained staff appropriately.

There was no public comment on the policy.



VII. Financial Report and Approvals

Angie Lerner presented the financial report, P-card statement and BARs for approval. She noted no unusual or concerning activity, with good operational balances and balanced journal entries and accounts.

She presented one BAR to transfer Cares Act funds as follows:

BAR#	Fund Description	Reason/Type	Amount
2122-0011-1B	24307-CARES Act GEERF,SEL	Initial Budget	\$6,671

- Vote to approve October 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Tony Kocurek
 - Second: Courtenay Eichhorst
 - Vote: Unanimously approved
- P-card and Bank Statement Reconciliation for October 2021
 - Motion: Amy Ballard
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- Vote to approve October 2021 BARs (Action)
 - Motion: Courtenay Eichhorst
 - Second: JR Tarin
 - Vote: Unanimously approved

VIII. Board Reports

- Chair and Executive Committee

Ronda reported that we are including the table with goals from the retreat in each agenda to keep us on track with addressing these.

Her thoughts are that areas for improvement include clarifying Board vs. Administrative roles.



IX. Co-Directors' Report

Justin Trager

- Staffing: Hired Education Assistant, ACE graduate, CNM student; Social Worker; Reading Interventionist starting January; Title I Math Interventionist; Evening teacher moving back to Seattle, going to move Daytime Teacher into this role in the interim; in the final stages of hiring another person. Still need Special Education and Evening instructor.
- Exhibitions went very well
- Anecdotally, teachers feel very positive about academic outcomes.
- National Conference, Justin and Deborah Good presented. 2 teachers from Austin visited ACE because they were impressed by ACE. Also featured in CTE newsletter; Matt did a radio interview.
- December meeting will include students and teachers talking about Labor Project

Ralph Gonzales

- COVID update: no spread at school even though there have been some cases.
 - 86 fully vaccinated students
 - Students can take a COVID test to stay in school.
- Enrollment: 189 with 7-8 starting Monday
 - Seeing influx from Valley and West Mesa
- Facility
 - New fence will be completed soon
 - 16-foot trailer purchased for use at school and for promotional events
 - In process of school expansion project—will install double portable and enclose outdoor area.
- Social/Emotional Student Culture
 - Not seeing a lot of the negative trends that are currently being experienced (TikTok vandalism, etc.)

Matt Salas

- Has been visiting a lot of high schools and making good connections. Influx of students came a little later than expected. Meeting with schools can increase transfer of other APS student into ACE. If they are not succeeding at another school they can come to ACE.
- Students who come in late go through an onboarding process with the administration. “You can mess up today, but tomorrow is a new day”.
- Exhibitions were held recently. Difficult to put together logistically. Twenty industry partners participated on site. Over 40 family members attended. Did a plus/delta to learn from the experience. Good feedback from visitors and judges.
- Brought community partners in to set up projects.



X. Items for Board discussion and action

- Proposed changes to Director Salary Schedule (Justin)

Justin Trager presented that ACE is currently not competitive with APS salaries for some positions. He would like to raise the pay in order to be competitive. He presented the schedule based on years of experience. This will not be negative in terms of budget. Current staff will be adjusted as required.

- Motion: Tony Kocurek
- Second: JR Tarin
- Vote: Unanimously approved
- Approve Black Education Act language and compliance requirements
 - Motion: JR Tarin
 - Second: Amy Ballard
 - Vote: Unanimously approved

XI. Items for Future Agenda

- Resolution on cash carryover (Justin will present at December meeting)
- Financial reporting from Foundation
- Mission success and Performance Framework follow up

XII. Board Training – Dr. Joseph Escobedo presented on the Board role in the Performance Framework

Dr. Escobedo was very complimentary to the running of the Board and appreciates the deliberate focus on CTE, recruitment efforts and exemplary financial documents.

He reminded the Board to focus on how we measure the success of our mission, and to be intentional about integrating information from the Performance Framework.

XIII. Next Regular Meeting: December 15, 2021

XIV. Adjournment:

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

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

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

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present:

Members Not Present:

Other Attendees:

III. Approval of November 24th, 2021 Minutes (Action)

- Motion:
- Second:
- Vote:

IV. Approval of Agenda (Action)

- Motion:
- Second:
- Vote:

V. Public Comment:

VI. Financial Report and Approvals

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



- P-card and Bank Statement Reconciliation for November 2021
 - Motion:
 - Second:
 - Vote:

BARs

	<u>BAR #</u>	<u>Fund</u>	<u>Description 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:
 - Second:
 - Vote:

VII. Performance Framework Review (Justin)

VIII. Board Reports

- Chair and Executive Committee

IX. Co-Directors' Report

X. Items for Board discussion and action

- Proposed plan for cash carryover spend-down
 - Motion:
 - Second:
 - Vote:
- Proposed amendment to Director Salary Schedule
 - Motion
 - Second:
 - Vote:



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

XI. Items for Future Agenda

- Financial reporting from Foundation (will begin in January)

XII. Next Regular Meeting: January 26, 2022

XIII. Adjournment:

- Motion:
- Second:
- Vote:

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	Q4/2021-Q2/2022
		2) Foundation recruitment, systems development, and placement	Q1/2022-Ongoing
Board Committees	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

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

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 24th, 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

	BAR #	Fund	Description	Reason/Type
Amount				
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	Q4/2021-Q2/2022
		2) Foundation recruitment, systems development, and placement	Q1/2022-Ongoing
Board Committees	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



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

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

The meeting will take place

on Zoom:

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:
- II.** Roll Call for Quorum:
Members Present:
Members Not Present:
Other Attendees:
- III.** Approval of December, 2021 Minutes (Action)
 - Motion:
 - Second:
 - Vote:
- IV.** Approval of Agenda (Action)
 - Motion:
 - Second:
 - Vote:
- V.** Approval of Minutes from December 2021 Board Meeting (Action)
 - Motion:
 - Second:
 - Vote:
- VI.** Public Comment:
- VII.** Student/Faculty presentation



VIII. Foundation Report

IX. Financial Report and Approvals

- Vote to approve December 2021 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
- P-card and Bank Statement Reconciliation for November 2021 (not voted on previously due to early meeting)
 - Motion:
 - Second:
 - Vote:
- P-card and Bank Statement Reconciliation for December 2021
 - Motion:
 - Second:
 - Vote:
- Vote to approve December 2021 BAR (Action)

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

- Motion:
- Second:
- Vote:

X. Performance Framework Review (Justin)

XI. Board Reports

- Chair and Executive Committee

XII. Co-Directors' Report



XIII. Items for Board discussion and action

1. COVID Leave Policy

- Motion
- Second:
- Vote:

2. ACE Procurement Policy Revision

- Motion
- Second:
- Vote:

3. Training

- Board needs to make sure we are all planning for this
- Follow-up on retreat hours for training
- Future trainings

- Mission-specific Committee updates (JR Tarin and Justin)
- Board Retreat Follow-up (see Table 1, below)

XIV. Items for Future Agenda

- Financial reporting from Foundation (will begin in January)

XV. Next Regular Meeting: January 26, 2022

XVI. Adjournment:

- Motion:
- Second:
- Vote:



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
Board Committees	Goal: Develop committee specific strategies to guide work, increase membership and support efficient operations Goal: Prioritize parent and graduate engagement	1) Outreach strategy, specific process and systems, and operations guide to meet stated goals	Q4/2021-Q2/2022
Mission Specific Outreach	Goal: Add 2 people to the at-large Board Goal: Add 2 people to committees (could be non-Board member; possibly former charter executive) Goal: Develop the Foundation's goals	1) Pool of partners (30,000) *Union & Non-Union 1) Develop the Profile for the Partner (like the profile of the graduate) 1) Start a joint conversation with the Foundation to develop	Q1/2022-Ongoing Q4/2021 Q1/2022-Ongoing
ACE Leadership			

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

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

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

The meeting will take place

on Zoom:

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

MINUTES

- I.** Call to Order for Regular Meeting: Ronda called meeting to order at 7:33am
- II.** Roll Call for Quorum:
Members Present: Tony Kocurek, JR Tarin, Ronda Gilliland, Amy Ballard, Jacqueline Schlessinger
Members Not Present: Courtenay Eichhorst, Lon Freeman
Other Attendees: Zach Kirchgessner (Business Manager), Ralph Gonzales (ACE), Justin Trager (ACE), Matt Salas (ACE), Ayleen Castillo (student), Michael Brinton (student), Adrian Lucero (student), Casey Mason (ACE), Dan Hill (Counsel)
- III.** Approval of December, 2021 Minutes (Action)
 - Motion: JR Tarin
 - Second: Tony Kocurek
 - Vote: Unanimously passed
- IV.** Approval of Agenda (Action)
 - Motion: Tony Kocurek
 - Second: Ronda Gilliland Lopez
 - Vote: Unanimously passed
- V.** Public Comment: No public comment
- VI.** Student/Faculty presentation

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

VII. Foundation Report

- Will present next meeting.

VIII. Financial Report and Approvals

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

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

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

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

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



IX. Performance Framework Review (Justin)

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

X. Board Reports

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

XI. Co-Directors' Report

Justin Trager

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

- ACE Strategic Plan review

ACE Strategic Plan Progress Monitoring, Revision and Documentation

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

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

Ralph Gonzalez

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

Matt Salas

- Echoed importance of extended learning project.



- E-sports team starting up, competing with national teams.
- Student survey distributed to engage students and see what their activity interests are.
- 74% of students that contact ACE are enrolling. Attributes this to robust orientation plan.
- From Jan-Nov., female students have gone from 17% to 30+%
- Gathering qualitative data as well (Matt will share data later).
- Ronda mentioned upcoming Women in Trades event that we can let ACE know about in case female students can attend.
- Community School council meeting tomorrow, general layout of council and goals will be addressed.

XII. Items for Board discussion and action

1. COVID Leave Policy (Justin reviewed—see distributed document)
 - Motion: JR Tarin
 - Second: Tony Kocurek
 - Vote: Unanimously passed
2. ACE Procurement Policy Revision (Justin—see distributed document)
 - Motion: Amy Ballard
 - Second: JR Tarin
 - Vote: Unanimously passed (with small typo correction)
3. Training
 - Board needs to make sure we are all planning for this
 - Board members must commit to getting 10 hours done by June 30th (academic year). Executive committee will see about tracking.
 - Follow-up on retreat hours for training
 - No resolution yet, Dan is working on it.
 - Future trainings
 - Next month we will do a training for the Board. Dan was approved to do Culturally Linguistically Responsive training.
- Mission-specific Committee updates (JR Tarin and Justin)

Matt presented the work that is being done on this. Name change to ACE Industries Engagement Committee. Committee has set some goals and possible agenda items as well as next steps. Verbal commitment from Mike May to join—Justin will confirm. Who might be other members to join this?
- Board Retreat Follow-up (see Table 1, below)



XIII. Items for Future Agenda

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

XIV. Next Regular Meeting: February 23, 2022

XV. Adjournment:

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

Adjourned at 9:03am

Q4 Action Plan			
Strategic Priority Area	Goals	Actions to Take	Timeline
Executive Committee	Goal: Develop comprehensive committee strategies for operationalizing consistent committee work at all levels of the Board	1) Brainstorm broad ideas to work with the Foundation	Q4/2021-Q2/2022
		2) Foundation recruitment, systems development, and placement	Q1/2022-Ongoing
Board Committees	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 member; possibly former charter executive)	1) Develop the Profile for the Partner (like the profile of the graduate)	Q4/2021



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



ACE Leadership High School
Meeting of the Governing Board
February 23, 2022

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

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

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)
 - Motion:
 - Second:
 - Vote:
- IV.** Approval of January, 2022 Minutes (Action)
 - Motion:
 - Second:
 - Vote:
- V.** Public Comment:
- VI.** Student/Faculty presentation

Presentation at March meeting.
- VII.** Foundation Report



VIII. Financial Report and Approvals

- Vote to approve January 2022 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
- P-card and Bank Statement Reconciliation for January 2022
 - Motion:
 - Second:
 - Vote:
- Vote to approve December 2021 Budget Adjustment Requests (Action)

BARs

	BAR #	Fund Description	Reason/Type	Amount
1	2122-0019-IB	24309 - CRRSA SEL	Initial Budget	\$ 15,000
2	2122-0020-IB	28211 - COVID 19 Testing Program	Initial Budget	\$ 75,670
3	2122-0021-I	29102 - Private Dir. Grants	Increase	\$ 17,480
4	2122-0022-D	11000 - Operational	Decrease Per 40D SEG	\$ (10,491)
5	2122-0023-I	31703 - SB-9 State Match Cash	Increase	\$ 115

- Motion:
- Second:
- Vote:

IX. Board Reports

1. Chair and Executive Committee

2. Audit Committee

II. Co-Directors' Report



III. Items for Board discussion and action

1. COVID Policy updates
 - Motion
 - Second:
 - Vote:
2. Signing Stipend Policy for SY 2022-23
 - Motion
 - Second:
 - Vote:
3. Retention Stipend for SY 2022-23
 - Motion:
 - Second:
 - Vote:
4. Training Hours Update (Dan Hill)
5. Board talking points about the school (Justin)
6. Board Retreat Follow-up (see Table 1, below)
7. Board Training, Culturally Linguistically Responsive Framework (Dan Hill)

IV. Items for Future Agenda

- Student/Staff presentation
- Executive Director Evaluation

V. Next Regular Meeting: March 23, 2022

VI. Adjournment:

- Motion:
- Second:
- Vote:

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	Q4/2021-Q2/2022
		2) Foundation recruitment, systems development, and placement	Q1/2022-Ongoing
Board Committees	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 member; possibly former charter executive)	1) Develop the Profile for the Partner (like the profile of the graduate)	Q4/2021
	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



**ACE Leadership High School
Meeting of the Governing Board
February 23, 2022**

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

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

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present: Ronda Gilliland-Lopez, Amy Ballard, JR Tarin, Jacqueline Schlessinger, Lon Freeman

Members Not Present: Tony Kocurek, Courtenay Eichhorst

Other Attendees: Ralph Gonzales, Justin Trager, Matt Salas, Casey Mason, Sean Calvert, Zach Kirchgessner, Dan Hill

III. Approval of Agenda (Action)

Agenda additions approved and added to agenda below

Motion: JR

Second: Ronda

Vote: Unanimously approved

IV. Approval of January, 2022 Minutes (Action)

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

V. Public Comment:

No public comment.

VI. Student/Faculty presentation

Presentation at March meeting. (Community Schools Grant)

VII. Foundation Report (Sean Calvert, Chair of Foundation Board)

The Foundation's only function is to pay rent currently, formerly had larger function. They may also run grants since they function as the non-profit arm of the school. Ronda thanked Sean for his service.

Sean shared that he will be stepping down from the Foundation. He may have identified someone to take on the job.

Amortization runs through February 2024 on New Mexico Bank and Trust Mortgage (building shell, not upgrades to property), lease payments continue through 2036. School has made 2 extra payments on the mortgage. Decision made to apply these to final lease payment. Rent check received from ACE to Foundation, to pay mortgage. Will need to consider refinance closer to fall 2022 (Justin).

Required off-site improvements have stagnated due to lack of communication from the City about intentions with Bellamah. Foundation/School owns various areas of land adjacent to the School as well.

Foundation Board consists of Sean Calvert (Chair), Becky Auge (Yearout), Melissa Gomez (JB Henderson), Felicia Candelaria (Sandia National Labs, former ACE student). Sean recommends more interaction between Foundation and Board, Board will consider a joint meeting in the future. Justin and Ronda will attend the Foundation meetings as well.

VIII. Financial Report and Approvals (Lon Freeman)

Lon thanked Zach for his work during the switchover from Angie. Audit committee held a quarterly meeting, which was very productive. They helped revise the corrective action plan for APS, which will be presented to them in March.

1. Vote to approve December 2021 Budget Adjustment Requests (Action)

Lon reviewed the BAR's (see Lon's notes in orange on report)

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

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

Reviewed in committee, nothing out of the ordinary was noted. There was an increase in the number of students, resulting in a small decrease in the spend per student in the next report. Liquidity is in line with 5-year plan.



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

- P-card and Bank Statement Reconciliation for January 2022
- Motion: JR
- Second: Amy
- Vote: Unanimously approved

IX. Board Reports

1. Chair and Executive Committee

The Executive Committee set the meeting agenda and met with Sean Calvert from the Foundation. Ronda and Justin reviewed Justin's evaluation process. Competencies will come to Executive Committee and will review with Justin. Next meeting Board will meet in closed session to make decisions around Justin's contract.

2. Audit Committee

Audit committee met.

3. Industry Engagement Committee

II. Co-Directors' Report

Justin Trager (ACE):

1. Legislative Update
 - One time 3% raise for the 4th quarter for all staff. This will likely come in as a BAR.
 - Next year, minimum 7% raise to start next year. All Extended Learning schools (ACE) will have a 10% raise requirement. This includes teachers and staff.
2. Other
 - Snow day on Thursday, will be rescheduled later.
 - Governor lifted mask mandate.
 - Christopher de Jesus has started
 - Enrollment 211 students
 - NAPE Summit (pathways to equity), Justin and Matt will be presenting.
 - Schools are visiting to see the ACE model in action.

Ralph Gonzales (ACE):

- COVID, last case reported 2/11/21
- 2 full surveillance techs will work with nurse
- Architect and contractor meeting today to talk about portable availability and projects.
- Van purchased, will be used to transport students to events.
- Security gate installed and functional.



- Extended learning is going well (drywall, welding, cooking and eSports are options for students wanting to do things after school)

Matt Salas (ACE):

- A lot of interest in building and working on cars, Matt is working with NAPA to create some opportunities for students to do this.
- Matt will coordinate judging and attendance at student expos, will remind if more judges needed.
- Women in Construction Conference, Chapter in New Mexico (AGC, Sandia)
- Heavy Equipment Rodeo, September 30th
- Capstone event should be well-attended.
- 30 applications currently in the pipeline for next fall
- Community School work is going well, using data gathered during focus groups to move the work forward.

Casey Mason (ACE)

- Lots of testing going on, some will require a shift in schedule
- SAT will be given to juniors, as required to State.

III. Items for Board discussion and action

1. COVID Policy updates

Justin brought a policy forward based on a survey of 88 families (28 responses), did not reveal a clear preference on masking one way or the other. Would like to lift mask mandate on April 4th. This delay will allow culture of hygiene to continue into public exhibitions. Will wait 1 week after spring break, to capture spike if this occurs.

Will re-implement masks if 5% or more of staff, students and faculty become infected.

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

2. Signing Stipend Policy for SY 2022-23 (shared with Board prior to meeting)

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

3. Retention Stipend for SY 2022-23 (shared with Board prior to meeting)

- Motion: Ronda
- Second: Lon
- Vote: Unanimously approved



4. Training Hours Update (Dan Hill)

- Still trying to get approval from APS, he will take a more direct approach
- Dan will send information on future trainings to Board

5. Board Retreat Follow-up (standing item)

6. Board Training, Culturally Linguistically Responsive Framework (Dan Hill), postpone until a future meeting due to overrun of meeting.

7. Consideration of March Meeting Date (addition to agenda)

Change to Tuesday, March 29th (Lon and Jacqueline cannot attend), make sure agenda goes out 72 hours in advance.

Add language about closed session.

IV. Items for Future Agenda

- Industry Engagement Committee needs standing item on agenda
- CLR Training TBA
- School Talking Points

V. Next Regular Meeting: March 29, 2022

VI. Adjournment: 8:56am

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



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

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:
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the February 23rd , 2022 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Student/Faculty presentation
- VII.** Foundation Report
- VIII.** Finance Report and Approvals (Action)
 - a. Vote to approve February, 2022 Voucher Disbursements, Bank Reconciliation and Financial Reports

- Motion:
- Second:
- Vote:

b. Vote to approve BARs

A. <u>BARs</u>				
	BAR #	Fund Description	Reason/Type	Amount
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:
- Second:
- Vote:

- P-card and Bank Statement Reconciliation for February 2022
 - Motion:
 - Second:
 - Vote:

IX. Board Reports

- Chair and Executive Committee
 - New Board members
- Industry Engagement Committee
- Training Matrix

X. Co-Director's Report

- Audit Findings Update



XI. Item's for Board Discussion and Action

- a. Schedule Special Budget Board Meeting
- b. Updated Pillar Director Salary Schedule
 - Motion:
 - Second:
 - Vote:
- c. Updated Educational Assistant Salary Schedule
 - Motion:
 - Second:
 - Vote:
- d. Updated Certified Staff Salary Schedule
 - Motion:
 - Second:
 - Vote:
- e. 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 act on Executive Director's contract.

XII. Culturally and Linguistically Responsive Training

XIII. Items for future agenda

XIV. Next Regular Meeting, Wednesday, April 27, 2022 7:30am

XV. Adjournment:

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

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

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

	BAR #	Fund Description	Reason/Type	Amount
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 20th, 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



**ACE Leadership High School
Meeting of the Governing Board
April 20, 2022**

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

<https://zoom.us/j/94405218750?pwd=eHNZRUNDU0dxSEx5RXFWeHovSy9KQT09>

Or at ACE Leadership High School: 1240 Bellamah Ave. NW, Albuquerque, NM

AGENDA

- I.** Call to Order:
- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:
- III.** Approval of Agenda:
 - Motion:
 - Second:
 - Vote:
- IV.** Approval of Minutes from March 29th Regular Board Meeting:
 - Motion:
 - Second:
 - Vote:
- V.** Open Comment Regarding the Proposed Budget for Fiscal Year 2022-2023
- VI.** Items for Board discussion and action
 - 1. Consideration for Presentation and Approval of Proposed Budget for Fiscal Year 2022-2023
 - Motion
 - Second:
 - Vote:



**ACE LEADERSHIP
HIGH SCHOOL**

Building Leaders with AGC

VII. Adjournment:

- Motion:
- Second:
- Vote:

**ACE Leadership High School
Meeting of the Governing Board**
April 20, 2022

MINUTES

- I.** Call to Order: 7:32 am
- II.** Roll Call for Quorum:
Members Present: Amy Ballard, Ronda Gilliland-Lopez, JR Tarin, Jacqueline Schlessinger, Courtenay Eichhorst, Tony Kocurek, Lon Freeman
Members Not Present:
Other Attendees: Zach Kirchgessner (K-12 Accounting), Justin Trager (ACE), Ralph Gonzales (ACE), Dan Hill (DH Law)
- III.** Approval of Agenda:
 - Motion: Lon Freeman
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- IV.** Approval of Minutes from March 29th Regular Board Meeting:
 - Motion: JR Tarin
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- V.** Open Comment Regarding the Proposed Budget for Fiscal Year 2022-2023
 - No comments
- VI.** Items for Board discussion and action
Zach Kirchgessner presented the budget analysis document shared with the Board.
 - 1. Consideration for Presentation and Approval of Proposed Budget for Fiscal Year 2022-2023 (Zach Kirchgessner)
 - Motion: Courtenay Eichhorst
 - Second: Lon Freeman
 - Vote: Unanimously approved



VII. Adjournment:

- Motion: JR Tarin
- Second: Courtenay Eichhorst
- Vote: Unanimously approved

Meeting adjourned at 8:03am

**ACE Leadership High School
Regular Meeting of the Governing Board**
April 27, 2022
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

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:
- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the March 29, 2022 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve March, 2022 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:

A. BARs

	BAR #	Fund Description	Reason/Type	Amount
1	2122-0030-I	24301 - CARES Act	Final Allocation	\$ 2,592
2	2122-0031-I	11000 - Operational	3% Fourth Quarter Increase	\$ 16,893

b. Vote to approve BARs

- Motion:
- Second:
- Vote:

• P-card and Bank Statement Reconciliation for March, 2022

- Motion:
- Second:
- Vote:

VII. Board Reports

- Chair and Executive Committee
- Industry Engagement Committee
- Training Matrix

VIII. Co-Director's Report

- Audit Findings Update
- School talking points
- 2nd Tier policy updates

IX. Item's for Board Discussion and Action

a. Approval for 3% Increase to Base Salary for All Staff Including Directors/Executive Director per HB2 to be paid as increment.

- Motion:
- Second:
- Vote:

b. Consideration of change to part-time employment policy

- Motion:
- Second:
- Vote:



X. Items for future agenda

XI. Next Regular Meeting, Wednesday, May 25, 2022 7:30am

XII. Adjournment:

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

**ACE Leadership High School
Regular Meeting of the Governing Board**
April 27, 2022
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

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: Meeting called to order at 7:34am
- II. Roll Call for Quorum:
 - Members Present: Tony Kocurek, Ronda Gilliland-Lopez, Amy Ballard, Lon Freeman
 - Members Not Present: Jacqueline Schlessinger, Courtenay Eichhorst, JR Tarin
 - Other attendees: Zach Kirchgessner (K12 Accounting) Ralph Gonzales, (ACE) Dan Hill (Counsel), Justin Trager (ACE), Matt Salas, Student presenters (Jake, Kaila, Julia), Casey Mason (ACE)
- III. Approval of Agenda (Action)
 - a. Motion: Amy Ballard
 - b. Second: Tony Kocurek
 - c. Vote: Unanimously approved
- IV. Approval of the March 29, 2022 Governing Board Meeting Minutes (Action)
 - a. Motion: Ronda Gilliland-Lopez
 - b. Second: Lon Freeman
 - c. Vote: Unanimously approved
- V. Public Comment (student presentation): Jake (serving on Community School Council), Julia and Kaila (student interns)

The interns have done community outreach, both door to door and survey. They have let them know about ACE, especially the night school program. They have also called parents to ask them about changes. Also asked about potential changes they would like to see at the school. Matt added that parents wanted more opportunities for activities after school. Jake and the Board have discussed how they can offer thing to the community that might be of use with goal of

creating community school. Kaila added that she feels this is a big step for ACE because it is helping spread the word about ACE.

VI. Financial Report and Approvals (Action)

Lon Freeman presented the financial report for March 2022. He anticipates a \$1.8 million carryover into next year. ESSR (Cares Act) funds are large part of carryover and this is allowed. Ronda asked if these funds could be swept by the State. Dan clarified that these (ESSR) are federal funds so they cannot be swept by State. There is a plan for spend down for these funds, which will be revisited for the upcoming year. Spend per student amount nearing \$20K. Liquidity very solid.

Bank account reconciles correctly. Taxes were paid timely. P-card statement reconciles with purchase orders and invoices.

Ronda asked who were currently account signatories. Justin will follow up to see if Ronda Gilliland-Lopez can be added.

- a. Vote to approve March, 2022 Voucher Disbursements, and Financial Reports
 - Motion: Amy Ballard
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved

A. <u>BARs</u>				
	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0030-I	24301 - CARES Act	Final Allocation	\$ 2,592
2	2122-0031-I	11000 - Operational	3% Fourth Quarter Increase	\$ 16,893

BAR 30-I related to teleom services. 31-I is the legislated 3% raise that all ACE staff will receive.

- b. Vote to approve BARs
 - Motion: Lon Freeman
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- P-card and Bank Statement Reconciliation for March, 2022
 - Motion: Tony Kocurek
 - Second: Amy Ballard
 - Vote: Unanimously approved



VII. Board Reports

a. Chair and Executive Committee

The Executive Committee met. Ronda stated that there were 2 people who are interested in being on the Board (Gabby Romero and Carey Carter—both on Safety Committee). Justin has another lead on a Board member. Ronda will have a follow-up conversation with Carey Carter.

b. Industry Engagement Committee

- Matt Salas said that the Industry Engagement Committee has not been able to meet yet.

c. Training Matrix

- Dan has asked Missy Brown for this but she has not shared.
- Justin will upload training update to report to Joseph Escobedo, we have another month for all members to meet the 8-hour requirement.

VIII. Co-Director's Report

a. Audit Findings Update

Justin Trager

- Good progress on audit findings.
- Foundation finding is being addressed. Angie Lerner will be the Foundation Chair. Justin and Ronda will meet with the Foundation Board. Need CPA for Foundation taxes, but these have been done for this year, so we have some time.

b. School talking points

- Will table until May meeting.

c. 2nd Tier policy updates

- Will get an update at the May meeting.
- ACE did some awards related to micro credentials to acknowledge students who received them. Justin said it was a great event.
- Zach said there was one board member who needs to sign the budget. He will work with Justin to get this signed.
- Justin did a presentation on the Industry Framework to a national group, which was well received.

Ralph Gonzalez

- Facilities plans have been submitted for review, information should come back next week.
- Vans will be delivered next week; this will help a lot with transporting students.
- Extended learning projects are being very well-received. Welding very popular, drywall also underway.
- 2 AC units donated, students will learn about this system. SMART also donated a unit that can be used.
- Prom on May 14th

Casey Mason

- SATs done, other short-cycle assessments happening.
- Really good science projects.
- Field trips happening every Wednesday to local farms, BioPark
- Family meetings next week.
- Graduation Friday, May 27th 10am

Matt Salas

- 11 freshman committed for fall 2022
- Lots of community events planned
- Community School Grant has been released, due May 11th. Very confident that they will receive 3-year funding.
- 20 confirmations for Open House, May 4th at 5:30pm

IX. Items for Board Discussion and Action

- a. Approval for 3% Increase to Base Salary for All Staff Including Directors/Executive Director per HB2 to be paid as increment on June 10th payroll.
 - Motion: Lon Freeman
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- b. Consideration of change to part-time benefits policy to cover staff at .6 FTE
This policy was shared with the Board prior to the meeting for their review.
 - Motion: Tony Kocurek
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved



X. Items for future agenda SEE ABOVE

- School Talking Points (Justin Trager)
- 2nd tier policy review update (Justin Trager)

XI. Next Regular Meeting, Wednesday, May 25, 2022 7:30am

XII. Adjournment:

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

Meeting adjourned at 8:38am

**ACE Leadership High School
Regular Meeting of the Governing Board**
May 25, 2022
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

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:
- III.** Approval of Agenda (Action)
 - Motion:
 - Second:
 - Vote:
- IV.** Approval of the April 27, 2022 Governing Board Meeting Minutes (Action)
 - Motion:
 - Second:
 - Vote:
- V.** Public Comment:
- VI.** Student/Faculty presentation
- VII.** Finance Report and Approvals (Action)
 - Vote to approve April, 2022 Voucher Disbursements, Bank Reconciliation and Financial Reports

- Motion:
- Second:
- Vote:

a. Vote to approve BARs

- Motion:
- Second:
- Vote:

- P-card Approval for April, 2022
 - Motion:
 - Second:
 - Vote:

VIII. Board Reports

- Chair and Executive Committee
 - Foundation updates
 - Training hours due
- Audit Committee
- Other Committees

IX. Co-Director's Report

- School Talking Points
- 2nd Tier Policy Review Update
- Site Visit Update

X. Item's for Board Discussion and Action

- Motion:
- Second:
- Vote:

XI. Items for future agenda

XII. Next Regular Meeting, Wednesday, June 22, 2022 7:30am

XIII. Adjournment:

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

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 member; possibly former charter executive)	1) Develop the Profile for the Partner (like the profile of the graduate)	Q4/2021
	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

ACE Leadership High School
Regular Meeting of the Governing Board
May 25, 2022
Minutes

MINUTES

- I.** Call to Order for Regular Meeting: Ronda called meeting to order at 7:35am
- II.** Roll Call for Quorum:
Members Present: JR Tarin, Tony Kocurek, Ronda Gilliland, Jacqueline Schlessinger, Amy Ballard
Members Not Present: Lon Freeman, Courtenay Eichhorst (resigned)
Others Present: Dan Hill (Counsel), Justin Trager (ACE), Ralph Gonzalez (ACE), Matt Salas (ACE), Zach Kirchgessner (K-12 Accounting)
- III.** Approval of Agenda (Action)
- Motion: Tony Kocurek
 - Second: JR Tarin
 - Vote: Unanimously approved
- IV.** Approval of the April 27, 2022 Governing Board Meeting Minutes (Action)
- Motion: Ronda Gilliland-Lopez
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** Student/Faculty presentation:
- No presentation
- VII.** Finance Report and Approvals (Action)

Zach Kirchgessner presented the April financials.

BAR reflects movement of funds to cover budget cleanup.

Zach noted that blank cells on check listing report reflects an electronic transaction, therefore no check number. Longer numbers reflect p-card purchases.

Justin shared Lon's input that review was done and taxes were paid timely.

Zach shared that we will be purging some old checks (old check numbers) in order to maximize clarity of reporting.

- Vote to approve April, 2022 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Amy Ballard
 - Second: JR Tarin
 - Vote: Unanimously approved

<u>BARs</u>				
	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0032-M	11000-Operational	Maintenance	\$0

- a. Vote to approve BARs
 - Motion: Amy Ballard
 - Second: Tony Kocurek
 - Vote: Unanimously approved
- P-card Approval for April, 2022
 - Motion: JR Tarin
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved

VIII. Board Reports

- Chair and Executive Committee
 - Foundation updates

Justin and Ronda met with Sean Calvert and Angie Lerner. Angie is committed to being Foundation Chair. Two other current members will stay on Board, Sean Calvert and one other member would like to resign.



Justin said that we need at least three members. It would be ideal to have someone with real estate experience since the Foundation's main job is to finance the building and associated projects. They will have a follow-up meeting tomorrow. Documents have been located. Mortgage due in 2024 according to Sean, this needs to be addressed. Refinance likely.

- Board training hours due by June 15th in order to meet deadline.

- Audit Committee

Audit Committee will meet next month.

- Other Committees

Will move forward with interviewing new member to join Board. Board members can meet with her.

Jeff Steel, Ironworkers Union, name put forward to replace Courtenay on the Board. Ronda will set up a meeting with him.

Justin had another name as well, Alan Brauer, interested in ACE Board.

IX. Co-Director's Report

- School Talking Points (see handout shared with Board)

Justin shared this with the Board. Meant to be a helpful tool for communication in the community regarding ACE goals, mission, etc. in Board role as school ambassadors. Developed with support of professional communications company. 2-pager developed from longer document. New website will be developed.

How does this get incorporated into New Mexico Vistas website? Is this being used?

- 2nd Tier Policy Review Update

Justin and Dan met to review the audit, there will be a number of updated policies next month. We have a lot to address. Top priority (for review this summer): Board Procedure for Adopting New Policies, Update to Grievance and Complaint Policy, update to employee manual, Lottery policy

- Site Visit Update

Justin met with Joseph Escobedo and team, final updates will be shared next month.

New Hires: Community Coordinator, Special Ed teacher and near hiring new Reading Interventionist.

Matt Salas reported that they held an Open House at the beginning of May attended by over 70 people, distributed registration packets. Currently 42 students in registration process. This is a good number for this point in the year. Matt and team did a lot of outreach of different types including school visits and presentations. Conducting 7-8 tours per week.

Ralph Gonzalez reported a couple of COVID cases in the last week. School is fully prepared to deal with this. Facilities plans have had to evolve somewhat to deal with very high metal costs related to construction. The new vans are working out very well. Pantry also working well. Prom went well, students had a great time. Welding extended learning program wrapped up last night. This went very well.

Testing data will likely be able to be shared around the time of the Board retreat. Justin was on the team that replaced the PARC with the SAT, he has concerns about this. Short cycle testing data could be shared in the future.

X. Items for Board Discussion and Action

No items this month.

XI. Items for future agenda

- APS Framework presentation
- Short cycle testing data (July)

XII. Next Regular Meeting, Wednesday, June 22, 2022 7:30am

XIII. Adjournment:

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

Meeting adjourned at 8:34am



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	Q4/2021-Q2/2022
		2) Foundation recruitment, systems development, and placement	Q1/2022-Ongoing
Board Committees	Goal: Develop committee specific strategies to guide work, increase membership and support efficient operations	1) Outreach strategy, specific process and systems, and operations guide to meet stated goals	Q4/2021-Q2/2022
	Goal: Prioritize parent and graduate engagement		
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 member; possibly former charter executive)	1) Develop the Profile for the Partner (like the profile of the graduate)	Q4/2021
	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