



ACE Leadership High School
Regular Meeting of the Governing Board
July 26, 2023
Minutes

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

Or virtually on Zoom:

<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrQT09>

Meeting ID: 329 531 9549

Passcode: 4MWCqM

MINUTES

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present: Jeff Steele, Gabby Romero, Ronda Gilliland-Lopez, JR Tarin, Dan Erickson, John Dautriel, Lon Freeman

Members Not Present: Sal Tortorici

Others Present: Justin Trager (ACE), Matt Salas (ACE), Casey Mason (ACE), Ralph Gonzales (ACE), Dan Hill (DMH Law), Sammi Marquez (K12 Accounting)

III. Approval of Agenda (Action)

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

IV. Approval of the June 21, 2023 Governing Board Meeting Minutes (Action)

- Motion: Dan Erickson
- Second: Gabby Romero
- Vote: Unanimously approved

V. Public Comment: No public comment

VI. Student/Teacher Presentation

There were no Student/Teacher Presentations.

VII. Finance Report and Approvals (Action)

Sammi Marquez stated there were no BARs for this meeting.

Check review was completed.

Graphs and charts were reviewed, which show high percentage expenditures, which is positive. We are not over budget in any area. Revenue is good. BAR's from last month passed through. Expenditures are lower reflecting lower building payment. Monthly cash balance is strong.

Bank reconciliation reflects that accounts are balanced.

Taxes paid timely.

Journal entries reviewed, nothing out of the ordinary. Included some recoding of expenditures

It was noted that there needs to be a review of journal entries monthly.

P-card statement was reviewed.

- Vote to approve June, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: JR Tarin
 - Second: Lon Freeman
 - Vote: Unanimously approved
- No Vote due to no Budget Adjustment Requests (BAR)
 - Motion:
 - Second:
 - Vote:
- P-card Approval for June 2023
 - Motion: Dan Erickson
 - Second: Gabby Romero
 - Vote: Unanimously approved

VIII. Foundation Report (Justin Trager)



- Building purchase agreement has been signed. Plotting to begin for zoning and will begin.
- New lease to purchase agreement will be discussed in the meeting.
- Looking to recruit another member with development and fundraising experience.
- Foundation looking to pay this years internships with a \$30,000.00 grant that will reimburse ACE Leadership High School when costs are incurred.

IX. Board Reports

1. Chair and Executive Committee

- Ronda mentioned with Amy's recent retirement the Executive committee has reached out to a couple of people. If there are any names the rest of the Board would like to have contacted please let Ronda know.

2. Finance Committee

3. Audit Committee

- There is an audit update meeting scheduled for August 21, 2023.
- The audit committee does have a new member who will start participating in this round of audit exercises.

4. Industry Engagement Committee

- No report.

X. Co-Director's Report

- Justin Trager
 - Reopening the clinic. ACE's clinic will be serving 3 other schools, and will have a medical assistant 5 days a week.
 - Currently attending the Charter School conference and it is going well.
- Casey Mason
 - Provided an overview of the assessments and the scores for the student body. Although the numbers are still low there has been some growth, and it's important to know that the faculty knows the importance of improving the scores.
- Ralph Gonzales
 - Onboarding new students.
 - Preparing rolling out the new cell phone policy. The staff knows there will be some anxiety levels surrounding this new policy. It will have growing pains.

- Matt Salas
 - Stated there was positive feedback for Heavy Metal Summer Experience. The students really enjoyed themselves.
 - Currently there is a wait list.
 - Over 200 applications received.

XI. Items for Board Discussion and Action

1. Open Meetings Act Resolution

- The updated open meeting act resolution was reviewed.
 - Motion: Lon Freeman
 - Second: Ronda Gilliland Lopez
 - Vote: Unanimously approved

2. The current inventory list was reviewed.

- Motion: JR Tarin
- Second: Dan Erickson
- Vote: Unanimously approved

3. Review of the updated lease to purchase agreement with ACE Leadership Foundation.

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

4. Discussion on a new Secretary was introduced to the floor. After a brief discussion Dan Erickson stated he would review the duties with Ronda and make a decision.



5. Discussion on the PTO Incentive Policy was reviewed. This is being introduced to allow for the staff to get rewarded if they don't utilize the PTO due to the pressure of use it or lose it. Motion to approve the Unused Leave Payout Policy.

- Motion: JR Tarin
- Second: John Dautriel
- Vote: Unanimously approved

6. Items for future agenda
 - Secretary Position
 - Debrief of staff visits to job sites

7. Next Regular Meeting, Wednesday, August 20, 2023

8. Adjournment: