

ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, January 24, 2024
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 HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104 Or virtually on Zoom: Join Zoom Meeting*

<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrOT09>

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

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

Members Not Present:

Other Attendees: Justin Trager (ACE), Matt Salas (ACE), Ralph Gonzalez (ACE). Dan Hill (DMH Law), Sammi Marquez (K12 Accounting), Emma Curd (Fortis), Julie Jaynes (ACE), Damarian Mentor (Student), Dominic Murphy (Student), Viviana Parra (Student)

III. Approval of Agenda (Action)

- a. Motion: JR
- b. Second: Charissa
- c. Vote: Passes Unanimously

IV. Approval of the 12/20/2023 Governing Board Meeting Minutes (Action)

- a. Motion: Lon
- b. Second: Gabby
- c. Vote: Passes Unanimously

V. Public Comment: None at this time.

VI. Student/Staff Presentation

- a. Work-Based Learning Wednesdays - Julie Jaynes and Matt Salas
And students share-out Work Based Learning.

VII. Finance Report and Approvals (Action)

Lon Freeman presented the financial report. He noted no unusual activity and stated that taxes had been remitted timely. Reviewed three BARS, as well as other financial reports. Cleared up requests for reimbursements. Noted that 70% of expenditures goes to instructional support. 4.60 Liquidity, this is flattening out. Obligations are current. P-Card- Normal purchases, everything is supported by a purchase order. One journal entry, small amount from capital outlay that needed to be moved to operating funds.

- a. Vote to approve December 2023 Voucher Disbursements, Bank Reconciliation and
 - i. Motion: Jeff
 - ii. Second: Dan
 - iii. Vote: Pass Unanimously

- b. Vote to approve BARs
 - i. Motion: JR
 - ii. Second: Lon
 - iii. Vote: Pass Unanimously

- c. P-card Approval for November, 2023
 - i. Motion: Lon
 - ii. Second: Jeff
 - iii. Vote: Pass Unanimously

VIII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee
1. Report out on results of FY 2023 Audit Findings. Audit is Public. 3 Findings. Sammi and Lon did fight the findings. Due to the findings we will be back on the APS list for schools with material findings.
 - a. Material Weakness, AR Listings Receivable Account. While everything aligned in our software, auditors requested that we make a spreadsheet, a few of them were missed. We did question this, all because everything in the software is correct.
 - b. Some staff members' retirement healthcare was not deducted. Carla and Sammi caught it and it was corrected before the end of the school year. It was counted as late by our auditors, but it was never considered late by RHC. Our books tied and our wages tied, however, it is a finding.
 - c. Quarter 4 cash report, they say it did not tie to our general ledger. However, we made adjustments to correct it beforehand. The auditors say it is not correct.

- c. Industry Engagement

Matt and JR met, a lot has changed since COVID and with ACE, so our asks of our partners have changed. Matt and Jr have created a menu for clarity on the different ways partners can interact with ACE. Menu of engagement. They will have a recurring monthly meeting.

IX. ACE Foundation Report

We have passed the development hearing and the zoning with one condition. We need to build a sidewalk and landscaping on Bellamah. We have applied and been approved for a bond, as a financial guarantee. Now, the lawyer is working on closing. We had one audit finding for the foundation. Our books for the foundation are much tighter than they have ever been. Our foundation has decided to make a \$60,000 award to ACE to support work based learning.

X. Co-Director's Report

1. Ralph-Focus on a smaller group of students around behavior, safety, and success at ACE. Family Engagement night last night focused on gun safety. We are passing out gun locks.

2. Casey-Testing season coming up. Will probably test about 120 seniors. Just finished our MOY interim assessment. Hired a new teacher, Alex Klein, he is a good fit and works with our freshmen.
3. Matt-Open house and school mailer in a few weeks. Open house, March 27th, Lottery April 12th. We had 166 students apply to ACE between our last Open House and tri 1. We currently have 36 students on the waiting list for tri 3. Community school and extended learning is continuing. We reduced Welding to one day a week. Last night we launched a jewelry making class. This Saturday we will have two extended learning family classes. Cooking and intro to carpentry. 42 paid interns. 52% are in CTE related sites.
4. Justin-Been to Santa Fe twice. Got face time with a few reps. It was productive. Bill O’Niel is taking over Ortiz y Pino’s district. Family Meetings this week. APS superintendent panel on Tuesday.

XI. Items for Board Discussion and Action

a. Approval of Assets Disposal List through December 2023

- i. Motion: Lon
- ii. Second: Charissa
- iii. Vote: Passes Unanimously

b. Retreat Follow-up (Discussion with no action item) -time went over, JR proposes we push until February.

c. Board Training Update (Discussion with no action item) -time went over, JR proposes we push until February.

XII. Items for future agenda

- a. T and E Policy
- b. Retreat Follow-up (Discussion with no action item)
- C. Board Training Update
- D. Academic Progress Report

XIII. Next Regular Meeting, Wednesday, 2/28/2024 7:30am

XIV. Adjournment:

- a. Motion: Dan
- b. Second: JR
- c. Vote: Passes Unanimously



ACE Leadership High School
Regular Meeting of the Governing Board
11/22/23
Agenda

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The meeting will take place virtually on Zoom: Join Zoom Meeting
<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNhITDF5bFVLK08zOUhrQT09>

Meeting ID: 329 531 9549
Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:

- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:

- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- IV.** Approval of the 10/25/23 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- V.** Public Comment:

- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve October, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - c. P-card Approval for October, 2023
 - i. Motion:
 - ii. Second:

iii. Vote:

VII. Board Reports

- a. Chair and Executive Committee
 - i. APS Board Education Summit - JR
 - ii. Board Training Hours Review
- b. Audit Committee
- c. Industry Engagement

VIII. ACE Foundation Report

IX. Co-Director's Report

- a. School Support and Readiness Assessment Site Visit Report
- b. NM Vistas

X. Items for Board Discussion and Action

- a. Lease to Purchase Agreement Amendment
 - i. Motion:
 - ii. Second:
 - iii. Vote:

XI. Items for future agenda

- a. Retreat Follow-up
- b. Teacher and Student presentations

XII. Next Regular Meeting, Wednesday, December 20, 2023, 7:30am

XIII. Adjournment:

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

ACE Leadership High School
Regular Meeting of the Governing Board
11/22/23
Agenda

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AGENDA

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present: Lon Freeman Ronda JR, Carissa, Jeff Steel Gabby Romero
Members Not Present: Jon, Dan, Stanley
Other Attendees: Justin, Ralph, Casey, Dan, Sammy

III. Approval of Agenda (Action)

- a. Motion: JR Tarin
- b. Second: Lon Freeman
- c. Vote: Unanimously Approved

IV. Approval of the 10/25/23 Governing Board Meeting Minutes (Action)

- a. Motion: Jeff Steele
- b. Second: JR Tarin
- c. Vote: Unanimously Approved

V. Public Comment: No Public Comment

VI. Finance Report and Approvals (Action)

5 BARS to approve 13-M Maintenance Community School, 14-M, Maintenance Clean Up, Community School Grant, 15-T Innovation School Grant, transfer BAR from instruction to Innovative School Grant. Work-Based learning teacher needs to be counted as instruction. 16-M HB33 Capital Outlay, moving out of supply assets to rental lease to purchase. 17-M SB 9 Maintenance, moving from rental lease to purchase to construction purpose.

Review Check report. Look at the Solar installation voucher. Reviewed in the finance committee in length.

Complexities on how to spend instructional materials.. There are strange requirements on how it can

be spent. There are a lot of BARS that are inbound. Nothing is irregular or unusual, but we do have requests for reimbursement that are inbound. Spending per student, \$20,000. We have a liquid and healthy balance sheet. Bank account shows we are paying tax obligations, payroll particularly. We did have an invalid account code, but we have a journal entry showing we are correcting the code. Couple of other journal entries were caught and corrected. Moved Spring trip out of ESSR 3 into operations, needed to be done to make sure we do not have a finding. Form 9s for ERB, recording the adjustments associated with those submissions, journal entry from last fiscal year, pushing to this year to make sure they are consistent. Correct cash for county taxes, this is a coding issue, small issue, shows consciousness from the accounting department. Last, correcting coding on equipment.

P-Card, next month, no P-card to approve for this meeting.

- a. Vote to approve October, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion: JRTarin
 - ii. Second: Gabby Romero
 - iii. Vote: Unanimously Approved

- b. Vote to approve BARs
 - i. Motion: Lon Freeman
 - ii. Second: Ronda Rhodes
 - iii. Vote: Unanimously Approved

- c. P-card Approval for October, 2023 -No P-Card for Approval
 - i. Motion:
 - ii. Second:
 - iii. Vote:

VII. Board Reports

- a. Chair and Executive Committee
 - i. APS Board Education Summit - JR
JR-Excellent Event. Eye opening, there are many charter schools in Albuquerque. Feels good that APS seems to really believe in charter schools. APS is focused on closing bad charter schools. They do not seem solely focused on data, also focus on the school's story.
Ronda-Are we still exploring PED as an authorizer? Justin-We will continue to actively build relationships with APS. Finances will be one reason we consider PED as authorizer.
Justin-He agrees with JR, it was a great event and it provided much clarity.
 - ii. Board Training Hours Review -
Dan will share out updates at the next meeting. Justin will discuss more creative ways to get the training completed.

- b. Audit Committee
Lon-We are waiting for the audit. We are not allowed to talk about the audit outside of the process. Our audit committee is functioning well. First time we "went to the rack" and said we disagreed, and they agreed with us and removed some findings.
Dan-If we do want to talk about the audit, we can do a closed session next meeting. The audit should get released in January, in theory.
Ronda-Would like to have a closed session next meeting. **Please add to the agenda.**

- c. Industry Engagement-Nothing to report

VIII. ACE Foundation Report

Doing our push to get support from the committee. Paid for our environmental report and we have not received it yet. Sings out Dec 4-January 18th. The hearing will take place before Jan 18th. That is the biggest hurdle. Purchase Sale agreement is up Dec. 22nd, we do have a 90 day extension. Hoping this will be done by mid-march.

Justin's goal was to clean up the foundation. That has been done. Foundation will increase its work based learning program, we have to disperse \$60,000, due to a rule. This will be used for internships and summer program stipends. Still looking for one new member for the Foundation, possibly someone who is familiar with Foundation work.

Ronda-Does Justin need anything from board to for the hearing in January. We do not know when the hearing date is.

IX. Co-Director's Report

- a. School Support and Readiness Assessment Site Visit Report-we are a CSI school our report has been released and we shared it.
- b. NM Vistas-We have grown in all areas but the 4 year graduation rate, this was nominal. The five and six year graduation rate has increased. Math and REading scores grew significantly. This is an important piece of data but not our only piece of data.
- C. Graduation for six of our evening students.
- D. Enrollment hovering at 260. 250 on the 40th day, which is a bit frustrating.
- E. Solar panels installed and running.
- F. Ralph-Our academic growth is wonderful, especially looking from a historical perspective. Two of the students that graduated were generational kids at ACE. Our attendance was significant. We created time for home visits. It is worth the time to visit people at their homes. We are updating our school safety and wellness plan.

X. Items for Board Discussion and Action

- a. Lease to Purchase Agreement Amendment -Dan was told by PED we did not need to have it approved because the price was going down. Later they say that since the term extended we needed to approve it and we needed to include an additional paragraph. Start date January 1. The board needs to approve the resolution.
 - i. Motion: Ronda
 - ii. Second: Carissa
 - iii. Vote: Unanimously Approved

XI. Items for future agenda

- a. Retreat Follow-up
 - b. Teacher and Student presentations
 - C. Resolution for Lease Purchase Agreement.
 - D. Board Training Update next meeting.
- Notes from Executive Board Meeting-Lottery Policy?

XII. Next Regular Meeting, Wednesday, December 20, 2023, 7:30am

XIII. Adjournment:

- a. Motion: Ronda
- b. Second: JR Tarin
- . Vote: Unanimously Approved



ACE Leadership High School
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Wednesday, December 20, 2023
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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)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the *11/22/2023* Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Student/Staff Presentation-Windspired with Erik and Jason
- VII.** Finance Report and Approvals (Action)
 - a. Vote to approve November 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:
 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- c. P-card Approval for October, 2023
 - i. Motion:
 - ii. Second:
 - iii. Vote:

VIII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee
- c. Industry Engagement

IX. ACE Foundation Report

X. Co-Director's Report

XI. Items for Board Discussion and Action

- a. Discussion and possible action to consider approval of Resolution on Lease Purchase Agreement with ACE Leadership High School Foundation subject to approval by PED and PSFA.
 - i. Motion:
 - ii. Second:
 - iii. Vote:
- b. Retreat Follow-up (no action item)
- c. Board Training Update (no action item)

XII. Items for future agenda

- a.

XIII. Consideration for Approval to Adjourn to Closed Session

Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)), ACE Leadership High School Audit Committee to report the results of the audit to the remainder of the GC. Pursuant to (§12-6-5) NMSA and the NM Attorney General's Open Meetings Act Compliance Guide (p. 19).

XIV. Next Regular Meeting, Wednesday, 1/24/2023 7:30am

XV. Adjournment:

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



ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, April 24th, 2024
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
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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)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the 3/27/2024 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, 2024 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:
 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:
 - c. P-card Approval for March, 2024 Payment
 - i. Motion:
 - ii. Second:
 - iii. Vote:

VII. Co-Director's Report

a.

VIII. Items for Board Discussion and Action

- a. Consideration and approval of resolution of governing council to enter into lease purchase agreement. (Action)
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- b. Consideration and Action on approval of proposed LPA for the new property at 1234 Bellamah Ave. NW, Sawmill Industrial Tract A-2. (Action)
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- c. Consideration and approval to conditionally approve the ACE 2024-2025 budget pending final approval by the PED with possible budget changes. (Action)
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- d. Consideration and approval of ACE Leadership 24-25 Calendar. (Action)
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- e. Consideration and approval of ACE Leadership 24-25 Salary Schedules as presented in the budget package. (Action)
 - i. Motion:
 - ii. Second:
 - iii. Vote:

IX. Items for future agenda

- a. Executive Director Evaluation

X. Next Regular Meeting, Wednesday, May 22nd at 7:30 am

XI. Adjournment:

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



ACE Leadership High School
Regular Meeting of the Governing Board
August 23, 2023
Agenda

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

at ACE or *Or virtually on Zoom: {insert Zoom Link here}*

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

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

- IV.** Approval of the *July 26, 2023* Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- V.** Public Comment:

- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve July, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - c. P-card Approval for July, 2023
 - i. Motion:
 - ii. Second:
 - iii. Vote:

VII. Board Reports

- a. Chair and Executive Committee
 - i. Board Recruitment
 - ii. Set date for Board Retreat
- b. Audit Committee
- c. Industry Engagement

VIII. ACE Foundation Report

IX. Co-Director's Report

- a. Debrief Staff Industry Visits

X. Items for Board Discussion and Action

- a. Secretary Position
 - 1. Motion:
 - 2. Second:
 - 3. Vote:
- b. Staff Education Policy Revision
 - 1. Motion:
 - 2. Second:
 - 3. Vote:
- c. Charissa Wells joining the ACE Leadership HS Board
 - 1. Motion:
 - 2. Second:
 - 3. Vote:

XI. Items for future agenda

- a. Meaningful Data Dashboard Update
- b.

XII. Next Regular Meeting, Wednesday, *September 27, 2023*, 7:30am

XIII. Adjournment:

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



ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, February 28, 2024
Agenda

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

- IV. Approval of the 1/24/2024 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- V. Public Comment:

- VI. New Board Membership - Approval of Emma Curd joining the ACE Leadership HS Board (Action)
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- VII. Finance Report and Approvals (Action)
 - a. Vote to approve January 2024 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - b. Vote to approve BARs

- i. Motion:
- ii. Second:
- iii. Vote:

c. P-card Approval for December, 2024

- i. Motion:
- ii. Second:
- iii. Vote:

VIII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee
 - i. Committee met and are working on Corrective Action Plan
- c. Industry Engagement

IX. ACE Foundation Report

X. Review of Academic Data - Casey

XI. Co-Director's Report

- a. Proposed new bell schedule & calendar
- b. Evening Expansion
- c. NM Legislature Update

XII. Items for Board Discussion and Action

- a. Approval of ACE Leadership Training, Experience, Credit Policy
 - i. Motion:
 - ii. Second:
 - iii. Vote:
- b. Retreat Follow-up (Discussion with no action item)
- c. Board Training Update (Discussion with no action item)

XIII. Items for future agenda

- a. Student & Teacher Presentations
- b. LPA for new land

XIV. Next Regular Meeting, Wednesday, 3/27/2024 7:30am

XV. Adjournment:

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



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- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the 12/20/2023 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Student/Staff Presentation
 - a. Work-Based Learning Wednesdays - Julie Jaynes and Matt Salas
- VII.** Finance Report and Approvals (Action)
 - a. Vote to approve December 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:
 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- c. P-card Approval for November, 2023
 - i. Motion:
 - ii. Second:
 - iii. Vote:

VIII. Board Reports

- a. Chair and Executive Committee
- b. Audit Committee
 - i. Report out on results of FY 2023 Audit Findings
- c. Industry Engagement

IX. ACE Foundation Report

X. Co-Director's Report

XI. Items for Board Discussion and Action

- a. Approval of Assets Disposal List through December 2023
 - i. Motion:
 - ii. Second:
 - iii. Vote:
- b. Retreat Follow-up (Discussion with no action item)
- c. Board Training Update (Discussion with no action item)

XII. Items for future agenda

- a. T and E Policy

XIII. Next Regular Meeting, Wednesday, 2/28/2024 7:30am

XIV. Adjournment:

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



ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, June 26th, 2024
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am
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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)
 - a. Motion:
 - b. Second:
 - c. Vote:
- IV.** Approval of the *May/22/2024* Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:
- V.** Public Comment:
- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve May, 2024 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:
 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:
 - c. P-card Approval for May, 2024 Payment
 - i. Motion:
 - ii. Second:
 - iii. Vote:

VII. Co-Director's Report

- a. School Support and Readiness Assessment Report

VIII. Items for Board Discussion and Action

- a. Staff Personnel and Policy Handbook 2024-2025 (Action)

- i. Motion:

- ii. Second:

- iii. Vote:

- b. Approval of ACE 2023-2024 Inventory and Disposal of Salvage (Action)

- i. Motion:

- ii. Second:

- iii. Vote:

- c. Stipends for Hard to Staff Positions policy for SY 24-25

- i. Motion:

- ii. Second:

- iii. Vote:

- d. APS Full Site Visit Report SY 23-24 (No Action)

- e. ACE Leadership Transition Planning Discussion (No Action)

IX. Items for future agenda

- a. Governing Board Officer Elections

- b. OMA Resolution

- c. SY 24-25 Lottery Policy

X. Next Regular Meeting, Wednesday, July 24th 7:30 am

XI. Adjournment:

- a. Motion:

- b. Second:

- c. Vote:



ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, May 22, 2024
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 HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104
Or virtually on Zoom: Join Zoom Meeting
<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrQT09>

Meeting ID: 329 531 9549
Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:

- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:

- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- IV.** Approval of the 4/24/2024 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- V.** Public Comment:

- VI.** Student/Staff Presentation- What the scale? - Gilbert Marquez and students

- VII.** Finance Report and Approvals (Action)
 - a. Vote to approve April, 2024 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- c. P-card Approval for April, 2024 Payment
 - i. Motion:
 - ii. Second:
 - iii. Vote:

- VIII.** Foundation Report (Justin Trager)
 - a. New property LPA challenges

- IX.** Board Reports
 - 1. Chair and Executive Committee
 - o Board Recruitment
 - 2. Finance Committee
 - 3. Audit Committee
 - 4. Industry Engagement Committee (JR, Matt)

- X.** Co-Director's Report
 - a.

- XI.** Items for Board Discussion and Action
 - a. Consideration and approval of resolution of governing council to enter into lease purchase agreement. (Action)
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - b. 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 to review personnel matters: (Action)
 - i.** Motion
 - ii.** Second:
 - iii.** Vote:

Following Closed Session, the Board will return to Open Session and issue its Statement of Closure and may act on the Executive Director's contract.

- XII.** Items for future agenda
 - a.

- XIII.** Next Regular Meeting, Wednesday, June 26 at 7:30 am

- XIV.** Adjournment:

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

ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, April 24th, 2024
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 HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104 Or virtually on Zoom: Join Zoom Meeting*

<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrOT09>

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present: Ronda Gilland Lopez, Lon Freeman, Gabby Romero, Charissa Inman, Emma Curd, Jeff Steele, Dan Erickson, Jr. Tarin

Members Not Present:

Other Attendees: Casey Mason,, Ralph Gonzalez Justin Trager, Sammi Marquez

III. Approval of Agenda (Action)

- a. Motion: Lon Freeman
- b. Second: Dan Erickson
- c. Vote: Unanimously Passed

IV. Approval of the 3/27/2024 Governing Board Meeting Minutes (Action)

- a. Motion: Dan Erickson
- b. Second: Gabby Romeroa
- c. Vote: Unanimously Approved

V. Public Comment: No Public Comment

VI. Finance Report and Approvals (Action) Financial Update. Finance Team and did an in depth review. Reviewed voucher disbursement, financial statement, and p-card. Everything was well supported, small adjustments that needed to be made . Journal entries were reviewed.

- a. Vote to approve March, 2024 Voucher Disbursements, Bank Reconciliation and Financial Reports.
 - i. Motion: Dan Erickson
 - ii. Second: Emma Curd
 - iii. Vote: Unanimously Approved
- b. Vote to approve BARs
 - i. Motion: Lon Freeman
 - ii. Second: Jeff Steele
 - iii. Vote: Unanimously Approved

c. P-card Approval for March, 2024 Payment

- i. Motion: Jeff Steele
- ii. Second: Charissa Inman
- iii. Vote: Unanimously Approved

VII. Co-Director's Report

a. Justin Graduation will be at the convention center. KidWind Competition, ACE took 1st and 2nd place.

Ralph- Two Fridays ago a student had a firearm on campus. Initially looked for a vape, Ralph checked his backpack, found the firearm. The student was trying to sell the gun, did not bring it to school for violent intent. Both students are in juvenile detention.

VIII. Items for Board Discussion and Action

a. Consideration and approval of resolution of governing council to enter into lease purchase agreement. (Action)

- i. Motion: Jeff Steele
- ii. Second: Emma Curd
- iii. Vote: Unanimously Approved

b. Consideration and Action on approval of proposed LPA for the new property at 1234 Bellamah Ave. NW, Sawmill Industrial Tract A-2. As mended.

Makes sense to have a separate LPA from the current property. Need an LPA in place so we can spend the capital outlay money. Straight forward LPA, \$480,000, the foundation negotiated down from \$680,000, comes out to \$2,000 a month.

- i. Motion: Charissa Inman
- ii. Second: Emma Curd
- iii. Vote: Unanimously Approved

c. Consideration and approval to conditionally approve the ACE 2024-2025 budget pending final approval by the PED with possible budget changes. (Action)

Explanation of the decrease in revenue. We made some adjustments to insure incoming revenue to expenditure. We contracted two positions, Literacy Interventionist, Combined Community School Coordinator and Community Engagement Coordinator into one position. Sammi reviewed the budget packet. This year we are losing non-recurring revenue, 3% increase to pay staff, and increase in benefit costs. \$6.5 million dollar budget overall. Lon says the budget has been done very well. The cost increases are astronomical.

- i. Motion: Lon Freeman
- ii. Second: Jeff Steele
- iii. Vote: Unanimously Approved

d. Consideration and approval of ACE Leadership 24-25 Calendar. (Action)

- i. Motion: Jeff Steele
- ii. Second: Charissa Inman
- iii. Vote: Unanimously Approved

e. Consideration and approval of ACE Leadership 24-25 Salary Schedules as presented in the budget package. (Action) Salary schedules did not change this year. They are competitive.

- i. Motion: Jr Tarin
- ii. Second: Gabby Romero
- iii. Vote: Unanimously Approved

IX. Items for future agenda

- a. Executive Director Evaluation
- B. Project Presentation

X. Next Regular Meeting, Wednesday, May 22nd at 7:30 am

XI. Adjournment:

- a. Motion: Dan Erickson
- b. Second: Jeff Steele
- c. Vote: Unanimously Approved



**ACE Leadership High School
Regular Meeting of the Governing Board**

August 23, 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), Charissa WellsI (AGC of NM)

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: JR Tarin
- Vote: Unanimously approved

V. Public Comment: No public comment

VI. Finance Report and Approvals (Action)

Sammi Marquez stated reviewed the BARs for this meeting. Approval of the reviewed BARs.

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.

- a. Vote to approve July, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports

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

- a. Vote on Budget Adjustment Requests (BAR)

- Motion:Lon Freeman
- Second:Ronda Gilliland Lopez
- Vote: Unanimously approved

- c. P-card Approval for June 2023

- Motion: Dan Erickson
- Second: Ronda GillilandLopez
- Vote: Unanimously approved

VII. Board Reports

- a. Chair and Executive Committee
 - Ronda mentioned this year's board retreat will be October 25, 2023 at the MCA/SMACNA office.
- b. Audit Committee
 - Reported the audit is taking place. No items to discuss at this point.
- c. Industry Engagement Committee
 - No report.

VIII. Foundation Report (Justin Trager)

- a. Completed and submitted paperwork with IRS for the Foundation to become an official 501(c)3 Support Organization. At this time ACE Governing Board has power to appoint ACE Foundation members. The bylaws have been revised to reflect this process.
- b. Looking to recruit another member with development and fundraising experience.
- c. Replat and rezoning on new land purchase building has been slow, the group is meeting later in the day to discuss and get one the same page.

IX. Co-Director's Report

- a. Justin Trager
 - Discussed an email that he sent out to the families after some students voiced concerns over text messages with underlying threats of safety to the school. Before it had become an issue the administration had already handled it before it turned into any type of incident.
- b. Casey Mason
 - Provided an overview of the assessments and the scores for the student body. ACE completed the first round of short cycle assessment with more than 80% students completing it on the first day, and all in all the test anxiety appeared low. We are preparing for PSATS to be taken at school for the first time, 80 sophomores are scheduled to be tested and 30 students need special accommodations.
- c. Ralph Gonzales
 - Provided an overview of safety concerning the school.
- d. Matt Salas

- Currently there are over 260 students.
- Need help, especially with HVAC, on Work-Based Learning Wednesdays.

X. Items for Board Discussion and Action

a. Secretary Position

- Discussion on a new Secretary was introduced to the floor. After a brief discussion it was decided to wait until September to discuss.

b. Staff Education Policy

- Licensing certification guidelines were reviewed. When the policy was first implemented the guidelines were not clear in requiring passing of the test or completing the class for reimbursement to take place. A revised policy was reviewed and after a brief discussion it was determined that reimbursement will take place upon successful completion.

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

2. Charissa Wells joining the ACE Leadership HS Board

- Charissa Wells was introduced to the Board, she is interested in becoming a governing council board member. Charissa is workforce development for AGC of New Mexico. After a brief discussion it was decided to vote on Charissa becoming a new Board member.

- Motion: Ronda Gilliland Lopez
- Second: JR Tarin
- Vote: Unanimously approved

3. Items for future agenda

- Secretary Position
-

4. Next Regular Meeting, Wednesday, September 27, 2023

5. Adjournment: Meeting adjourned at 8:47 am



**ACE LEADERSHIP
HIGH SCHOOL**

Building Leaders with AGC



ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, December 20, 2023
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 HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104
Or virtually on Zoom: Join Zoom Meeting
<https://us06web.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: Jeff Steele, JR Tarin, Lon Freeman,,Charissa Wells
Members Not Present: Ronda Gilliland-Lopez, Dan Erickson, Gabby Romero

Other Attendees: Justin Trager (ACE), Alex McNease (ACE), Matt salas (ACE), Ralph Gonzalez (ACE). Dan Hill (DMH Law), Bryan Runyon (K12 Accounting)
- III.** Approval of Agenda (Action)
 - a. Motion: Lon
 - b. Second: Jeff
 - c. Vote: Unanimously approved
- IV.** Approval of the 11/22/2023 Governing Board Meeting Minutes (Action)
 - a. Motion: Charissa
 - b. Second: Jeff
 - c. Vote: Unanimously approved
- V.** Public Comment: none
- VI.** Student/Staff Presentation-Windspired with Erik and Jason
 - a. Alexa Gonzalez Cruz, Joselyn Reyes-Sotelo, Ismael Delfin and Gabe Gomez and their teachers Erik Donald and Jason Liddell presented shared work and learning from teh Windspired at STEM that examen wind energy answer the driving question: How can we build the best wind turbine to power New Mexico?
- VII.** Finance Report and Approvals (Action)

Lon Freeman presented the financial report. He noted no unusual activity and stated that taxes had been remitted timely. He reviewed 3 BARs, as well as all other financial reports. Checks were reviewed, as well as financial data. He noted 69% of expenditures is going to instruction and instruction support which is an increase from last year, liquidity is evening out, and there were no journal entries for this month.

- a. Vote to approve November 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion: Charissa
 - ii. Second: Jeff
 - iii. Vote: Unanimously approved
- b. Vote to approve BARs
 - i. Motion: Lon
 - ii. Second: Charissa
 - iii. Vote Unanimously approved
- c. P-card Approval for October, 2023
 - i. Motion: Charissa
 - ii. Second: Jeff
 - iii. Vote: Unanimously approved

VIII. Board Reports

- a. Chair and Executive Committee
 - i. John Dautriel has resigned from Board due to travel and scheduling conflicts; he will serve on industry engagement committee.
 - ii. Provided updates on APS board - possible goal for next year to do a pro/con on APS vs State for chartering.
 - iii. Board recruitment: Emma Curd from Fortis (Hopefully she will be at the board meeting in January) Mark from Naxalon- Has been apart of the AGC and advocates for individuals working in the trades.
- b. Audit Committee
 - i. Audit still not public
- c. Industry Engagement
 - i. We will establish a recurring meeting in 2024 to focus on the mission of this and the vision of students transitioning

IX. ACE Foundation Report

- a. New Land Acquisition- Zoning meeting happened 12/19- Felt it went well, part II of Development hearing is happening on 12/20
- b. Zoning there is 15 days to make a decision and 15 days for an appeal.
- c. No asbestos in the building
- d. Foundation is going fine. Working on revising lease to purchase.

X. Co-Director's Report

Co-Director Report:

- **Matt**
 - First holiday market this last Saturday. There were over 40 vendors.
 - We have had over 20 different family or community engagement events this year so far. We are on track to hit 40-50 events by the end of the year.
 - WBL program is going well, 12 different workshops are taking place- CAD, software, designing, plumbing, construction, welding, different service learning groups (three different locations), math skill building, seniors in internships and job shadowing. Students will be job shadowing for 6 weeks with NAPA, Jaynes corporation and the City

of Albuquerque. They will be rotating through different departments every six weeks. There are two buses picking up kids and doing multiple pick ups and drop offs.

- We have 84% of our capstone students in a paid internship right now. $\frac{2}{3}$ of those students are in an ACE industry for their internship. We have paid out \$35,000 in paid internships so far.
- Enrollment is just under 285. We have a waiting list.
- Open house is scheduled for March 27th.
- Our award ceremony is happening this Thursday 12/21/23 to receive micro credentials.
- **Ralph-**
 - School culture- we did the twinkle light parade which helps build relationships.
 - During the meeting with APS site visit attendance was discussed. We are the only school or the one seeing most improvement on student attendance.
- **Justin-**
 - Visit with APS- went really well. It was more of a celebration. Our attendance is improving over the next two years.
 - We are trying to hire an EA.
 - A teacher did put in their notice and we are in the process of doing interviews. We think we will be okay.
 - We have a staff party today(12/20/23) at Main Event for food and games.
 - We want an end of the year partner celebration. We want to have an event at the school with awards and to thank them for their support and work.
 - Heavy equipment rodeo is going to be at expo New Mexico because it has grown so big. AGC and the national company are going to work together. ACE will still go.

XI. Items for Board Discussion and Action

- a. Discussion and possible action to consider approval of Resolution on Lease Purchase Agreement with ACE Leadership High School Foundation subject to approval by PED and PSFA.
 - i. Motion: JR
 - ii. Second: Lon
 - iii. Vote: Unanimously approved
- b. Retreat Follow-up (no action item)
 - i. Moved to next month
- c. Board Training Update (no action item)
 - i. Dan is in the process of hiring someone that is approved to do all training hours. Dan wants to map out with her a way to get all the training hours done for the school. That can be done in a retreat or adding it on to meetings. In January we can talk about this more openly and how to get the rest of the hours done.

XII. Items for future agenda

- a. Audit Closed Session
- b. Retreat Follow-up
- c. Board Training

XIII. Consideration for Approval to Adjourn to Closed Session

Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)), ACE Leadership High School Audit Committee to report the results of the audit to the remainder of the GC. Pursuant to (§12-6-5) NMSA and the NM Attorney General's Open Meetings Act Compliance Guide (p. 19)

- a. Delayed to next meeting

XIV. Next Regular Meeting, Wednesday, 1/24/2023 7:30am

XV. Adjournment:

- a. Motion: Lon
- b. Second: Jeff
- c. Vote: Unanimously approved



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:

ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, June 26th, 2024
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 HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104 Or virtually on Zoom: Join Zoom Meeting*

<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrOT09>

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

I. Call to Order for Regular Meeting:

II. Roll Call for Quorum:

Members Present: Dan Erickson, Emma, Lon, Gabby Romero, Ronda, JR Tarin, Jeff Steele,

Members Not Present: Carissa

Other Attendees: Justlin Trager, Casey Mason, Matt Salas, Ralph Gonzalez, Dan Hill, Sammi Marquez

III. Approval of Agenda (Action)

a. Motion: JR Tarin

b. Second: Jeff Steele

c. Vote: Approved unanimously

IV. Approval of the *May/22/2024* Governing Board Meeting Minutes (Action)

Comment, when going into Executive Session, need Roll Call Going in and Role Call going out. Dan says there is a roll call going in and a statement of closure at the end.

aMotion: Lon Freeman-Motion of Approval with Corrections

b. Second: Emma Curd

c. Vote: Approved unanimously

V. Public Comment: No Public Comment

VI. Finance Report and Approvals (Action).

Bank Reconciliation and Financial Reports reviewed. P Card reconciled, journal entries were all reclassifications and were reviewed. Simple Treasurer Report this month. Nothing out of the ordinary on the checks. We payed our taxes, A few outstanding checks HR Assistant reached out, one was voided, the rest are still pending.

a. Vote to approve May, 2024 Voucher Disbursements, Bank Reconciliation and Financial Reports

i. Motion: Dan Erickson

ii. Second: Lon Freeman

iii. Vote: Approved unanimously

b. Vote to approve BARs No Bars-

c. P-card Approval for May, 2024 Payment

i. Motion: Emma Curd

ii. Second: Jeff Steele

iii. Vote: Approved unanimously

VII. Co-Director's Report

a. School Support and Readiness Assessment Report. Reviewed Next Steps listed in the report. We will get money next year due to our CSI designation.

B. We are fully staffed for next year, minus the evening Education Assistant.

C. Justin attended a PEC session on rechartering. He got some good information and networked with PEC members.

D. Matt-213 internship over the past two years. 70% have been construction related. 83%of extended learning has been in the ACE industries. Confident we will hit our day mark for enrollment of 230 pretty quickly. Evening will be a bit slower, but he is confident we will meet them.

E. Ralph-We are in the process of acquiring buses. School ended on a positive note with student culture. Very few fights this year.

F. Casey- EOY short cycle assessment 75% grew in math, 64% in reading.

G. Justin-Foundation Updates-Public School Finance Authority rejected giving us a letter for LPA. They want all plans done and approved before we can spend school money. So, the next step is to do the plans and to move forward. We will be unable to put a portable on the land without the LPA, we will put the portable on the current campus, by the basketball court.

H. Committees-With Ronda stepping out of president's role, JR will take on the lead in the Executive Board committee.

VIII. Items for Board Discussion and Action

a. Staff Personnel and Policy Handbook 2024-2025 (Action)

i. Motion: Jr. Tarin

ii. Second: Emma Curd

iii. Vote: Approved unanimously

b. Approval of ACE 2023-2024 Inventory and Disposal of Salvage (Action)

i. Motion: Lon Freeman

ii. Second: Jeff Steele

iii. Vote: Approved unanimously

c. Stipends for Hard to Staff Positions policy for SY 24-25

i. Motion: Emma Curd

ii. Second: Jr Tarin

iii. Vote: Approved unanimously

d. APS Full Site Visit Report SY 23-24 (No Action)

Just reviewed the Report indicating we are doing well on compliance with APS. Only two yellow and no red.

e. ACE Leadership Transition Planning Discussion (No Action)

IX. Items for future agenda

- a. Governing Board Officer Elections
- b. OMA Resolution
- c. SY 24-25 Lottery Policy
- D. ACE Leadership Transition Plan

X. Next Regular Meeting, Wednesday, July 24th 7:30 am

XI. Adjournment:

- a. Motion: Lon Freeman
- b. Second: JR Tarin
- c. Vote: Approved unanimously

ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, May 22, 2024

MEETING MINUTES

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 7:30am *The meeting will take place at ACE Leadership HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104 Or virtually on Zoom: Join Zoom Meeting*

<https://us06web.zoom.us/j/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, Dan Erickson, Charissa, JR Tarin, Gabby Romero, Jeff Steele, Emma Curd

Members Not Present: Lon Freeman,

Other Attendees: Sammi Marquez, Dan Hill, Ralph Gonzalez, Justin Trager, Diane Styma, Gilbert Marquez, Julissa Archuleta, Claudio Gonzalez,

III. Approval of Agenda (Action)

- a. Motion: JR Tarin
- b. Second: Dan Erickson
- c. Vote: Passed Unanimously

IV. Approval of the 4/24/2024 Governing Board Meeting Minutes (Action)

- a. Motion: Charissa Inamn
- b. Second: JR
- c. Vote: Passed Unanimously

V. Public Comment: None

VI. Student/Staff Presentation- Gilbert Marquez, Diane Styma, Julissa Archuleta and Claudio Gonzalez. Project teachers and students presented on the project Architectural Scale. The focus of the class is to systematically introduce key architectural concepts and skills to our first year students, with the hope of building on the skills through other projects.

VII. Finance Report and Approvals (Action)

Bank Reconciliation and Financial Reports. Blanket BAR, Year End, happens every May to prepare for the end of year.

ACE is meeting its CIS and IRS obligations. Pull a random file as an internal check, We pulled the United Rentals for review. Food Service projection is higher than the budget. We have become a school food authority for the first time, we are learning the new process. We unfortunately missed a few deadlines and we will come up short. We caught it, we are fine now. The foundation awarded us money, and the statement names that. We did lose out on money from other sources, but we have a plan and it is covered. We got another \$50,000 in HB2 money. We applied for \$258,000 for Innovation Zone instead of \$200,000, hopefully we will get it. Journal entries were reported and reviewed.

a. Vote to approve April, 2024 Voucher Disbursements, Bank Reconciliation, and Financial Reports

- i. Motion: JR Tarnin
- ii. Second: Jeff Steele
- iii. Vote: Unanimously Approved.

b. Vote to approve BARs

- i. Motion: Dan Erickson
- ii. Second: Jeff Steele
- iii. Vote: Unanimously Approved

c. P-card Approval for April, 2024 Payment

- i. Motion: Charissa Inman
- ii. Second: Emma Curd
- iii. Vote: Unanimously Approved

VIII. Foundation Report (Justin Trager)

a. New property LPA challenges -We have had a hiccup. We need to fully own the property before we can use capital outlay money. The Public School Facilities Authority, separate from PED, needs to approve the building. The LPA references their letter, we need them to sign off.

IX. Board Reports

- 1. Chair and Executive Committee
 - o Board Recruitment-looking for more board members. They have an idea of career areas they want represented on the board. The foundation is interested in new board members as well. They are looking for fundraising and development, and architecture.
- 2. Finance Committee-No Updates
- 3. Audit Committee-No Updates
- 4. Industry Engagement Committee (JR, Matt) -Meet on Friday mornings monthly.

X. Co-Director's Report

a. Graduation on Friday at the Convention Center. We had a site visit in the fall for our CSI designation, and next week we have an end of year visit to share what we have done. APS

visit next week and Isleta Higher Education Department wants to come and visit. Innovation Zone and LANL Foundation had a site visit last week.

Casey-Graduation this Friday. Organizing information to see who will be a senior next year. Ralph-Wrapping up the year, working strategically with specific students so they are set up for next year. Ralph got two buses donated.

Matt-Last day of work-based learning Wednesday. Enrollment has been big, a lot of interest. There will be some billboards up starting in mid-June.

XI. Items for Board Discussion and Action -Need to postpone this item.

a. Consideration and approval of resolution of governing council to enter into lease purchase agreement. (Action)

i. Motion:

ii. Second:

iii. Vote:

b. 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 to review personnel matters: (Action)

i. Motion: Jr Tarin

ii. Second: Jeff Steele

iii. Vote: Unanimously Approved

Following Closed Session, the Board will return to Open Session and issue its Statement of Closure and may act on the Executive Director's contract.

8:55 am The Board returned to open session and affirmed only items discussed were what was on the agenda.

XII. Items for future agenda

a. Policy and Staff Handbook

XIII. Next Regular Meeting, Wednesday, June 26 at 7:30 am

XIV. Adjournment:

a. Motion: Dan Erickson

b. Second: Jeff Steele

c. Vote: Unanimously Approved



ACE Leadership High School
Regular Meeting of the Governing Board
October 25, 2023
Minutes

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 11:00 am

The meeting will take place at MSA SMACNA of NM
4901 Chappell Dr NE, Albuquerque, NM 87107
Or virtually on Zoom: Join Zoom Meeting

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

Meeting ID: 329 531 9549

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,
 - Members Not Present: John Dautriel, Lon Freeman
 - Others Present: Justin Trager (ACE), Dan Hill (DMH Law), Sammi Marquez (K12 Accounting)
- III.** Approval of Agenda (Action)
 - Motion: Jr Tarin
 - Second: Ronda Gilliland-Lopez
 - Vote: Unanimously approved
- IV.** Approval of the September 27, 2023 Governing Board Meeting Minutes As corrected (Action)
 - Motion: JR Tarin
 - Second: Dan Erickson
 - Vote: Unanimously approved
- V.** Public Comment: No public comment

VI. 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.

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.

- a. Vote to approve September 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion: JR Tarin
 - ii. Second: Gabby Romero
 - iii. Vote: Unanimously approved

- a. Vote to approve Budget Adjustment Requests (BAR)
 - i. Motion: Gabby Romero
 - ii. Second: JR Tarin
 - iii. Vote: Unanimously approved

- a. P-card Approval for September 2023

- i. Motion: Ronda Gilliland-Lopez
- ii. Second: Gabby Romero
- iii. Vote: Unanimously approved

VII. Items for Board Discussion and Action

- a. Board Received Training from Dan Hill
- b. Board discussed strategic planning

VIII. Items for future agenda

- a. Board Training

IX. Next Regular Meeting, Wednesday, November 22, 2023 at 7:30 a.m.

X. Adjournment: at 4:00 pm



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

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

at ACE or *Or virtually on Zoom: {insert Zoom Link here}*

<https://us06web.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 21, 2023* Governing Board Meeting Minutes (Action)
 - Motion:
 - Second:
 - Vote:

- V.** Public Comment:

- VI.** Finance Report and Approvals (Action)
 - Vote to approve June, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:
 - Vote to approve BARs
 - Motion:
 - Second:
 - Vote:
 - P-card Approval for June, 2023

- Motion:
- Second:
- Vote:

VII. Board Reports

- Chair and Executive Committee
- Finance Committee
- Audit Committee
- Industry Engagement

VIII. ACE Foundation Report

IX. Co-Director's Report

- Academic Data from SY 22-23 - Casey Mason

X. Items for Board Discussion and Action

1. Open Meetings Act Resolution

- Motion:
- Second:
- Vote:

2. Approval of 2022-2023 Inventory

- Motion:
- Second:
- Vote:

3. Updated Lease to Purchase Agreement with ACE Leadership HS Foundation

- Motion:
- Second:
- Vote:

4. Board Secretary Position Discussion - possible action

- Motion:
- Second:
- Vote:

5. PTO Incentive Policy Discussion - possible action

- Motion:

- Second:
- Vote:

XI. Items for future agenda

- Staff Education Policy revision

XII. Next Regular Meeting, Wednesday, *August 23, 2023*, 7:30am

XIII. Adjournment:

- Motion:
- Second:
- Vote:



ACE Leadership High School
Regular Meeting of the Governing Board
June 21, 2023
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://us06web.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:
Others Present:

- III.** Approval of Agenda (Action)
 - Motion:
 - Second:
 - Vote:

- IV.** Approval of the May 24, 2023 Governing Board Meeting Minutes (Action)
 - Motion:
 - Second:
 - Vote:

- V.** Public Comment:

- VI.** Student/Teacher Presentation

VII. Finance Report and Approvals (Action)

- Vote to approve May, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion:
 - Second:
 - Vote:

- Vote to approve May, 2023 Budget Adjustment Requests (BAR)
 - Motion:
 - Second:
 - Vote:

- P-card Approval for May, 2023
 - Motion:
 - Second:
 - Vote:

VIII. Foundation Report (Justin Trager)

IX. Board Reports

1. Chair and Executive Committee
2. Finance Committee
3. Audit Committee
4. Industry Engagement Committee (JR, Matt, Justin)

X. Co-Director's Report

XI. Items for Board Discussion and Action

1. APS end of year site visit debrief (Justin)
2. Work-based Learning Wednesdays (discussion only)



3. Hard to Staff Positions policy (Vote)
 - Motion:
 - Second:
 - Vote:

4. Graduation Requirements Policy (Vote)
 - Motion:
 - Second:
 - Vote:

5. Items for future agenda
 - Lease to purchase renegotiation (Board vote July)
 - Special Education policy (summer)
 - Staff handbook
 - Open meetings Act (Board vote in July)
 - Inventory (July)
 - Lottery Policy updates (Board vote in July)
 - NMPED Public Accountability System updates (Vista)

6. Next Regular Meeting, Wednesday, July 26, 2023

7. Adjournment:

**ACE Leadership High School
Regular Meeting of the Governing Board**
June 21, 2023
Minutes

MINUTES

- I.** Call to Order for Regular Meeting: JR Tarin called to order at 7:33am
- II.** Roll Call for Quorum:
Members Present: JR Tarin, Amy Ballard, John Dautriel, Gabby Romero, Jeff Steele, Lon Freeman, Dan Erickson
Members Not Present: Ronda Gilliland-Lopez, Sal Tortorici
Others Present: Justin Trager (ACE), Dan Hill (DMH Law), Sammi Marquez (K12 Accounting), Casey Mason (ACE), Ralph Gonzalez (ACE), Matt Salas (ACE)
- III.** Approval of Agenda (Action)

Discussion: Add discussion and Board vote for AY 2023-24 Lottery Policy to agenda.

Vote to approve agenda as amended:
- Motion: Amy Ballard
 - Second: Jeff Steele
 - Vote: Unanimously approved
- IV.** Approval of the May 24, 2023 Governing Board Meeting Minutes (Action)
- Motion: Lon Freeman
 - Second: Gabby Romero
 - Vote: Unanimously approved
- V.** Public Comment: No public comment
- VI.** Student/Teacher Presentation
No student presentation

VII. Finance Report and Approvals

Lon stated that the committee was doing more active monitoring of internal controls. This month 2 payment vouchers were audited to insure that expenditure authorizations are being done correctly. This revealed that things are being done correctly.

JR asked about COVID-related charges. Justin stated that these will be going away as State has not been authorized for extensions on these payments.

Lon presented the financial information and stated that budgets reflected expected end of year expenditures. Per student spending reviewed—appropriate. All taxes remitted timely. Journal entries were also done appropriately. Bank balances reconcile, purchasing card purchases reviewed and all PO's and approvals appropriate.

- Vote to approve May, 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports
 - Motion: Jeff Steele
 - Second: JR Tarin
 - Vote: Unanimously approved

- Vote to approve May, 2023 Budget Adjustment Requests (BAR)

No BAR's submitted for June.

- P-card Approval for May, 2023
 - Motion: John Dautriel
 - Second: Lon Freeman
 - Vote: Unanimously approved

VIII. Foundation Report (Justin Trager)

Still working on purchase of land. Everything is in place and moving forward. We are now in good standing with all foundation requirements from the State. We will use this to petition the federal government to change status.

Still seeking new Board members.

JR inquired about rezoning. Justin stated that this will be happening, but it is a slow process because particularly platting is a slow process. JR offered assistance with surveying the property.

IX. Board Reports

1. Chair and Executive Committee

The Executive Committee met. Request to get Outlook calendar invites to important events, particularly graduation.

2. Finance Committee

The Finance Committee met.

3. Audit Committee

The Audit Committee met.

4. Industry Engagement Committee (JR, Matt, Justin)

The committee met to set some calendar items including visits by industry partners to ACE on the morning of July 18th. July 28th will arrange to send ACE staff out to visit jobsites to give them familiarity with this work.

X. Co-Director's Report

- Justin Trager:

Reported that the new State Accountability System is being reviewed with regard to various regulations. Unclear how punitive vs. supportive the system will be. The data portal has been redone based on new categories that are not totally clear at this time. Staff will be reviewing.

Dan Hill reviewed the background of assigning school grades, Vistas, etc. This is replacing the report card system. Based on 2021 SAT scores of juniors only. ACE is a CSI GRAD rating. Justin said that the system is very new and we need better understanding of what all the ratings mean. Justin encouraged the Board to visit the Vistas website.

Justin reminded the Board that with the support of Rachel who we met at the retreat, ACE is building a dashboard with meaningful measures for ACE.

- Ralph Gonzales:

Ralph mentioned the unfortunate losses this year at ACE, but that the school is moving forward with positive plans. Targeted interventions with students for various reasons are happening this week. Health Center is functioning. Campus construction will be expanding once permits are obtained but is moving forward well.

He stated that the larger number of students will require reviewing safety plan including contact system.

- Casey Mason

Final exhibitions went well. There are some large initiatives underway for staff including reading interventionist. Still trying to hire 2 teachers and educational assistants.

- Matt Salas

Enrollment is going well. Nearly 20 families have filled out lottery entries, over and above previous. Expect a spike in enrollment closer to fall. Recruitment efforts are underway including billboards and other tools. Enrollment process has been revamped to make it easier for families.

XI. Items for Board Discussion and Action

1. APS end of year site visit debrief (Justin)

Justin reviewed the annual APS visit report. Board reviewed fall previously, spring is new information. Overall compliance is in good shape. Justin reminded the Board that we do meet our Mission-Specific goals, which is very important. Micro-credentials goal was met with 67% of students obtaining micro-credentials. 86% of graduates received a certification (OSHA, First Aid, etc.). The only warnings (yellow) were in the audit findings area around finances. This is due in part to changes introduced late in the process. The only red area is in Special Ed spending. This is an accurate reflection but Justin will be monitoring and should be fixed. Spending on direct instruction is in the yellow category, but due to the way ACE staffs, some positions are not seen as “direct” instruction.

2. Work-based Learning Wednesdays (discussion only)

Justin presented information about this project that is happening at ACE. Justin will share presentation document for dissemination to the Board. The plan was developed in part based on school visits that are doing innovative practices around work-based learning. Plan basically outlines the pathway for students to build skills around CTE training. Includes workshops related to Carpentry, Electrical Trades, Welding, etc. Also guest speakers, job shadowing, dual enrollment and other career exploration. Also could include team-based work at Roadrunner Foodbank or other similar organizations. Sequential, scaffolded way to insure that all students are doing work-based learning.



Matt added that with the increased enrollment there is a greater need for support from the Board, etc. to find speakers, workshop presenters, work opportunities, etc. to make sure that all students have these opportunities. This will benefit industry in the long run. Matt will be working on clearer communication about what the opportunities are.

3. Hard to Staff Positions Stipend policy (Vote)

Includes statement regarding having ACE instructors with advanced industry qualifications such as those required CNM instructors who can offer dual credit, could be eligible for the stipends.

- Motion: Dan Erickson
- Second: John Dautriel
- Vote: Unanimously Approved

4. Graduation Requirements Policy (Vote)

Basically documents what ACE has been doing in writing, most of the document reflects State requirements, also includes capstone requirement and preference for CTE training. Capstone course also proxies for required “honors” courses.

- Motion: Amy Ballard
- Second: Jeff Steele
- Vote: Unanimously approved

5. AY 2023-24 Lottery Policy (Vote)

This policy was introduced last year. This vote reflects changes that reflect realistic enrollment cap numbers.

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

6. Items for future agenda

- Lease to purchase renegotiation (Board vote July)
- Special Education policy (summer)
- Staff handbook
- Open meetings Act (Board vote in July)
- Inventory (July)
- NMPED Public Accountability System updates (Fall)

7. Next Regular Meeting, Wednesday, July 26, 2023

8. Adjournment: Meeting adjourned at 8:45am

ACE Leadership High School
Regular Meeting of the Governing Board
Wednesday, March 27th , 2024
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 HS, 1240 Bellamah Ave. NW, Albuquerque, NM 87104 Or virtually on Zoom: Join Zoom Meeting*

<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrOT09>

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

I. Call to Order for Regular Meeting: Ronda Gilliland-Lopez, Jeff Steele, Charissa Inam, Gabby Romeroa

II. Roll Call for Quorum:

Members Present: Ronda Gilliland-Lopez, Jeff steele, Charissa Inam, Gabby Romero, Emma Curd, JR Tarin.

Members Not Present: Lon Freeman.

Other Attendees: Dann Hill, Sammi Marquez, Justin Trager, Casey Mason, Matt Salas, Athena Serrano, Carlos Sandoval

III. Approval of Agenda (Action)

a. Motion: Jeff Steele

b. Second: Charissa Inam

c. Vote: Passed Unanimously

IV. Approval of the 2/28/2024 Governing Board Meeting Minutes (Action)

a. Motion: Charissa Inam

b. Second: Gabby Romero

c. Vote: Passed Unanimously

V. Public Comment: No Public Comment

VI. Student/Staff Presentation- Escape the Place

Athena Serrano, Credits offered English Language Arts, Social Studies, Microcredentials is Floor Planning. Class is reading from *The Things They Carry*. Carlos, studnet, explained the project, the texts and the literacy strategies. This project culminates in the creation of an escape room.

VII. Finance Report and Approvals (Action)- 8 BARS Receiving our final SEG BAR, we received a slight increase because we increased our student numbers. We received our 2nd allocation for Universal Free Lunch. We received an award from the ACE Foundation for work-based learning program. Reviewed the March report. Moved some of our student interns to foundation grants.. 4.46 liquidity, we have no big

purchases for now so we will see no dips. P-Card statement, reviewed. Journal Entries- reclassifying salaries to SPC Ed, to make sure we are meeting our maintenance of efforts. Taxes have been paid.

a. Vote to approve February 2024 Voucher Disbursements, Bank Reconciliation and Financial Reports.

- i. Motion: Gabby Romero
- ii. Second: Jeff Steele
- iii. Vote: Unanimously approved

b. Vote to approve BARs

- i. Motion: Emma Curd
- ii. Second: Ronda Gilliland-Lopez
- iii. Vote: Unanimously Approved

c. P-card Approval for February, 2024 Payment

- i. Motion: Jeff Steele
- ii. Second: Ronda Gilliland-Lopez
- iii. Vote: Unanimously Approved

VIII. Board Reports

- a. Chair and Executive Committee- Ronda wants to make sure we tell ACE's story, legislatively. The Executive Committee will be the legislative committee focus on getting people into the school. Industry Engagement will do the Industry transition work.
- b. Audit Committee -We met and drafted the corrective action plan. Listed finding and we listed our responses and timeline. Many of the actions consist of adding ongoing topics to weekly meetings between Business Manager and Executive Director.
- c. Industry Engagement- Gabby and Jeff are on the committee. Want to include two teachers on the committee.

IX. ACE Foundation Report-Closed on the land and the building. We have a lease-to-purchase agreement item that will be at the next meeting. We lowered our current lease to purchase agreement. PD has not yet approved this. ACE has been sending the higher payment on our current LPA. The Foundation President has said that the Foundation can give a general grant award to the school, with the extra payment.

X. Co-Director's Report

a. Strategic Plan Progress Monitoring-We are growing steadily. Next step is to expand the facility. Attendance and retention is getting better. System for getting students in senior cohort based on year students started high school versus credits. School-based health center still not open due to state funding. We are tracking family contacts. Students are growing on the DAP assessment, SEL. Our community school work is growing. We developed our own student survey to catch meaningful data. We will have good baseline data from the survey and we will update our goals. Ralph and his team have started field trips during PD weeks. Academics- Reasons to believe we will hit academic growth goals by mid-year. Next steps, structuring anchor projects and skills scaffolding. Industry Engagement-Work-Based Learning Wednesday, two-thirds of students are off campus every Wednesday. Micro-credential database. Growth area-alumni, we built the alumni survey, now we will have to give it. Budget-Doing well, growing, we continue to get soft money and our student numbers are growing. This was a five year strategic plan, we have basically

achieved this one, now we need to create a new strategic plan.

XI. Items for Board discussion and actions.

I.

- a. Consideration and Action on approval for Proposed LPA.
 - i. Will be moved to next month.
- b. Consideration and approval of resolution of governing council to enter into lease purchase agreement.
 - i. Will be moved to next month.
- c. Board Training Update - no update

XII. Items for future agenda

- a. Executive Director Evaluation, Will be moved to a close session
- B. LPA
- C. Budget

XIII. Next Regular Meeting, Wednesday, April 24th 7:30 am

XIV. Adjournment:

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



ACE Leadership High School
Regular Meeting of the Governing Board
September 27, 2023
Agenda

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

at ACE or Or virtually on Zoom:

<https://us06web.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:

Dan Erickson, Charissa Wells , JR Tarin, Gabby Romero, Lon Freemona

Members Not Present:

John Dautriel, Sal Tortorici, Ronda Gilliland-Lopez

Other Attendees:

Justin Trager, Matt Salas, Ralph Gonzalez, Dan Hill, Sunny Marquez

III. Approval of Agenda (Action)

a. Motion: Lon Freeman

b. Second: Dan

c. Vote: Unanimously approved

IV. Approval of the August 23, 2023 Governing Board Meeting Minutes (Action)

a. Motion: Dan Erickson

b. Second: Lon Freeman

c. Vote: Unanimously approved

V. Public Comment:

No public Comment

VI. Finance Report and Approvals (Action)

- Lon Freeman reviews highlights and items that need approval.
- Budget adjustment request-Adjusting salaries and benefits, from 1000 function to the 2000 function. They are transfers, so no net impact. Just moving between accounts.
- Budgeted amounts are forecasted for the entire year As far as the current year and budget revenue. Expenditures, down slightly from prior year, but in-line. Expenditures per student \$21,346, 236 students. Instructional support 67%, up slightly since July. Fund balance is liquid.

- Bank statement reconciles.
- We are monitoring internal controls by selecting a sample voucher. We selected a sample of AP vouchers to monitor controls.
- We are currently on our tax obligations.
- Purchase card, we reviewed in committee, everything is well documented. I urge the school to continue to do this.
- Journal entries-duplicate payments made, it is getting corrected. We had to record the duplicate payment. It will be applied against a Century League invoice. The outstanding check was from last fiscal year, we can not just void the check, we must make a journal entry.

Potential new community audit committee member, Asia Kagan.

a. Vote to approve August 2023 Voucher Disbursements, Bank Reconciliation and Financial Reports

- i. Motion: Lon Freeman
- ii. Second: JR Tarin
- iii. Vote: Unanimously approved

b. Vote to approve BARs

- i. Motion: Lon Freeman
- ii. Second: Dan Erickson
- iii. Vote: Unanimously approved

c. P-card Approval for August, 2023

- i. Motion: JR Tarin
- ii. Second: Dan Erickson
- iii. Vote: Unanimously approved

VII. Board Reports

a. Chair and Executive Committee

i. Board Recruitment

- Potential new board member, Emma Curd from Fortis.. Ronda will interview her, then she will attend the next board meeting for a vote.

ii. Set date for Board Retreat

- October 25th 11:00-4:00 at MCA.SMACNA

b. Audit Committee

- No updates yet

c. Industry Engagement

- No updates

VIII. ACE Foundation Report



- Got the assessment for the land. Not sure we need to do further testing. Complete the survey for the replat and for separating land from the existing plan. Public notice given to the neighborhood. Received no response..
- Justin attended Saw Mill Neighborhood Association meeting. ACE received a positive response.
- We have done all paperwork by-laws for non-profit status, sent paperwork to the IRS, that could take awhile.

IX. Co-Director's Report

- Justin Trager- Discussed ACE's Comprehensive Support Improvement (CSI) Designation. Gave background on the federal requirements. Explained why ACE is designated CSI.
 - One fourth of our students in our evening cohort are not measured in the four year graduation rate. One half of new students last year are over aged and undercredited.
 - It is related to our academic scores and our four year graduation rate. Informed board PED will visit ACE on October 10th.
- Justin Trager discussed the Strategic Plan Update.
 - One object was to rebrand the school from an "easy" school, to a school of choice. Evidence of success, we have more freshmen and attendance at Open House has increased.
 - Attendance has increased from 82% to 85%. Decrease in chronic absenteeism. Withdrawals have decreased.
 - Opened a School-wide Health Clinic.
 - We have created the academic systems that we needed in place. Now we need to focus on academic growth.
 - Increased Microcredentials
 - Budget-We have a cliff coming with ESSR and small school funding. We have a plan to get us through the deficit years.
- Matt Salas-Heavy Equipment Rodeo on Friday September 29th. Community Market held Saturday September 24th. Enrollment at 260. Waitlist, 20 students for evening school.
- Casey Mason-Completed first family meetings of the year. Gearing up for PSAT, we will test 80 sophomores.
- Ralph Gonzalez-Student Support, Took students to the mountains to build relationships. Family Meetings, had a lot of family meetings with students. Cell phones are a daily struggle. The building itself, parking lots, assessing funding, trying to utilize money as it is allocated. The Solar Project will start soon.

X. Items for Board Discussion and Action

- JR Tarin- Charissa Wells has agreed to be the board secretary.
1. Motion: Lon Freeman
 2. Second: Dan Erickson
 3. Vote: Unanimously approved

- b. Board Retreat Discussion
 - JR Tarin Oct 25th 11:00-4.
 - Justin-Training will consist of roles and responsibilities. Focus more on the board's external role, Industry engagement, transition to jobs, WBL, stakeholder engagement..

XI. Items for future agenda

- In October we will do finance only.
- Student teacher presentation in November.

XII. Next Regular Meeting, Wednesday, October 25, 2023 11:00 a.m. to 4:00 p.m. at SMACNA

XIII. Adjournment:

- a. Motion: Dan Erickson
- b. Second: Gabby Romero
- c. Vote: Unanimously Approved



ACE Leadership High School
Regular Meeting of the Governing Board
10/25/2023
Agenda

Notice is hereby given that the ACE Governing Board Regular Meeting will begin at 11:00 am

The meeting will take place at MSA SMACNA of NM

4901 Chappell Dr NE, Albuquerque, NM 87107

Or virtually on Zoom: Join Zoom Meeting

<https://us06web.zoom.us/j/3295319549?pwd=WkFEV0FZNXhITDF5bFVLK08zOUhrOT09>

Meeting ID: 329 531 9549

Passcode: 4MWCqM

AGENDA

- I.** Call to Order for Regular Meeting:

- II.** Roll Call for Quorum:
 - Members Present:
 - Members Not Present:
 - Other Attendees:

- III.** Approval of Agenda (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- IV.** Approval of the 9/27/2023 Governing Board Meeting Minutes (Action)
 - a. Motion:
 - b. Second:
 - c. Vote:

- V.** Public Comment:

- VI.** Finance Report and Approvals (Action)
 - a. Vote to approve September Voucher Disbursements, Bank Reconciliation and Financial Reports
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - b. Vote to approve BARs
 - i. Motion:
 - ii. Second:
 - iii. Vote:

 - c. P-card Approval for September 2023

- i. Motion:
- ii. Second:
- iii. Vote:

VII. Items for Board Discussion and Action

- a. Board Training
- b. Strategic Planning Discussion

VIII. Items for future agenda

- a.

IX. Next Regular Meeting, Wednesday November 22nd 7:30 am

X. Adjournment:

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