

## Equip Academy of New Mexico Board Mission Statement

*The mission of the Equip Academy of New Mexico Board is to provide strategic oversight of school management while ensuring that the school achieves its core educational outcomes. Our focus is on ensuring that:*

- 1. The school fulfills its mission to equip students with the knowledge and skills necessary to achieve academic excellence and pursue a life of purpose.*
- 2. The school consistently operates within all regulatory and ethical standards.*

## Meeting Agreements

## Robert's Rules Cheat Sheet

## **School Board Meeting Agenda**

**Date:** March 13, 2025

**Time:** 7:00 pm-8:30 pm MDT

**Location:** [Zoom](#)

## Board Google Drive

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### **1. Call to Order**

- The meeting was called to order by the Board Chair at **7:02pm**
- Welcome
- **Roll Call**

#### **Present:**

- Renee Delgado-Riley
- Sara Fitzgerald
- Mike Quinn
- James Abeyta Stevens
- Janet Leung

#### **Absent:**

- Alejandra Grijalva
- Mary Jones

#### **Also Present:**

- Mercy Herrera - Head of School (HOS)
- Veronica Torres - Educational Consultant

- Christopher Moore – K12 Business Manager
- Daniel Ivey-Soto - Volunteer Legal Counsel

- **Approval of Agenda**

- Motion: Renee Delgado-Riley
- Second: Mike Quinn
- Discussion: None
- Outcome: Approved Unanimously

- **Approval of Last Board** [Minutes 2.13.25.Equip Governing Board Agenda.FULL.docx - Google Docs](#)

- **Motion:** James Abeyta Stevens
- **Second:** Sara Fitzgerald
- **Discussion:** None
- **Outcome:** Approved Unanimously

## 2. Public Comment

- No members of the public were present or in person or on Zoom

## 3. Governance and Board Operations

- New Zoom Backgrounds
  - Will be in the drive for downloading and usage going forward
- New Equip Academy Board Emails created:
  - Using Google Platforms for official email for Equip individual board members
  - Equip Academy will still attain the official board email
  - Anything sent or received can be considered public documents
- Board Manual Update
  - Board to go in and comment on updates so we can move from draft to final
  - Request for the Board to update within the next month
- Strategic Planning:
  - Team building and strategy work – If you had to describe your leadership style as a famous movie or book, what would it be and why?

- If you could fast-forward three years, what is one major milestone you hope Equip Academy has achieved, and what strategic step do you think is most critical to getting there?
- Governance Committee Update
  - Support/Evaluation for Head of School
    - What is keeping you up at night in regard to Equip Academy?
      - Facility sub lease – may sign soon
      - No location yet and cannot enroll students
      - Social Media Marketing and outreach to generate interest
    - How can the Board better support you?
      - Look at events and table areas that have high populations
      - Info sessions outreach
      - Leveraging board contacts/connections/networks both personal and professional
      - Call to Action on physical outreach – door hangers and conversations
      - Possible ideas – mailers, setting up at churches, utilize ambassadors
    - How can we celebrate our successes to date?
      - Celebrating where we are to date and how far we have come thus far
      - Equip Governing Board team build when the signing of the building paperwork is completed

#### **4. Financial Planning- Finance Committee/Head of School/K-12**

- Updates
  - Leger updates and balances

#### **5. Academic and Curriculum Planning-Head of School**

- Updates - None

#### **6. Facilities and Operations-Head of School**

- Updates
  - Need to develop key talking points about new facility for marketing and outreach

## 7. Policy Updates

- Contract Negotiations
  - Facilities contract negotiations were satisfactory
- [Internal Controls Policy](#)
  - Overview and update:
    - Updated processes for internal controls and clarity of roles
  - Review – Board to review the document by March 27, 2025 for providing feedback

## 8. Enrollment and Staff Recruitment Strategic Planning-Head of School + Subcommittee Leads

- Activity
  - Updates – have 16 enrollments currently
  - Talked with YDI Assistant Director and sent an outreach flyer to 500 students
  - Recruitment – have two new applicants and created plan for phone screening
  - Reach out to other charter schools to acquire their waiting list

## 9. Next Steps

- Action items and assignments
  - Outreach events
- Individual Ambassadors reach out and email
- Legislative update

## 10. Adjournment

- **Closing remarks**
  - **Meeting survey info and feedback data**
  - **Motion to Adjourn:** Rene Delgado-Riley
  - **Second:** Mike Quinn
  - **Discussion:** None
  - **Outcome:** Approved Unanimously
- Meeting adjourned at: **8:15pm**

- 5 minutes: [Board Meeting Feedback Survey](#)