

## 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

**Date:** Jan 15, 2026

**Time:** 7:00 PM – 8:30 PM MDT

**Location:** In person – 1500 N. Renaissance Blvd NE., Suite C

**Board Google Drive:** [Board Google Drive](#)

## 1. Call to Order

- The meeting was called to order by the Board Chair at **7:15 PM**.

### Roll Call –

#### Present:

Sara Fitzgerald  
Mary Jones  
James Stevens  
Janet Leung  
Alejandra Grijalva

#### Absent:

- Mike Quinn

#### Also Present:

Kat Duran, Director/Head of School (HOS)  
Owen Alexander, Executive assistant (EA)  
Whitney Sanchez  
Mercedes Lucero  
Theresa Archuleta  
Daniel Ivey

#### ❖ Approval of Agenda

- **Motion:** Alejandra

- **Second:** Janet
- **Discussion:** None
- **Outcome:** Approved unanimously
- ❖ **Approval of Previous Meeting Minutes**
  - **Motion:** Mary
  - **Second:** Janet
  - **Discussion:** None
  - **Outcome:** Approved unanimously

## 2. Public Comment

- No comment from any public attendee.

## 3. Head of school Updates

- ❖ **Enrollment Update**
- ❖ **Certificate of Occupancy**
- ❖ **Foundation Finances**
- ❖ **Policies and IY, Checklist**
- ❖ **Code of Conduct /Student Expectations**
  - **Motion:** Alejandra
  - **Second:** Sarah
  - **Discussion:** None
  - **Outcome:** Approved unanimously
- ❖ **Equip Staffing Plan**
  - **Motion:** Sarah
  - **Second:** James
  - **Discussion:** None
  - **Outcome:** Approved
- ❖ **Code of conduct and discipline policy procedures**
  - **Motion:** Mary
  - **Second:** Alejandra
  - **Discussion:** None
  - **Outcome:** Approved Unanimously
- ❖ **Student Information Systems Security Procedure**
  - **Motion:** Sarah
  - **Second:** Janet
  - **Discussion:** None
  - **Outcome:** Approved Unanimously
- ❖ **Parental Access to Professional Qualifications**
  - **Motion:** James
  - **Second:** Sarah
  - **Discussion:** None
  - **Outcome:** Approved Unanimously
- ❖ **Background check Policy**
  - **Motion:** Sarah
  - **Second:** Alejandra

- **Discussion: None**
- **Outcome: Approved Unanimously**
- ❖ **Equip Academy's Curriculum Development**
  - **Motion: Janet**
  - **Second: Sarah**
  - **Discussion: None**
  - **Outcome: Approved Unanimously**

#### **4. Governance and Board Operations**

- ❖ **Committee/Board Operations**
  1. Finance Committee
  2. Budget Adjustment Request
  3. Payroll/Accounts Payable Payment Vouchers
    - **Motion: Sarah**
    - **Second: Alejandra**
    - **Discussion: None**
    - **Outcome: Approved unanimously**

#### **5. Board Chair Reports**

1. Head Administrator Licensure Renewal
2. Contract discussion – State accountability options Option 1 or Option 2
3. Day – one Ready Dashboard
4. Student Recruitment planning
5. Consultant strategy
6. Digital performance report

#### **6. Adjournment**

- **Motion to Adjourn: Sarah**
- **Second: James**
- **Outcome: Approved**
- **Meeting adjourned at: 7:50 PM**