

Equip Academy of NM Board Meeting Minutes

Date: 10/26/24

Location: Virtual Zoom Meeting

Time: 6:00pm

1. Call to Order

The meeting was called to order by the Board Chair at 6:05pm.

Attendees:

- Board Members:
 - Renee Delgado-Riley, Chair
 - Sara Fitzgerald, Vice Chair
 - Janet Leung, Treasurer
 - Alejandra Grijalva-Becerra, Secretary
 - Mike Quinn, Member
 - James Abeyta-Stevens, Member
- Absent Board Members
 - Mary Jones, Member
- Guests:
 - Mercy Herrera, Head of School
 - Daniel Ivey-Soto, Volunteer Legal Counsel

Approval of Agenda:

- Agenda was reviewed and approved unanimously.

2. Public Comment

The floor was opened for community input and feedback. No public comments were recorded.

3. Overview of the Planning Year

- **Review and Approval of Bylaws:** Bylaws reviewed and approved unanimously.
- **Election of Officers:** Officers were elected as listed in this [document](#).
- **Board Committees Established:** Committees formed, including Finance/Audit, Academic, Governance, and Equity Council.
- **Board Onboarding & Policies:**
 - Mission and onboarding materials, Board Manual, and Open Meetings Act requirements were reviewed.
 - Compliance with meeting announcements, minutes, and AV recording was discussed.

- Board emails/contact information finalized.
- **PEC IY Checklist:** Board Chair reviewed key milestones and delegated responsibilities for checklist items to respective members.
- **Roles & Responsibilities:** Clarified roles, responsibilities, and key deadlines for all board members.

4. Governance and Board Operations

- **Hiring Head Administrator (HOS):**
 - The Board reviewed the draft job description.
 - **Amendments:** Motion to amend by Alejandra to include the required administrative licensure; seconded by Mike. Amendment passed unanimously.
 - **Approval:** Motion to approve the amended HOS job description by Sara, seconded by James. Motion passed without opposition.
- **Hiring Process Approval:**
 - Board reviewed and unanimously approved the hiring process. Motion made by James, seconded by Janet.
- **Approval of HOS Contract:**
 - The Administrator Contract was reviewed. Discussion included benefits and leave policies per personnel manual guidelines.
 - Motion to approve the contract as presented by Mike, seconded by Sara. Motion passed unanimously.
- **Meeting Schedule for Planning Year:**
 - Reviewed key planning year goals and tasks.
 - Draft calendar shared. Committee chairs to confirm regular meeting times by November 8, with a Doodle Poll for setting a regular board meeting time.

5. Financial Planning - Head of School (HOS)

- **Initial Budget Review:**
 - Mercy presented an overview of the \$2M CSP grant budget and the Excellent Schools NM grant for facilities.
 - **PEC IY Checklist Items Discussed:** Bank records, tax documents, and required certifications.
- **Grant Opportunities:**
 - Mercy and Daniel reviewed funding sources and upcoming grant opportunities, including CSGF, New Schools, and Capital Outlay.

6. Academic and Curriculum Planning - HOS

- **Educational Model Overview:** Mercy outlined the academic and curriculum plan and reported on performance metrics submitted to the state accountability system.
- **Curriculum Selection:** Curriculum previously approved during the charter authorization process was reviewed.

- **IY Checklist Compliance:** Reviewed requirements for curriculum development, student enrollment strategies, and special populations services.
- **Enrollment Strategy:** Discussed lottery and enrollment policies, advertisement plans, and community outreach to recruit a diverse student population.

7. Human Resources - HOS

- **Staffing Plan:**
 - Updates provided on prospective staff positions and licensure requirements. Mercy discussed partnering with ACES, a staffing support company.
- **Facility Timeline:** Timeline for securing and preparing school facilities was reviewed.

8. Facilities and Operations - HOS

- **Facility Update:**
 - Mercy reported on the old facility from Albuquerque Collegiate as a viable location for the next three years.
- **Operational Logistics:** Discussed transportation, safety protocols, and facility needs.

9. Community and Stakeholder Engagement

- **Defining Community:** Mike requested clarification on community scope.
- **Engagement Strategies:** Plans for family, business, and leader engagement events. Goal set to hold at least five events, with costs evaluated for participation.
- **Equity Council Plans:** Following PED guidance, the Equity Council will help align with community needs.

10. Policy Agenda Items

- **Policy Review and Feedback:** Board to review and suggest edits to policies by November 8, including:
 - Conflict of Interest, Code of Ethics, Anti-Nepotism, Background Check, FERPA, Complaint & Grievance, Volunteer, IPRA, and DEI policies.

11. Next Steps

- **Assignments and Action Items:**
 - Review board manual and meeting calendar, and confirm five community events.
 - Complete policy feedback by November 8 with tracked changes.
 - Respond to Doodle Poll to finalize board meeting schedule.

- Review and use track changes (in Google documents-suggested edits) to add to the [Board Manual](#).
- Review and use track changes (in Google documents-suggested edits) on the [Board Policies](#).



- Add, confirm, and commit to events in the [Outreach](#) planning document.
- [Committee chairs](#): find a consistent meeting time for the next year and share it with Board Chair.
- Fill out the contact form once I send it.

- **Contact Sheet:** Contact information will be circulated to all board members.

12. Adjournment

Closing Remarks: The Chair offered final remarks.

Board Meeting Feedback Survey: Distributed to board members for feedback.

Motion to Adjourn: Janet motioned to adjourn; James seconded. Meeting adjourned at 7:57 pm.