

## **Equip Academy of NM Board Meeting Minutes**

**Date:** 10/26/24

**Location:** Virtual Zoom Meeting

**Time:** 6:00pm

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### **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.
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### **2. Public Comment**

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

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### **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.
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#### 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.
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#### 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.
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#### 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.
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## 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.
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## 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.
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## 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.
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## 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.
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## 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](#).



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- 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.