

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

Date: January 7, 2024

Time: 7:00 PM – 8:30 PM MDT

Location: 500 Marquette Ave. NW, Albuquerque, NM 87102 (Suite 1300) & Zoom

Board Google Drive: [Link]

1. Call to Order

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

Roll Call

Present:

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

Absent:

- Mary Jones

Also Present:

- Mercy Herrera, Head of School (HOS)
- Daniel Ivey-Soto, Volunteer Legal Counsel

Approval of Agenda

- **Motion:** Janet Leung
- **Second:** James Stevens
- **Discussion:** None

- **Outcome:** Approved unanimously

Approval of Previous Meeting Minutes

- **Motion:** Janet Leung
- **Second:** Alejandra Grijalva
- **Discussion:** None
- **Outcome:** Approved unanimously

2. Public Comment

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

3. Governance & Board Operations

- **Board Google Drive:** The Board Chair has successfully transitioned all materials to a new team Google Drive.
- **Strategic Planning:** Ongoing discussions.

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

- **Treasurer's Update:** No financial updates from Janet (Treasurer).
- **Head of School Payment:** Mercy has not received payment since October. Discussion ensued regarding the potential use of CSP funds for compensation.
- **Foundation Board Recruitment:**
 - Mercy requested board members to suggest potential candidates.
 - Mike Quinn inquired about necessary qualifications, which include:
 - A financial expert
 - A legal professional
 - An individual with philanthropic or fundraising experience

5. Academic & Curriculum Planning (*Head of School*)

- No updates at this time.

6. Facilities & Operations (*Head of School*)

- **Lease Negotiations:**
 - The Letter of Intent (LOI) has been received, and negotiations are ongoing.
 - Need further clarification on the base square footage cost to determine financial feasibility before proceeding.
- **Building & Contractor Updates:**
 - Contractors have toured the prospective building and will submit bids next week.
 - The building appears promising, but no final decision has been made.

7. Policy Updates

- The Board Chair will incorporate updates into the handbook.
- Additional updates will be discussed at the next meeting.

8. Enrollment & Staff Recruitment Strategic Planning (*Head of School*)

- **Student Recruitment & Enrollment Plan Presentation:**
 - Mercy presented a slideshow outlining the strategy.
 - Emphasis on using Google Analytics to track website traffic.
 - **Current applications: 3**
 - Need to streamline the application and enrollment process.
 - Seeking feedback on the lottery verbiage.
- **Staffing Needs:**
 - Still in need of a part-time recruiter.

9. Next Steps

- Action items and assignments to be determined.

10. Adjournment

- **Motion to Adjourn:** Janet Leung
- **Second:** James Stevens
- **Outcome:** Approved
- **Meeting adjourned at:** 8:38 PM
- **Board Meeting Feedback Survey:** 5-minute completion