

[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: November 14th, 2024

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

Location: [Zoom](#)

[Board Google Drive](#)

1. Call to Order

- Welcome and Introductions
- Roll Call
 - All board members present, quorum
 - Guests present: Mercy Herrera, HOS; Rebekah Runyan, accountant; Daniel Ivey-Soto, Volunteer Legal Counsel
- Approval of Agenda
 - motion to approve by Mary
 - Second by Sara
 - Motion passes unanimously
- Approval of Last Board [Meeting Minutes](#)
 - Mary moves to approve minutes
 - Janet seconds
 - Motion Passes unanimously

2. Public Comment

- Open floor for community input and feedback
 - No members of the public present for public comment

3. Overview of the Planning Year

- Review & Finalize Meeting Agreements
 - review of meeting agreements, mission and vision, led by Sara
- Review & Finalize Mission
 - [Board Manual](#) (page 8, 14 for review)
 - Review of comments on pages 8 and 14 led by Mercy and Sara
 - No further discussion raised
 - Motion to approve Board Manual, by Alejandra, second by Sara, motion carries with no opposition
 - Board Email/Contact
 - Board reviews Board Contact Sheet to ensure accuracy
- [PEC IY Checklist](#): Key milestones and timelines
 - Sara leads review of IY Checklist
 - ANy items left undone are scheduled to be completed in tonight's meeting
 - no further comments from Board

4. Governance and Board Operations

- Discussion on meeting schedule for the planning year with key tasks
 - [Draft calendar](#) (academic committee needs time)
 - Sara leads review of draft calendar
 - no further comments

5. Financial Planning- Finance Committee/Head of School/K-12

- Updates
 - No financials to report this month after the bank account has been opened
 - Rebekah is in attendance, K-12 accounting firm representative
 - Review led by Mercy, Rebekah and Janet
 - A few invoices have been submitted but no further activity has happened in order to have financials to discuss

- o a financial report expected next month

6. Academic and Curriculum Planning-Head of School

- Updates
 - o updates by Mercy
 - o Talked to an organization called Dassa (?) during Nashville residency; likely implementation of this curriculum; social emotional learning approach
 - o Company sending over materials and information; these to be added to shared drive
 - o More information and updates to come

7. Human Resources-Head of School

- Updates
 - o Updates led by Mercy
 - o Website is up and running
 - o One job posting is there (part-time recruiter) two more to come (PT Operations Manager and PT Office Assistance)
 - o traction for a teacher and an assistant teacher
 - o once these postings are on the website, Mercy will connect with recruitment firm

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8. Facilities and Operations-Head of School

- Updates
 - o Updates by Mercy
 - o Submitted and LOI to a building that is a potential Lease to Purchase, exciting facility because it would be long-term; location address is in Rio Rancho, but in Albuquerque and within APS zone
 - o More to come after a response to LOI ; contingency to purchase within 2 years ; \$23/square foot proposed in LOI
 - o Continuing to work with HomeWise, but excellent Schools NM has brought in a [national resource](#) to help us find a school location
 - o Excellent Schools NM has contracted with Paul Aguilar, also helping with facilities search
 - o Asking price for building is \$5M

9. Community and Stakeholder Engagement

- Updates
 - o Events attended “Day of the Tread” 2 days of
 - o South Broadway Public Library Day of the Dead Event
 - o KRQE Tailgate @ Lobo Football Game
 - o Day of the Dead Parade at Old Town
 - o Promo Video Shoot
 - o Meeting with ABQ Moms
 - o Working with Atomic Creations for all promotional materials

Upcoming

- o Mercy and Sara appearing on NM Living
- o Fall Festival at West Mesa Community Center
- o 4 total students enrolled so far

10. Policy Agenda Items

- Review [Conflict of Interest Policy and Procedures](#) (ready to approve)
 - o [Board COI Agreement](#) (ready to approve)
- Review [Governing Board Code of Ethics](#) (ready to approve)
- Review [Anti-Nepotism Policy and Procedures](#) (ready to approve)
- Review [Background Check Policy and Procedures](#) (ready to approve)
- Review [FERPA Policies and Procedures](#) (ready to approve)
- Review [Complaint and grievance policy](#) (ready to approve)
- Review [Volunteer Policy and Procedures](#) (ready to approve)
- Review [IPRA Policy and Procedures](#) (ready to approve)
- Review [DEI Policies](#) (ready to approve)
- Motion to approve all of these draft policies (Conflict of Interest Policy and Procedures through DEI Policies) by James, second by Mike. Motion passes with no opposition
- **Items to discuss: Documents that are not listed above for quick access**
 - o [Bylaws](#) (multiple comments)

- Review of comments in this document, everyone in agreement to move forward
- guidance from daniel to approve the staggered terms until after the implementation year; Sara explains the proposed staggered terms terminology and language;
- suggestion from Mary to have 2 people per term length;
- suggestion from Janet to have at least 2 people on audit committee
- language edits to committee section by Mercy, Mary and Daniel
- Motion to approve
- o [Staff Handbook](#) (3 comments to discuss)
 - all comments reviewed by board members, discussed, and solved. Daniel provided much legal insight into the questions and comments discussed
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- o [Equity Council](#) (1 comment)
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- o [Head of School Hiring Process](#) (Quick review required)
- o Motion to approve the reviewed and discussed documents, motion by Janet, Second by Sara; motion carries no opposition
- o discussion item by james that “Equity Council” was misspelled

11. Next Steps

- Action items and assignments
 - o continue with outreach efforts

12. Adjournment

- Closing remarks
- 5 minutes: [Board Meeting Fee:dback Survey](#)
- Meeting adjourned by Sara at 8:11pm