

## 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:** May 8, 2025

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

**Location:** [Zoom](#)

[Board Google Drive](#)

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### 1. Call to Order

- The meeting was called to order by the Board Chair at **7:02pm MST**
- Welcome
- Roll Call
  - Present:
    - Renn Delgado-Riley
    - Sara Fitzgerald
    - Mike Quinn
    - James Abeyta Stevens
    - Janet Leung
    - Alejandra Grijalva
    - Mary Jones
  - Absent:
    - Daniel Ivey-Soto

Also Present:

- Mercy Herrera
- Donna Navarro
- Abi Oneal

- Approval of Agenda
- Edit and clarification: Janet Leung – Amend check vouchers for March.
  - Approval based on the Amended version as discussed:
  - **Motion:** Mary Jones
  - **Second:** Rene Delgado-Riley
  - Discussion: None
  - Outcome: Approved as Amended
- Approval of Last Board [Meeting Minutes](#)
  - **Motion:** Sara Fitzgerald
  - **Second:** Mike Quinn
  - **Discussion:** None
  - **Outcome:** Approved Unanimously

## 2. Public Comment

- Open floor for community input and feedback
- No members of the public were present or in person or on Zoom

## 3. Governance and Board Operations

- Strategic Planning
  - An apology from the Board Chair regarding the last meeting schedule and moving the meeting at the last minute. Be proactive going forward and all volunteers, all juggling life and agenda is out with plenty of time to review. We have a lawyer for legal compliance. If not in compliance, know ahead of time so we can correct the course in advance.
  - The mid-Year calendar and where we are at now as July is only two months away. We will be doing an official board self-evaluation in July administered by the Governing Committee.
    - Take a few moments to reflect on questions to discuss as part of the preparation for this process:
      - Are we living through the fulfillment of Equip Academy's mission and vision?
      - Have we as a governing board actively contributed to the Board's decision-making processes over the last year?
- [Emails](#)
  - Set up Equip emails by next month for all Board members
  - All Board emails and business need to go through these Equip email addresses.
- [Board Manual Update](#)
  - Goal to make it easy for new board members to onboard

- Goal to make it easy for current board member to follow the documented processes. It is a living and breathing document and can be amended as needed by the Board.
- Choose NMPSIA Benefits Selection for Equip Academy by June 2025
  - [Recommendations](#) to Adopt
- Approval to adopt the recommendations:
  - **Motion:** James Abeyta Stevens
  - **Second:** Janet Leung
  - Discussion: None
  - Outcome: Unanimously Approved
- Deadline on Policies: [Approving new Policies for next meeting](#)
  - Nine policies & procedures documents are needing approval by the Board and are in the “approve” folder in the share drive for review. Board members are to review and comment prior to next month’s board meeting for approval
  - Word Documents to provide feedback rather than the .pdf versions
- [PEC Contract GC Approval](#)
  - Facility location change Information and Discussion
  - End of Year College & Career Capstone K-5
    - See child’s progress throughout the years when it comes to college and career selection which inspires student growth
  - Chief Procurement Officer Discussion
  - Student Enrollment Data Discussion
  - Performance Framework Discussion
    - Staff internally creates the Rubrik used to measure success
    - Based on metrics and targets
- Motion to approve the contract and GC approval:
  - **Motion:** Renee Delgado-Riley
  - **Second:** Sara Fitzgerald
  - Discussion: None
  - Outcome: Unanimously Approved
- Salary Schedule Approval (25-26)
- Motion to approve the Salary Schedule:

**Motion:** Renee Delgado-Riley

- **Second:** Mike Quinn
- Discussion: None
- Outcome: Unanimously Approved

#### **4. Financial Planning**

- Budget Adjustment Requests (BARs)
  - None for this month
- Payroll & Accounts Payable [Payment Vouchers](#)

Motion to approve the last two months of payments:

**Motion:** Mary Jones

- **Second:** Sara Fitzgerald
- Discussion: None
- Outcome: Unanimously Approved

#### **5. Academic and Curriculum Planning**

- Updates
  - Received a \$300,000 grant across 3 years through “Success for All” by a donor Discussion

#### **6. Facilities and Operations**

- Updates
  - “Place to Learn, Laugh and Grow” facility flyer with location address and map
  - Security deposit is in process
  - May rent is paid for the facility
  - Electric and Gas has been set up
  - Certificate of Insurance has been acquired and in review
  - Waiting for E-Occupancy and should be completed by the 12th
  - CSP Payment in process for June and July
  - Projection & price quotes for furniture for classrooms Discussion
  - Need to develop key talking points about new facility for marketing and outreach
  - Facility Lease Approval

## 7. Enrollment and Staff Recruitment Strategic Planning

- Updates
- Enrollments
  - Great response from social media outreach ads
  - PreK, HeadStart, Daycare Outreach Data and Stats
  - Informing Businesses around the area about classes and school
  - Currently at 399 newsletter contacts in database
  - Tabling/Outreach Events & Fairs
  - Enrollment Growth & Lead Generation Information Discussion
  - Family Info session attendance data
- Staff & Recruitment Discussion
  - 71 total applications for positions needed
  - Continue to complete round 1 and finalize round 2 interviews with potential staff
- Next steps
  - Strengthen family engagement efforts
  - Finalize hiring and onboarding
  - Convert more leads to enrolled students
  - Family Info Session Saturday, May 24<sup>th</sup>
  - Focus on meeting enrollment
  - State Charter School conference in June for all board members that can attend

## 9. Next Steps

Board is encouraged to attend the event below:

- Who: New Charter School Leaders and Governing Board Members
- What: CSP Technical Assistance: Governing Board Work Session
- When: Monday, June 9, 2025, from 9:00 am to 4:00 pm
- Where: CNM Workforce Training Center: Albuquerque, NM
- Why: CSP Subgrantee Required Technical Assistance
- How: Funded by PCSNM Monday, June 9th, 9-4 (12-1:30 lunch), the whole board is ideal (PCSNM will pay for it, technical assistance & credits will be received). You will get a GC coach + in-person retreat paid for you all (PCSNM will also pay for it). More info and link to come.

## 10. Adjournment

- Closing remarks

Motion to adjourn:

**Motion:** Renee Delgado-Riley

- **Second:** Mike Quinn
- Discussion: None
- Outcome: Unanimously Approved

Meeting adjourned at: **8:21pm**

5 minutes: [Board Meeting Feedback Survey](#)