

ACE Leadership High School Governing Council will host a Board Meeting, August 20, 2019 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical and emotion well-being as students.

<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER/SELF INTRODUCTIONS  Approval of Agenda August 20, 2019  Approval Minutes of the June 28, 2019
PG & K12	20 MINUTES	FINANCIALS  Financials  Vote on BARs
PG	60 MINUTES	BUSINESS  Joseph Escobedo, Ed.D, APS Authorizer Discussion  - - Audit report discussion – please provide board copies of final audit report and previous audit report from Oct 2018 for reference  Executive Director’s Report  - Curriculum overview – What has been done on the curriculum front? (structure, plan, update, etc.) - Financial management up date. Short term plan with K-12 and discussion on long term plan for financial management of school - Overview and understanding of Permanent Executive Director job search process based on your experience - Professional Development – update, how did it go? - Enrolment update - Correction to Executive Directors’ salary to Comply with State Statute Salary Minimums - CSI Title ! Grant Application: Discussion/Approval - New potential Board member will be present and discussion with a possible vote to have him come onto the board - Banking Discussion
SH	5 MINUTES	NEXT MEETING  September 17, 2019  ADJOURNMENT

The minutes of the ACE Leadership High School Governing Council, Tuesday, August 21, 2018 at 7:30 a.m., at the ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico.

Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Crystalin Medrano, Governing Council Member  
Anthon Kocurek, Governing Council Member  
Kari Juvera, Governing Council Member  
Ronda Gilliland-Lopez, Governing Council Member

Others Present: Tori Stephens-Shauger, Executive Director – ACE Leadership  
Abby Lewis, Attorney, InAccord, P.C.  
Wendell Lane, ACE Leadership High school  
Ralph Gonzals, ACE Leadership High school  
Sean Calvert, ACE Foundation Leadership High school  
Leslie Lujan, ACE Leadership High school  
Ryan Dettoyos, ACE Leadership High school

### **CALL TO ORDER**

The meeting was called to order by Chair Hatchell at 7:35 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Mr. Kocurek and seconded by Ms. Medrano, it was approved unanimously.

MOTION To approve the August 21, 2018 agenda.

### **MINUTES**

The minutes of the May 30, 2018 ACE Leadership High School Governing Council meeting were reviewed. Approval of the minutes was moved by Ms. Medrano and seconded by Ms. Juvera and approved unanimously.

**MOTION:** To approve the May 30, 2018 ACE Leadership High School Governing Council.

The minutes of the June 29, 2018 ACE Leadership High School Governing Council meeting were reviewed. Approval of the minutes was moved by Ms. Medrano and seconded by Ms. Kari Juvera and approved unanimously.

**MOTION:** To approve the June 29, 2018 ACE Leadership High School Governing Council.

## **FINANCIAL REVIEW AND BUDGET ADJUSTMENT REQUEST**

Ms. Leslie Lujan presented the most current Financial review and Budget Adjustment Request (BAR). Ms. Lujan stated ACE Leadership High School is in the process of being audited as per the Stated guidelines. This is why the July 2019 report analysis shows an unavailable under the Fund balance. As the audit ends those numbers will be confirmed and entered.

Ms. Lujan provided an explanation of BAR 001-749-1819-0001-IB, noting this was the result of an award letter stating a 3-year school improvement grant. The first supplement of the award is a planning component, which is reflected in the proposed BAR. Vice Chair Mike Puelle motion to approve the BAR and Chair Hatchell seconded the motion; it was unanimously approved. It was moved:

**MOTION:** To approve BAR 001-749-1819-0001-IB.

## **ADDITIONAL ACTION ITEMS**

Chair Hatchell nominated Mrs. Ronda Gilliland-Lopez as the Secretary. Vice Chair Puelle seconded. It was moved and unanimously approved that:

**MOTION:** To approve Mrs. Gilliland-Lopez to be Secretary of ACE Leadership High School Governing Council.

## **DISCUSSION ITEMS**

Mrs. Tori Stephens-Shauger, Executive Director/Principal provided her monthly Director's report. An overview was presented on potential partnerships with University of New Mexico (UNM) College of Education professors relating to developing school leaders. Mrs. Stephens-Shauger has been invited to speak to a group of charter school authorizers at the Nation Charter School Authorizers conference in October. PED grants have been received by ACE Leadership High School to work on increasing attendance. Another grant has been received to work on literacy, specifically centering on ACE's bilingual seal options. There will be two Board orientation opportunities, Thursday, August 23, 2018 and Tuesday, August 28, 2018, if any members would like to attend please contact Mrs. Stephens-Shauger. There will be some funding changes occurring for students due to a recent court ruling called Martinez vs. Yazzie.

Mrs. Stephens-Shauger presented upcoming data that will be reviewed through the year and the information the Governing Board will see in the upcoming months. It was a notable mention in 2017 PARCC participation of 2017 there were 40 participants in Math and 51 in ELA versus 2018 with Math at 74 and ELA 100.

Lastly, Mrs. Stephens-Shauger presented the 2018 report card. It was an F final grade. Mrs. Stephens-Shauger presented data of increased scores and items that still need improvement.

Chair Hatchell stated that the Board training debrief will be addressed in an upcoming meeting.

The Governing Council was reminded any trainings the Board does please send the certificates to Mrs. Stephens-Shauger and Ms. Abbey Lewis.

### **CLOSED SESSION**

Motion to go into Closed Session was made by Ms. Medrano and seconded by Mr. Anthony Kocurek and passed unanimously.

MOTION: Pursuant to Section 10-15-1-(H)(2) NMSA 1978 the Board will meet in closed session to discuss limited personnel matters.

In accordance with the Open Meetings Act exception 10-15-1(H) only matters noticed on the agenda were discussed during the closed session. No decisions or votes other than to come out of Closed Session were made.

### **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place September 18, 2018 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 9:00 a.m.

ACE Leadership High School Governing Council will host a Board Meeting, October 30, 2018 at 7:00 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical and emotion well-being as students.

<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER Vote – Approval of Agenda October 30, 2018 Vote – Approval of Minutes August 21, 2018 REVIEW OF ACCOMPLISHMENTS
LL	15 MINUTES	FINANCIALS September Financials Vote – Budget Adjustment Request (BAR)
ALL	30 MINUTES	DISCUSSION ITEMS Executive Director’s Report Enrollment Review (Tori) Charter School Design Team (Tori) Complaint Resolution Policy (Abby) Bylaws Facilitated discussion by Everette Hill / expectations from Executive Director and Governing Council
		NEXT MEETING November 20, 2018 ADJOURNMENT

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*The minutes of the ACE Leadership High School Governing Council, Tuesday,  
October 30, 2018 at 7:00 a.m., at the ACE Leadership High School, 1240  
Bellamah Ave., Albuquerque, New Mexico.*

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Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Crystalin Medrano, Governing Council Member  
Anthony Kocurek, Governing Council Member  
Kari Juvera, Governing Council Member  
Ronda Gilliland-Lopez, Governing Council Member

Others Present: Tori Stephens-Shauger, Executive Director – ACE Leadership  
Abby Lewis, Attorney, InAccord, P.C.  
Wendell Lane, ACE Leadership High school  
Ralph Gonzales, ACE Leadership High school  
Leslie Lujan, ACE Leadership High school  
Everette Hill, Social Innovation Strategies Group, LLC

### **CALL TO ORDER**

The meeting was called to order by Chair Hatchell at 7:03 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Ms. Crystalin Medrano and seconded by Mr. Tony Kocurek, it was approved unanimously.

MOTION To approve the October 30, 2018 agenda.

### **MINUTES**

The minutes of the August 21, 2018 ACE Leadership High School Governing Council meeting were reviewed. Approval of the minutes was moved by Ms. Kari Juvera and seconded by Ms. Medrano and approved unanimously.

**MOTION:** To approve the August 21, 2018 ACE Leadership High School Governing Council.

## **FINANCIAL REVIEW AND BUDGET ADJUSTMENT REQUEST**

Ms. Leslie Lujan presented the most current Financial review and Budget Adjustment Request (BAR). Ms. Lujan stated ACE Leadership High School is in the process of being audited as per the Stated guidelines. The auditors are still reviewing information and have been working on a fixed asset review of the past six years.

Ms. Lujan provided an explanation of BAR 001-749-1819-0003-IB, noting this was to pay the lease Ms. Juvera made the motion to approved the BAR and Chairman Hatchell seconded the motion; it was unanimously approved. It was moved:

**MOTION:** To approve BAR 001-749-1819-0003-IB.

A brief discussion ensued on financing the building. At this time the ACE Foundation is working with an institution to revise the amortization schedule. The Foundation is working on the aspects to have the situation taken care of.

## **DISCUSSION ITEMS**

Mrs. Tori Stephens-Shauger, Executive Director/Principal provided her monthly Director's report. There are approximately 250 students enrolled on the 40<sup>th</sup> day report. This is 100 students short from the previous year. The hope is to have 365 students for the 80/120 average. Some of the reasons for the drop in enrollment numbers are due to transportation problems and families moving. Mrs. Stephens-Shauger provided an overview of placement data from the 2018 class. ACE had a total of 56 graduates of our 2018 school year, 28% of the 46 surveyed from the class of 2018 are working in ACE industries. A discussion ensued as to what companies those individuals are working for Mrs. Stephens-Shauger stated she would get that list of companies.

The staff complaint resolution policy was introduced. After a brief discussion it was decided the policy needs to be crafted as to help the adults and students of the school . Ms. Lewis will continue to work on a draft for discussion at the November meeting.

Mrs. Ronda Gilliland-Lopez presented a draft of the bylaws. It appeared a set of bylaws away from the charter application had not been completed. After a brief discussion is was decided Mrs. Abby Lewis will review and provide input.

Mr. Everette Hill, of Social Innovation Strategies Group, LLC was introduced to the group. Mr. Hill stated now is the time to create a framework for the school, we have a new year, new authorizer, new leadership teams, and new board plan. Mr. Hill reviewed the schools ideas for trust and relationship growth. How to build the trust with the current relationship. It was noted the relationship between the General Council and the Executive Director needs to grow by looking forward and stop looking back. Mr. Hill provided some techniques to work for a better relationship between the Governing Council and the school.

## **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place November 20, 2018 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 9:00 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary

ACE Leadership High School Governing Council will host a Board Meeting, November 20, 2018 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

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<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER Vote – Approval of Agenda November 20, 2018 Vote – Approval of Minutes October 30, 2018 REVIEW OF ACCOMPLISHMENTS
LL	15 MINUTES	FINANCIALS October Financials
ALL	30 MINUTES	DISCUSSION ITEMS Executive Director’s Report (Tori) Data Report (Tori) Bylaws Input (Abby)
		NEXT MEETING December 18, 2018 ADJOURNMENT

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*The minutes of the ACE Leadership High School Governing Council, Tuesday,  
November 20, 2018 at 7:30 a.m., at the ACE Leadership High School, 1240  
Bellamah Ave., Albuquerque, New Mexico.*

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Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Anthony Kocurek, Governing Council Member  
Ronda Gilliland-Lopez, Governing Council Member

Others Present: Tori Stephens-Shauger, Executive Director – ACE Leadership  
Abby Lewis, Attorney, InAccord, P.C.  
Wendell Lane, ACE Leadership High school  
Ryan DeHoyos, ACE Leadership High School  
Leslie Lujan, ACE Leadership High school

### **CALL TO ORDER**

The meeting was called to order by Chairman Hatchell at 7:33 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Chairman Hatchell and seconded by Mrs. Ronda Gilliland-Lopez, it was approved unanimously.

MOTION: To approve November 20, 2018 agenda.

### **MINUTES**

The minutes of the October 30, 2018 ACE Leadership High School Governing Council meeting were reviewed. Approval of the minutes was moved by Chairman Hattchell and seconded by Mr. Tony Kocurek and approved unanimously.

MOTION: To approve the November 20, 2018 ACE Leadership High School Governing Council.

### **FINANCIAL REVIEW AND BUDGET ADJUSTMENT REQUEST**

Ms. Leslie Lujan reviewed the reports required by Public Education Department (PED). Ms. Lujan presented an overview of the October financials; ACE Leadership High School is in the process of being audited per the State guidelines, Mrs. Ronda Gilliland-Lopez attended the exit interview with the auditors. Mrs. Gilliland-Lopez stated Ms.

Lujan did a wonderful job in answering all the questions and presenting the information needed.

Mr. Mike Puelle thanked Ms. Lujan and Mrs. Tori Stephens-Shauger for meeting with lenders and working out the building loan information. Mrs. Stephens-Shauger stated it was a positive meeting reiterating as long ACE continues to make the payments on time the loan would be extended for another term and the balloon payment should be addressed and not an issue.

### **DISCUSSION ITEMS**

Mrs. Tori Stephens-Shauger, Executive Director/Principal provided her monthly Director's report. Ms. Lucy Alfonso will be moving to Virginia, with this move there will be staff changes. Mr. Jamie Field will become the Transition coach and Mr. Brad Humble will become the Construction coach.

Mrs. Stephens-Shauger stated on the 40<sup>th</sup> day report there were 249 students. ACE will see an increase in enrollment in January. The goal for the 80/120 day average is 385.

Mrs. Stephens-Shauger reviewed the authorizer annual site visit. It appeared to be a positive visit, there are some policies the new authorizer would like to have in the educational plan, governance frameworks and communication in the financial framework.

As a final note on the executive director's report Mrs. Stephens-Shauger provided an update on the charter school design team. Mrs. Stephens-Shauger reminded the Board it's time to prepare for her mid year evaluation and would like to know what is needed in order to begin the process.

Mrs. Abby Lewis presented a draft of bylaws, it was decided to make sure that the original bylaws as a retyped document by Mrs. Ronda Gilliland-Lopez and the version and Mrs. Lewis' document need to be reviewed and worked through in the upcoming meetings.

### **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place December 18, 2018 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 9:07 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary

ACE Leadership High School Governing Council will host a Board Meeting, December 18, 2018 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

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<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER Vote – Approval of Agenda December 18, 2018 Vote – Approval of Minutes November 20, 2018
LL	15 MINUTES	FINANCIALS November Financials
ALL	60 MINUTES	DISCUSSION ITEMS Ace Foundation Board & Fundraising Executive Directors' Report Employee Complaint and Grievance Policy Background Check Policy Teaching Controversial Issues Policy Conflict of Interest and Nepotism Policy Executive Director Mid-Year Evaluation
		NEXT MEETING January 15, 2019 ADJOURNMENT

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*The minutes of the ACE Leadership High School Governing Council, Tuesday,  
December 18, 2018 at 7:30 a.m., at the ACE Leadership High School, 1240  
Bellamah Ave., Albuquerque, New Mexico.*

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Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Kari Juvera, Treasurer  
Ronda Gilliland-Lopez Secretary  
Crystal Medrano, Governing Council Member  
Anthony Kocurek, Governing Council Member

Others Present: Tori Stephens-Shauger, Executive Director – ACE Leadership  
Abby Lewis, Attorney, InAccord, P.C.  
Leslie Lujan, ACE Leadership High School  
Sean Calvert, ACE Foundation

### **CALL TO ORDER**

The meeting was called to order by Chairman Hatchell at 7:35 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Mr. Mike Puelle and seconded by Mr. Tony Kocurek, it was approved unanimously.

MOTION: To approve December 18, 2018 agenda.

### **MINUTES**

The minutes of the November 20, 2018 ACE Leadership High School Governing Council meeting were reviewed. Mr. Puelle noted there was a typo noting Mrs. Should be Ms. for Abby Lewis. Approval of the minutes was moved by Chairman Hatchell and seconded by Ms. Crystal Medrano and approved, with corrections, unanimously.

MOTION: To approve the November 20, 2018 ACE Leadership High School Governing Council minutes with noted corrections.

## **FINANCIAL REVIEW**

Ms. Leslie Lujan reviewed the November 2018 report analysis. Ms. Lujan explained there has been a software conversion causing some glitches that are being worked out. Ms. Lujan mentioned the IRS is auditing Yearout Mechanical concerning work that was completed on the building 7 years ago. Ms. Lujan will keep the Governing Council informed if there are any actions needed.

Ms. Lujan noted the projections for students and funding for the school year 2019/2020 appears to be on task.

The Governing Council thanked Ms. Lujan.

## **DISCUSSION ITEMS**

Mr. Sean Calvert, Chairman of the ACE Foundation, was introduced to the Governing Council. Mr. Calvert stated over the years the Foundation would have projects to work on in conjunction to the school, the driving focus has been the building and the loans on the building. At this time the smaller balloon payment has been planned and budgeted for payment. The larger payment is being worked on for a refinance and appears that there will be no financial consequences to ACE due to the impeccable payment schedule and deadlines that have been met by the school. In the last several months Mr. Calvert, Ms. Lujan and Mrs. Stephens-Shauger have been working to clarify who signed the original loans. The Foundation would be working on the next focus and would like to know what the general council would like the focus to be. The current ACE Foundation Board is: Mr. Calvert, Mrs. Melissa Gomez from JB Henderson, Ms. Becky Auge from Yearout Mechanical, Mr. Michael Vigil from MV Industries, and Felicia [REDACTED] from Sandia National Labs. Mr. Calvert stated the Foundation Board would like input and direction from the Governing Council. Ms. Crystal Medrano clarified the fundraising would not be geared to pay off the loans and it was confirmed. After a brief discussion it was decided the new focus should be to help raise funds for paid internships. This would ultimately assist ACE Foundation in marketing our students' strong points while providing incentive to the students to work hard in their field of study. Creating scholarships to assist employers, funding to assist with the Capstone process and supporting and creating mentorships in exhibitions. Mr. Calvert was thanked for attending the meeting.

Mrs. Tori Stephens-Shauger, Executive Director/Principal provided her monthly Director's report:

Mrs. Stephens-Shauger reviewed a recent visit with Mr. Jerry Arms of Sheet Metal Workers/SMART Local 49, Mr. Kocurek as well as ACE staff to discuss the metal fabrication lab. ACE is working on the capital outlay building. This will allow students the opportunity to really learn the mechanical field.

Mrs. Stephens-Shauger stated on the 80<sup>th</sup> day report there were 282 students, 33 student increase over the 40<sup>th</sup> day. Mr. Mike Puelle asked what is the school's cap for students and was informed the charter states 435 students.

Mrs. Stephens-Shauger reviewed the outline of discussion of categories and indicators for APS Charter academic framework. This has been an excellent exercise because APS is working on understanding and creating measurements for nontraditional means of learning and measuring the success. The indicators are still in the discussion and draft phases, however there will be a weight and balance calculation placed to these items. These will be the APS performance measurements for charter school. The PARCC will still be a measurement but will not hold the same weight as it has with the Public of Education Department (PED). PED will still have their report card, however, with the new Governor taking office and changing leadership roles there may be changes in the current forms of measurements. Ms. Abbey Lewis took a moment to compliment Mrs. Stephens-Shauger as being instrumental in these meetings with APS.

As per our latest review with APS, our authorizer, the following policies needed to be created or revised:

Employee Complaint and Grievance Policy  
Background Check Policy  
Teaching Controversial Issues Policy  
Conflict of Interest and Nepotism Policy  
Medication in School Policy

After a brief discussion of the policies occurred and were accepted.

Chairman Hatchell provided information concerning Mrs. Stephens-Shauger's mid year evaluation. After a brief discussion it was noted items of review will occur in January and in February the mid-year evaluation will be completed and shared with Mrs. Stephens-Shauger.

## **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place January 15, 2019 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 8:43 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary

ACE Leadership High School Governing Council will host a Board Meeting, January 15, 2019 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

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<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER Vote – Approval of Agenda January 15, 2019 Vote – Approval of Minutes December 18, 2018
LL	15 MINUTES	FINANCIALS December Financials BARS
ALL	60 MINUTES	DISCUSSION ITEMS Executive Directors’ Report Detail of Capital Outlay Request What will the Elimination of PARCC mean for ACE ACE FMLA Policy Draft ACE Right to Organize Policy Draft ACE Employee ADA Policy Draft ACE Employee ADA Policy Forms Draft ACE Staff Discipline Policy Draft Executive Director Mid-Year Evaluation
		ACTION ITEMS Employee Complaint and Grievance Policy Background Check Policy Teaching Controversial Issues Policy Conflict of Interest and Nepotism Policy Medication in School Policy

		NEXT MEETING February 19, 2019 ADJOURNMENT

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*The minutes of the ACE Leadership High School Governing Council, Tuesday,  
January 15, 2019 at 7:30 a.m., at the ACE Leadership High School, 1240  
Bellamah Ave., Albuquerque, New Mexico.*

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Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Kari Juvera, Treasurer  
Ronda Gilliland-Lopez, Secretary

Others Present: Tori Stephens-Shauger, Executive Director – ACE Leadership  
Ralph Gonzales, ACE  
Wendall Lane, ACE  
Ryan Dehoyos, ACE  
Jamie Field, ACE  
Abby Lewis, Attorney, InAccord, P.C.

### **CALL TO ORDER**

The meeting was called to order by Chairman Hatchell at 7:40 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Mr. Mike Puelle and seconded by Mrs. Ronda Gilliland-Lopez, it was approved unanimously.

MOTION: To approve the January 15, 2019 agenda.

### **MINUTES**

The minutes of the December 18, 2019 ACE Leadership High School Governing Council meeting were reviewed. It was noted on page 3 under the conversation of polices the sentence should read: "After a brief discussion of the policies occurred." The minutes we approved with corrections.

MOTION: To approve the December 18, 2019 ACE Leadership High School Governing Council minutes with noted corrections.

## **FINANCIAL REVIEW**

There was no financial review Ms. Leslie Lujan was out sick.

## **DISCUSSION ITEMS**

Mrs. Tori Stephens-Shauger, Executive Director/Principal provided her monthly Director's report:

Mrs. Stephens-Shauger reviewed recent Renaissance assessments of students. She provided an overview of the growth, areas that need to be addressed and ways to improve. The math assessment is broken down by: communications, how well was the math process described; connections: apply math in another situation; problem solving; reasoning for critical thinking; representation, how did the student model. In reading: dictation, word order: evidence: provide support; mechanics: grammatical points; prompt answering of the questions. Mrs. Stephens-Shauger will send the rubric to the Governing Council. Mrs. Stephens-Shauger defined PIR for the Governing Council, stating it is Plugged Into Reading.

Mrs. Stephens-Shauger provided a memo from Lieutenant Governor Howie Morales concerning the elimination of the Partnership for Assessment of Readiness for College and Careers (PARCC) and the plan for moving forward. On January 3, 2019 Governor Lujan-Grisham completed an executive order stating there will be a New Mexico will transition away from PARCC and adopting new ratings and assessments that evaluate where the students are struggling. In transition there will be the same technical assessment with comparable to PARCC with a ranking 1 to 5. The assessment will be shorter, 6 hours versus 8 hours. The transition appears to be streamlined, and working with the new PED administration has appeared to be much easier. Mrs. Stephens-Shauger will keep the Governing Council updated.

The following policies draft were reviewed:

- ACE FMLA Policy
- ACE Right to Organize Policy
- ACE Employee ADA Policy
- ACE Employee ADA Policy Forms
- ACE Staff Discipline Policy

After a brief discussion of the policies Mr. Puelle moved to place the policies on the February agenda to be accepted.

The ACE Employee Compliant and Grievance Policy was introduced for adoption. Mr. Puelle moved to accept the policy and Chairman Hatchell seconded the motion.

Motion: To approve the ACE Employee Compliant and Grievance Policy.

Chairman Hatchell provided information concerning Mrs. Stephens-Shauger's mid year evaluation. After a brief discussion it was noted there will be an executive session for the review at the February meeting.

**CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place February 19, 2019 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 8:50 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary

ACE Leadership High School Governing Council will host a Board Meeting, February 19, 2019 at 8:00 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical and emotion well-being as students.

<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER Vote – Approval of Agenda February 19, 2019 Vote – Approval of Minutes January 15, 2019
LL	15 MINUTES	FINANCIALS Financials BARS
ALL	60 MINUTES	ACTION ITEMS ACE FMLA Policy ACE Right to Organize Policy ACE Employee Complaint and Grievance Policy ACE Employee ADA Policy ACE Employee ADA Policy Forms ACE Staff Discipline Policy  Executive Director Mid-Year Evaluation
		NEXT MEETING March 19, 2019 ADJOURNMENT

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*The minutes of the ACE Leadership High School Governing Council, Tuesday,  
February 15, 2019 at 7:30 a.m., at the ACE Leadership High School, 1240  
Bellamah Ave., Albuquerque, New Mexico.*

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Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Ronda Gilliland-Lopez, Secretary  
Crystal Medrano, Governing Council Member

Others Present: Tori Stephens-Shauger, Executive Director – ACE Leadership  
Leslie Lujan, ACE  
Wendall Lane, ACE

### **CALL TO ORDER**

The meeting was called to order by Chairman Sam Hatchell at 7:42 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Chairman Hatchell and seconded by Mrs. Ronda Gilliland-Lopez, it was approved unanimously.

MOTION: To approve the February 19, 2019 agenda.

### **MINUTES**

The minutes of the January 15, 2019 ACE Leadership High School Governing Council meeting were reviewed. The minutes we approved:

MOTION: To approve the January 15, 2019 ACE Leadership High School Governing Council minutes.

### **FINANCIAL REVIEW**

Ms. Leslie Lujan was introduced to provide a financial overview. Ms. Lujan noted general ledger code 24106 reflects a negative number, however the federal awards have not been received. Once the awards are received the balance will be positive.

Ms. Lujan reviewed budget adjustment request (BAR) #4 a discussion occurred. It was moved by Mr. Mike Puelle, and Chairman Hatchell seconded:

MOTION: To approve BAR #4.

Ms. Lujan reviewed BAR #5, and discussed. It was moved by Mr. Puelle and Ms. Crystal Medrano seconded:

MOTION: To approve BAR #5.

Ms. Lujan briefed the Board on the sudden and unexpected contract cancellation by the food service provider that is responsible for feeding the students lunch. Ms. Lujan is working on a solution.

Ms. Lujan provided an update on legislation and the funding impact the legislation could have on ACE.

The Board thanked Ms. Lujan for her report.

### **DISCUSSION ITEMS**

A review of the ACE FMLA Policy, ACE Right to Organize Policy, ACE Employee Compliant and Grievance Policy, ACE Employee ADA Policy, ACE Employee ADA Policy Forms, ACE Staff Discipline Policy were reviewed. After a brief discussion Mrs. Ronda Gilliland-Lopez moved for approval and Ms. Medrano seconded:

MOTION: To approve the discussed policies.

Chairman Hatchell introduced Mrs. Tori Stephens-Shauger, Executive Director/Principal mid year evaluation. The Board asked what is Mrs. Stephens-Shauger's greatest concern based on academic data Mrs. Stephens-Shauger stated the concern is the placement to transfer kids to the industry. The percentage of alumni in industry is lacking, and if we can not get a transition plan in place it will hurt the school. Our school is in need of a strong mentor program with employer partners. It can be difficult to have these type of programs because employers may be worried about having high school students in their business. After a lengthy conversation it was decided the focus will be to work on placing mentorships with partner business. Mr. Puelle stated he would like to have a discussion with Mr. Mike May to work on growing these projects. The Board needs to work how to measure success in the goals that are being set.

### **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place March 19, 2019 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 9:08 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary

ACE Leadership High School Governing Council will host a Board Meeting, March 19, 2019 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical and emotion well-being as students.

<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER Vote – Approval of Agenda March 19, 2019 Vote – Approval of Minutes February 19, 2019
LL	15 MINUTES	FINANCIALS Financials BARS
ALL	60 MINUTES	DISCUSSION ITEMS Update from Ryan on Recruitment and Events Executive Director Report March 25, 2019 meeting Executive Closed Session
		NEXT MEETING April 16, 2019 ADJOURNMENT

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*The minutes of the ACE Leadership High School Governing Council, Tuesday,  
March 19, 2019 at 7:30 a.m., at the ACE Leadership High School, 1240  
Bellamah Ave., Albuquerque, New Mexico.*

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Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Ronda Gilliland-Lopez, Secretary  
Kari Juvera, Treasurer  
Crystal Medrano, Governing Council Member

Others Present: Tori Stephens-Shauger, Executive Director – ACE Leadership  
(Telephonically)  
Leslie Lujan, ACE  
Ryan Dehoyas, ACE  
Abby Lewis, InAccord, P.C.

### **CALL TO ORDER**

The meeting was called to order by Chairman Sam Hatchell at 7:41 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Vice Chairman Mike Puelle and seconded by Chairman Hatchell, it was approved unanimously.

MOTION: To approve the March 19, 2019 agenda.

### **MINUTES**

The minutes of the February 19, 2019 ACE Leadership High School Governing Council meeting were reviewed. Chairman Hatchell made the motion for approval and Ms. Crystal Medrano seconded the motion. The minutes were approved unanimously:

MOTION: To approve the February 19, 2019 ACE Leadership High School Governing Council minutes.

## **FINANCIAL REVIEW**

Ms. Leslie Lujan was introduced to provide a financial overview.

Ms. Lujan provided an update on legislation and the funding impact the legislation could have on ACE.

The Board thanked Ms. Lujan for her report.

## **DISCUSSION ITEMS**

Mr. Ryan Dehoyos was introduced to provide an update on recruitment and events for ACE. The ACE Matanza Potluck will take place on April 5, 2019 from 5:00 p.m. to 7:00 p.m. ACE is inviting as many potential students by getting the information out to middle schools and surrounding schools. There will be an Alumni BBQ in April, and the Capstone Networking event had an approximant 35 professionals expressing interest in participating. The Board thanked Mr. DeHoyos for his update.

Chairman Hatchell introduced Mrs. Tori Stephens-Shauger, Executive Director/Principal for the Executive Directors' Report. Ms. Stephens-Shauger noted on Monday, March 25, 2019 there will be the Trimester 3 project meeting. It is encouraged to have industry partners at this meeting to assist in creating the projects. 50% of the Trimester 2 exhibition judges were from the industry.

Ms. Stephens-Shauger stated she and Mrs. Ronda Gilliland-Lopez will be meeting to create the MCA/SMACNA of NM internships.

The group thanked Ms. Stephens-Shauger for her report.

Chairman Hatchell moved to go to closed session, Mrs. Gilliland-Lopez seconded the motion. It was moved, seconded and carried to go into a closed session. Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters.

## **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place April 23, 2019 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 9:08 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary



ACE Leadership High School Governing Council will host a Board Meeting, April 17, 2019 at 11:00 a.m. taking place at MCA/SMACNA of NM, 4901 Chappell Drive NE, Albuquerque, New Mexico

**Mission Statement:**

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical and emotion well-being as students.

Resp.	Time	Agenda Topic
SH	10 MINUTES	CALL TO ORDER  Vote – Approval of Agenda April 17, 2019
		Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters.  Vote to go into Closed Session  Following Closed Session, the Board will vote to return to Open Session and may take action.
		Board will vote to return to Open Session and may take action.
		NEXT MEETING  April 16, 2019  ADJOURNMENT

Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Ronda Gilliland-Lopez, Secretary  
Tony Kocurek, Governing Council Member  
Crystal Medrano, Governing Council Member

### **CALL TO ORDER**

The meeting was called to order by Chairman Sam Hatchell at 11:05 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Vice Chairman Mike Puelle and seconded by Chairman Hatchell, it was approved unanimously.

MOTION: To approve the April 17, 2019 agenda.

Ms. Crystal Medrano motioned to go into Closed/Executive session Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters. Mrs. Ronda Gilliland-Lopez seconded the motion. Mr. Hatchell, Mr. Puelle, Ms. Gilliland-Lopez, Mr. Tony Kocurek, and Ms. Medrano all vote yes. No votes in the negative.

MOTION: To go into Executive/Closed session pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters

Vice Chairman Mike Puelle motioned to return to open session, Chairman Hatchell seconded the motion.

MOTION: To return to open Session.

No votes were taken in Closed Session and only the matter notice for Closed Session on the agenda was discussed.

### **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place April 23, 2019 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 1:15 p.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary



ACE Leadership High School Governing Council will host a Board Meeting, April 23, 2019 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical and emotion well-being as students.

<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER Approval of Agenda April 23, 2019 Approval Minutes of the Special Call April 17, 2019 Meeting Approval Minutes of the March 19, 2019 Meeting
LL	45 MINUTES	FINANCIALS Budget Discussion Vote on BARs Vote on Operating Budget Vote on Salary Schedules Vote on School Calendar
TS	30 MINUTES	Executive Directors Report Future Focus Internship Discussion
LL	30 MINUTES	NEXT MEETING May 21, 2019 ADJOURNMENT

**TASKS**

<b>Due Date</b>	<b>Responsibility</b>	<b>Task</b>
As Soon As Possible	Abby	Charter School Training Matrix for Members
May 21, 2019	Tori and Ronda and Staff	MCA/SMACNA Internship Plan

**ACE CALENDAR**

**May**  
Friday, May 3rd: AGC Best Buildings (6 - 9 pm)  
Friday, May 17th: Heavy Equipment Operator's Rodeo (10:30 - 2:30 pm) Wednesday,

May 22nd: ACE Graduation (6:00 pm)

## **June**

Saturday, June 1st: NMILC Citizenship Fair (contact NMILC for more information)

Saturday, June 8th: PrideFest Parade (details TBD)

Tuesday June 18th: Thursday June 20th - Trimester Three Exhibitions

Friday, June 21st: Last Day of School

Present: Sam Hatchell, Chairman  
Mike Puelle, Vice Chairman  
Kari Juvera, Treasurer  
Ronda Gilliland-Lopez, Secretary  
Tony Kocurek, Governing Council Member  
Crystal Medrano, Governing Council Member

Others Present: Tori Shauger, ACE  
Leslie Lujan, ACE  
Ralph Gonzales, ACE  
Jamie Field, ACE  
Dan Hill, for Daniel Ivy Soto  
Sean Calvert, Foundation Board

### **CALL TO ORDER**

The meeting was called to order by Chairman Sam Hatchell at 7:31 a.m. It was determined a quorum was present to conduct business.

### **APPROVAL OF AGENDA**

A motion to approve agenda was made by Mrs. Ronda Gilliland-Lopez and seconded by Ms. Crystal Medrano, it was approved unanimously.

MOTION: To approve the April 23, 2019 agenda.

### **MINUTES**

The minutes of the March 19, 2019 ACE Leadership High School Governing Council meeting were reviewed. Chairman Hatchell made the motion for approval and Ms. Medrano seconded the motion.

MOTION: To approve the March 19, 2019 minutes.

### **FINANCIALS**

Chairman Hatchell introduced Ms. Leslie Lujan to provide an overview of the budget. After a lengthy conversation Ms. Lujan stated she would provide the budget analysis once PED approves it. Chairman Hatchell made the motion to approve the 2019/2020 ACE budget. Ms. Medrano second the motion.

MOTION: To approve the 2019/2020 ACE Budget.

An overview of the salary schedules was reviewed. Ms. Lujan provided information pertaining to salaries and outlined by PED Section 22, Article 10.A School Personnel

Act. After a lengthy conversation Ms. Medrano made the motion for the salary schedules. Ms. Ronda Gilliland-Lopez seconded the motion.

MOTION: To approve the salary schedules as discussed.

The 2019/2020 school calendar was introduced for discussion. After a brief discussion Ms. Medrano made the motion for approval and Chairman Hatchell seconded it.

MOTION: To approve the school calendar for 2019/2020.

### **EXECUTIVE DIRECTORS' REPORT**

Mrs. Tori Shauger provided the Executive Directors report providing information on: FFE internships, ACE and ACE Foundation loans, and the training for the governing council.

### **CLOSING BUSINESS**

The next ACE Leadership High School Governing Council meeting will take place May 21, 2019 at 7:30 a.m. at ACE Leadership High School.

There being no further business the meeting was adjourned at 8:49 a.m.

Respectfully Submitted,

Ronda Gilliland-Lopez  
Secretary

ACE Leadership High School Governing Council will host a Board Meeting, May 21, 2019 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

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<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER  Approval of Agenda May 21, 2019  Approval Minutes of the April 23, 2019
LL	45 MINUTES	FINANCIALS  Financials  Vote on BARs
TS	30 MINUTES	BUSINESS  ACE Foundation  Executive Directors Report  Graduation Update  Performance framework  Board Training  Board Recruitment  Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personal matters. (Executive Director Evaluation) <ul style="list-style-type: none"> <li>A. Vote to go into Closed Session</li> <li>B. Following Closed Session, the Board will vote to return to Open Session and may take action.</li> </ul>
LL	30 MINUTES	NEXT MEETING  June 18, 2019  ADJOURNMENT

**TASKS**

<b>Due Date</b>	<b>Responsibility</b>	<b>Task</b>
As Soon As Possible	Abby	Charter School Training Matrix for Members
May 21, 2019	Tori and Ronda and Staff	MCA/SMACNA Internship Plan

**ACE CALENDAR**

**May**

May 22nd: ACE Graduation (6:00 pm)

**June**

Saturday, June 1st: NMILC Citizenship Fair (contact NMILC for more information) Saturday, June 8th:

PrideFest Parade (details TBD)

Tuesday June 18th: Thursday June 20th - Trimester Three Exhibitions

Friday, June 21st: Last Day of School

ACE Leadership High School Governing Council will host a Board Meeting, June 18, 2019 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical and emotion well-being as students.

<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER/SELF INTRODUCTIONS  Approval of Agenda May 21, 2019  Approval Minutes of the May 21, 2019  Approval Minutes of the June 11, 2019 Special Call meeting
LL	45 MINUTES	FINANCIALS  Financials  Vote on BARs
SH	30 MINUTES	BUSINESS  - Closed Session: o Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters (Executive Director Transition Issues ). - Following Closed Session, the Board will vote to return to Open Session and may take action. A. Board Update of Executive Director search B. Discussion Leadership Transition
SH	5 MINUTES	NEXT MEETING  Due to Current Staffing Situation at the Call of the Chair  ADJOURNMENT

**ACE CALENDAR**

Tuesday June 18th: Thursday June 20th - Trimester Three Exhibitions  
Friday, June 21st: Last Day of School

June 6, 2019

There will be a ACE Leadership Highschool Governing Council meeting on:

Tuesday, June 11, 2019

7:30 a.m.

ACE Leadership Highschool

1240 Bellamah Ave NW

Albuquerque, New Mexico

#### Agenda Topics

- Closed Session:
  - o Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters (Update on Executive Director Non-Renewal of Contract ).
- Open Session
  - o Board Update of Executive Director search
  - o Discussion and possible action to select Interim Executive Director

ACE Leadership High School Governing Council will host a Board Meeting, June 18, 2019 at 7:30 a.m. taking place at ACE Leadership High School, 1240 Bellamah Ave., Albuquerque, New Mexico

**Mission Statement:**

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<b>Resp.</b>	<b>Time</b>	<b>Agenda Topic</b>
SH	10 MINUTES	CALL TO ORDER/SELF INTRODUCTIONS  Approval of Agenda May 21, 2019  Approval Minutes of the May 21, 2019  Approval Minutes of the June 11, 2019 Special Call meeting
LL	45 MINUTES	FINANCIALS  Financials  Vote on BARs
SH	30 MINUTES	BUSINESS  - Closed Session: o Pursuant to Section 10-15-1(H)(2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters (Executive Director Transition Issues ). - Following Closed Session, the Board will vote to return to Open Session and may take action. A. Board Update of Executive Director search B. Discussion Leadership Transition
SH	5 MINUTES	NEXT MEETING  Due to Current Staffing Situation at the Call of the Chair  ADJOURNMENT

**ACE CALENDAR**

Tuesday June 18th: Thursday June 20th - Trimester Three Exhibitions  
Friday, June 21st: Last Day of School