

## [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:** June 12, 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 **7:05pm MST**
- Welcome
- Roll Call
  - Present:
    - Renee Delgado-Riley
    - Mike Quinn
    - James Abeyta Stevens
    - Mary Jones
    - Daniel Ivey-Soto
  - Absent:
    - Sara Fitzgerald
    - Janet Leung
    - Alejandra Grijalva

Also Present:

- Kristine Wilkins PCSNM CSP
- Mercy Herrera
- Donna Navarro
- Anna Cress K12

- Abi Oneal
- Motion to approve Amendment to add an update, and approve the Agenda with this new amendment:
  - **Motion:** Mike Quinn
  - **Second:** Mary Jones
  - Discussion: None
  - Outcome: Approved unanimously
- Approval of Last Board [Meeting Minutes](#)
  - **Motion:** Mike Quinn
  - **Second:** Mary Jones
  - 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
  - **Primer Question June Meeting:** What is one moment from the past few months that made you feel proud to be part of the Equip Governing Board?
  - **Conversation/discussion**
    - Focusing on key areas going forward as part of strategy
    - Theresa Archuleta, Education Administrator Consultant, is supporting us as a new Charter school and a resource
    - Reaffirm what it means to be a supportive board member
- [Emails](#)
  - Adding to website official Equip email addresses for the Governing Board
  - Anything in email is public information
  - Starting July 1, 2025 using only Equip email addresses for Board members
  - Email “reply all” is part of Open Meetings Act and the board must comply and be aware of this action
    - Daniel Ivey Soto, Board Legal Counsel, read the Opening Meetings Act wording regarding emails and the formation of public policy and development of business.
- Regarding the Open Meetings Act, 72 hours is a real timeline, and the Board cannot add items after posting the agenda to the public. Board to be mindful to the 72-hour timeline to ensure compliance.
  - [Contact List](#)
- [Board Manual Update](#)

#### 4. Consent Agenda Items

The following [policies](#) are recommended for approval without discussion

- Attendance Policies and Procedures UPDATED
- Bullying Prevention Policies and Procedures
- Detention, Suspension or Expulsion Policies and Procedures
- Distance and Hybrid Learning Policies and Procedures
- Dual Credit Policies and Procedures
- Equip Academy of New Mexico Student and Family Handbook DRAFT.docx
- Grade Change Policies and Procedures
- Homeless Education and Assistance Policies and Procedures UPDATED
- Medical Cannabis Policies and Procedures
- Multi-Layered System of Supports & Student Assistance Team Policies
- Parental Access to Information Policies and Procedure
- Procurement Procedures UPDATED
- Staff Discipline Policies and Procedures
- Student Discipline Policies and Procedures UPDATED
- Tobacco, Alcohol, and Drug Free Policies and Procedures UPDATED
- [Board Bylaws UPDATED](#)
  - Changes in I. Governing Board and Member Structure, Section 6, and Section 9, II. Selecting New Governing Members #6, III Meetings Section 3 and Section 3.1 Duties of the Financial Committee.
- Approval to approve the above policies in bulk as a consent agenda:
  - **Motion:** James Abeyta Stevens
  - **Second:** Mike Quinn
  - Discussion: None
  - Outcome: Approved Unanimously

#### 5. Financial Planning

- [Budget Adjustment Requests \(BARs\)](#)
  - None for this month
- Payroll & Accounts Payable [Payment Vouchers](#)
  - No vendor payments
  - Several large items reviewed and presented
- Fiscal planning and budget status
- K12 Updates
  - Anna Cress, Business Manager and Team Lead of K12 Accounting
    - Went over the initial budget based on 75 student membership that was submitted
    - Discussion to lower student membership (budget adjustment) to 60 with board approval

- PED would expect Equip to be off, but expect to be close
- Showed table of figures with less than 75 students financially
- Equip Financial Committee recommendation to adjust Equip budget to 60 students
  - Positive financial numbers at 60 students. This is a good realistic number reflecting actual enrollment currently
- Daniel Ivey Soto explained the 40<sup>th</sup> day deadline requirement to the state and what it means to Equip Academy
- Abi Oneil talked about approving 60 students (lower) and if we increase to 75, we will exceed the baseline and increase funds to Equip
- Discussion on the pros and cons of hitting the student numbers for financial wellness of the school
  - Staffing discussion, such as Coordinators to support operations/classrooms
  - A special board meeting will be organized to talk about Budget within the next couple of days to approve and send to the state to meet the deadline.

## **6. Head of School Updates**

- Academic & Curriculum Planning Updates
- Enrollment & Staff Recruitment Strategy
  - Call to Action for the Board to each own 2-3 students to enroll, attend a family information session to bring in to Equip Academy
  - Contingency Plans

## **7. Facilities and Operations**

- Updates
  - Working on inspection in the facility
  - Fence discussion

## **8. Community and Stakeholder Engagement**

- Marketing & Outreach Planning
  - Share on social media Equip posts
- Preparing for Implementation Year milestones
  - Being submitted and in compliance
  - Signed charter contract to make it official
  - Ice Cream social on June 28<sup>th</sup> from 11:00am-1pm
  - Furniture will arrive on July 7<sup>th</sup>, 2025

## **9. Next Steps**

- Board Self-evaluation will be discussed next month and will be going into closed session
- Strategy discussions will continue in July and August
- October -, annual renewal of our Open Meetings Act and approval as a Board

- o The Board will also discuss the Open Meetings Act comment process for the public to incorporate into our monthly meetings
- o Discussion to make the meetings a little longer will be talked about for future meetings

## 10. Adjournment

- Closing remarks

Motion to adjourn the meeting:

- o **Motion:** Renee Delgado-Riley
  - o **Second:** Mary Jones
  - o Discussion: None
  - o Outcome: Approved unanimously
- Meeting adjourned at 8:30pm
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- 5 minutes: [Board Meeting Feedback Survey](#)