



A New Mexico Public Charter School
The ASK Academy
21st Century Design Thinking

**Governing Council Meeting
Annual Meeting**

Open & Closed Sessions
June 11, 2020
6:30pm

Agenda

- | | | |
|------|---|-----------------------------|
| I. | Call To Order | Dr. Jeanne Forrester, Chair |
| II. | Establishment of Quorum | |
| III. | Pledge of Allegiance | |
| IV. | Public Comment | |
| V. | Staff Recognition: Mr. Edward Garcia | |
| VI. | Consent Agenda | |
| | a. Approve Minutes of May 14 and May 21, 2020 | Dr. Jeanne Forrester, Chair |
| | b. Financial Monthly Reports | |
| | c. Flowthrough BAR 520-000 1920-0024-I | |
| | d. General Fund BAR 520-000 1920-0025-M Voided | |
| | e. General Fund BAR 520-000 1920-0026-I | |
| | f. General Fund BAR 520-000 1920-0027-I | |
| | g. Flowthrough BAR 520-000 1920-0028-I | |
| | h. General Fund BAR 520-000 1920-0029-I | |
| | i. Flowthrough BAR 520-000 1920-0030-IB | |
| | j. 2020-21 Professional Services Agreement for Legal Services | |
| VII. | General Fund Reports, Discussion and Possible Action | |
| | a. Retirement Recognition: | |
| | Mr. Dan Barbour, Director & Founder | Dr. Jeanne Forrester, Chair |
| | b. General Manager Update | Dan Busse, General Manager |
| | c. ASK Scholar & Family Handbook | |
| | d. Student Diabetes Management, Policy 313 | Mrs. Castilleja, Director |
| | e. Medical Cannabis, Policy 314 | |
| | f. Appoint 2020-21 Committees: Audit & Finance | Dr. Jeanne Forrester, Chair |
| | g. Election of 2020-21 Officers | |
| | h. Adopt Annual Resolution, Policy 104 | |

- VII. Closed Session
 - a. **NM Stat § 10-15-1[H][2]) Limited Personnel Matters:** Discussion of hiring, promotion, demotion, dismissal, assignment or resignation of public employee.
- VIII. Possible Action Related to Limited Personnel Matters
- IX. Announcements
 - a. **Next Governing Council Meeting is August 13, 2020**
- XIII. Adjournment

**The public is welcome to attend via Zoom connection.
To maintain Internet safety, a password is now required to join the meeting and
is highlighted below.**

Topic: ASK Academy Governing Council Meeting
Constance Dove Castilleja is inviting you to a scheduled Zoom meeting.

Topic: ASK Academy Governing Council Meeting
Time: Jun 11, 2020 06:30 PM Mountain Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/87963200369?pwd=MXhZT0M1aEh3eXFWQ2o0eTJGdkJFZz09>

Meeting ID: 879 6320 0369

Password: 242179

One tap mobile

+13462487799,,87963200369#,,1#,242179# US (Houston)

+16699006833,,87963200369#,,1#,242179# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 879 6320 0369

Password: 242179

Find your local number: <https://us02web.zoom.us/j/ko5WzusXs>

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Mackenzie Woods at 505.891.0757 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Mackenzie Woods at 505.891.0757 if a summary or other type of accessible format is needed.



A New Mexico Public Charter School
The ASK Academy
 21st Century Design Thinking

Governing Council Meeting

The ASK Academy
 GC Meeting
 Zoom Video Conference Call

Open Session
 May 14, 2020
 6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Dr. Jeanne Forrester	Chair
X	Dr. Denise Gonzales	Vice Chair
X	Michael Malloy	Secretary
X	Edgar Short	Director
X	David Stoliker	Director
X	Lindsey Bomke	Director
X	Michael Smith	Director
ASK Academy Members		
X	Dan Busse	General Manager
X	Dan Barbour	Assistant General Manager
X	Constance Dove Castilleja	Director of Advancement
X	Paul Stephenson	Director of Engineering
X	Edward Garcia	Dean of Studnets
X	Mackenzie Woods	Business Admin. Assistant
X	Michael Vigil	Business Manager
X	Ashley Woodard	Business Manager
X	Cheryl Kerby	Project Manager
X	Carol Donlin	Project Manager

- I. **Call to Order – 6:31 pm.**
- II. **Establishment of Quorum – established in introductions.**
 - a. Vice Chair Gonzales should join us shortly.
 - b. Vice Chair Gonzales joins at 6:35 pm.
- III. **Pledge of Allegiance.** (Done after Item V)
- IV. **Public Comment – none.**
- V. **Meet the Project Manager:** Ms. Carol Donlin, ReCon Coordinator
 - a. Ms. Donlin has been with The ASK Academy for over 5 years. She runs ReCon for the Middle School and High School.
 - b. Ms. Donlin shares information about the scholar participants in the regional science fairs.
 - c. Ms. Donlin would like to bring back the sense of a “Master Project” and “Celebration of Learning” through discovery and project-based learning in the future. Perhaps the scholars could work on a continuation project, that was started before the COVID-19 outbreak and canceled the spring ReCon.
 - d. Any board member questions or comments to Ms. Donlin?
 - i. Director Short appreciates the fantastic presentation.
 - ii. Mr. Busse appreciates everything Ms. Donlin has done with this program.
 - e. Chairwoman Forester has a certificate and token of appreciation for Ms. Donlin.
- VI. **Consent Agenda – Director Malloy motions and Director Stoliker seconds to approve the consent agenda. All in favor? Vote is 7-0, and the motion is approved.**
 - a. Approve Minutes of April 16 and May 7, 2020 Meetings
 - b. Financial Monthly Reports
 - c. Authorization to Submit Final BARs
 - d. 2020-21 IDEA-B Application
- VII. **Reports, Discussion and Possible Action**
 - a. Retirement Recognitions:
 - i. Mrs. Cheryl Kerby, MS Engineering/Robotics
 1. Robotics Program, Engineering and Female in Engineering. Mrs. Kerby has been an amazing role model and teacher to our kids. She’s taken the kids to China and Japan to compete in robotics competitions. She’s opened their minds about the subject matter and about the world.
 - ii. Mr. Paul Stephenson, Director & Founder
 1. One of the founders of the school, and the Engineering & Design Academy Head. Mr. Barbour honors the contributions of Mr. Stephenson. He’s made a huge impact in the classroom and on the athletic fields.

- iii. Chairwoman Forester presents the retirees with tokens of appreciation, which will be put in the mail and sent to them.
 - b. General Manager Update – Mr. Busse Presents
 - i. Celebrations
 - 1. Seniors finishing this week, but everyone else finishing up next week.
 - 2. Prom is tentatively moved to July 13th.
 - 3. Graduation is tentatively moved to July 16th
 - 4. Cheryl Kerby & Paul Stephenson’s retirements
 - 5. ReCon Regional Showing
 - 6. Reorganization and working document for going forward on Budget A
 - ii. Challenges/Concerns
 - 1. Closing out the year virtually
 - 2. All people entering campus will need to wear masks, maintain small numbers, and social distancing
 - 3. Cancellation of out of country job offer, staffing
 - iii. Coming Events
 - 1. Saying goodbye to the 2019-2020 academic year
 - iv. Any questions?
 - 1. None
 - c. 2020-25 PEC Charter Contract Approval – Mrs. Dove Castilleja Presents
 - i. New Charter Contract with the PEC. May 7th was the negotiation meeting.
 - ii. Chairwoman Forester is extremely appreciative of the ASK team that presented to the PEC.
 - iii. Director Short Motions to Approve the 2020-25 Charter Contract Between the New Mexico Public Education Commission and The ASK Academy. Director Smith seconds the motion. All in favor? Vote 7-0, and the motion is approved.
 - iv. Any questions?
 - 1. Director Stoliker has a question about the enrollment at 600.
 - a. Being proactive based on experience in previous years, Mr. Busse is confident we will still be under.
 - d. Equity Council Update – Mrs. Dove Castilleja Presents
 - i. Mr. Ed Garcia and Mrs. Dove Castilleja have gone through the trainings for the equity council. Vice Chair Gonzales will also be on the equity council.
 - ii. There is a readiness assessment that will be submitted by June 15th. Meeting will not resume in person until ~August.
 - iii. Mr. Garcia discusses members that they have recruited for the council: Dr. Rodney Rock from NM Highlands University and Kim Ayers Special Ed Teacher/Coordinator at RRPS. Mr. Garcia is excited about the potential of the board.
 - iv. Any questions?

VIII. Announcements

- a. June GC Meeting – nomination for slate of officers needs to be done then. Are there 2 members of the GC that will check in by the June meeting about this?

- i. Director Short volunteers to be one, and Director Malloy will be the second.
- b. The Mayor of Rio Rancho contacted Mrs. Dove Castilleja about honoring all graduating seniors in Rio Rancho with personalized signs to be displayed in at the Rio Rancho Sports Complex on May 26th – May 27th. She will email all the info out so that we can go out and see it.
 - i. Chairwoman Forester would like a letter to come from the school to the mayor showing appreciation.
- c. Junior Honors Society Induction – next Tuesday evening at 6:30 pm, virtual meeting. Mrs. Donlin will send out the invitation. She would like someone to say a few words.
- d. Next Governing Council Meeting is May 21, 2020, 6:30 pm. Mrs. Dove Castilleja will send out a Zoom invite. The entire agenda will be for closed session to discuss personnel issues.

IX. **Adjournment** – 7:52 pm.



A New Mexico Public Charter School
The ASK Academy
 21st Century Design Thinking

Governing Council Meeting

The ASK Academy
 Special GC Meeting
 Zoom Video Conference Call

Open & Closed Sessions
 May 21, 2020
 6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Dr. Jeanne Forrester	Chair
X	Dr. Denise Gonzales	Vice Chair
X	Michael Malloy	Secretary
X	Edgar Short	Director
X	David Stoliker	Director
	Lindsey Bomke	Director
X	Michael Smith	Director
ASK Academy Members		
X	Dan Busse	General Manager
X	Dan Barbour	Assistant General Manager
X	Constance Dove Castilleja	Director of Advancement
X	Edward Garcia	Dean of Students
X	Mackenzie Woods	Business Admin. Assistant
	Michael Vigil	Business Manager
	Ashley Woodard	Business Manager

I. Call To Order – 6:31 pm

- II. **Establishment of Quorum** – Established in the introductions.
 - a. Expecting Director Lindsey Bomke.
 - b. An email reveals that Director Bomke will be unable to make it tonight.
- III. **Pledge of Allegiance.**
- IV. **Public Comment** – none.
- V. **Closed Session**
 - a. **NM Stat § 10-15-1[H][2]) Limited Personnel Matters:** Discussion of hiring, promotion, demotion, dismissal, assignment, or resignation of public employee.
 - b. Description of the Zoom open and closed session process.
 - c. Legalities of Board Meetings by Zoom:
 - i. Open Session portion must be recorded.
 - ii. All the votes must be roll call votes.
 - d. **Director Malloy moves and Director Smith seconds to move into closed session at 6:38 pm.**
 - i. Any questions or comments?
 - ii. **Roll call vote, 6-0, the motion passes, and the meeting enters into closed session**
 - e. **Director Gonzales moves and Director Smith seconds to move back into open session at 7:54 pm.**
 - i. **Roll call vote, 6-0, the motion passes, and the meeting enters into open session. (Director Stoliker left the meeting at 7:30 pm.)**
- VI. **Possible Action Related to Limited Personnel Matters**
 - a. Appointing Interim MS Principal for the 2020-2021 School Year: Mr. Busse
 - i. **Director Smith moves and Director Malloy seconds to appoint Mr. Daniel Busse as the Interim MS Principal for 2020-2021 school year. Roll call vote, 6-0, the motion passes.**
 - b. Appointing Interim HS Principal for the 2020-2021 School Year: Mr. Garcia
 - i. **Director Gonzales moves and Director Smith seconds to appoint Mr. Edward Garcia as the Interim HS Principal for the 2020-2021 school year. Roll call vote, 6-0, the motion passes.**
 - c. Appointing an Acting CEO, if necessary, for Maintenance of Effort during the transition: Mrs. Dove Castilleja
 - i. **Director Smith moves and Director Short seconds to appoint Mrs. Dove Castilleja as the Acting CEO (if needed) for the 2020-2021 school year. Roll call vote, 6-0, the motion passes.**
 - ii. Renumerations will be added to Mrs. Dove Castilleja’s contract for the new year to include these duties.
 - d. Create a contingency plan for Mr. Dan Busse and the new CEO
 - i. Adding hours to Mr. Busse’s contract for consulting with the new CEO for job training in a limited capacity.
 - ii. **Director Smith moves and Director Short seconds to create contract for transitional & training hours between the existing General Manager and the new CEO. Roll call vote, 6-0, the motion passes.**

- e. Chairwoman Forester expresses appreciation to Mr. Dan Barbour during these final weeks on contract before his retirement from ASK.

VII. Announcements

- a. Next Governing Council Meeting is June 11, 2020.
- b. Graduation Car Parade and Diploma Hand-Off on May 30, 2020 at 5:30 pm. Invites and emails will be sent to the entire board ahead of time.

XIII. Adjournment – 8:10 pm.

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