



**APPROVED 03/01/16**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING  
Tuesday, January 26, 2016 at 9:00 a.m. MT**

**Held at the following locations and via teleconference:**

4001 Office Court, Suite 201  
Santa Fe, NM 87507  
and  
4801 Hardware Dr. NE  
Albuquerque, NM 87109

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**I. Call to Order and Roll Call**

Mr. Boitano called the meeting to order at 9:04 a.m. when all participants were present and able to hear each other. The school location was open to the public. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Mark Boitano and Carlo Lucero (in person); Paul Gessing and Jerry Schalow (via phone);

Governing Council Members Absent: Patrick Chavez;

Guests Present: Jodie Dean, School Principal; Justine Roybal, School Business Manager (in person); Jed Duggan, School staff; Michael Vigil, School Business Manager, Brian Rosta, Tanya Lee, Laura Coleman and Heather Woodward, Connections staff (via phone).

**II. Routine Business**

a. Approval of Agenda

Mr. Boitano asked the Governing Council to review the Agenda distributed prior to the meeting. There being no changes, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the January 26, 2016 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

**III. Oral Reports**

a. Principal's Report

Ms. Dean reviewed the Monthly School Report (MSR) with the Governing Council, highlighting enrollment and performance trends. The Governing Council discussed the MSR and enrollment trends for NMCA.

[Mr. Vigil joined the meeting at 9:07 a.m.]

i. Review of LFC Report and Findings

Ms. Dean reviewed the Legislative Finance Committee (LFC) Report included in the Governing Council materials with the Governing Council. She further discussed the LFC process for collecting the data, conclusions and recommendations. Ms. Dean reviewed the response to address various inaccuracies within the report. The Governing Council discussed the report findings in detail with Ms. Dean.

[Mr. Duggan left the meeting at 9:32 a.m.]

ii. Update on Start of Beginning of Semester 2

Ms. Dean provided the Governing Council with an update on the school's status as a tier two school to start the second semester. Ms. Dean credited the school staff's diligent work for the school's progress.

iii. Accreditation Update

Ms. Dean provided the Governing Council with an update on the upcoming accreditation team site visit in February and timeline for the overall accreditation process.

iv. School Operations Metrics

Ms. Dean reviewed the data included in the Governing Council materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation.

b. Financial Report

Ms. Roybal reviewed the school's financial statements in detail, including the check register, revenue and expense statements, as well as the school's forecast for the school year based on enrollment trends with the Governing Council.

iii. Finance Committee Updates and Recommendations for Approval

At the request of the Governing Council, this item was moved up on the agenda.

2. Approval of Budget Adjustment Reports

- General Fund/ Capital Outlay/ Debt Service – Doc. 554-000-1516-0001-I

Ms. Roybal reviewed the proposed budget adjustment with the Governing Council. She asked the Governing Council members whether they had any questions. There being no

further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the General Fund/ Capital Outlay/ Debt Service Budget Adjustment– Doc. 554-000-1516-0001-I, as presented, is hereby approved.

The motion passed unanimously.

i. Update on Recent Debit

Ms. Roybal reviewed a discrepancy and resolution on a recent bank statement with the Governing Council.

ii. Update on Contract for LiveSpeech

Ms. Dean reviewed the LiveSpeech services provided to the school's students through Connections Academy of New Mexico, LLC. She further reviewed the contract renewal with the Governing Council.

iii. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoices for November and December

2. Approval of Budget Adjustment Reports

- General Fund/ Capital Outlay/ Debt Service – Doc. 554-000-1516-0001-I

This item was presented earlier in the meeting.

3. Approval of Case Management Invoice(s) for November and December

4. Approval of Contract with Community Therapist

The Governing Council expressed their intent to review items 1, 3 and 4 together. Ms. Roybal reviewed in detail the Connections Academy, LLC and Case Management invoices for November and December as drawn from the financial report in the Governing Council materials. She advised that the Finance Committee reviewed all item for consideration and recommended Governing Council approval. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for November, in the amount of \$381,161.11, and December, in the amount of \$371,320.20, as presented, are hereby approved;

FURTHER RESOLVED, that the Case Management invoice(s) for November, in the amount of \$12,030.00, and December, in the amount of \$11,475.00, as presented, are hereby approved; and

FURTHER RESOLVED, that the contract with Community Therapist, as presented, is hereby approved.

The motion passed unanimously.

#### **IV. Consent Items**

Mr. Boitano asked the Governing Council members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. The Governing Council discussed the 2016-2017 General and State-Specific School Handbooks in detail. The Governing Council requested NMCA branding throughout the Handbooks. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

- a. Approval of Minutes from the November 17, 2015 Meeting;
- b. Approval of the 2016-2017 School Year General School Handbook, contingent upon changing branding to NMCA;
- c. Approval of the 2016-2017 School Year State Specific School Handbook, contingent upon changing branding to NMCA;
- d. Approval of Opening Enrollment on March 1, 2016 for the 2016-2017 School Year; and
- e. Approval of Revisions to Title I and Title II Grant Allocations for Carryover Funding; are hereby approved.

The motion passed unanimously.

#### **V. Action Item**

- a. Approval of Funded Enrollment Target for the 2016-2017 School Year

Ms. Dean reviewed the proposed enrollment target for the 2016-2017 school year of 1,200 students and sought Governing Council input in regards to the number. The Governing Council had a discussion and agreed this was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the funded enrollment target for the 2016-2017 school year, as discussed, is hereby approved.

The motion passed unanimously.

#### **VI. Information Items**

- a. Update on Staffing

Ms. Dean reviewed the Staffing report included in the meeting materials with the Governing Council and provided an update on staffing levels.

- b. School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' School Leadership Team. He provided the Governing Council with additional background on the school operations metrics, including specific factors that can affect metrics. Mr. Rosta further discussed the outreach and enrollment process each New Mexico Connections School will receive upon the opening of the Pecos Connections Academy.

c. Upcoming LiveLesson® Sessions

Ms. Woodward presented this item to the Governing Council. She reminded the Governing Council that they will be soon be receiving a link to a LiveLesson® session presentation intended to provide a more in-depth look at the Outreach plans for the upcoming school year prior to the next Governing Council meeting's documentation and request for approval. Ms. Woodward further reminded the Governing Council of the timing of the upcoming Curriculum Town Hall presentation as part of the annual review process for Curriculum consideration.

d. Legislative Update

There was no Legislative update at this time.

**VII. EXECUTIVE SESSION: pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee:**

a. Mid-Year Review of School Leader

The Governing Council entered into Executive Session at 10:47 a.m. upon a motion being made by Mr. Schalow, seconded by Mr. Lucero and confirmed via roll call vote of all Governing Council members present, pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee. Governing Council members in attendance to begin Executive Session were: Mark Boitano, Carlo Lucero, Paul Gessing and Jerry Schalow. Guests present in Executive Session at the request of the Governing Council based on their participation in the discussion were: Brian Rosta and Laura Coleman. All others left the meeting at this time.

The Governing Council ended Executive Session and resumed open session at 11:10 a.m. upon a motion made by Mr. Lucero, seconded by Mr. Gessing and confirmed via roll call vote of all Governing Council members. No action was taken during Executive Session.

**VIII. Adjournment and Confirmation of Next Meeting - Tuesday, February 23, 2016 at 9:00 a.m. MT**

Mr. Boitano noted that the Governing Council was at the end of its agenda and that the next meeting is scheduled to be held on Tuesday, February 23, 2016 at 9:00 a.m. MT. At 11:11 a.m. Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. January 26, 2016 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.