



APPROVED 06/28/16

New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, May 24, 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

I. Call to Order and Roll Call

Mr. Boitano called the meeting to order at 9:06 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, Carlo Lucero and Jerry Schalow (in person at the location in Albuquerque posted 72 hours before the meeting); Paul Gessing and Patrick Chavez (via phone);

Guests Present: Jodie Dean, School Principal and Justine Roybal, School Business Manager (in person at the location in Albuquerque posted 72 hours before the meeting); Michael Vigil, School Business Manager; Brian Rosta, Shon Hocker, 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. Schalow and seconded by Mr. Lucero as follows:

RESOLVED, that the Agenda for the May 24, 2016 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

III. Oral Reports

a. Principal's Report

i. Update on Graduation Plans and End of Year Activities

Ms. Dean advised the Governing Council of the high school graduation ceremony and encouraged Council members to attend. She further reviewed end of year activities for students and staff.

ii. Update on State Testing Summary

Ms. Dean provided the Governing Council with an update on state testing, including student participation rates.

iii. Enrollment Update

Ms. Dean highlighted current enrollment, applications for the next school year, as well as withdrawals to date.

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. The Governing Council discussed the school's financial statements with Ms. Roybal.

[Mr. Vigil joined the meeting at 9:17 a.m.]

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoice for April

Ms. Roybal reviewed in detail the Connections Academy, LLC invoice for April as drawn from the financial report in the Governing Council materials. She advised that the Finance Committee reviewed all items for consideration and recommended Governing Council approval. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for April, in the amount of \$382,052.36, as presented, is hereby approved;

The motion passed unanimously.

2. Approval of Case Management Invoice for April

Ms. Roybal reviewed in detail the Case Management invoice for April as included 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. Lucero as follows:

FURTHER RESOLVED, that the Case Management invoice for April, in the amount of \$9,280.00, as presented, is hereby approved.

The motion passed unanimously.

3. Approval of New Mexico Banking Resolution

Ms. Roybal reviewed the New Mexico Banking Resolution included in the meeting materials for the Governing Council. The Governing Council discussed the designated signators and purchasing authority amount. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, that the New Mexico Banking Resolution, as presented, is hereby approved.

The motion passed unanimously.

4. Approval of 2016-2017 ACR Consulting Services Agreement

Ms. Roybal reviewed the agreement provided for Governing Council consideration. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, the 2016-2017 ACR Consulting Services Agreement, as presented, is hereby approved.

The motion passed unanimously.

5. Approval for Business Manager to File all Necessary BARS for the 2015-2016 School Year on Behalf of the School

Ms. Roybal reviewed with the Governing Council the Budget Adjustment Request (BARS) process for the 2015-2016 School Year. The Governing Council noted the typographical error and confirmed any BARS filed on behalf of the school are for the 2015-2016 School Year. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that Business Manager to file all necessary BARS for the 2015-2016 school year on behalf of the school, as discussed, is hereby approved.

The motion passed unanimously.

6. Approval of Budget Adjustment Reports

- General Fund/Capital Outlay/Debt Service – Doc. 554-000-1516-0009-I
- Flowthrough – Doc. 554-000-1516-0010-T

Ms. Roybal presented these items to the Governing Council, and also referred them to discussion held earlier in the Financial Report. She asked the Governing Council members whether they had any questions or if any items required any further explanation. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the General Fund/Capital Outlay/Debt Service – Doc. 554-000-1516-0009-I and Flowthrough – Doc. 554-000-1516-0010-T, as presented, are hereby approved.

The motion passed unanimously.

7. Approval of 2016-2017 School Year Budget

Ms. Roybal reviewed the proposed 2016-2017 school year budget with the Governing Council, also reminding them of the budget development process to date that included the school leader, Governing Council Treasurer and Connections staff. Governing Council members discussed the budget, including related staffing and other specific expenses for the school. The Governing Council requested a Workman's Compensation and Salary adjustment. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the proposed budget for the 2016-2017 school year and all assumptions provided therein, as amended, is hereby approved.

The motion passed unanimously.

8. Approval of Staff Compensation Plan and Teacher Salary Scale for the 2016-2017 School Year

Ms. Dean reviewed the draft Staff Compensation Plan and Salary Scale that was included in the Governing Council materials. She outlined the competitiveness of the plan. The Governing Council reviewed the financial implications of the plan and the impact that the approval of the plan would have on the school's employees. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the Staff Compensation Plan for the 2016-2017 school year, 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. At the request of the Governing Council, Ms. Dean reviewed the proposed revisions to the General School Handbook. There being no items removed from the Consent Items, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the April 26, 2016 Meeting;
- b. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2016-2017 School Year; and
- c. Approval of Revisions to the 2016-2017 School Year General School Handbook: Updates Associated with the Addition of a Family Connections Coordinator; are hereby approved.

The motion passed unanimously.

V. Action Item

- a. Approval of Employee Handbook

Ms. Dean presented the Employee Handbook to the Governing Council, as included in the Governing Council materials. She further reviewed the process for the drafting and creation of the Employee Handbook, including review by Mr. Gessing as Board Designee. Mr. Gessing recommended approval of the Employee Handbook. There being no further discussion, the following motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the Employee Handbook, as presented, is hereby approved.

The motion was approved unanimously.

b. Approval of LEA IDEA B Funding Application

Ms. Dean reviewed the LEA IDEA B Funding application with the Governing Council. She reviewed the purpose of the application and the information provided therein with the members. There being no further discussion, the following motion was made by Mr. Gessing and seconded by Mr. Chavez as follows:

RESOLVED, that the LEA IDEA B Funding Application, as presented, is hereby approved.

The motion was approved unanimously.

c. Approval of ESEA Title II Consolidated Application

Ms. Dean reviewed the ESEA Title II Consolidated application with the Governing Council. She reviewed the purpose of the application and the information provided therein with the members. There being no further discussion, the following motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that the ESEA Title II Consolidated Application, as presented, is hereby approved.

The motion was approved 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. The Governing Council discussed staffing levels with Ms. Dean.

b. School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' School Leadership Team. He reviewed the progress the school has made under Ms. Dean's leadership.

c. Legislative Update

Mr. Boitano and Mr. Vigil provided the Governing Council with updates on legislative matters that may impact the school.

[Mr. Vigil and Mr. Hocker left the meeting at 10:27 a.m.]

VII. Adjournment and Confirmation of Annual Meeting - Tuesday, June 28, 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, June 28, 2016 at 9:00 a.m. MT. There being no further business to discuss, a motion was made by Mr. Schalow, seconded by Mr. Lucero and passed unanimously to adjourn the meeting at 10:30 a.m.