



APPROVED 5/30/2017

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, April 25, 2017 at 9:00 a.m. MT**

Held at the following locations and via teleconference:
4001 Office Court, Suite 201-204
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 9:04 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 Paul Gessing (via phone); Carlo Lucero and Jerry Schalow (in person at Albuquerque location);

Governing Council Members Absent: Patrick Chavez;

Guests Present: Jodie Dean, School Principal; Justine Vigil, School Business Manager (in person at Albuquerque location); Romoncita Garcia, school staff (in person at Santa Fe location); Brian Rosta, Bryce Adams, Tanya Lee, Jay W Ragley, Kristin DeGroff 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. Gessing as follows:

RESOLVED, that the Agenda for the April 25, 2017 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

III. Public Comment

There were no comments at this time.

IV. Oral Reports

a. Principal's Report

Ms. Dean reviewed the Monthly School Report (MSR) with the Governing Council, highlighting enrollment, including those who have applied and are currently in the enrollment process.

i. Graduation Plans and End of Year Activities Update

Ms. Dean advised the Governing Council of the school's plans for the upcoming high school graduation ceremony and encouraged Governing Council members to attend. She further reviewed an upcoming 8th grade awards ceremony scheduled to be held.

ii. Update on State Testing

Ms. Dean reviewed with the Governing Council the ongoing standardized testing currently taking place at various locations across the state.

iii. Telecommunications Services Update

Ms. Dean reviewed the proposal for hosted Voice over Internet Protocol (VOIP) Services as included in the Governing Council meeting materials. She further reviewed the benefits and budget effects of the communications upgrade, including eliminated costs and fees and increased mobility for staff. The Governing Council expressed their support of the upcoming communications upgrade.

iv. School Calendar and Staff Communications Update

Ms. Dean provided the Governing Council with an update on this item. She reviewed the proposed school calendar for the 2017-2018 School Year, including the changes being made that will affect the allocation of personal days for school staff. Ms. Dean further discussed that all proposed school calendar changes that affect staff member work schedules are outlined in the proposed revisions to the Employee Handbook.

v. Quarterly School Operations Metrics

Ms. Dean presented this item to the Governing Council. She 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. Governing Council members discussed the metrics data with Ms. Dean.

vi. Update on Home School Verification Policy

Ms. Dean provided the Governing Council with an update on the Home School Verification Policy, as included in the meeting materials. She advised that the policy was created by school leadership in consultation with the school sponsor, and would be included in the student handbook upon approval by the Governing Council.

b. Financial Report

Ms. Vigil 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.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of School Principal as the School Procurement Officer

Mr. Schalow reviewed this item with the Governing Council. Members discussed the responsibilities of the School Procurement Officer, as well as their desire for the School Principal and Special Education Director to be certified for the position. Mr. Schalow further reviewed the timeline for request for proposals (RFP) for school services, in compliance with the school's charter contract. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the School Principal and Special Education Director as School Procurement Officers, as amended, is hereby approved.

The motion passed unanimously.

2. Approval of Governing Council Member to Attend the Finance Committee

Mr. Schalow reviewed this item with the Governing Council. Governing Council members discussed the timing of approval for an additional member of the Governing Council to join the Finance Committee. Mr. Boitano nominated Mr. Gessing to attend future Finance Committee meetings and Mr. Gessing accepted the nomination. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that Paul Gessing as Governing Council designee to attend the Finance Committee, as discussed, is hereby approved.

The motion passed unanimously.

Governing Council Composition and Recruitment

At the request of the Governing Council, this item was moved up on the agenda. Mr. Boitano discussed Governing Council member recruitment in detail, including the recruitment of potential parent members. Ms. Dean reviewed the timeline for parent member consideration.

3. Approval of Governing Council Member to Assist with RFP Process for School Services

Mr. Schalow presented this item to the Governing Council. He discussed with the Governing Council the need for a Governing Council Member to assist with the RFP process for school services through the following outlets:

- a. Bundled Services
- b. Special Education Services
- c. Student Technology Services

Mr. Schalow volunteered to work with Ms. Dean and Ms. Garcia on the RFP process. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that Jerry Schalow as Governing Council designee to assist with the RFP process for school services, as discussed, is hereby approved.

The motion passed unanimously.

4. Approval of Connections Academy of New Mexico, LLC Invoices for February and March

Ms. Vigil reviewed in detail the Connections Academy of New Mexico, LLC Invoices for February and March 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. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for February, in the amount of \$476,822.50, and March, in the amount of \$488,194.58, as presented, are hereby approved.

The motion passed unanimously.

5. Approval of LiveSpeech Invoices for January and February

Mr. Schalow reviewed in detail the LiveSpeech Invoices for January and February as drawn from the financial report in the Governing Council materials. He advised that the Finance Committee reviewed all items for consideration and recommended Governing Council approval. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC LiveSpeech invoices for January, in the amount of \$11,380.00, and February, in the amount of \$15,392.50, as presented, are hereby approved.

The motion passed unanimously.

6. Approval of Budget Adjustment Report(s) (BARs)

- a. General Fund/Capital Outlay/Debt Services – Decrease - 554-000-1617-0005-D
- b. General Fund/Capital Outlay/Debt Services – Increase - 554-000-1617-0006-I

Ms. Vigil 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 within the BAR documents required any further explanation. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that General Fund/Capital Outlay/Debt Services – Decrease - 554-000-1617-0005-D, and General Fund/Capital Outlay/Debt Services – Increase - 554-000-1617-0006-I, as presented, are hereby approved.

The motion passed unanimously.

V. 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. Ms. Dean provided a brief clarification on Consent Item (c) Approval of Staff Compensation Plan for the 2017-2018 School Year. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

- a. Approval of Minutes from the February 28, 2017;
- b. Approval of School Calendar for the 2017-2018 School Year;
- c. Approval of Staff Compensation Plan for the 2017-2018 School Year;
- d. Approval of Employee Handbook Revision(s); and
- e. Approval of Home School Verification Policy; are hereby approved.

The motion passed unanimously.

VI. Action Items

No action was taken at this time.

VII. Information Items

a. Curriculum for the 2017-2018 School Year

Ms. Dean presented this item to the Governing Council. She reviewed the 2017-2018 Curriculum and Instructional Programming Memo as included in the Governing Council materials, as well as the recent Curriculum Town Hall presentation hosted by Connections. Ms. Dean further advised the Governing Council on upcoming enhancements to the curriculum based on performance indicators. Governing Council members discussed the curriculum plans in detail.

b. Update on Staffing

Ms. Dean provided the Governing Council with an update on current staffing levels at the school.

c. Legislative Update

Mr. Adams provided an update on the recent legislative activities in New Mexico, which may impact the school. The Governing Council discussed legislative activities in detail.

d. Partner School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' School Leadership Team. He reviewed the Telecommunications Services Update, as discussed earlier in the meeting. Additionally, Mr. Rosta provided supplementary information regarding the enhancements to the school curriculum.

e. Governing Council Planning for the 2017 – 2018 School Year

Ms. Woodward discussed the planning for the 2017-2018 school year.

i. Governing Council Composition and Recruitment

This item was discussed earlier in the meeting.

ii. Proposed Meeting Schedule

The Governing Council confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Woodward advised that the consideration of the meeting schedule for the 2017-2018 school year will be included on the June Annual Meeting agenda.

iii. Introduction of Kristin DeGross, Senior Manager of Board Relations

Ms. Woodward introduced Ms. DeGross to the Governing Council, and provided an update on Ms. DeGross's future role in supporting the Governing Council as part of Connections' Board Relations team.

Ms. Vigil reminded the Governing Council that the 2017-2018 School Year Budget is slated for consideration during the next meeting, and encouraged Governing Council members to attend the meeting.

Ms. Dean advised the Governing Council of her upcoming participation at the United States Distance Learning Association Conference (USDLA), to be held in Indiana.

VIII. Adjournment and Confirmation of Next Meeting - Tuesday, May 30, 2017 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, May 30, 2017 at 9:00 a.m. MT. At 10:15 a.m., Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. April 25, 2017 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.