



APPROVED 10/22/2019

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING**

Tuesday, September 24, 2019 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

In an absence of quorum of Governing Council members, Mr. Boitano advised that Oral Reports would be presented until additional members of the Governing Council could join the meeting.

Governing Council Members Present: Mark Boitano and Jerry Schalow (in person);

Governing Council Members Joined During Meeting: Jeanie Armstrong;

Governing Council Members Absent: Paul Gessing and Patrick Chavez;

Guests Present: Sandy Beery, School Leader; Bryce Adams and Anne Parmley, POBL staff; Sue Fox, Governing Council's Legal Counsel (in person at the Albuquerque location); Matt Pahl, Public Charter Schools of New Mexico Representative; Shawna Sanchez, Amy Earle, Virginia Romero, Sonya Martinez, Lynette Trujillo, Lenora Quintana, and Karen Ismari, School staff (in person at the Santa Fe location); Alyssa Lucero, The Vigil Group; Megan Holston, Jenny Dukek, Tanya Lee, Hussa Blake, and Kristin DeGross, POBL staff (via phone).

Public Comment

Ms. Lee advised of the upcoming transition of support provided by POBL's School Financial Services team. She thanked the Council for their dedication to the school's financial health and advised that Ms. Megan Holston would be assuming her role, and reviewing the financials at all subsequent meetings. The Governing Council thanked Ms. Lee for her support, and wished her well in her professional endeavors.

Oral Reports

School Leader's Report

Enrollment Update

Ms. Beery provided the Governing Council with the most up-to-date enrollment numbers, including those students in all stages of the enrollment process. She advised of the enrollment level cap for middle school students.

Back to School Activities Update

Ms. Beery discussed with the Governing Council recent back to school activities, including professional development opportunities for school staff, as well as monthly staff meetings.

Staffing Update

Ms. Beery updated the Governing Council on staffing levels at the school, including anticipated staffing positions based on enrollment.

Financial Report

Ms. Lucero 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.

[Ms. Armstrong joined the meeting at 10:03 a.m.]

Mr. Adams further reviewed invoicing regarding services provided by CenturyLink, and advised that further information would be made available at an upcoming Finance Committee meeting.

Audit Update

Ms. Lucero provided the Governing Council with an update on the audit review process, including an upcoming site visit.

With a quorum of the Governing Council present, Mr. Boitano called the meeting to order at 10:10 a.m. when all participants were present and able to hear each other. The school location was open to the public.

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 Ms. Armstrong as follows:

RESOLVED, that the Agenda for the September 24, 2019 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

III. Public Comment

This item was previously discussed.

IV. Oral Reports

a. School Leader's Report

i. Enrollment Update

This item was previously discussed.

ii. Back to School Activities Update

This item was previously discussed.

iii. Staffing Update

This item was previously discussed.

b. Financial Report

This item was previously discussed.

i. Audit Update

This item was previously discussed.

ii. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoices for August

This item was not discussed at this time.

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. There being no items removed from the Consent Items, a motion was made by Mr. Schalow and seconded by Ms. Armstrong as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 20, 2019 Meeting; and
- b. Approval of 2019- 2020 Base Salaries and Incentive Percentage and Career Ladder Positions; are hereby approved.

A roll call vote was conducted; the motion passed unanimously.

VI. Action Items

- a. Approval of Membership with Public Charter Schools of New Mexico (PSCNM), formerly known as New Mexico Coalition for Charter Schools

Ms. Beery introduced Mr. Pahl from Public Charter Schools of New Mexico (PSCNM) to the Council, who spoke in detail on the benefits of membership and the anticipated support by PSCNM of virtual school legislation. The Governing Council reviewed membership in detail, including the potential use of PSCNM training sessions to fulfill state-mandated training requirements. The Governing Council thanked Mr. Pahl for his time, and indicated their intent to consider this item later in the meeting.

[Mr. Pahl left the meeting at 10:32 a.m.]

- b. Ratification of Appointment of Sandy Beery as School Leader

Mr. Boitano presented this item to the Governing Council, and advised of the discussion held in a previous meeting regarding Ms. Beery's continued employment at the school. There being no further discussion, a motion was made by Mr. Schalow and seconded by Ms. Armstrong as follows:

RESOLVED, that the appointment of Sandy Beery as School Leader, as discussed, is hereby ratified.

A roll call vote was conducted; the motion passed unanimously.

Mr. Boitano advised that the Governing Council would consider the remaining Action Items out of order.

Approval of Contract with JSY Coaching & Consulting, LLC

Ms. Beery presented this item to the Governing Council and briefly reviewed the contract with JSY Coaching and Consulting, as discussed in detail at a previous meeting. There being no further discussion, a motion was made by Mr. Schalow and seconded by Ms. Armstrong as follows:

RESOLVED, that the contract with JSY Coaching & Consulting, LLC, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

Approval of Employee Handbook

Ms. Beery presented this item to the Governing Council and informed the Council that the current version of the handbook is in template form. She advised that the handbook was in compliance with state law, and would be reviewed with Legal Counsel and POBL to align appendices as necessary. The Governing Council requested that the template be amended to include school specific language prior to dissemination to families at the school. There being no further discussion, a motion was made by Ms. Armstrong and seconded by Mr. Schalow as follows:

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

A roll call vote was conducted; the motion passed unanimously.

Approval of Membership with Public Charter Schools of New Mexico (PSCNM), formerly known as New Mexico Coalition for Charter Schools

Mr. Boitano indicated the Governing Council's intent to consider membership with PSCNM at this time. The Governing Council reviewed membership in detail, including PSCNM's historical support of various charter school legislation. There being no further discussion, a motion was made by Mr. Schalow and seconded by Ms. Armstrong as follows:

RESOLVED, that Membership with Public Charter Schools of New Mexico (PSCNM), formerly known as New Mexico Coalition for Charter Schools, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

c. Approval of Charter Contract Renewal with New Mexico Public Education Commission

Mr. Boitano presented this item to the Governing Council. He reviewed the school's work with Ms. Fox to renew the Charter Contract. Ms. Fox discussed the renewal documentation in detail, including the negotiations regarding school specific goals. Ms. Beery reviewed the intended use of the mission specific goal as part of the renewal documentation. Governing Council members indicated their support of the mission specific goal, to be used throughout the term of the Charter. There being no further discussion, a motion was made by Mr. Schalow and seconded by Ms. Armstrong as follows:

RESOLVED, that the Charter Contract Renewal with New Mexico Public Education Commission, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

d. Approval of Employee Handbook

This item was previously approved.

e. Approval of Contract with JSY Coaching & Consulting, LLC

This item was previously approved.

VII. Information Items

a. Legislative Update

Mr. Adams provided an update on the recent legislative activities in New Mexico, which may impact the school.

Approval of Connections Academy of New Mexico, LLC Invoices for August

Ms. Lucero reviewed the August invoices as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. She advised that she reviewed the invoices and found them to be in order and asked the Governing Council whether they had any questions on the invoices or if any items required further explanation. Governing Council members discussed the credit memo in detail, as well as the delineation of payroll services between POBL and the Vigil Group. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Armstrong as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for August in the amount of \$392,798.53, are hereby approved.

A roll call vote was conducted; the motion passed unanimously.

b. Partner School Leadership Team (PSLT) Update

Ms. Dukek presented to the Governing Council on behalf of Pearson Online & Blended Learning's (POBL), School Leadership Team.

i. Teacher Professional Development Products and Services for the 2019- 2020 School Year

Ms. Dukek reviewed the professional development products and services for school staff, as offered by POBL for the 2019-2020 school year. She discussed the various levels and delivery models of professional learning opportunities available to staff members and advised of the new and improved curated catalog of content to allow for a more personalized professional development experience. Ms. Dukek also highlighted the additional training and development opportunities offered by school leadership.

c. Board Relations Update

Ms. DeGross presented this item to the Governing Council.

i. Conflict of Interest Statements and Background Check Reminders

Ms. DeGross thanked the Governing Council for their timely completion of the Conflict of Interest statements for the 2018-2019 school year.

ii. Governing Council Training and Conference Attendance Planning for 2019-2020

Ms. DeGross reviewed the upcoming trainings and conferences that have been identified that may interest members of the Governing Council. The Governing Council discussed the advantages of attending the PCSNM 19th Annual Charter School Conference, and their support of Governing Council members making an effort to attend upcoming training opportunities offered the day before and the day after the conference.

iii. Virtual Attendance Meeting Discussion

Ms. DeGross presented this item to the Governing Council. The Council discussed the benefits of certain virtual platforms for future meetings. Ms. DeGross advised that she would work with Ms. Beery to bring available options to the Governing Council at a future meeting.

d. Governing Council Recruitment Update

Mr. Boitano provided the Governing Council with an update on ongoing recruitment efforts.

VIII. Adjournment and Confirmation of Next Meeting - Tuesday, October 22, 2019 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, October 22, 2019 at 9:00 a.m. MT. At 11:54 a.m., a motion was made by Mr. Schalow and seconded by Ms. Armstrong as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. September 24, 2019 Governing Council Meeting, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.