



APPROVED 09/24/2019

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

Tuesday, August 20, 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

Mr. Boitano called the meeting to order at 9:12 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 (in person at the Albuquerque location); Patrick Chavez and Paul Gessing (via phone);

Governing Council Members Absent: Jeanie Armstrong and Jerry Schalow;

Guests Present: Sandy Beery, Interim School Leader (in person at the Albuquerque location); Sue Fox, Governing Council's Legal Counsel; Shawna Sanchez, Chris Eisenberg, Jolene Ortiz, Christiana Sisneros, Amy Earle, Virginia Romero, Sonya Martinez, Lynette Trujillo, and Janet Casteneda, School staff (in person at the Santa Fe location); Alyssa Lucero, The Vigil Group; Jenny Dukek, Bryce Adams, Tanya Lee, Hussa Blake, and Kristin DeGroff, POBL 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. Gessing and seconded by Mr. Chavez as follows:

RESOLVED, that the Agenda for the August 20, 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

There were no public comments at this time.

IV. Oral Reports

a. Interim School Leader's Report

i. Update on Back to School Activities and Staff Training

Ms. Beery discussed with the Governing Council recent back to school activities, as well as recent staff training. She also updated the Governing Council on the near completion of welcome calls to all currently enrolled students.

ii. Update on Enrollment

Ms. Beery provided the Governing Council with the most up-to-date enrollment numbers, including those students in all stages of the enrollment process.

iii. Update on Staffing

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

iv. Update on Social Security

Ms. Beery provided the Governing Council with an update on this item. She reminded the Governing Council of previous conversation held regarding Social Security contributions and inquired as to whether the discussion needed further attention. Ms. Lucero advised that she would provide further information regarding Social Security contributions at a future meeting.

v. Update on Employee Handbook

Ms. Beery advised of the recent review of the Employee Handbook by Governing Council Designee Jeanie Armstrong, and Legal Counsel Sue Fox. She advised of their intent to use the New Mexico template, with supplemental information from POBL to be included as appendices. Governing Council members indicated their support of the revised template.

vi. Connections Academy Summer Leadership Conference

Ms. Beery discussed the recent Connections Academy Leadership Conference, held annually in Baltimore. She reviewed many of the topics covered at the retreat, as well as mentoring and networking opportunities for her and other school leadership team members.

[Ms. Fox joined the meeting at 9:37 a.m.]

b. 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.

i. Unaudited 2018-2019 Financial Results

Ms. Lucero advised that the annual audit was not yet complete, and provided an update on the timeline for completion.

ii. Audit Update

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

iii. Finance Committee Updates and Recommendations for Approval

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

Ms. Lucero reviewed the June 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. Chavez made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for June in the amount of \$208,234.46, and in the amount of (\$267,375.00), are hereby approved.

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

2. Approval of LiveSpeech Invoices

Ms. Lucero reviewed in detail the LiveSpeech Invoice for May. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, the LiveSpeech invoice for May, in the amount of \$13,110.00, as presented, is hereby approved.

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

3. Approval of Connections Academy Summer School Invoice

Ms. Lucero reviewed in detail the Connections Academy Summer School Invoice. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, the Connections Academy Summer School Invoice, in the amount of \$4,895.00, as presented, is hereby approved.

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

4. Approval of Budget Adjustment Report (BAR) NMCA BAR#554-000-1920-0001-IB 27109

The Governing Council indicated their intent to consider the remaining Financial Items together.

Ms. Lucero reviewed in detail the Budget Adjustment Report (BAR) NMCA_BAR#554-000-1920-0001-IB 27109. Ms. Beery reviewed the upcoming out of state travel anticipated for the school leader and several staff members. Governing Council members discussed the travel opportunities in detail. Additionally, Ms. Lucero briefly reviewed the contracts with Accountability and Compliance Resources, LLC (ACR) and Sparkle Maintenance. There being

no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, the Budget Adjustment Report (BAR) NMCA_BAR#554-000-1920-0001-IB 27109, as presented, is hereby approved; and

FURTHER RESOLVED, that out of state travel for school staff to the ACSD Leadership Conference and the National Council of Teacher of Mathematics Regional Conference, as discussed, is hereby approved; and

FURTHER RESOLVED, that the contract with Accountability and Compliance Resources, LLC (ACR), as discussed, is hereby approved; and

FURTHER RESOLVED, that the contract with Sparkle Maintenance, as discussed, is hereby approved.

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

5. Approval of Out of State Travel for School Staff

- a. ACSD Leadership Conference
- b. National Council of Teachers of Mathematics Regional Conference

This item was previously approved.

6. Approval of Contract with Accountability and Compliance Resources, LLC (ACR)

This item was previously approved.

7. Approval of Contract with Sparkle Maintenance

This item was previously approved.

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. Beery provided clarification on Consent Item (b) Approval of Federal Title Funding Documentation: Revision(s) to Parent and Family Engagement Policy. There being no items removed from the Consent Items, a motion was made by Mr. Chavez and seconded by Mr. Gessing as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the June 25, 2019 Annual Meeting; and
- b. Approval of Federal Title Funding Documentation: Revision(s) to Parent and Family Engagement Policy; 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 presented this item to the Governing Council. She reviewed the benefits of membership with Public Charter Schools of New Mexico (PSCNM), formerly known as New Mexico Coalition for Charter Schools, as well as the estimated annual cost. The Governing Council reviewed membership in detail, and requested further communications with PSCNM prior to the renewal of membership.

This item was tabled.

- b. Approval of Governing Council Designee to Negotiate, Finalize, and Execute Charter Contract Renewal Documentation

Mr. Boitano presented this item to the Governing Council, and requested that Ms. Fox provide an update. Ms. Fox gave a brief summary of the discussions regarding the renewal to date, as well as the similarities and differences in the new documentation framework as compared to the existing contract. She further recommended that the Governing Council appoint a designee to negotiate the contract renewal documentation, as the final version will need to be presented to the entire Governing Council prior to execution. Mr. Boitano volunteered as designee. There being no further discussion, a motion was made by Mr. Gessing and seconded by Mr. Chavez as follows:

RESOLVED, that Mark Boitano as Governing Council Designee to negotiate the Charter Contract Renewal Documentation, as discussed, is hereby approved.

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

- c. Approval of Discard of Inventory

Ms. Beery presented this item to the Governing Council, and advised of the school's inventory that currently holds no value that is eligible for discard. She further reviewed the school's inventory that has not been, or will not be used, and advised that this inventory will be eligible for transfer to schools in need. There being no further discussion, a motion was made by Mr. Chavez and seconded by Mr. Gessing as follows:

RESOLVED, that the discard of inventory, as discussed, is hereby approved; and

FURTHER RESOLVED, that the disposal of inventory, as discussed, is hereby approved.

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

- d. Approval of Disposal of Inventory

This item was previously approved.

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

Ms. Beery presented this item to the Governing Council and briefly reviewed the contract. Governing Council members discussed the contract in detail.

[Mr. Chavez left the meeting at 10:40 a.m.]

There being no quorum of the Governing Council, remaining members indicated their intent to hear Information Items until Mr. Chavez was able to rejoin.

VII. Information Items

a. Legislative Update

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

i. POBL Attendance Update

Mr. Adams presented this item to the Governing Council, and advised of the upcoming attendance at the next Governing Council meeting by members of POBL's Executive Team.

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. School Operations Metrics

Ms. Dukek 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 POBL partnering schools of similar size and years in operation. Governing Council members discussed the metrics data with Ms. Dukek.

c. Board Relations Update

The Governing Council advised of their intent to hear the Board Relations Update at a future meeting.

i. Conflict of Interest Statements and Background Check Reminders

This item was not discussed.

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

This item was not discussed.

iii. Virtual Attendance Meeting Discussion

This item was not discussed.

d. Governing Council Recruitment Update

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

VIII. 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

In the absence of a quorum of Governing Council members, the Executive Session was not held.

IX. Approval of Action(s) Necessary Based on Executive Session

In the absence of a quorum of Governing Council members, no action was taken at this time.

X. Adjournment and Confirmation of Next Meeting - Tuesday, September 24, 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, September 24, 2019 at 9:00 a.m. MT. At 11:02 a.m., the meeting was adjourned.