



APPROVED 07/21/2020

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

Tuesday, June 16, 2020 at 9:00 a.m. MT

**Held via teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic:**

1-866-899-4679; Access Code 467-566-653

I. Call to Order and Roll Call

Mr. Boitano called the meeting to order at 9:09 a.m. when all participants were present and able to hear each other. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Mark Boitano, Letha Oman, and Paul Gessing (via video and teleconference);

Governing Council Members Absent: Jerry Schalow and Patrick Chavez;

Guests Present: Sandy Beery, School Leader; Jolene Ortiz, Chris Eisenberg, and Shannon Vasquez, School staff; Michael Vigil and Ashley Woodard, The Vigil Group; Gary Corkran, Jenny Dukek, Bryce Adams, and Emily Lee, Online & Blended Learning (OBL) staff (via video and teleconference).

II. Acceptance of Resignation of Governing Council Member, Jeanie Armstrong

Mr. Boitano reviewed Ms. Armstrong's resignation letter with the Governing Council. The Governing Council thanked Ms. Armstrong for her service to the Governing Council and the school. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Oman as follows:

RESOLVED, the resignation of Jeanie Armstrong from the New Mexico Connections Academy Governing Council, effective immediately, is hereby accepted.

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

III. 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 Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the June 16, 2020 New Mexico Connections Academy Governing Council Annual Meeting, as presented, is hereby approved.

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

IV. Public Comment

There were no public comments at this time.

V. Oral Reports

a. School Leader's Report

i. Update on End of Year Activities

Ms. Beery presented this item to the Governing Council. She discussed with the Governing Council the success of the recent live broadcast of graduation, advising that graduating students also submitted biographies as part of the end of year celebrations. Ms. Beery advised the Governing Council that she has been utilizing the OBL checklist for re-opening of offices and at this point has a limited number of staff coming into the office for essential office work. She further noted that she is utilizing a schedule to ensure a minimal number of staff members are in the office at a given time. Finally, Ms. Berry updated the Council on the upcoming School Leadership retreat that the school's leadership team will be participating in virtually.

ii. Update on Accreditation

Ms. Beery advised the Governing Council that the school will be undergoing a similar process to previous accreditation cycles and noted that the work has begun on gathering required elements. Ms. Beery updated the Council that the school plans to have all pre-work for the upcoming accreditation completed before the fall.

iii. Update on School Improvement Plan

Ms. Beery discussed with the Governing Council work completed on a school needs assessment and goal attainment analysis as part of the School Improvement Planning process. She discussed the school's use of the state dashboard platform to ensure information is readily available to the state. Ms. Beery further advised the Governing Council of the school's focus on teacher collaboration and social emotional learning. She updated the Council that she anticipates hosting a full day training for new staff as well as a day and a half of professional development for returning staff. The Governing Council discussed options with Ms. Beery for in-person trainings during the COVID-19 pandemic. The Governing Council further discussed the dashboard in detail with Ms. Beery. The Governing Council also discussed state standards alignment within curriculum updates with Ms. Beery.

iv. Update on Employee Handbook

Ms. Beery provided the Governing Council with a summary of updates made to the Employee Handbook to align to current processes, including the pay period time change and a streamlining of available leave for staff. The Governing Council discussed the available leave for staff including a leave bank and date of availability of leave with Ms. Beery.

b. Partner School Leadership Team (PSLT) Update

Ms. Dukek presented to the Governing Council on behalf of Online & Blended Learning's (OBL), School Leadership Team. Ms. Dukek discussed the upcoming virtual School Leadership Conference, which the school leadership team plans to attend. She further advised the Governing Council of scheduled sessions for school leaders to view benchmark assessment options available to the school for the School Leader to determine the best option for the school.

c. Financial Report

The Governing Council indicated their intent to discuss all Financial Report items later in the meeting.

VI. 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 further discussion, a motion was made by Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, the Consent Item:

- a. Approval of Minutes from the May 26, 2020 Meeting;
- b. Approval of Annual Open Meetings Act Resolution; and
- c. Approval of Revision(s) to 2020-2021 School Year State Specific School Handbook: Wellness Policy, Diabetes Policy, Dyslexia Policy, and General Revisions; are hereby approved.

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

VII. Action Items

a. Approval of Directors

The Governing Council indicated their intent to consider this item later in the meeting.

b. Approval of Officers for the 2020-2021 School Year

The Governing Council indicated their intent to consider this item later in the meeting.

c. Approval of Governing Council Schedule for the 2020-2021 School Year

Ms. Beery presented this item to the Governing Council. The Governing Council discussed their desire to move the July, March and June meeting dates up by one week within the month respectively. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Oman as follows:

RESOLVED, that the Governing Council Schedule for the 2020-2021 School Year, as amended, is hereby approved.

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

VIII. Information Items

a. School Facility Update

Mr. Boitano presented this item to the Governing Council. Mr. Boitano advised the Governing Council that there is a fully executed agreement for the school facility, with a due diligence period, and that an appraisal will be completed during this period. Additionally, Mr. Boitano updated Governing Council members that the PEC has an agenda item at their upcoming July meeting to determine approval of the school location change. Mr. Boitano advised that he anticipates providing further updates at the Governing Council's next meeting.

b. Legislative Update

Mr. Adams updated the Governing Council on recent legislative activities which may impact the school, specifically discussing state budget updates. Governing Council members discussed potential state budget updates in detail.

[Ms. Vasquez left the meeting at 10:25 a.m.]

c. Results of Parent Satisfaction Survey

Ms. Dukek and Ms. Beery reviewed the results of the Parent Satisfaction Survey, included in the Governing Council Meeting materials, in detail with the Governing Council. Ms. Dukek noted that a third party independent vendor conducted the survey. The Governing Council discussed the satisfaction survey results in detail. Ms. Ortiz and Ms. Eisenberg advised the Governing Council of their appreciation of the data from this survey and noted data trends they believe are likely associated to the COVID-19 pandemic.

d. Governing Council Recruitment Update

There was no update on this item at this time.

e. Financial Report

Mr. 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

a. Approval of Budget Adjustment Reports (BAR)

- i. NMCA_BAR#554-000-1920-0015-T 24101
- ii. NMCA_BAR#554-000-1920-0016-M 11000
- iii. NMCA_BAR#554-000-1920-0017-IB 24301
- iv. NMCA_BAR#554-000-1920-0018-I 11000

Mr. Vigil reviewed the Budget Adjustment Reports (BAR) with the Governing Council. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Ms. Oman as follows:

RESOLVED, that NMCA_BAR#554-000-1920-0015-T 24101, NMCA_BAR#554-000-1920-0016-M 11000, NMCA_BAR#554-000-1920-0017-IB 24301, and NMCA_BAR#554-000-1920-0018-I 11000, as discussed, are hereby approved.

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

b. Approval of Connections Academy of New Mexico, LLC Invoice for May

Mr. Vigil reviewed the May invoice and the LiveSpeech invoice for April, as drawn from the financial report provided in the meeting materials. He advised that he reviewed the invoices and found all to be in order, and asked the Governing Council whether they had any questions on the invoices or if any items required further explanation. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Ms. Oman as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for May in the amount of \$439,203.25, as presented, is hereby approved; and

FURTHER RESOLVED, that the LiveSpeech invoice for April, in the amount of \$12,772.69, as presented, is hereby approved.

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

c. Approval of LiveSpeech Invoice(s) for April

This item was previously discussed.

d. Approval of Agreement with The Vigil Group

Mr. Vigil presented this item to the Governing Council, and briefly reviewed the contract. There being no further discussion, a motion was made by Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, that the agreement with The Vigil Group, as discussed, is hereby approved.

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

e. Approval of Agreement with Mathews Fox

Mr. Vigil presented this item to the Governing Council, and briefly reviewed the contract. There being no further discussion, a motion was made by Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, that the agreement with Mathews Fox, as discussed, is hereby approved.

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

f. Approval of Agreement with Accountability and Compliance Resources, LLC (ACR)

Mr. Vigil presented this item to the Governing Council, and briefly reviewed the contract. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Oman as follows:

RESOLVED, that the agreement with Accountability and Compliance Resources, LLC (ACR), as discussed, is hereby approved.

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

g. Approval of Agreement with Sparkle Maintenance

Mr. Vigil presented this item to the Governing Council, and briefly reviewed the contract. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Oman as follows:

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

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

h. Approval of Governing Council Treasurer Advancing Funds for Payment of Connections Invoice(s)

Ms. Vigil presented this item to the Governing Council. The Governing Council advised that this item would not be necessary given the upcoming July Governing Council meeting. There being no further discussion, a motion was made by Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, that the Governing Council Treasurer Advancing Funds for Payment of Connections Invoice(s), is tabled.

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

[Ms. Ortiz left the meeting at 11:00 a.m.]

IX. Action Items

a. Approval of Directors

Ms. Lee advised the Governing Council that one (1) Governing Council member's term was up for renewal at this meeting, Jerry Schalow. Following confirmation that Mr. Schalow wished to continue his service on the Governing Council, discussion was held on the renewal of his term. There being no further discussion, a motion was made by Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, that the re-appointment of Jerry Schalow to the New Mexico Connections Academy Governing Council of Directors, as a Class 3 Director, for a term of three (3) years to the 2023 Annual Meeting, as discussed, is hereby approved.

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

b. Approval of Officers for the 2020-2021 School Year

Ms. Lee presented this item to the Governing Council. She reviewed with the Governing Council each Officer position as set out in the-adopted Bylaws, and reminded the Governing Council that all positions would be for a term until the Annual Meeting 2021. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made by Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, that the appointment of:

Mark Boitano, Council President;
Paul Gessing, Council Vice-President;
Jerry Schalow, Council Treasurer; and
Patrick Chavez, Council Secretary, as presented, is hereby approved.

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

X. 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

This item was not discussed at this time.

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

- a. Approval of School Leader Compensation for the 2020-2021 School Year

This item was not discussed at this time.

XII. Adjournment and Confirmation of Next Meeting - Tuesday, July 21, 2020 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, July 21, 2020 at 9:00 a.m. MT. At 11:09 a.m., a motion was made by Ms. Oman and seconded by Mr. Gessing as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. June 16, 2020 Governing Council Annual Meeting, as discussed, is hereby approved.

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