



**APPROVED 9/17/2013**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING  
Tuesday, August 20, 2013 at 9:00 a.m. MT**

**Held at the following location and via teleconference:**

4001 Office Court, Suite 201  
Santa Fe, NM 87507

-and-

4801 Hardware Drive, NW  
Albuquerque, NM 87109

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**I. Call to Order and Roll Call**

Mr. Boitano called the meeting to order at 9:04 a.m. The meeting was open to the public. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Mark Boitano; Paul Gessing and Carlo Lucero (in person at the Albuquerque location); Jeanine Robinson, Yvonne Duhigg and Patrick Chavez (via phone);

Guests Present: Athena Trujillo, School leader (in person at the Albuquerque location); Sue Fox, Governing Council Counsel (in person at the Santa Fe location); Donna Hutchison, Melissa Nelson, Tanya Lee, Megann Arthur 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 discussion, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the August 20, 2013 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

**III. EXECUTIVE SESSION**

No Executive Session was needed at this time.

**IV. Actions Resulting from Executive Session**

No actions were required at this time.

## V. Oral Reports

### a. Principal's Report

#### i. Back to School Activities, Staffing and Training Update

Ms. Trujillo reviewed back to school activities, staffing changes, and staff and teacher training completed for the start of the school year.

#### ii. Enrollment Update

Ms. Trujillo provided the Governing Council with the most up-to-date enrollment numbers, including those who have applied and are currently in the enrollment process. The Governing Council reviewed the current enrollment numbers and discussed the composition of the school's enrolled students. The Governing Council discussed the recruitment of additional staff needed based on enrollment.

### b. Financial Report

Ms. Roybal provided an update on the school's bank accounts. Ms. Lee reviewed the payroll process with the Governing Council. The Governing Council discussed the banking resolutions included in the materials for consideration.

[Ms. Fox joined the meeting at 9:08 a.m.]

## 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. The Governing Council decided to review each item individually.

### Approval of Minutes from the July 16, 2013 Meeting

The Governing Council reviewed the minutes included in the meeting materials. There being no further changes, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the minutes from the July 16, 2013 meeting, are hereby approved.

The motion passed unanimously.

### Approval of Staffing Report

The Governing Council discussed this item. Ms. Fox advised the Governing Council that the approval of the staffing for the school has been delegated to Ms. Trujillo as the school leader and the Governing Council is not required to approve the staffing. The Governing Council discussed their desire to receive the staffing report in future Principal Reports provided each month.

There being no further changes, Mr. Lucero made the following motion and it was seconded by Mr. Chavez as follows:

- c. Approval of Revision(s) to the 2013-2014 School Year State Specific School Handbook: Graduation Requirements;
- d. Approval of PSA with Matthews Fox PC; and
- e. Approval of Resolution to Ratify Acts of the Founders of NMCA; are hereby approved.

The motion passed unanimously.

## VII. Action Items

### a. Approval of School Goals for the 2013-2014 School Year

Ms. Trujillo reviewed the school goals for the 2013-2014 school year included in the Governing Council package with the Governing Council. Ms. Trujillo advised that the staff worked closely with Connections on establishing the school goals. Ms. Trujillo advised the Governing Council that the school goals represent the major driver for the staff incentive plan. There being no further discussion, a motion was made by Ms. Duhigg and seconded by Mr. Chavez as follows:

RESOLVED, that the School Goals for the 2013-2014 School Year, as presented, are hereby approved.

The motion passed unanimously.

### b. Approval of Governing Council Designee to Negotiate, Finalize and Execute Contracts for Optional Services

Mr. Boitano and Mr. Lucero presented these items to the Governing Council. The Governing Council reviewed the draft contracts for MIS Equipment, Internet Subsidy and Facility Furnishings and Work Station Set Up. The Governing Council discussed its desire to work with Counsel and the school's Business Manager to finalize any of the agreements as appropriate. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Duhigg as follows:

RESOLVED, that Mark Boitano as the Governing Council's Designee to negotiate, finalize and execute contracts for facility furnishings and work station set up, is hereby approved.

The motion passed unanimously.

### c. Approval of Payment of July Payroll and August School Facility Rent Expenditures

Ms. Lee presented this item to the Governing Council. The Council discussed the funding cycle for the school and the school's need to pay July payroll and the August facility rent. There being no further discussion, a motion was made by Mr. Gessing and seconded by Mr. Lucero as follows:

RESOLVED, that the payment of July payroll and August school facility rent expenditure, as discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Revision(s) to Bylaws and Authorization for Governing Council President to act as Designee to Finalize and Execute Amended and Restated Bylaws on Behalf of the Governing Council

Mr. Boitano presented this item to the Governing Council. Mr. Boitano volunteered to work on behalf of the school with Legal Counsel on any revisions to the Bylaws as may be appropriate. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Duhigg as follows:

RESOLVED, that the designation of Mark Boitano, as the Governing Council designee to work on the revision(s) to Bylaws and authorization for Governing Council President to act as the designee to finalize and execute Amended and Restated Bylaws on behalf of the Governing Council, is hereby approved.

The motion passed unanimously.

e. Approval of Check Signing Resolution

Mr. Boitano reminded the Governing Council of prior discussions on this item and noted their desire to have the amount be capped at \$2,500 with the exception of rent payments. There being no further discussion, a motion was made by Mr. Gessing and seconded by Mr. Chavez as follows:

RESOLVED, that the check signing resolution, as amended, is hereby approved.

The motion passed unanimously.

f. Approval of Professional Development Plan for the 2013-2014 School Year

Ms. Nelson reviewed in detail the Connections Academy Professional Development Plan for the 2013-2014 school year that was provided in the Governing Council materials for Governing Council review and consideration. She referenced the school's Statement of Work Agreement with Connections Academy that includes an annual outline of teacher and staff training and professional development programs and opportunities. Ms. Nelson outlined the key components of the teacher and staff training and professional development program planned for the upcoming school year, and provided the Governing Council with information on supplemental training opportunities the school plans to provide. She further advised the Governing Council that the progress for each staff member was logged and records were maintained. The Governing Council discussed the plan, and how the plan worked in cooperation with first year teacher requirements in the state. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Duhigg as follows:

RESOLVED, that the Professional Development Plan for the 2013-2014 School Year, is hereby approved.

The motion passed unanimously.

g. Approval of Governing Council Training and Conference Attendance for the 2013-2014 School Year

Ms. Woodward reviewed the upcoming trainings and conferences that have been identified that may interest members of the Governing Council. The Governing Council discussed the trainings, and sending up to three (3) members to each. There being no additional discussion, a motion was made by Mr. Gessing and seconded by Mr. Lucero as follows:

RESOLVED, that the Governing Council training and conference attendance for the 2013-2014 School Year, as presented, is hereby approved.

The motion was approved unanimously.

VIII. Confirmation of Governing Council Designee on Connections Education Curriculum Advisory Panel

Ms. Woodward reviewed the Connections Education Curriculum Advisory Panel with the Governing Council. The Governing Council discussed the purposes of the panel and who would best represent the needs and desires of the students on the panel. Mark Boitano volunteered to be the Governing Council Designee. There being no additional discussion, a motion was made by Mr. Gessing and seconded by Mr. Chavez as follows:

RESOLVED, that Mark Boitano as the Governing Council Designee on Connections Education Curriculum Advisory Panel, is hereby approved.

The motion was approved unanimously.

IX. **Information Items**

a. Records Request from NM LESC

Mr. Boitano reviewed this item with the Governing Council.

b. State Relations Update

Dr. Hutchison provided the Governing Council with an update on legislative matters that may impact the school.

X. **Adjournment and Confirmation of Next Meeting - Tuesday, September 17, 2013 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 17, 2013 at 9:00 a.m. MT. At 10:46 a.m. the Governing Council made and seconded the following motion:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. August 20, 2013 Governing Council meeting, is hereby approved.

The motion was approved unanimously.