



**APPROVED 10/15/13**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING  
Tuesday, September 17, 2013 at 9:00 a.m. MT**

**Held at the following location and via teleconference:  
4001 Office Court, Suite 201  
Santa Fe, NM 87507**

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

Mr. Boitano called the meeting to order at 9:07 a.m. The meeting was open to the public. Mr. Boitano conducted a Roll Call.

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

Guests Present: Athena Trujillo, School leader; Donna Hutchison, Connections staff (in person at the school location); Sue Fox, Governing Council Counsel; Michael Vigil and Justine Roybal, School Business Managers; Melissa Nelson, Tanya Lee, Shawn Soltz and Megann Arthur, 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. The Board tabled Action Item (f) Approval of Supplemental Benefits, as the documentation was not available by the meeting, and noted no need to discuss Item (v) under the Principal's Report, Research and Development of a Tuition Reimbursement Policy, as it was related to the tabled Action Items. There being no additional discussion, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the September 17, 2013 New Mexico Connections Academy Governing Council Meeting, as amended, is hereby approved.

The motion passed unanimously.

### III. Oral Reports

#### a. Principal's Report

##### i. Update on Enrollment

Ms. Trujillo provided the Governing Council with the most up-to-date enrollment numbers, including those who are in the application stages and those on the waiting list. She further advised the Board regarding those students who are in the process of withdrawing, which will allow for some students on the waitlist to be accepted once finalized.

##### ii. Update on Staffing

Ms. Trujillo advised the Governing Council on the progress of specific teaching position hiring.

##### iii. Update on School Leadership Retreat

Ms. Trujillo updated the Governing Council regarding the school leadership retreat held the past week in Minnesota. She outlined the topics that were covered, and the school goals development process that was completed.

##### iv. Title I Planning

Ms. Trujillo presented this item to the Governing Council. She provided the Governing Council with an overview of the school's planning for Title I funding activities, including the documentation in the Governing Council materials. Ms. Trujillo discussed the process for seeking Title I funding with the Board.

##### v. Research and Development of a Tuition Reimbursement Policy

The Board tabled the discussion of this item at this time.

#### b. Financial Report

Mr. Vigil provided the Board with an overview of compliance requirements for school financial information, including the quarterly publishing of financial data on the school's website. The Board had extensive discussion on the school's financial reporting.

[Mr. Soltz joined the meeting at 9:49 a.m.]

Mr. Vigil reviewed the school's financial statements, including the revenue and expense statements, with the Governing Council.

##### i. Banking Authorities

Mr. Vigil reviewed the school's signing authority on bank accounts, including limits and the specific needs for signing for the school.

#### IV. 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 Council indicated that they wished to consider each item separately.

a. Approval of Minutes from the August 20, 2013 Meeting

The Governing Council discussed the need to amend the previous month's minutes to include the attendance of Ms. Robinson. There being no additional changes noted, a motion was made by Ms. Robinson and seconded by Mr. Gessing as follows:

RESOLVED, that the Minutes from the August 20, 2013 Meeting, as amended, are hereby approved.

The motion passed unanimously.

b. Approval of Cooperative Educational Services (CES) Membership

The Governing Council discussed the item for consideration. There being no additional discussion, a motion was made by Mr. Gessing and seconded by Ms. Robinson as follows:

RESOLVED, that the Cooperative Educational Services (CES) Membership, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Federal Title Funding Plans for the 2013-2014 School Year

The Governing Council referred to the discussion regarding the school's federal title funding plans during the Principal's Report. There being no further discussion, a motion was made by Ms. Robinson and seconded by Ms. Duhigg as follows:

RESOLVED, that the Federal Title Funding Plans for the 2013-2014 school year, as presented, are hereby approved.

The motion passed unanimously.

d. Approval of Open Meetings Law Annual Resolution

The Governing Council discussed with their Legal Counsel the changes in legislation, requiring a 72 hour agenda posting requirement as opposed to the 24 hours listed in the resolution included in the Governing Council materials. The school noted that the 72 hour posting requirement has in fact been complied with since the July 1<sup>st</sup> legislation. There being no further discussion, a motion was made by Ms. Robinson and seconded by Mr. Gessing as follows:

RESOLVED, that the Open Meetings Law Annual Resolution, as amended, is hereby approved.

The motion passed unanimously.

e. Approval of Section 504 Policy

The Governing Council discussed the Section 504 Policy development with school leadership. The Council discussed approving the policy, subject to Legal Counsel review and revision at a future meeting, if necessary. There being no further discussion, a motion was made by Ms. Robinson and seconded by Mr. Gessing as follows:

RESOLVED, the Section 504 Policy, as presented, is hereby approved.

The motion passed unanimously.

V. **Action Items**

a. Approval of Connections Academy of New Mexico, LLC Invoices for July and August

Mr. Vigil reviewed in detail the Connections Academy, LLC invoices for the months of July and August, as drawn from the financial report in the Governing Council materials. He asked the Governing Council members whether they had any questions on the invoice or if any items required any further explanation.

[Mr. Gessing left the meeting at 10:45 a.m.]

The Governing Council had extensive discussion on the invoices and the school's Statement of Work Agreement with Connections. There being no further discussion, the Governing Council tabled this item.

b. Approval of Extension of Technology Package Lease with Connections Academy of New Mexico, LLC Through October 31, 2013 or Such Time as Another Technology Lease is Secured

Mr. Lucero presented this item to the Governing Council. He reviewed the RFP processes completed, and his support of the Council's approval of the extension discussed. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Robinson as follows:

RESOLVED, that the extension of technology package lease with Connections Academy of New Mexico, LLC through October 31, 2013 or such time as another technology lease is secured, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Payment of August Payroll and Authorization for the Governing Council Business Manager and Governing Council Treasurer to Determine Additional Payments of Payroll As Deemed Appropriate

Mr. Vigil and Mr. Soltz discussed this item with the Governing Council. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Robinson as follows:

RESOLVED, that the payment of August payroll and authorization for the Governing Council Business Manager and Governing Council Treasurer to determine additional payments of payroll as deemed appropriate, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Signatory Limits for Payroll Processing

Mr. Vigil presented this item to the Governing Council. The Council had an extensive discussion on cash flow for the school, and the timely payment of payroll for school employees and payments to Connections for services rendered. The Governing Council further discussed their desire to allow for exceptions to the current \$2,500 signatory limits for the payroll and Connections payments. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Robinson as follows:

RESOLVED, that the signatory limits for payroll processing, as discussed, are hereby approved.

The motion passed unanimously.

e. Approval of Revised Admittance Policy and Enrollment Cycle

Ms. Trujillo presented this item to the Governing Council. She reviewed the proposed revisions to the school's admittance policy and enrollment cycle, as included in the Council's materials. Ms. Trujillo further advised that the revisions would be published on the school's website. The Governing Council discussed the approval of the revisions, subject to Legal Counsel review. There being no further discussion, a motion was made by Ms. Robinson and seconded by Ms. Duhigg as follows:

RESOLVED, that the revised Admittance Policy and enrollment cycle, as presented, is hereby approved.

The motion passed unanimously.

f. Approval of Supplemental Benefits

The Governing Council tabled this item earlier in the meeting.

**VI. Information Items**

a. State Relations Update

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

b. 2013-2014 Items for Governing Council Consideration

The Governing Council tabled discussion on this item.

c. Facility Tour

The Governing Council tabled this item.

**VII. Adjournment and Confirmation of Next Meeting - Tuesday, October 15, 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, October 15, 2013 at 9:00 a.m. MT. At 11:19 a.m. the Governing Council made and seconded the following motion:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. September 17, 2013 Governing Council meeting, is hereby approved.

The motion was approved unanimously.