



APPROVED 1/28/14

New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, December 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

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, Carlo Lucero (in person), Yvonne Duhigg, Jeanine Robinson (via phone);

Governing Council Members Absent: Patrick Chavez and Paul Gessing;

Guests Present: Athena Trujillo, School leader; Susan Brower and Lindsey Edwards, school staff, Michael Vigil, Mackenzie Webb and Justine Roybal, School Business Managers, Donna Hutchison, Connections staff (in person at the school location); Sue Fox, Governing Council Counsel; Melissa Nelson 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 changes, a motion was made by Mr. Lucero and seconded by Ms. Duhigg as follows:

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

The motion passed unanimously.

III. Oral Reports

a. Principal's Report

i. Update on Enrollment and Withdrawals

Ms. Trujillo provided the Governing Council with the most up-to-date enrollment numbers, including those who have withdrawn from the school. Ms. Trujillo also advised the Governing Council on student demographics and performance data. The Governing Council discussed the school's special populations and Individualized Education Program data.

[Sue Fox joined the meeting at 9:16 a.m.]

ii. Student Accolades

Ms. Trujillo presented this item to the Governing Council, and introduced Ms. Edwards. Ms. Edwards provided the Governing Council with a recording of a student research project. The Governing Council expressed their pleasure with the student's work.

iii. Update on School Activities and School Field Trips

Ms. Trujillo provided the Governing Council with an update on school activities and future field trips. Ms. Trujillo advised the Governing Council that future outings will concentrate on expanding to various regions around the state. Ms. Trujillo also provided the Governing Council with an update on recent campaigns to encourage students to explore the fields of computer science and STEM. The Governing Council was also provided with an update on the student-led election of the school's new mascot, the Road Runner. The Governing Council also discussed the involvement of students in extra-curricular activities, as well as the availability of funding for such programs. Ms. Trujillo also provided the Governing Council with information concerning the School Data Report, including data on escalation status, lesson completion, and school metrics.

iv. Update on Staffing

Ms. Trujillo advised the Governing Council on the recent hiring of one key position, as provided in the Governing Council materials. Ms. Trujillo noted that she continues to recruit for a Special Education teacher, as well as a Business/Technology Adjunct.

v. Preparations for State Testing

Ms. Trujillo introduced Dr. Susan Brower, who presented this item to the Governing Council. Dr. Brower provided the Governing Council with information concerning testing locations, test proctor trainings, and the testing of students with accommodations.

vi. Upcoming Outreach Efforts

Ms. Trujillo presented this item to the Governing Council, including upcoming activities and trainings, social media outreach, and parent involvement.

b. Financial Report

Mr. Vigil reviewed the school's financial statements in detail, including the revenue and expense statements, with the Governing Council. He discussed the funding flow and monies received by the school thus far, as well as the school's liabilities. Mr. Vigil also reviewed open purchase orders with the Governing Council.

VI. Nominating Committee Report

a. Consideration of Governing Council Member Candidate, Jerry Schalow

Mr. Boitano and Mr. Lucero provided the Governing Council with brief background information on the candidate being brought to the Governing Council for consideration, including the reasons he has expressed interest in joining the Governing Council. The Governing Council expressed their wish to meet with Mr. Schalow in person before approving him to the Governing Council.

The Governing Council tabled this item to a future meeting.

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 none, Mr. Lucero made the following motion and it was seconded by Ms. Duhigg as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the November 19, 2013 Meeting; and
- b. Approval of Revised Governing Council Meeting Schedule; are hereby approved.

The motion passed unanimously.

VII. Action Items

- a. Approval of Connections Academy of New Mexico, LLC Invoice for November

Mr. Vigil reviewed in detail the Connections Academy, LLC invoice for the month of November, 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. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Ms. Robinson as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for the month of November, in the amount of \$150,280.01, as presented, is hereby approved.

The motion passed unanimously.

- b. Approval of Internet Subsidy Proposal

Mr. Vigil presented this item to the Governing Council. The Governing Council discussed the subsidies for internet access being provided to the families at the school. Mr. Vigil presented information to the Governing Council in relation to prorated invoices for internet access. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Ms. Robinson as follows:

RESOLVED, that the proposal for internet subsidy, as presented, is hereby approved.

The motion passed unanimously.

- c. Approval of Procurement Officer

Mr. Vigil presented this item to the Governing Council. He provided the Governing Council with information pertaining to state requirements for this position. Mr. Vigil recommended approval by the Governing Council. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Ms. Robinson as follows:

RESOLVED, that Athena Trujillo as the school administrator, to be the Procurement Officer, as presented, is hereby approved.

The motion passed unanimously.

VI. Information Items

a. Discussion of Offering a 401k Plan

Mr. Boitano presented this item to the Governing Council. Mr. Vigil provided the Governing Council with information concerning options and vendors, as well as the tax implications of offering a 401k plan. The Governing Council discussed the costs and liabilities associated with this item, as well as obtaining information from staff members on plan preferences.

c. State Relations Update

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

VIII. Adjournment and Confirmation of Next Meeting - Tuesday, January 28, 2014 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, January 28, 2014 at 9:00 a.m. MT. At 11:43 a.m. the Governing Council made and seconded the following motion:

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

The motion was approved unanimously.