



APPROVED 5/20/14

New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, April 29, 2014 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 9:07 a.m. The school location was open to the public. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Jerry Shalow (in person); Mark Boitano, Carlo Lucero and Yvonne Duhigg (via phone);

Governing Council Members Absent: Paul Gessing, Patrick Chavez and Jeanine Robinson;

Guests Present: Athena Trujillo, School Leader (in person); Michael Vigil and Justine Roybal, School Business Managers; Donna Hutchison, Melissa Nelson, Tanya Lee, Laura Karns 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. Schalow and seconded by Mr. Lucero as follows:

RESOLVED, that the Agenda for the April 29, 2014 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

Ms. Trujillo provided the Governing Council with the most up-to-date enrollment numbers, including recent applicants for the 2014-2015 school year.

ii. Update on School Activities, School Field Trips and Student Accolades

Ms. Trujillo updated the Governing Council on recent school activities. She reviewed upcoming field trips and events with the Governing Council. Ms. Trujillo updated the Governing Council on student accomplishments since the last meeting.

iii. Update on Staffing

Ms. Trujillo updated the Governing Council on staffing and recent recruitment efforts.

iv. Update on State Testing

Ms. Trujillo provided the Governing Council with an update on state testing, including student participation. She further reviewed submitted waivers and the Governing Council expressed their support.

v. NM PED Site Visit – April 8, 2014

Ms. Trujillo updated the Governing Council on the Public Education Department (PED) site visit on April 8, 2014. The Governing Council discussed the PED visit in detail including required policies, withdrawal rates, activities, and outreach.

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 current budget and forecast, as well as the current state funding model with the Governing Council. He further reviewed the cash flow and expenditures in detail with the Governing Council.

i. Budget Adjustment Report

Mr. Vigil updated the Governing Council on the budget adjustments requested for consideration under Action Items.

ii. Update on Financial Framework

Mr. Vigil reviewed the positive changes included in the new financial framework.

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 Governing Council indicated their desire to consider each item separately.

a. Approval of Minutes from the March 25, 2014 Meeting

Mr. Boitano asked the Governing Council if there were any recommended revisions to the minutes. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that the Minutes from the March 25, 2014 Meeting, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Live Speech Invoices for February and March

Mr. Boitano asked if the invoices had gone through the review process and Mr. Lucero confirmed with the Governing Council that all had been reviewed and were in order. There being no further discussion, a motion was made by Ms. Duhigg and seconded by Mr. Lucero as follows:

RESOLVED, that the Live Speech Invoices for February and March, as presented, are hereby approved.

The motion passed unanimously.

c. Approval of Office Furniture Invoice

Mr. Boitano asked if the invoice had gone through the review process and Mr. Lucero confirmed with the Governing Council that the invoice had been reviewed and was in order. There being no further discussion, a motion was made by Ms. Duhigg and seconded by Mr. Lucero as follows:

RESOLVED, that the Office Furniture Invoice, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Public Records Policy

Ms. Woodward reviewed the Public Records Policy as provided to the Governing Council. There being no further discussion, a motion was made by Mr. Schalow and seconded by Ms. Duhigg as follows:

RESOLVED, that the Public Records Policy, as presented, is hereby approved.

The motion passed unanimously.

V. Action Items

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

Mr. Vigil reviewed in detail the Connections Academy, LLC invoice for the month of March, 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. Duhigg as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for the month of March, in the amount of \$161,625.00, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Finance Committee

Mr. Vigil reviewed the Finance and Audit Committee membership requirements with the Governing Council. The Governing Council discussed adding Mr. Schalow to the Finance and Audit Committees. Mr. Schalow confirmed his willingness to assist with these committees. Ms. Trujillo and Mr. Vigil advised they will present individuals for consideration to fill the non-Council membership requirements of the committees at a future meeting. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the designation of Mr. Schalow as a member Finance and Audit Committees, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of Staff Payroll for Summer Months

Ms. Trujillo presented this item to the Governing Council. The Governing Council discussed the payroll selection process and requested additional clarification on the payroll election documents. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the staff payroll for summer months, as presented and discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Budget Adjustment Reports

- (a) IDEA – B – Main BAR (1) – Doc. 554-000-1314-0011-M
- (b) IDEA – B – Main BAR (2) transfer – Doc. 554-000-1314-0012-T
- (c) Operational Increase – Unit Value BAR – Doc. 554-000-1314-0010-I
- (d) Title II – Part A – Initial Budget BAR – Doc. 554-000-1314-0013-IB

Mr. Vigil presented these items to the Governing Council and discussed within the Financial Report. He asked the Governing Council members whether they had any questions 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. Duhigg as follows:

RESOLVED, that the IDEA – B – Main BAR (1) – Doc. 554-000-1314-0011-M, IDEA – B – Main BAR (2) transfer – Doc. 554-000-1314-0012-T, Operational Increase – Unit Value BAR – Doc. 554-000-1314-0010-I and Title II – Part A – Initial Budget BAR – Doc. 554-000-1314-0013-IB, as presented, are hereby approved.

The motion passed unanimously.

e. Approval of Staff Compensation Plan for the 2014-2015 School Year

Ms. Trujillo reviewed the draft School Compensation Plan that was included in the Governing Council materials. She reviewed the proposed enhancements to the school's compensation structure in detail with the Governing Council. The Governing Council reviewed the financial implications of the plan and the impact that the approval of the plan would have on the school's employees. The Governing Council requested Ms. Trujillo and Mr. Vigil continue working on the Staff Compensation Plan for their consideration at a future meeting.

The item was tabled.

f. Approval of Curriculum for the 2014-2015 School Year

Ms. Trujillo reviewed the curriculum strategy memo that was included in the Governing Council materials with the Governing Council. Ms. Trujillo reviewed the major goals and curriculum initiatives that are being pursued based on feedback received from students, learning coaches, teachers and the Curriculum Panel which is comprised of Governing Council members, school authorizers and other partners of Connections Academy. There being no further discussion, Ms. Duhigg made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the Curriculum for the 2014-2015 school year, as presented, is hereby approved.

The motion passed unanimously.

VI. Information Items

a. State Relations Update

Ms. Hutchison provided the Governing Council with an update on legislative matters that may impact the school. The Governing Council recommended adding members of the Legislative Finance Committee (LFC) to the school's newsletter mailing list.

b. Update on Recently Attended Governing Council Governance Trainings

The Governing Council shared their positive experiences attending the recent NMCCS Regional GC Training and noted the value of the information that was presented. The Governing Council requested a list of upcoming conferences that will satisfy their Continuing Education requirements.

c. Governing Council Planning for the 2014-2015 School Year

Ms. Woodward discussed the planning for the 2014-2015 school year that Connections Academy has been working on with the school

i. Proposed Meeting Schedule

The Governing Council confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Woodward advised that the consideration of the Governing Council meeting schedule for the 2014-2015 school year will be included on the June Annual Meeting agenda.

ii. Governing Council Composition

Ms. Woodward reminded the Governing Council to notify the Council President if they wished to resign or change their officer position at the end of the school year.

VII. Adjournment and Confirmation of Next Meeting - Tuesday, May 15, 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, May 15, 2014 at 9:00 a.m. MT. At 11:08 a.m. the Governing Council made and seconded the following motion:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. April 29, 2014 Governing Council meeting, is hereby approved.

The motion was approved unanimously.