



**APPROVED 6/24/14**

New Mexico Connections Academy (NMCA)  
**MINUTES OF THE GOVERNING COUNCIL MEETING**  
Tuesday, May 20, 2014 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 9:04 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, Paul Gessing, Patrick Chavez and Yvonne Duhigg (via phone);

Governing Council Members Absent: 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. Acceptance of Resignation of Governing Council Member, Jeanine Robinson**

Mr. Boitano referred the Governing Council members to the letter of resignation from Ms. Jeanine Robinson, as included in the Governing Council materials. Governing Council members acknowledged that they had received and reviewed the letter of resignation, and expressed their gratitude to Ms. Robinson for her service to the school and the Governing Council. There being no additional discussion, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the resignation of Governing Council member, Jeanine Robinson to be effective at the close of this meeting, is hereby accepted.

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 Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the May 20, 2014 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

#### IV. 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 and intent to return for the 2014-2015 school year.

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

Ms. Trujillo updated the Governing Council on recent school activities, including the school's planning for the upcoming high school graduation and encouraged Board member attendance. 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.

##### 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.

Mr. Vigil reviewed the budget development process, and meetings held to date on the production of the draft budget, as included in the Governing Council materials. He reviewed in detail the 2014-2015 Budget, Budget Notes, Staff Compensation Plan and Teacher Salary Scale that were included with the Governing Council package. The Governing Council had discussion on specific line items in the budget, including staffing additions, the proposed merit increase for staff members and the funded enrollment target.

#### 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. The Governing Council indicated their desire to consider each item separately.

##### a. Approval of Minutes from the April 29, 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. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the Minutes from the April 29, 2014 Meeting, as presented, are hereby approved.

The motion passed unanimously.

##### b. Approval of Live Speech Invoice for April

Mr. Boitano asked if the invoice 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 Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that the Live Speech Invoice for April, as presented, are hereby approved.

The motion passed unanimously.

c. Approval of Substitute Teacher Invoice(s) through April

Mr. Boitano asked if the invoice(s) 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 Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that the Substitute Teacher Invoice(s) through April, are hereby approved.

The motion passed unanimously.

d. Approval of Revision(s) to the 2014-2015 School Year State Specific School Handbook: Physical Education Requirements

Ms. Trujillo reviewed the Physical Education Requirement amendments to the 2014-2015 School Year State Specific School Handbook with the Governing Council. There being no further discussion, a motion was made by Ms. Duhigg and seconded by Mr. Gessing as follows:

RESOLVED, that the Revision(s) to the 2014-2015 School Year State Specific School Handbook: Physical Education Requirements, as presented, is hereby approved.

The motion passed unanimously.

e. Approval for School Leader to Submit Any and All Waivers on Behalf of NMCA

Ms. Trujillo reviewed the waiver process with the Board. The Governing Council discussed their desire to be as efficient as possible, and to create a policy by which the Governing Council could ask the School Leader to submit any and all future waiver requests as deemed appropriate by the School Leader. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that School Leader to submit any and all waivers on behalf of NMCA, as presented, is hereby approved.

The motion passed unanimously.

f. Approval for Business Manager to File all Necessary BARS for the 2013-2014 School Year on Behalf of the School

Mr. Vigil advised the Governing Council of the Budget Adjustment Request (BARS) process for the 2013-2014 School Year. The Governing Council discussed their desire to be efficient as possible, and to create a policy by which the Governing Council could ask the Business Manager to submit any and all future BARS for the 2013-2014 School Year as deemed appropriate by the school leader and Business Manager. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that Business Manager to file all necessary BARS for the 2013-2014 school year on behalf of the school, as presented, is hereby approved.

The motion passed unanimously.

## VI. Action Items

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

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

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for the month of April, in the amount of \$67,858.33, as presented, is hereby approved.

The motion passed unanimously.

### b. Approval of 2014-2015 School Year Budget

Mr. Vigil presented to the Governing Council on this item. As previously discussed, the Board requested an additional High School teacher. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Duhigg as follows:

RESOLVED, that the budget for the 2014-2015 school year and all assumptions provided therein, as amended, is hereby approved.

The motion passed unanimously.

### c. Approval of Staff Compensation Plan and Teacher Salary Scale 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. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Duhigg as follows:

RESOLVED, that the Staff Compensation Plan and Teacher Salary Scale for the 2014-2015 school year, as presented, is hereby approved.

The motion passed unanimously.

### d. Approval of Follow Up Site Visit Policies

#### i. Employees Right to Organize Policy

Ms. Trujillo presented the Employees Right to Organize Policy to the Governing Council. The Board discussed the policy and requested more information and time to review prior to approval. There being no further discussion, this item was tabled.

#### ii. Promotion and Retention Policy

Ms. Trujillo reviewed the proposed amendments to the Promotion and Retention Policy to the Governing Council. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the Promotion and Retention Policy, as presented, is hereby approved.

The motion passed unanimously.

iii. Reduction in Force Policy

Ms. Trujillo presented the Reduction in Force Policy to the Governing Council. The Board discussed the policy and requested more information and time to review prior to approval. There being no further discussion, this item was tabled.

**VII. Information Items**

a. State Relations Update

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

**VIII. 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 – End of School Year Review of School Leader Preparation**

Upon a motion made by Mr. Gessing and duly seconded by Ms. Duhigg, the Governing Council entered into Executive Session at 11:10 a.m. 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 – End of School Year Review of School Leader Preparation. Governing Council members entered into the Executive Session via a roll call vote. Governing Council members present during the Executive Session were: Mark Boitano, Jerry Shalow, Carlo Lucero, Paul Gessing, Patrick Chavez and Yvonne Duhigg. Guests present in Executive Session at the request of the Governing Council based on their participation in the discussion were: Melissa Nelson, Laura Karns and Heather Woodward. All others left the meeting at this time.

Upon a motion made by Mr. Schalow and duly seconded by Mr. Gessing, the Governing Council resumed open session at 11:23 a.m. No action was taken during Executive Session.

**IX. Adjournment and Confirmation of Next Meeting - Tuesday, June 24, 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, June 24, 2014 at 9:00 a.m. MT. At 11:24 a.m. Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. May 20, 2014 Governing Council meeting, is hereby approved.

The motion was approved unanimously.