



APPROVED 9/23/14

New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, August 26, 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 9:06 a.m. The school location was open to the public. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Mark Boitano, Carlo Lucero, Patrick Chavez, Jerry Schalow and Yvonne Duhigg (all via phone);

Governing Council Members Absent: Paul Gessing;

Guests Present: Athena Trujillo, School Principal and Christopher Jones, School staff (in person); Michael Vigil and Justine Roybal, School Business Managers, Melissa Nelson, Donna Hutchison, Tanya Lee, Shawn Soltz, 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 Ms. Duhigg as follows:

RESOLVED, that the Agenda for the August 26, 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 Back to School and Enrollment

Ms. Trujillo provided the Governing Council with the most up-to-date enrollment numbers, including those students in the pre-enrollment and approved phases of their applications.

ii. Update on Meeting with PEC Commission – First Year Visit and School Grades

Ms. Trujillo provided the Governing Council with an update on the recent meeting with the Public Education Commission (PEC) including their support of the school's goals and framework.

iii. Update on Charter Goals

Ms. Trujillo advised the Governing Council that there was no update on the Charter Goals since their last meeting.

iv. Update on Staffing

Ms. Trujillo discussed specific staff positions to be filled based on enrollment and staff development and training efforts. The Board discussed student to teacher ratios.

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. Update on 2013-2014 Financial Audit

Ms. Roybal advised the Governing Council of the audit process and timeline.

ii. Expense Reimbursements

Mr. Vigil reviewed the school's expense reimbursement process and requirements with the Governing Council.

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 decided to review each item individually.

a. Approval of Minutes from the July 29, 2014 Meeting

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

RESOLVED, that the minutes from the July 29, 2014 meeting, are hereby approved.

The motion passed unanimously.

b. Consideration of Connections Academy of New Mexico, LLC Invoice for Payroll

Mr. Vigil reviewed in detail the Connections Academy of New Mexico, LLC invoice for payroll, 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 payroll, in the amount of \$202,804.11, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of LiveSpeech Agreement

Ms. Trujillo reviewed the LiveSpeech services provided to the school's students through Connections Academy of New Mexico, LLC. There being no further discussion a motion was made by Mr. Schalow and seconded by Ms. Duhigg as follows:

RESOLVED, that the LiveSpeech agreement, is hereby approved.

The motion passed unanimously.

d. Approval of Amended Technology Agreement

Mr. Boitano reviewed the amendments to the technology agreement and recommended the document for Governing Council consideration. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Duhigg as follows:

RESOLVED, the Amended Technology Agreement, as presented, is hereby approved.

The motion passed unanimously.

e. Approval of 2014-2015 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends

Ms. Trujillo reviewed the 2014-2015 base salaries and incentive percentage, career ladder positions and home-worker stipends that were included in the Governing Council materials. 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, a motion was made by Mr. Schalow and seconded by Mr. Lucero as follows:

RESOLVED, that the 2014-2015 base salaries and incentive percentage, career ladder positions and home-worker stipends, as presented, are hereby approved.

The motion passed unanimously.

f. Approval of Professional Development Plan for the 2014-2015 School Year

Ms. Nelson reviewed the Professional Development Plan for the 2014-2015 school year as set out in the document included in the Board packet. Ms. Nelson advised that the training, offered by Connections as required by the agreement between Connections and the School Board, is accomplished through a very comprehensive interactive program that requires several core courses which are graded to ensure adequate knowledge transfer to all participants. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Lucero as follows:

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

The motion passed unanimously.

g. Reappointment of Mark Boitano as Governing Council Designee on Connections Education Curriculum Advisory Panel

Mr. Boitano 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. Mr. Boitano volunteered to be the Governing Council Designee. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Lucero as follows:

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

The motion passed unanimously.

h. Approval of Amended Governing Council Meeting Schedule for the 2014-2015 School Year

Ms. Woodward reviewed the amended Governing Council Meeting Schedule for the 2014-2015 school year provided in the Governing Council Meeting materials. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Lucero as follows:

RESOLVED, that the amended Governing Council Meeting Schedule for the 2014-2015 school year, as presented, are hereby approved.

The motion passed unanimously.

i. Approval of Revisions to the School Handbooks for the 2014-2015 School Year

Ms. Trujillo reviewed the revisions to the School Handbooks for the 2014-2015 school year. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Lucero as follows:

RESOLVED, that the revisions to the School Handbooks for the 2014-2015 school year, as presented, are hereby approved.

The motion passed unanimously.

j. Approval of Federal Title Funding Plans for the 2014-2015 School Year

Mr. Jones discussed the Federal Title Funding Plans for the 2014-2015 school year including the Parent Involvement Policy and Compact. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Lucero as follows:

RESOLVED, that the Federal Title Funding Plans for the 2014-2015 school year, as presented, are hereby approved.

The motion passed unanimously.

V. Action Items

a. Approval of School Goals for the 2014-2015 School Year

Ms. Trujillo reviewed the school goals for the 2014-2015 school year included in the Governing Council package with the Governing Council. Ms. Trujillo advised that the staff worked closely with school leadership and 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. Schalow as follows:

RESOLVED, that the school goals for the 2014-2015 school year, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Governing Council Training and Conference Attendance for the 2014-2015 School Year

Ms. Woodward reviewed the upcoming trainings and conferences that have been identified that may interest members of the Governing Council. Governing Council discussed the trainings offered and supported Council members attendance to Board Academy, National Charter School Conference (NCSC) and all state conferences. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Lucero as follows:

RESOLVED, that the Governing Council training and conference attendance for the 2014-2015 school year, as presented, is hereby approved.

The motion passed unanimously.

VI. Information Items

a. Legislative Update

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

b. Update on NCSC Attendance

The Board tabled this item in Mr. Gessing absence.

c. Conflict of Interest Statements and Background Check Reminders

Ms. Woodward advised the Governing Council that they will be receiving an email from Board Relations with Conflict of Interest Statements that need to be completed by Governing Council members for the 2013-2014 school year.

VII. Adjournment and Confirmation of Next Meeting - Tuesday, September 23, 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, September 23, 2014 at 9:00 a.m. MT. At 10:48 a.m. Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. August 26, 2014 Governing Council meeting, is hereby approved.

The motion was approved unanimously.