



**APPROVED 10/28/14**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING  
Tuesday, September 23, 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**

In Mr. Boitano's absence, Mr. Lucero called the meeting to order at 9:03 a.m. The school location was open to the public. Mr. Lucero conducted a Roll Call.

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

Governing Council Members Joined During Meeting: Mark Boitano;

Guests Present: Athena Trujillo, School Principal (in person); Michael Vigil and Justine Roybal, School Business Managers, Melissa Nelson, Donna Hutchison, Tanya Lee, Laura Karns and Megann Arthur, Connections staff (via phone).

**II. Routine Business**

a. Approval of Agenda

Mr. Lucero asked the Governing Council to review the Agenda distributed prior to the meeting. There being no changes, a motion was made by Mr. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the Agenda for the September 23, 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 those students in the pre-enrollment and approved phases of their applications.

ii. Update on LESC Presentation

Ms. Trujillo provided the Governing Council with an overview of the recent Legislative Education Study Committee (LESC) meeting and conveyed their support of NMCA.

[Mr. Boitano and Ms. Roybal joined the meeting at 9:10 a.m.]

iii. Update on Field Trips

Ms. Trujillo reviewed the successful Back to School picnic and upcoming field trips with the Governing Council.

iv. Update on Staffing

Ms. Trujillo discussed specific staff positions to be filled based on enrollment, as well as staff development and training 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. Ms. Roybal and Ms. Lee updated the Governing Council on the progress and timeline for the school's audit.

#### 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 requested minor revisions to Consent Item C: Approval of Annual Open Meetings Act Resolution. There being no further changes, a motion was made and seconded as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 7, 2014 Meeting;
- b. Approval of Minutes from the August 26, 2014 Meeting;
- c. Approval of Annual Open Meetings Act Resolution; as discussed and amended, are hereby approved.

The motion passed unanimously.

#### V. **Action Items**

- a. Approval of Connections Academy of New Mexico, LLC Invoices for Summer School, June, July, August and Substitute Teacher Invoice for August

Ms. Lee reviewed in detail the Connections Academy, LLC invoices for summer school, June services and substitute teacher invoice for August, as drawn from the financial report in the Governing Council materials. Ms. Lee further updated the Governing Council on the Financial Committee's request to table the remaining Connections Academy, LLC invoices for July and August, to allow for additional discussion. She asked the Governing Council members whether they had any questions on the invoices for consideration 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 invoices for summer school, in the amount of \$2,688.50, June services, in the amount of \$110,016.66, and substitute teacher invoice for August, in the amount of \$134,420.82, as presented, are hereby approved.

The motion passed unanimously.

The Connections Academy of New Mexico, LLC invoices for July and August were tabled to a future meeting.

[Mr. Gessing left the meeting at 9:40 a.m.]

b. Approval of Audit Committee Members: Marcos Zubia and Naomi Kissane

Ms. Trujillo presented this item to the Governing Council and reviewed the potential parent representative Audit Committee member, Naomi Kissane's, qualifications. Mr. Vigil then reviewed potential Audit Committee member, Marcos Zubia's financial services experience, as well. There being no further discussion, a motion was made by Mr. Schalow and seconded by Ms. Duhigg as follows:

RESOLVED, that the appointment of Audit Committee members: Marcos Zubia and Naomi Kissane, as presented, are hereby approved.

The motion passed unanimously.

[Ms. Roybal left the meeting at 9:45 a.m.]

**VI. Information Items**

a. Legislative Update

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

b. Contract Execution Management Process

Ms. Trujillo reviewed the proposed contract execution management process with the Governing Council. The Governing Council discussed changes to the proposed contract management process and requested additional review by the Finance Committee.

c. 2014-2015 Items for Governing Council Consideration

Ms. Arthur reviewed the outline of items planned to be presented for Governing Council consideration throughout the current school year. She further advised the Governing Council that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

**VII. Adjournment and Confirmation of Next Meeting - Tuesday, October 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, October 28, 2014 at 9:00 a.m. MT. At 10:19 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. September 23, 2014 Governing Council meeting, is hereby approved.

The motion was approved unanimously.