



**APPROVED 11/18/14**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING  
Tuesday, October 28, 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**

At the request of Mr. Boitano, Mr. Lucero called the meeting to order at 9:18 a.m. The school location was open to the public. Mr. Lucero conducted a Roll Call.

Governing Council Members Present: Mark Boitano, Carlo Lucero, Paul Gessing and Yvonne Duhigg (all via phone);

Governing Council Members Absent: Patrick Chavez and Jerry Schalow;

Guests Present: Athena Trujillo, School Principal (in person); Michael Vigil and Justine Roybal, School Business Managers, Melissa Nelson, Donna Hutchison, Tanya Lee, Laura Karns, Megann Arthur and Heather Woodward, 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 Ms. Duhigg as follows:

RESOLVED, that the Agenda for the October 28, 2014 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

**III. Oral Reports**

a. Principal's Report

Ms. Trujillo reviewed the Monthly School Report with the Governing Council, highlighting changes from last month's report and trends in the report.

i. 2013-2014 School Year School Goals Update/ Principal's State of the School Report

Ms. Trujillo provided the Governing Council with a state of the school report. She discussed last year's enrollment figures, goals and state testing results with the Governing Council. Ms. Trujillo further reviewed the current enrollment and school goals. She further reminded Governing Council members that the school goals represent the major driver for the staff incentive plan. Ms. Trujillo commented that the goals are created with the intention of making the school a better experience

for students and to allow for better outcomes and student achievements. The Governing Council thanked Ms. Trujillo for her thoroughness and partnership in the educational process.

ii. Update on 40th Day – October 8, 2014

Ms. Trujillo advised the Governing Council that the count day reports were submitted to the state, reviewed the expected timeline and related the process for the final count numbers.

iii. Update on The Priority School Bureau Audit

Ms. Trujillo provided the Governing Council with an update on the upcoming Priority School Bureau audit.

iv. PEC Commissioner Visit – November 7, 2014

Ms. Trujillo presented this item to the Governing Council. She advised that preparations are ongoing for the upcoming site visit on November 7, 2014.

v. NMCA Quarterly Metrics

Ms. Trujillo presented this item to the Governing Council. She reviewed the data included in the Governing Council materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation.

vi. Update on Vendor Contracts

Ms. Trujillo presented the Governing Council with the procedures for acquiring vendor contracts as discussed and supported by the Business Manager and Finance Committee. The Governing Council thanked Ms. Trujillo for the review of internal controls.

vii. Payroll Flow Chart

Ms. Trujillo reviewed the internal controls for payroll with the Governing Council.

viii. Grants Update

There was no update provided at this time.

ix. Update on Staffing

Ms. Trujillo provided the Governing Council with an update on staffing 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.

#### IV. Consent Items

Mr. Lucero 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 no changes, a motion was made by Mr. Gessing and seconded by Ms. Duhigg as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the September 23, 2014 Meeting;
- b. Approval of Connections Academy of New Mexico, LLC Invoice for Substitute Teacher Services for September;
- c. Approval of Revision(s) to the 2014-2015 School Year General School Handbook: Conduct, Due Process and Communication Policy;
- d. Approval of Revision(s) to the 2014-2015 School Year State Specific School Handbook: Bullying and Prohibited Behaviors;
- e. Approval of Curriculum Strategy for the 2015-2016 School Year;
- f. Approval of STARS Contract: Accountability and Compliance Resources, LLC;
- g. Approval of DeSalvo Service Agreement; and
- h. Approval of Karen Jokela Agreement; are hereby approved.

The motion passed unanimously.

## V. Action Items

- a. Approval of Connections Academy of New Mexico, LLC Invoices for July, August and September

Mr. Vigil reviewed in detail the Connections Academy, LLC invoices for August and September, as drawn from the financial report in the Governing Council materials, and reviewed earlier in the meeting. He further reviewed the omission of the July invoice, and the Finance Committee's discussion. He 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, Ms. Duhigg made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for August, in the amount of \$222,300.00, and September, in the amount of \$272,458.33, as presented, are hereby approved.

The motion passed unanimously.

- b. Approve of BAR: Flow Through, Bar # 554-000-1415-0001-IB

Mr. Vigil reviewed the Budget Adjustment Request included in the Governing Council materials, in detail with the Governing Council. There being no further discussion, a motion was made by Mr. Guessing and seconded by Ms. Duhigg as follows:

RESOLVED, that the BAR: Flow Through, Bar # 554-000-1415-0001-IB, as presented, is hereby approved.

The motion passed unanimously.

## 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. Update on Governing Council Training (NMCCS) and Board Academy 2014

Ms. Woodward reviewed upcoming training opportunities with the Governing Council and related the positive feedback Connections has received on the annual Board Academy training. Ms. Woodward advised that Board Relations would continue to send additional information regarding Governing Council training opportunities via email.

**VII. Adjournment and Confirmation of Next Meeting - Tuesday, November 18, 2014 at 9:00 a.m. MT**

Mr. Lucero noted that the Governing Council was at the end of its agenda and that the next meeting is scheduled to be held on Tuesday, November 18, 2014 at 9:00 a.m. MT. At 10:08 a.m. Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. October 28, 2014 Governing Council meeting, is hereby approved.

The motion was approved unanimously.