



APPROVED 01/27/15

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, November 18, 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 9:05 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, Yvonne Duhigg and Jerry Schalow (all via phone);

Governing Council Members Absent: Paul Gessing;

Guests Present: Laura Hill, School Staff (in person); Athena Trujillo, School Principal, 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. 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 November 18, 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. She also updated the Board on the recent 40th Day Count and field trips.

i. Update on Student Intervention Efforts – Tier 1 and Tier 2

Ms. Trujillo updated the Governing Council on Student Intervention Efforts. She advised the Governing Council of school staff members' increased awareness of critical educational components and benchmarks, as well as Connections' useful tools for tracking student progress.

Ms. Trujillo further discussed the relation these efforts have to the school's annual success in goals completion.

ii. Update on Graduate Tracking Efforts through NSC

Ms. Trujillo provided the Governing Council with an update on Connections' planned partnership with the National Student Clearinghouse (NSC), to compile student data after graduation. She advised that the NSC will provide information on matriculation and graduation from two-year, four-year and graduate institutions, allowing for a more measurable determination of the success of the schools in preparing students for higher education. Governing Council members discussed the planned initiative and indicated their support of the school's participation with the NSC.

iii. 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.

c. School Leader Review Process Update

Ms. Nelson reviewed the school leader competencies and outlined the annual review process with the Governing Council. She reminded Governing Council members that the process includes feedback from the Governing Council through a survey. Ms. Nelson further reminded the Governing Council that Ms. Trujillo's mid-year review will be discussed during the January meeting and the final review will take place during the Governing Council's Annual Meeting in June. She also reiterated the importance of Governing Council member participation in the review process.

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 October 28, 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 October 28, 2014 meeting, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Connections Academy of New Mexico, LLC Invoice for Substitute Teacher Services for August and October

The Governing Council reviewed the substitute teacher service invoices included in the meeting materials. The Board discussed the qualifications and requirements of substitute teachers. There being no further changes, Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC Invoice for Substitute Teacher Services for August in the amount of \$1,500.00 and October in the amount of \$450.00, as presented, are hereby approved.

The motion passed unanimously.

c. Approval of Connections Academy of New Mexico, LLC Invoice for LiveSpeech for August, September and October

The Governing Council reviewed the LiveSpeech invoices 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 Connections Academy of New Mexico, LLC Invoice for LiveSpeech for August in the amount of \$4,995.00, September in the amount of \$7,605.00 and October in the amount of \$5,810.00, as presented, are hereby approved.

The motion passed unanimously.

d. Approval of Contract(s) Reviewed by the Finance Committee:

i. El Quetzal Cleaning Service, Inc.

The Governing Council reviewed the service agreement with El Quetzal Cleaning Service, Inc. 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 contract with El Quetzal Cleaning Service, Inc., as presented, is hereby approved.

The motion passed unanimously.

V. **Action Items**

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

Mr. Vigil reviewed in detail the Connections Academy, LLC invoice for October, as drawn from the financial report in the Governing Council materials, and reviewed earlier in the meeting. He asked the Governing Council members whether they had any questions on the invoice for consideration or if any items required any further explanation. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Duhigg as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for October, in the amount of \$274,013.89, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Governing Council Designee to Work with School on the Outreach Plan for the 2015-2016 School Year

Ms. Trujillo requested the Governing Council designate a Governing Council member to work with the school on the Outreach Plan for the 2015-2016 school year. Mr. Boitano offered to assist the school in this manner. There being no further discussion, the following motion was made by Mr. Schalow and seconded Mr. Lucero as follows:

RESOLVED, that Mark Boitano as the Governing Council designee to work with the school on the Outreach Plan for the 2015-2016 school year, as discussed, is hereby approved.

The motion was approved unanimously.

VI. Information Items

a. Outreach Update and Discussion of Future Enrollment Growth

Ms. Trujillo reminded the Governing Council that the funded enrollment target of 1,200 students for the 2015-2016 school year will be discussed for approval during the upcoming January Governing Council meeting. She reviewed past target numbers and the predicted growth for the school based on many factors, including trends in enrollment, students currently in the pipeline and outreach efforts. The Board discussed the school's growth and possible need for additional facility sites.

b. Upcoming Governing Council Training

Ms. Woodward reminded the Governing Council of the 2014 New Mexico School Boards Association (NMSBA) Annual conference taking place Friday, December 5th-Saturday, December 6th at the Crowne Plaza Hotel in Albuquerque, NM. The Board discussed additional continuing education opportunities.

c. Legislative Update

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

VII. Adjournment and Confirmation of Next Meeting - Tuesday, January 27, 2015 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, January 27, 2015 at 9:00 a.m. MT. At 10:38 a.m. Mr. Lucero made the following motion and it was seconded by Mr. Boitano as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. November 18, 2014 Governing Council meeting, is hereby approved.

The motion was approved unanimously.