



APPROVED 3/25/14

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, February 25, 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 9:09 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 and Paul Gessing (all via phone);

Governing Council Members Absent: Yvonne Duhigg and Jeanine Robinson;

Guests Present: Athena Trujillo, School Leader (in person); Michael Vigil and Justine Roybal, School Business Managers; Donna Hutchison, Melissa Nelson, Tanya Lee 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. The Governing Council asked to move Oral Reports to occur after Actions Items for quorum purposes. There being no further changes, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the February 25, 2014 New Mexico Connections Academy Governing Council Meeting, as amended, is hereby approved.

The motion passed unanimously.

III. Oral Reports

This section was addressed later in the meeting.

IV. Nominating Committee Report

This section was addressed later in the meeting.

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 January 28, 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. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Minutes from the January 28, 2014 Meeting, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Live Speech Invoices for December and January

Mr. Boitano asked if the invoices 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. Gessing and seconded by Mr. Lucero as follows:

RESOLVED, that the Live Speech Invoices for December and January, as presented, are hereby approved.

The motion passed unanimously.

c. Approval of School Calendar for the 2014-2015 School Year

Ms. Trujillo provided the Governing Council with an update on the proposed calendar for the next school year. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the School Calendar for the 2014-2015 school year, is hereby approved.

The motion passed unanimously.

Approval of the 2014-2015 School Year General School Handbook and Approval of the 2014-2015 School Year State Specific School Handbook

The Governing Council reviewed both Handbook items together. Ms. Trujillo commented that Connections was very helpful in the preparation of the Handbook and the incorporation of state required policies. She further noted that the Governing Council Designee had reviewed both documents. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the 2014-2015 school year General School Handbook and the 2014-2015 school year State Specific School Handbook, as presented, are hereby approved.

The motion passed unanimously.

VI. Action Items

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

Mr. Vigil reviewed in detail the Connections Academy, LLC invoice for the month of January, 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. Lmade the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for the month of January, in the amount of \$82,331.25, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Budget Adjustment Report – IDEA, Instructional Materials, Operating Budget , Risk Pool and Title I

Mr. Vigil presented the following Budget Adjustment Reports:

- Entitlement IDEA-B, Doc ID – 554-000-1314-0003-D;
- Total Instructional Materials Sub Fund, Doc ID – 554-000-1314-0009-M;
- General Fund/Capital Outlay/Debt Service Operational, Doc ID – 554-000-1314-0008-M;
- IDEA B Risk Pool, Doc ID – 554-000-1314-0004-1B; and
- Title I – IASA, Doc ID – 554-000-1314-0005-1B.

The Governing Council reviewed the budget development process and the customary requirements for such adjustments. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Budget Adjustment Reports, as presented, are hereby approved.

The motion passed unanimously.

c. Consideration and Approval of Tech Plan

Ms. Trujillo reviewed the proposed Tech Plan that was included in the meeting materials with the Governing Council. She reviewed the background and the school's need for the policy. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Tech Plan, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Outreach Plan for the 2014-2015 School Year

This item was tabled until a future meeting

- e. Approval of Governing Council Meeting Schedule Changes - March 25, 2014 and May 20, 2014 Governing Council Meeting Dates

Ms. Woodward presented this item to the Governing Council. She reviewed the Council's request for a meeting date in March, as well as the budgetary due dates which would require a change to the May meeting date. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the Governing Council Meeting Schedule Changes - March 25, 2014 and May 20, 2014 Governing Council Meeting Dates, as presented, are hereby approved.

The motion passed unanimously.

Nominating Committee Report

Consideration of Governing Council Member Candidate, Jerry Schalow

Mr. Lucero provided the Governing Council with brief background information on the candidate being brought to the Governing Council for consideration, including the reasons he has expressed interest in joining the Governing Council. Governing Council members discussed the potential Governing Council member's background and candidacy. Mr. Lucero recommended the candidate for appointment. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the appointment of Jerry Schalow as a Governing Council Member for a term through the 2014 Annual Meeting, subject to any and all regulatory approvals, as presented, is hereby approved.

The motion passed unanimously.

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 withdrawals from the school. She discussed the Monthly School Report (MSR) data, as included in the Governing Council materials, detailing specific items regarding student demographics.

- ii. Update on School Activities, School Field Trips and Student Accolades

Ms. Trujillo provided the Governing Council with an update on school activities and field trips.

- iii. Update on Staffing

Ms. Trujillo provided a brief update on staffing, noting that no new hires have been conducted since the last Governing Council meeting.

iv. Update on State Testing

Ms. Trujillo provided the Governing Council with an update on the state testing and noted the number of students who would be testing. The Governing Council inquired about the testing requirements and the student population who will be tested.

v. Upcoming NM PED Site Visit – April 9, 2014

Ms. Trujillo presented this item to the Governing Council. She advised that preparations are ongoing for the upcoming site visit on April 9, 2014.

vi. Enrollment Stage Names Update

Ms. Trujillo provided the Governing Council with an update on the upcoming changes to the enrollment stage names. She advised the Governing Council that the four (4) stages a student has previously completed as part of the enrollment process, including Pre-Approved and Approved status, are being changed to Stages 1-4, to attempt to reduce confusion on the status of each student in the various stages of the school's enrollment process.

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. Budget Adjustment Reports –IDEA, Instructional Materials, Operating Budget , Risk Pool and Title I

Mr. Vigil reviewed this earlier in the meeting.

VII. Information Items

a. State Relations Update

Mr. Boitano provided the Governing Council with an update on legislative matters that may impact the school.

b. Update on Governing Council Training

Ms. Woodward provided the Governing Council with a reminder on state-required training and reviewed the upcoming training offered by the NM Coalition of Charter Schools that would satisfy the five hour requirement.

VIII. Adjournment and Confirmation of Next Meeting - Tuesday, March 25, 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, March 25, 2014 at 9:00 a.m. MT. At 10:12 a.m. the Governing Council made and seconded the following motion:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. February 25, 2014 Governing Council meeting, is hereby approved.

The motion was approved unanimously.