



**APPROVED 11/17/15**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING  
Tuesday, October 27, 2015 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 the absence of a quorum of Governing Council members, Mr. Boitano indicated the Governing Council's intent to hear Oral Reports until additional members of the Governing Council could join the meeting. The school location was open to the public.

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

Governing Council Members Joined During Meeting: Patrick Chavez and Jerry Schalow (via phone);

Guests Present: Linda Dominguez, School staff (in person); Jodie Dean, School Principal; Justine Roybal, School Business Manager, Brian Rosta, Donna Hutchison, Tanya Lee, Megann Arthur and Laura Karns, Connections Staff (all via phone).

**Oral Reports**

At the request of the Governing Council, this item was moved up on the agenda.

Principal's Report

2014-2015 School Year School Goals Update/ Principal's State of the School Report

Ms. Dean provided the Governing Council with a state of the school report. She discussed last year's target enrollment goals as well as final enrollment numbers by grade level with the Governing Council and reviewed the current enrollment and school goals. Ms. Dean reminded Governing Council members that the staff worked closely with Connections Academy staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. Ms. Dean related that the goals are created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. The Governing Council had discussion on the staff and student accomplishments over the past year, and thanked Ms. Dean for her thoroughness and partnership in the educational process.

[Mr. Schalow joined at 9:22 a.m.]

[Mr. Chavez joined at 9:26 a.m.]

Update on 40th Day – October 14, 2015

Ms. Dean advised the Governing Council that the count day reports were submitted to the state by the required deadline.

## School Operations Metrics

Ms. Dean 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. Governing Council members discussed the metrics data with Ms. Dean.

### **Call to Order**

Having a quorum of the Governing Council present, Mr. Boitano called the meeting to order at 9:42 a.m. when all participants were present and able to hear each other.

### **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 Mr. Gessing as follows:

RESOLVED, that the Agenda for the October 27, 2015 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

### **III. Oral Reports**

#### a. Principal's Report

##### i. 2014-2015 School Year School Goals Update/ Principal's State of the School Report

This item was presented earlier in the meeting.

##### ii. Update on 40th Day – October 14, 2015

This item was presented earlier in the meeting.

##### iii. School Operations Metrics

This item was presented earlier in the meeting.

#### b. Financial Report

Ms. Roybal reviewed the school's financial statements in detail, including the revenue and expense statements, as well as the school's forecast for the school year based on enrollment trends with the Governing Council. The Governing Council discussed the financial report in detail.

##### i. Finance Committee Updates and Recommendations for Approval

###### 1. Approval of Connections Academy of New Mexico, LLC Invoice for June

###### 2. Approval of Connections Academy of New Mexico, LLC Invoice for September

3. Approval of Connections Academy of New Mexico, LLC Invoice for Substitute Services for September
4. Approval of Case Management Invoice(s) for September

The Governing Council expressed their intent to review the four recommendations from the Finance Committee together. Mr. Lucero confirmed the Finance Committee met and approved all four items to be brought to the Governing Council for consideration. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for June, in the amount of \$140,000.00, as presented, is hereby approved;

FURTHER RESOLVED, that the Connections Academy of New Mexico, LLC invoice for September, in the amount of \$366,341.67, as presented, is hereby approved;

FURTHER RESOLVED, that the Connections Academy of New Mexico, LLC invoice for substitute services for September, in the amount of \$6,000.00, as presented, is hereby approved;

FURTHER RESOLVED, that the Case Management Invoice(s) for September, in the amount of \$10,240.00, as presented, is hereby approved.

The motion passed unanimously.

#### 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 September 22, 2015 Meeting

The Governing Council reviewed the minutes included in the meeting materials. There being no further discussion, a motion was made by Mr. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the minutes from the September 22, 2015 meeting, as presented, are hereby approved.

The motion passed unanimously.

- b. Approval of Agreements for Student Enrollment for 2016-2017 School Year: Parent /Legal Guardian (Caretaker) Acknowledgement

The Governing Council reviewed the Parent/Legal Guardian (Caretaker) Acknowledgement student enrollment agreement for the 2016-2017 school year included in the meeting materials. Mr. Rosta explained that minor edits have been made to the agreement for next school year, but it has not changed in substance from the current year's agreement. There being no further discussion, a motion was made by Mr. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the Agreement for Student Enrollment for 2016-2017 School Year: Parent/Legal Guardian (Caretaker) Acknowledgement, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Employee Background Check and Fingerprint Process

The Governing Council reviewed the Employee Background Check and Fingerprint Process included in the meeting materials. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Employee Background Check and Fingerprint Process, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Federal Title Funding Documentation: Homeless Education Policy

The Governing Council reviewed the Funding Title Funding Documentation: Homeless Education Policy included in the meeting materials. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows

RESOLVED, that the Federal Title Funding Documentation: Homeless Education Policy, as presented is hereby approved.

The motion passed unanimously.

**V. Information Items**

a. Update on Staffing

Ms. Dean reviewed the Staffing report included in the meeting materials with the Governing Council and provided an update on staffing levels.

b. School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' School Leadership Team. He provided the Governing Council with additional background on the school operations metrics, including specific factors that can affect metrics at the start of the school year.

c. Legislative Update

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

[Mr. Chavez left the meeting at 10:16 a.m.]

d. New Mexico Coalition for Charter Schools Board Training – October 29 – 31

Ms. Karns provided the Governing Council with an update regarding state-required training and reviewed the upcoming trainings offered by the New Mexico Coalition of Charter Schools that would satisfy the five hour requirement.

**VI. Adjournment and Confirmation of Next Meeting - Tuesday, November 17, 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, November 17, 2015 at 9:00 a.m. MT. At 10:22 a.m. Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. October 27, 2015 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.