



**APPROVED 08/25/2015**

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

Mr. Boitano called the meeting to order at 9:09 a.m. when all participants were present and able to hear each other. The school location was open to the public. Mr. Boitano conducted a Roll Call.

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

Governing Council Members Absent: Carlo Lucero;

Guests Present: Linda Dominguez and Penny Wilson, School staff; Lorraine Hewitt and Jessica Simmons, Members of the Public (in person); Jodie Dean, School Principal; Michael Vigil and Justine Roybal, School Business Managers, Melissa Nelson, Brian Rosta, Donna Hutchison, Tanya Lee and Laura Karns, Connections Staff (via phone).

**II. Acceptance of Governing Council Member Resignation, Yvonne Duhigg**

Mr. Boitano requested this item be deferred until the end of the meeting.

**III. 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. Gessing and seconded by Ms. Duhigg as follows:

RESOLVED, that the Agenda for the June 23, 2015 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

**IV. Oral Reports**

a. Meet New School Leader

Mr. Boitano introduced Ms. Dean, the new School Leader, to the Governing Council. He further reviewed Ms. Dean's experience and qualifications.

b. Principal's Report

Ms. Dean provided the Governing Council with an update on changes to staff composition. Mr. Rosta reviewed the Monthly School Report (MSR) with the Governing Council, highlighting changes from last month's report and trends in the report.

i. Update on Upcoming Trainings and Summer Planning

Ms. Dean provided the Governing Council with an update on upcoming planned leadership team trainings, and staff planning in preparation for the upcoming school year.

c. Financial Report

Mr. Vigil reviewed the school's financial statements in detail, including the revenue and expense statements, with the Governing Council. He further reviewed the changes in the financials from the previous month, as well as the forecasted expenses.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoice for May
2. Approval of Case Management Invoice(s)
3. Approval of Connections Academy of New Mexico, LLC Invoice for Substitute Services for May

The Governing Council expressed their intent to review the first three items together. Mr. Vigil reviewed in detail the Connections Academy, LLC invoice for the month of May, as drawn from the financial report in the Governing Council materials. The Governing Council reviewed the case management invoice(s) and substitute teacher service invoices included in the meeting materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for the month of May, in the amount of \$272,250.05, as presented, is hereby approved;

FURTHER RESOLVED, that the Connections Academy of New Mexico, LLC invoice for case management, in the amount of \$8,837.50, as presented, is hereby approved; and

FURTHER RESOLVED, that the Connections Academy of New Mexico, LLC invoice for substitute teacher services for May, in the amount of \$6,600.00, as presented, is hereby approved.

The motion passed unanimously.

4. Approval of Contracts for the 2015-2016 School Year
  - a. DeSalvo
  - b. El Quetzal
  - c. Matthews Fox
  - d. The Vigil Group, LLC
  - e. ACR, LLC

Mr. Vigil reviewed in detail the service contracts for the 2015-2016 school year with the Governing Council. He reminded the Council of the services provided to date and those recommended, including the general scope of work, in the contracts provided in the meeting materials. The Governing Council expressed their desire that the school keep each company's proof of insurance on file. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Contracts for the 2015-2016 School Year: DeSalvo; El Quetzal; Matthews Fox; The Vigil Group, LLC and ACR, LLC, as presented, are hereby approved.

The motion passed unanimously.

5. Approval of Bank Account Signatories – School Leader and Certified Purchasing Official

The Governing Council discussed adding Ms. Dean and an assistant principal as a Bank Account Signatory and Certified Purchasing Official. The Governing Council expressed their desire to approve Ms. Dean at this time and consider an assistant principal at a future meeting upon Ms. Dean's recommendation. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the School Leader as a Bank Account Signatory and Certified Purchasing Official, as presented, is hereby approved.

The motion passed unanimously.

6. Approval of Revised Travel Policy

Mr. Vigil presented the Revised Travel Policy to the Governing Council. He reviewed the changes made to ensure the school's policy is aligned with the state policy. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Revised Travel Policy, as presented, is hereby approved.

The motion passed unanimously.

**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 decided to review each item individually.

a. Approval of Minutes from the May 26, 2015 Meeting

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

RESOLVED, that the minutes from the May 26, 2015 meeting, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of Governing Council Meeting Schedule for the 2015-2016 School Year

The Governing Council reviewed the proposed meeting schedule for the 2015-2016 school year 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 Governing Council Meeting Schedule for the 2015-2016 School Year, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Annual Open Meetings Act Resolution

Ms. Karns reviewed the Annual Open Meetings Act Resolution included in the meeting materials for the Governing Council. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Duhigg as follows:

RESOLVED, that the Annual Open Meetings Act Resolution, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Revision(s) to the 2015-2016 School Year General School Handbook: Grievance Policy and Use of School Educational Materials

e. Approval of Revision(s) to the 2015-2016 School Year State-Specific School Handbook: Grade Scale

The Governing Council decided to review and consider the handbook items together. Mr. Rosta and Ms. Nelson reviewed the changes to the General and State-Specific School Handbooks for the 2015-2016 school year. There being no further discussion a motion was made by Mr. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the Revision(s) to the 2015-2016 School Year General School Handbook: Grievance Policy and Use of School Education Materials, as presented, is hereby approved;

FURTHER RESOLVED, that the Revision(s) to the 2015-2016 School Year State-Specific School Handbook: Grade Scale, as presented, is hereby approved.

The motion passed unanimously.

**VI. Action Items**

a. Approval of Council Members and Staggered Terms

Ms. Karns advised the Governing Council that two (2) members' terms were up for renewal at this meeting, Mr. Carlo Lucero and Mr. Patrick Chavez. Following their confirmation that they wished to continue on the Governing Council, discussion was held on the renewal of their terms. There being no further discussion a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the appointment of Carlo Lucero and Patrick Chavez to the New Mexico Connections Academy Governing Council, as Class 1 Council Members, for terms of three (3) years to the 2018 Annual meeting, as discussed, is hereby approved.

The motion was approved unanimously.

b. Approval of Officers for the 2015-2016 School Year

Ms. Karns presented this item to the Governing Council. She reviewed with the Governing Council each Officer position as set out in the adopted Bylaws, and advised the Governing Council that all positions would be for a term until the Annual Meeting 2016. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the appointment of:

Mark Boitano, Council President;  
Carlo Lucero, Council Treasurer; and  
Paul Gessing, Council Secretary, as presented, is hereby approved.

The motion was approved unanimously.

**VII. Information Items**

a. Update on Staffing

Ms. Dean provided an update on staffing levels and hiring efforts for the next school year.

b. Legislative Update

There was no update provided at this time.

c. Results of the Parent Satisfaction Survey

Mr. Rosta reviewed the results of the Parent Satisfaction Survey, included in the Governing Council Meeting materials, in detail with the Governing Council. He noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the Council's President directly from the third party vendor.

**VIII. Acceptance of Governing Council Member Resignation, Yvonne Duhigg**

Mr. Boitano referred the Governing Council members to the letter of resignation from Ms. Yvonne Duhigg, as included in the Governing Council materials. Governing Council members expressed their gratitude to Ms. Duhigg for her service to the school and the Governing Council. There being no additional discussion, a motion was made by Mr. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the resignation of Governing Council member, Yvonne Duhigg to be effective at the close of this meeting, as discussed, is hereby accepted.

The motion passed unanimously.

**IX. Adjournment and Confirmation of Next Meeting - Tuesday, August 25, 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, August 25, 2015 at 9:00 a.m. MT. At 12:10 p.m. Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. June 23, 2015 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.