



**APPROVED 02/24/15**

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

Mr. Boitano called the meeting to order at 9:06 a.m. The school location was open to the public. Mr. Boitano conducted a Roll Call.

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

Guests Present: Linda Dominguez, 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 January 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

Ms. Trujillo reviewed the Monthly School Report with the Governing Council, highlighting changes from last month's report and trends in the report. She further reviewed upcoming fieldtrips and the recent Request For Proposals (RFP) selection process for a LiveSpeech provider.

i. Update on State Specific School Handbook: Abusive LC/ Caretaker Policy

Ms. Trujillo provided the Governing Council with an update regarding a minor language change in the recently Governing Council-approved Abusive Learning Coach/Caretaker Policy for the school, which provides the school with recourse in the event that a learning coach or caretaker acts in an improper manner with school staff members. Ms. Trujillo advised that, following feedback from Counsel, the term "due process" has been changed to "grievance policy" throughout the policy. Governing Council members did not express any concern with the language change.

ii. School Operations 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. Governing Council members discussed the metrics data with Ms. Trujillo.

iii. Update on Staffing

Ms. Trujillo advised the Governing Council on specific staff positions the school is currently recruiting for, as well as those recently hired.

iv. Update on State Procurement Requirements

Ms. Trujillo reviewed her upcoming training required by the state in order for her to be the school's certified procurement officer with the Governing Council. Mr. Vigil advised the Governing Council that the certified procurement officer must be a school employee but that the Vigil Group, LLC would continue to assist in the procurement process. The Governing Council briefly discussed the procurement officer requirement and training.

v. Update on State Testing

Ms. Trujillo provided the Governing Council with an update on the state testing and advised that the school has received a waiver for online testing. The Governing Council inquired about the expenses and overall budget for state testing.

[Mr. Gessing left the meeting at 9:49 a.m.]

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. Mr. Vigil also informed the Counsel of upcoming spring budget workshops.

i. Audit Update

Mr. Vigil updated the Governing Council on the audit process and timeline.

ii. RFP Update

This item was discussed earlier in the meeting.

**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 November 18, 2014 Meeting

The Governing Council reviewed the minutes 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 minutes from the November 18, 2014 meeting, as presented, are hereby approved.

The motion passed unanimously.

b. Approval of School Leader Continuing ACES Membership Until Further Notified

Ms. Trujillo reviewed the Governing Council's previous approval of the Association of Charter School Education Services (ACES) Membership and requested their necessary signatures. The Governing Council discussed and confirmed their desire to continue the ACES Membership. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Duhigg as follows:

RESOLVED, that the School Leader continuing ACES Membership until further notified, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Contract with Therapy Source

Ms. Trujillo reviewed the contract with Therapy Source with the Governing Council. There being no further discussion, a motion was made by Ms. Duhigg and seconded by Mr. Chavez as follows:

RESOLVED, that the contract with Therapy Source, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of School Enrollment Opening on March 3, 2015 for the 2015-2016 School Year

Ms. Trujillo discussed the process for opening enrollment for the next school year, and discussed the background for the selection of the March 3<sup>rd</sup> date with those present. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Duhigg as follows:

RESOLVED, that the School Enrollment Opening for the 2014-2015 School Year on March 3, 2015, as presented, is hereby approved.

The motion passed unanimously.

e. Approval of Agreements for Student Enrollment for 2015-2016 School Year: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement and Designated Learning Coach Agreement

Ms. Trujillo reviewed the agreements for Student Enrollment as included in the meeting materials with the Governing Council. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that the Agreements for Student Enrollment for 2015-2016 School Year: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement and Designated Learning Coach Agreement, as presented, are hereby approved.

The motion passed unanimously.

- f. Approval of the 2015-2016 School Year General School Handbook; and
- g. Approval of the 2015-2016 School Year State Specific School Handbook

Ms. Trujillo presented the General and State Specific Handbooks for the 2015-2016 School Year to the Governing Council. She reviewed the revisions process between Connections and school leadership with the Governing Council.

[Mr. Chavez left the meeting at 10:31 a.m.]

Mr. Boitano asked the Governing Council whether they had any questions on the handbooks. There being none, he recommended the approval of the 2015-2016 School Year General School Handbook and the 2015-2016 School Year State Specific School Handbook. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that the 2015-2016 School Year General School Handbook, as presented, is hereby approved.

FURTHER RESOLVED, that the 2015-2016 School Year State Specific School Handbook, as presented, is hereby approved.

The motions passed unanimously.

## V. Action Items

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

Mr. Lucero reviewed the Connections Academy, LLC invoice for November, 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, a motion was made by Mr. Schalow and seconded by Ms. Duhigg as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for November, in the amount of \$279,416.67, as presented, is hereby approved.

The motion passed unanimously.

- b. Approval of Funded Enrollment Target for the 2015-2016 School Year

Ms. Trujillo reviewed the proposed enrollment target for the 2015-2016 school year of 1,200 students and sought Governing Council input in regards to the number. The Governing Council had extensive discussion regarding the enrollment target and available growth at the current school site. There being no further discussion, a motion was made by Mr. Lucero and seconded by Ms. Duhigg as follows:

RESOLVED, that the funded enrollment target for the 2015-2016 school year, as presented, is hereby approved.

The motion passed unanimously.

## VI. Information Items

### a. Upcoming LiveLesson® Sessions

Ms. Woodward presented this item to the Governing Council. She reminded the Governing Council they will be receiving links soon for LiveLesson® sessions for the upcoming Governing Council consideration of the Curriculum and Outreach Plans for the 2015-2016 School Year. Ms. Woodward advised the Governing Council that these recorded presentations are a more in-depth look at the plans prior to the Governing Council meeting presentations and documentation.

### b. Update on Outreach Efforts

Dr. Hutchison reviewed upcoming outreach activities planned, including trainings, social media outreach, and parent involvement opportunities with the Governing Council.

### c. Legislative Update

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

## VII. EXECUTIVE SESSION: pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee:

### a. Administrative Position Hiring

Upon a motion made by Mr. Lucero and duly seconded by Mr. Schalow, the Governing Council entered into Executive Session at 11:25 a.m. pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee.

Governing Council members entered into the Executive Session via a roll call vote. Governing Council members present during the Executive Session were: Mark Boitano, Carlo Lucero, Yvonne Duhigg and Jerry Schalow. Guests present in Executive Session at the request of the Governing Council based on their participation in the discussion were: Athena Trujillo, Melissa Nelson, Megann Arthur, and Heather Woodward. All others left the meeting at this time.

### b. Mid Year Review of School Leader

The Governing Council continued in Executive Session pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee.

[Ms. Trujillo left the meeting at 11:45 a.m.]

The Governing Council ended Executive Session and resumed open session at 12:32 p.m. via roll call vote upon a motion made by Mr. Schalow and seconded by Mr. Lucero. No action was taken during Executive Session.

**VIII. Adjournment and Confirmation of Next Meeting - Tuesday, February 24, 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, February 24, 2015 at 9:00 a.m. MT. At 12:32 p.m. Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

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

The motion was approved unanimously.