



APPROVED 05/12/15

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, February 24, 2015 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 9:11 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, Carlo Lucero, Yvonne Duhigg and Jerry Schalow (all via phone);

Governing Council Members Joined During Meeting: Paul Gessing (via phone);

Governing Council Members Absent: Patrick Chavez,

Guests Present: Athena Trujillo, School Principal, Dana Adair and Janet Valdez, School staff; 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. Lucero and seconded by Ms. Duhigg as follows:

RESOLVED, that the Agenda for the February 24, 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 the school's upcoming state testing schedule and preparations by staff members.

i. Enrollment Update

Ms. Trujillo provided the Governing Council with the most up-to-date enrollment numbers, including recent withdrawals from the school. Council members discussed the enrollment trends and potential enrollment closure. Ms. Trujillo and Mr. Schalow indicated their intention to prepare potential enrollment closure options for consideration by the Council at a future meeting.

[Mr. Gessing joined the meeting at 9:17 a.m.]

ii. Chief Procurement Officer Change

Ms. Trujillo provided the Governing Council with an update on the state requirement for the school to have a Chief Procurement Officer. She further discussed the staff member she would like to assume that responsibility based on her experience with procurement.

iii. Requisitions Signatories Update

Ms. Trujillo provided the Governing Council with an update on the staff members who will have signatory authority for small requisitions at the school. Council members discussed the limits to signing authority under Governing Council and school policies and the types of items typically requiring school staff signage.

[Ms. Karns joined the meeting at 9:21 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. Ms. Roybal further reviewed the changes in the financials from the previous month, as well as the forecasted expenses.

c. School Facility Discussion

Mr. Boitano presented this item to the Governing Council and discussed the various options. The Council requested additional information from Ms. Trujillo on the impact an additional or expanded site would have on the school's charter, staffing, enrollment and budget. Governing Council members requested this information for their review and consideration at a future 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. Mr. Boitano briefly reviewed the Outreach Plan. There being no changes, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the January 27, 2015 Meeting;
- b. Approval of Minutes from the February 19, 2015 Special Meeting;
- c. Approval of Case Management Invoice(s);
- d. Approval of Connections Academy of New Mexico, LLC Invoice for Substitute Services for December;
- e. Approval of Contract for LiveSpeech Services; and
- f. Approval of Outreach Plan for the 2015-2016 School Year.

The motion passed unanimously.

V. Action Items

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

Mr. Lucero reviewed the Connections Academy, LLC invoice for December, 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. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for December, in the amount of \$266,511.11, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Alternative Demonstration of Competency for Graduation

Ms. Adair and Ms. Valdez discussed the graduation testing requirements at the school, and the recommendation to add an alternative demonstration of competency option for students that did not pass all previous testing requirements. The Council discussed the alternative demonstration of competencies and its use throughout the state. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the Alternative Demonstration of Competency for Graduation, as presented, is hereby approved.

The motion passed unanimously.

[Mr. Lucero, Ms. Adair, and Ms. Valdez left the meeting at 10:00 a.m.]

VI. Information Items

a. Update on Staffing

Ms. Trujillo provided a brief update on staff composition changes.

b. Governance Training Planning

Ms. Woodward provided the Governing Council with a reminder 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. Ms. Woodward advised that she will investigate the online training options and pricing per the Council's request.

c. Legislative Update

Dr. Hutchison provided the Governing Council with updates on legislative matters that may impact the school, including the possibility of an additional New Mexico Connections Academy school.

VII. Adjournment and Confirmation of Next Meeting - Tuesday, April 28, 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, April 28, 2015 at 9:00 a.m. MT. At 10:32 p.m. Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. February 24, 2015 Governing Council meeting, is hereby approved.

The motion was approved unanimously.