



Approved 06/23/15

New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, May 26, 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 9:05 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, Paul Gessing and Yvonne Duhigg (all via phone);

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

Guests Present: Linda Dominguez, School staff (in person); Athena Trujillo, School Principal; Michael Vigil and Justine Roybal, School Business Managers, Melissa Nelson, Brian Rosta, Donna Hutchison, Tanya Lee, 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 Ms. Duhigg and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the May 26, 2015 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

As the Board awaited the attendance of additional Board members, Mr. Boitano indicated the Board's intent to change the order of Oral Reports.

III. Oral Reports

Financial Report

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

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 highlighted current enrollment, applications for the next school year, as well as withdrawals to date.

[Mr. Vigil joined the meeting at 9:10 a.m.]

i. Update on Graduation

Ms. Trujillo provided the Governing Council with an overview on the high school graduation ceremony held May 23, 2015.

[Mr. Chavez joined the meeting at 9:12 a.m.]

ii. Update on State Testing

Ms. Trujillo provided the Governing Council with an update on state testing, including student participation. She also reviewed anticipated changes to procedures and requirements for upcoming school years.

iii. Update on PED Site Visit

Ms. Trujillo discussed the divisions that came to the school for the compliance visit. She advised that the visit seemed to go well, but there was no word on the associated funding at this point. Board members had discussion with Mr. Vigil regarding federal and state funding levels.

[Mr. Schalow joined the meeting at 9:19 a.m.]

a. School Leader Recruitment Update

Mr. Rosta provided the Governing Council with an update on recruitment for a new school leader. He highlighted a recent meeting with all school staff members regarding changes at the school, as well as an update on the current status of candidate applications review for the school leader position. Mr. Rosta further advised of charter school law training in the state that is planned for the new school leader. Board members discussed their availability and intent to participate in the process for the hiring of the new school leader.

b. Principal's Report

This report was provided earlier in the meeting.

c. Financial Report

This report was provided 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. There being no changes, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the May 12, 2015 Meeting;
- b. Approval of Case Management Invoice(s);
- c. Approval of Connections Academy of New Mexico, LLC Invoice for Substitute Services for February;
- d. Approval of Extending the Student Technology Agreement;
- e. Approval of Service Agreement with Shelly Cherrin Advance NM;
- f. Approval of School Calendar for the 2015-2016 School Year; and
- g. Approval for Business Manager to File all Necessary BARS for the 2014-2015 School Year on Behalf of the School; are hereby approved.

The motion passed unanimously.

V. Action Items

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

Mr. Vigil reviewed in detail the Connections Academy, LLC invoice for the month of April, 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. Gessing made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for the month of April, in the amount of \$282,284.50, as presented, is hereby approved.

The motion passed unanimously.

- b. Approval of Budget Adjustment Reports

- (a) Operational Increase – Doc. 554-000-1415-0015-I
- (b) Operational Increase – Doc. 554-000-1415-0016-I
- (c) Non-Instructional Increase – Doc. 554-000-1415-0017-I
- (d) Dual Credit Instructional Materials Decrease – Doc. 554-000-1415-0013-D

Mr. Vigil provided the Governing Council with the appropriate background information on the proposed budget adjustments, and also referred them to discussion held earlier in the Financial Report. He asked the Governing Council members whether they had any questions or if any items required any further explanation. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Ms. Duhigg as follows:

RESOLVED, that the Operational Increase – Doc. 554-000-1415-0015-I, Operational Increase – Doc. 554-000-1415-0016-I, Non-Instructional Increase – Doc. 554-000-1415-0017-I and Dual Credit Instructional Materials Decrease – Doc. 554-000-1415-0013-D, as presented, are hereby approved.

The motion passed unanimously.

- c. Approval of 2015-2016 School Year Budget

Mr. Vigil, Ms. Roybal and Mr. Lucero reviewed the proposed 2015-2016 school year budget outline and Budget Notes documents with the Governing Council, also reminding them of the budget development process to date that included the school leader, Governing Council Treasurer and/or other Designee(s) and Connections staff. Governing Council members discussed the budget, including related staffing, outreach and other specific expenses for the school. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the proposed budget for the 2015-2016 school year and all assumptions provided therein, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of Staff Compensation Plan and Teacher Salary Scale for the 2015-2016 School Year

Ms. Nelson reviewed the draft Staff Compensation Plan that was included in the Governing Council materials. She outlined previous discussions with the Governing Council and proposed enhancements to the school's staff bonus structure based on feedback from the Governing Council. The Governing Council reviewed the financial implications of the plan and the impact that the approval of the plan would have on the school's employees. The Council members also discussed the comparative actions of other schools in the state regarding merit increases. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Staff Compensation Plan for the 2015-2016 school year, as presented, is hereby approved.

The motion passed unanimously.

VI. Information Items

a. Update on Staffing

At the Governing Council's request, Mr. Rosta provided an update on staffing levels and hiring efforts for the next school year.

b. Legislative and State Relations Update

Mr. Boitano provided the Governing Council with updates on legislative matters that may impact the school,

VII. Adjournment and Confirmation of Annual Meeting - Tuesday, June 23, 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, June 23, 2015 at 9:00 a.m. MT. At 10:35 a.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. May 26, 2015 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.

Mark Boitano