



APPROVED 01/26/16

New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, November 17, 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 9:12 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 and Jerry Schalow (all via phone);

Governing Council Members Absent: Paul Gessing and Patrick Chavez;

Guests Present: Ramoncita Garcia, School staff (in person); Jodie Dean, School Principal; Jed Duggan, School staff; Michael Vigil and Justine Roybal, School Business Managers, Brian Rosta, Donna Hutchison, Tanya Lee, Laura Coleman and Heather Woodward, Connections staff (all via phone).

II. Routine Business

a. Approval of Agenda

Mr. Boitano asked the Governing Council to review the Agenda distributed prior to the meeting. The Governing Council requested to table Finance Committee Recommendation for Approval Item 4: Approval of Contract with Community Therapist as no documentation was prepared in advance of the meeting. There being no further changes, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that the Agenda for the November 17, 2015 New Mexico Connections Academy Governing Council Meeting, as amended, is hereby approved.

The motion passed unanimously.

III. Oral Reports

a. Principal's Report

Ms. Dean reviewed the Monthly School Report (MSR) with the Governing Council, highlighting enrollment and performance trends. The Governing Council discussed the MSR and enrollment trends for NMCA compared to schools throughout the state.

i. Update on Student Intervention Efforts – Tier 1 and Tier 2

Ms. Dean updated the Governing Council on Student Intervention Efforts. She advised the Governing Council of school staff members' increased awareness of critical educational components and benchmarks, as well as Connections' useful tools for tracking student progress. Ms. Dean further discussed the relation these efforts have to the school's annual success in goals completion.

ii. Update on Professional Development

Ms. Dean advised the Governing Council of professional development opportunities she and the staff recently attended and noted the value of information that was presented.

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. Ms. Roybal also provided the Governing Council with an update on the current progress of the annual financial audit and the expected timeline for the Governing Council's review.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Petty Cash Policy

Ms. Roybal reviewed the Petty Cash Policy with the Governing Council, as included in the meeting materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the Petty Cash Policy, as presented, is hereby approved.

The motion passed unanimously.

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

The Governing Council reviewed the Connections Academy of New Mexico, LLC Invoice for October, as included in the meeting materials. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for October, in

the amount of \$392,499.55, as presented, is hereby approved.

The motion passed unanimously.

3. Approval of Case Management Invoice(s) for October

The Governing Council reviewed the Case Management Invoice for October, as included in the meeting materials. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Case Management Invoice for October, in the amount of \$10,000.00, as presented, is hereby approved.

The motion passed unanimously.

4. Approval of Contract with Community Therapist

This item was tabled 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 discussed the Student Enrollment Agreements and expressed their desire to appoint Mr. Schalow as Governing Council Designee to work with the School Leader and Connections on formatting revisions to the Regulatory Program Description. The Governing Council further discussed the Handbook updates. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

- a. Approval of Minutes from the October 27, 2015 Meeting;
- b. Approval of Agreements for Student Enrollment for 2016-2017 School Year: Regulatory Program Description, Caretaker Designee Form and Designated Learning Coach Agreement and the Appointment of Jerry Shawlow as Designee to finalize the Regulatory Program Description; and
- c. Approval of Revision(s) to 2015-2016 School Year General School Handbook: FERPA Policy Updates; are hereby approved.

The motion passed unanimously.

V. Action Item

- a. Approval of Governing Council Designee to Work with School on the Outreach Plan for the 2015-2016 School Year

Dr. Hutchison reviewed the purpose for appointing a Designee to work with the school on the Outreach Plan for the 2015-2016 School year with the Governing Council. Mr. Boitano volunteered to be the Governing Council Designee. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that Mark Boitano as Governing Council Designee to work with School on the Outreach Plan for the 2015-2016 school year, as discussed, is hereby approved.

The motion passed unanimously.

VI. Information Items

a. Outreach Update and Discussion of Future Enrollment Growth

Mr. Rosta reviewed with the Governing Council a proposed Funded Enrollment Target range for the 2016-2017 school year. Mr. Rosta reminded Governing Council members that the target is a major driver for school budget planning, including outreach, staffing and many other initiatives. He further advised that the proposed enrollment target will be presented for approval during the upcoming January Governing Council meeting, if Governing Council members indicate their support of the number. He reviewed past target numbers and the predicted growth for the schools based on many factors, including trends in enrollment, students currently in the pipeline and outreach efforts. The Governing Council expressed their support of the proposed number and requested additional information on parent groups assisting with legislative and outreach initiatives at the next regular Governing Council meeting.

b. 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. The Governing Council discussed employment advertising and retirement options for staff.

[Mr. Vigil left the meeting at 10:32 a.m.]

c. School Leadership Team Update

There was no update at this time.

d. 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. Mid-Year Review of School Leader

The Governing Council entered into Executive Session at 10:15 a.m. upon a motion being made by Mr. Lucero, seconded by Mr. Schalow and confirmed via roll call vote of all Governing Council members present, 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 in attendance to begin Executive Session were: Mark Boitano, Carlo Lucero and Jerry Schalow. Guests present in Executive Session at the request of the Governing Council based on their participation in the discussion were: Brian Rosta, Laura Coleman and Heather Woodward. All others left the meeting at this time.

The Governing Council ended Executive Session and resumed open session at 11:15 a.m. upon a motion made by Mr. Schalow, seconded by Mr. Lucero and confirmed via roll call vote. No action was taken during Executive Session.

VIII. Adjournment and Confirmation of Next Meeting - Tuesday, January 26, 2016 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, January 26, 2016 at 9:00 a.m. MT. At 11:22 a.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. November 17, 2015 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.