



APPROVED 05/24/16

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, April 26, 2016 at 9:00 a.m. MT**

Held at the following locations and via teleconference:

4001 Office Court, Suite 201
Santa Fe, NM 87507
and
4801 Hardware Dr. NE
Albuquerque, NM 87109

I. Call to Order and Roll Call

In the absence of Mr. Boitano, Mr. Lucero called the meeting to order at 9:07 a.m. when all participants were present and able to hear each other. The school location was open to the public. Mr. Lucero conducted a Roll Call.

Governing Council Members Present: Carlo Lucero and Jerry Schalow (in person at the location in Albuquerque posted 72 hours before the meeting); Patrick Chavez (via phone);

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

Governing Council Members Absent: Mark Boitano;

Guests Present: Jodie Dean, School Principal; Justine Roybal and Michael Vigil, School Business Manager; Laci Lockwood, School staff; Ted Ochs, Brian Rosta and Donna Hutchison, Connections staff (in person at the location in Albuquerque posted 72 hours before the meeting); Linda Dominguez, School staff (in person at the location in Santa Fe posted 72 hours before the meeting); Brenda Smith and Maya Mirabal, School staff; Jay W. Ragley, Tanya Lee, Laura Coleman and Heather Woodward, Connections staff (via phone).

II. Routine Business

a. Approval of Agenda

Mr. Lucero 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 Mr. Chavez as follows:

RESOLVED, that the Agenda for the April 26, 2016 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

III. Oral Reports

a. Principal's Report

i. Graduation Plans and End of Year Activities Update

Ms. Dean advised the Governing Council of the high school graduation ceremony and encouraged Council members to participate.

ii. Update on PARCC Testing

Ms. Dean provided the Governing Council with the ongoing PARCC testing participation and preparation by school staff members.

iii. School Operations Metrics

Ms. Dean 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. Dean.

iv. Google Apps for Education

Ms. Dean reviewed with the Governing Council the school's upcoming migration to Google Apps. She referred the Governing Council to the FAQ document provided in the Governing Council materials, advised them on the background to this change and any anticipated impact on stakeholders. She further provided an approximate timeline for this process to be completed, as well as the support to be in place for all schools staff members.

b. Financial Report

Ms. Roybal reviewed the school's financial statements in detail, including the check register, revenue and expense statements, as well as the school's forecast for the school year based on enrollment trends with the Governing Council.

i. Update on Budget Development for the 2016-2017 School Year

Ms. Roybal reviewed the budget development process, and meetings held to date on the production of the draft budget, as included in the Governing Council materials.

ii. School Facility Discussion

Ms. Dean advised the Governing Council of the school's intent to maintain a yearly lease in the current facility until school growth requires reevaluation.

iii. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoices for February and March

Ms. Roybal reviewed in detail the Connections Academy, LLC invoices for February and March as drawn from the financial report in the Governing Council materials. She advised that the Finance Committee reviewed all items for consideration and recommended Governing Council approval. There being no further discussion, Mr. Schalow made the

following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for February, in the amount of \$412,669.44, and March, in the amount of \$399,031.32, as presented, are hereby approved;

The motion passed unanimously.

2. Approval of Case Management Invoices for February and March

Ms. Roybal reviewed in detail the Case Management invoices for February and March as included in the Governing Council materials. She advised that the Finance Committee reviewed all item for consideration and recommended Governing Council approval. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

FURTHER RESOLVED, that the Case Management invoices for February, in the amount of \$12,615.00, and March, in the amount of \$10,302.50, as presented, are hereby approved.

The motion passed unanimously.

3. Approval of Arizona Connections Academy Training Services Invoice

Ms. Roybal reviewed in detail the Arizona Connections Academy Training Services invoice as included in the Governing Council materials. She advised that the Finance Committee reviewed all items for consideration and recommended Governing Council approval. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

FURTHER RESOLVED, that the Arizona Connections Academy Training Services invoice, in the amount of \$872.87, as presented, is hereby approved.

The motion passed unanimously.

4. Approval of Contracts

- Approval of LSG and Associates, LLC Contract
- Approval of NMCA Technology Equipment Lease and Service Agreement Amendment #3

The Governing Council reviewed the LSG and Associates, LLC contract and the NMCA Technology Equipment Lease and Service Agreement Amendment #3 included in the meeting materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the LSG and Associates, LLC contract, as presented, is hereby approved;

FURTHER RESOLVED, that the NMCA Technology Equipment Lease and Service Agreement Amendment #3, as presented, is hereby approved;

The motion passed unanimously.

5. Approval of Budget Adjustment Reports

- Operational Increase – Doc. 554-000-1516-0002-I
- Flowthrough Increase – Doc. 554-000-1516-0007-I
- Flowthrough Increase – Doc. 554-000-1516-0006-I
- Flowthrough Increase – Doc. 554-000-1516-0005-I
- Flowthrough Increase – Doc. 554-000-1516-0004-I
- Flowthrough Initial Budget – Doc. 554-000-1516-0003-IB
- Capital Improvement Increase – Doc. 554-000-1516-0008-I

Ms. Roybal presented these items to the Governing Council, and also referred them to discussion held earlier in the Financial Report. She asked the Governing Council members whether they had any questions or if any items required any further explanation. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the Operational Increase – Doc. 554-000-1516-0002-I, Flowthrough Increase – Doc. 554-000-1516-0007-I, Flowthrough Increase – Doc. 554-000-1516-0006-I, Flowthrough Increase – Doc. 554-000-1516-0005-I, Flowthrough Increase – Doc. 554-000-1516-0004-I, Flowthrough Initial Budget – Doc. 554-000-1516-0003-IB and Capital Improvement Increase – Doc. 554-000-1516-0008-I, as presented, are hereby approved.

The motion passed unanimously.

iv. Approval of Staff Compensation Plan and Teacher Salary Scale for the 2016-2017 School Year

Ms. Dean reviewed the draft Staff Compensation Plan and Salary Scale that was included in the Governing Council materials. She outlined the competitiveness of the plans. 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. Mr. Vigil advised that the Governing Council that these items will be incorporated into the budget which will be brought before their consideration at a future meeting. The Governing Council discussed and agreed to table this item to the May meeting for finalization with the budget.

[Mr. Gessing joined the meeting at 9:47 a.m.]

This item was tabled.

[Ms. Mirabal joined the meeting at 9:55 a.m.]

c. School Leader Review Process Update

Mr. Rosta outlined the annual school leader review process with the Governing Council. He reminded Governing Council members that the process includes feedback from the Governing Council through a survey. Mr. Rosta further reminded the Governing Council that Ms. Dean's final review will take place during the Governing Council's Annual Meeting in June. He also reiterated the importance of Governing Council member participation in the review process.

IV. Consent Items

Mr. Lucero 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 items removed from the Consent Items, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, THE Consent Items:

- a. Approval of Minutes from the March 1, 2016 Meeting;
- b. Approval of School Calendar for the 2016-2017 School Year; and
- c. Approval of Curriculum for the 2016-2017 School Year, as presented, are hereby approved.

The motion passed unanimously.

[Mr. Gessing left the meeting at 9:58 a.m.]

V. Action Item

a. Approval of Employee Handbook

Ms. Dean presented the Employee Handbook to the Governing Council, as included in the Governing Council materials. She further reviewed the process for the drafting and creation of the Employee Handbook. The Governing Council discussed their desire to table the handbook pending further review by the Governing Council Chair, Governing Council Designee and the Principal's leadership team.

This item was tabled.

VI. Information Items

a. 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.

b. School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' School Leadership Team. He provided the Governing Council with additional background on the school operations metrics, including specific factors that can affect the metrics. Mr. Rosta also discussed the proposal of shared services with Pecos Connections Academy (PCA, specifically the Special Education Manager position. The Governing Council expressed interest in sharing services, but requested more detailed information on the plan.

c. Legislative Update

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

d. Governing Council Planning for the 2016-2017 School Year

Ms. Woodward discussed the planning for the 2016-2017 school year that Connections Academy has been working on with the school.

i. Proposed Meeting Schedule

The Governing Council confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Woodward advised that the consideration of the Governing Council meeting schedule for the 2016-2017 school year will be included on the June Annual Meeting agenda.

ii. Governing Council Composition

Ms. Woodward discussed with the Governing Council the current composition, including member terms that would be up for reappointment at this year's annual meeting and encouraged Governing Council members to discuss their intentions regarding terms and officer positions with the Council Chair. The members discussed Governing Council composition.

VII. Adjournment and Confirmation of Next Meeting - Tuesday, May 24, 2016 at 9:00 a.m. MT

Mr. Lucero noted that the Governing Council was at the end of its agenda and that the next meeting is scheduled to be held on Tuesday, May 24, 2016 at 9:00 a.m. MT. There being no further business to discuss, the meeting was adjourned at 10:52 a.m.