



APPROVED 10/25/2016

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, September 27, 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

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 and Carlo Lucero (in person at the location in Albuquerque posted 72 hours before the meeting); Paul Gessing (via phone);

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

Governing Council Members Absent: Patrick Chavez;

Guests Present: Jodie Dean, School Leader; Justine Vigil, School Business Manager; Brian Rosta, Tanya Lee, Bryce Adams, Shon Hocker and Heather Woodward, Connections staff (in person at the location in Albuquerque); Ramoncita Garcia, Craig Lockwood and Laci Lockwood, School staff (in person at the school location); Jay W. Ragley and Laura Coleman, 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. The Board requested the removal of the June and July Invoices for Financial Report Items (1) Approval of Connections Academy of New Mexico, LLC Invoice(s) and (2) Approval of Case Management Invoice(s) as invoices were not applicable for those months. There being no further changes, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the September 27, 2016 New Mexico Connections Academy Governing Council Meeting, as amended, is hereby approved.

The motion passed unanimously.

III. Oral Reports

a. Principal's Report

i. School Activities Update

Ms. Dean advised the Governing Council of the school activities for students and staff, including recent school picnics.

[Mr. Adams joined the meeting at 9:15 a.m.]

ii. Follow-Up on School Report Card

Ms. Dean reviewed the 2015-2016 District Report Card with the Governing Council in detail.

[Mr. Schalow joined the meeting at 9:53 a.m.]

iii. LESC Presentation Update

Ms. Dean provided the Governing Council with an update on her recent presentation to the Legislative Education Study Committee (LESC). The Governing Council discussed the presentation and feedback from the LESC in detail with Ms. Dean.

iv. Enrollment Update

Ms. Dean reviewed the Monthly School Report (MSR) with the Governing Council, highlighting enrollment and performance trends. The Governing Council discussed enrollment in detail with Ms. Dean, including student engagement efforts.

b. Financial Report

Ms. Vigil 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. The Governing Council discussed the school's financial statements and audit process with Ms. Vigil. The Governing Council requested the School Leader and School Business Manager to contact the necessary parties and obtain direction on the audit.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoice for August

Ms. Vigil reviewed the August invoice as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. She advised that he reviewed the invoice and found it to be in order and asked the Governing Council whether they had any questions on the invoice or if any items required further explanation. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for August in the amount of \$433,969.48, as presented, is hereby approved.

The motion passed unanimously.

2. Approval of Case Management Invoice for August

Ms. Vigil reviewed the August Case Management invoice as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. She advised that he reviewed the invoice and found it to be in order and asked the Governing Council whether they had any questions on the invoice or if any items required further explanation. There being no further discussion, Mr. Gessing made

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

RESOLVED, that the Case Management invoice for August, in the amount of \$8,980.00, as presented, is hereby approved.

The motion passed unanimously.

3. Approval of Tuition Reimbursement Policy

Ms. Dean reminded the Governing Council of the Tuition Reimbursement Policy discussions from previous Governing Council meetings and reviewed the proposal included in the meeting materials based on the previous discussions. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Tuition Reimbursement Policy, as presented, is hereby approved.

The motion passed unanimously.

4. Approval of Additional Hotel Costs for Conference for School Leader and Staff Members

Ms. Dean reviewed with the Governing Council the additional hotel costs for conferences as included in the meeting materials. The Governing Council reviewed the requests in detail. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that additional hotel costs for conference for the School Leader and staff members, as presented, is hereby approved;

The motion passed unanimously.

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 reviewed the expectations for Work at Home employees with Ms. Dean. There being no further discussion or items removed from the Consent Items, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 30, 2016 Meeting;
- b. Approval of Revision(s) to Employee Handbook: WAH Stipend; and
- c. Approval of Closing Enrollment for the 2016-2017 School Year on March 28, 2017; are hereby approved.

The motion passed unanimously.

V. Action Items

There were no Action Items for the Governing Council's Consideration.

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. The Governing Council discussed staffing levels with Ms. Dean.

b. Partner School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' Partner School Leadership Team. He reviewed the successful marketing strategies for New Mexico Connections Academy and Pecos Connections Academy.

[Mr. Schalow left the meeting at 10:52 a.m.]

c. Legislative Update

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

[Mr. Ragley left the meeting at 11:00 a.m.]

d. Curriculum Town Hall Update

Ms. Woodward reminded the Governing Council of the timing of the upcoming Curriculum Town Hall presentation as part of the annual review process.

VII. Adjournment and Confirmation of Next Meeting - Tuesday, October 25, 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, October 25, 2016 at 9:00 a.m. MT. There being no further business to discuss, the meeting was adjourned at 11:05 a.m.