



**APPROVED 11/29/2016**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING  
Tuesday, October 25, 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

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**I. Call to Order and Roll Call**

Mr. Boitano called the meeting to order at 9:03 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: Carlo Lucero (in person at the location in Albuquerque posted 72 hours before the meeting); Mark Boitano, Paul Gessing and Patrick Chavez (via phone);

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

Guests Present: Jodie Dean, School Leader and Justine Roybal, School Business Manager (in person at the location in Albuquerque); Sarah Sardella, school staff (in person at the location in Santa Fe); Craig Lockwood, School staff; Brian Rosta, Tanya Lee, Bryce Adams, Laura Coleman 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 Mr. Gessing as follows:

RESOLVED, that the Agenda for the October 25, 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. State of the School Report and Final Results on 2015-2016 Goals and State Testing Results

Ms. Dean provided the Governing Council with a state of the school report. She discussed last year's target enrollment goals as well as final enrollment numbers by grade level with the

Governing Council and reviewed the current enrollment and school goals. Ms. Dean reminded Governing Council members that the staff worked closely with Connections Academy staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. Ms. Dean related that the goals are created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. The Governing Council discussed the report in detail, including special education, enrollment data and staff and student accomplishments over the past year, and thanked Ms. Dean for her thoroughness and partnership in the educational process.

[Mr. Schalow joined the meeting at 9:25 a.m.]

ii. 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.

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. The Governing Council discussed the school's financial statements with Ms. Roybal.

i. Update on 40 Day Count

Ms. Roybal and Ms. Lee advised the Governing Council of the recent changes to the calculation of enrollment funding model between the school's two 40 Day Counts.

ii. Audit Update – MOU Between Office of the State Auditor and NMCA

Ms. Roybal reviewed the Memorandum of Understanding between the Office of the State Auditor and NMCA as included in the meeting materials. She further provided the Governing Council with an update on the audit process. The Governing Council discussed the school's audit process with Ms. Roybal.

iii. Finance Committee Updates and Recommendations for Approval

1. Approval of Case Management Invoice for September

Ms. Roybal reviewed the September Case Management invoice as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. She advised that she 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. Chavez made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Case Management invoice for September, in the amount of \$12,212.50, as presented, is hereby approved.

The motion passed unanimously.

2. Approval of Connections Academy of New Mexico, LLC Invoices for September and June

Ms. Roybal reviewed the September and June invoices as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. She advised that she reviewed the invoices and found them 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. Chavez as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for September, in the amount of \$523,206.67, and, June, in the amount of \$445,000.00, as presented, are 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. There being no further discussion or items removed from the Consent Items, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, the Consent Item:

- a. Approval of Minutes from the September 27, 2016 Meeting; is 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

There was no update on staffing at this time.

- b. Legislative Update

Mr. Adams provided the Governing Council with updates on legislative matters that may impact the school. The Governing Council discussed the legislative activities in detail with Mr. Adams.

[Ms. Dean left the meeting at 10:27 p.m.]

- c. Partner School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' Partner School Leadership Team. He provided the Governing Council with additional background on the School's Operations Metrics, including specific factors that can affect the metrics. He further reviewed the upcoming iNaCOL conference Ms. Dean is attending.

- d. Agreements for Student Enrollment for 2017-2018 School Year: Parent/Legal Guardian (Caretaker) Acknowledgement, Regulatory Program Description, Caretaker Designee Agreement and Designated Learning Coach Agreement

Mr. Rosta reviewed the student enrollment agreements for the 2017-2018 school year included in the meeting materials. He explained that minor edits have been made to the agreements for next school year, but it has not changed in substance from the current year's agreements.

- e. 2016-2017 Items for Governing Council Consideration

Ms. Woodward reviewed the outline of items planned to be presented for Governing Council consideration throughout the current school year. She further advised the Governing Council that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

- f. Governing Council Recruitment

Ms. Woodward discussed with the Governing Council the current composition and encouraged Governing Council members to discuss their intentions regarding terms with the Council Chair.

- g. New Mexico Coalition for Charter Schools Governing Council Training – October 27 – 28

Ms. Woodward provided the Governing Council with an update 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.

## **VII. Adjournment and Confirmation of Next Meeting - Tuesday, November 29, 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, November 29, 2016 at 9:00 a.m. MT. There being no further business to discuss, the meeting was adjourned at 10:36 a.m. upon a motion made by Mr. Chavez, seconded by Mr. Gessing and carried unanimously.