



**APPROVED 2/28/2017**

New Mexico Connections Academy (NMCA)  
**MINUTES OF THE GOVERNING COUNCIL MEETING**  
Tuesday, January 24, 2017 at 9:00 a.m. MT

**Held at the following locations and via teleconference:**

4001 Office Court, Suite 201-204  
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 9:05 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: Carlo Lucero (in person at Albuquerque location); Mark Boitano and Paul Gessing (via phone);

Governing Council Members Absent: Jerry Schalow and Patrick Chavez;

Guests Present: Jodie Dean, School Principal; Justine Roybal, School Business Manager (in person at Albuquerque location); Tammy Woffinden, Shawna Sanchez, Romoncita Garcia and Amy Earle, School staff (in person at Santa Fe location); Craig Lockwood and Laci Lockwood, School staff; Brian Rosta, Bryce Adams, Tanya Lee, Shon Hocker, 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. Gessing and seconded by Mr. Lucero as follows:

RESOLVED, that the Agenda for the January 24, 2017 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

### III. Public Comment

There were no comments at this time.

### IV. Oral Reports

#### a. Principal's Report

Ms. Dean reviewed the Monthly School Report (MSR) with the Governing Council, highlighting enrollment, including those who have applied and are currently in the enrollment process.

#### i. School Operations Metrics

Ms. Dean 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. The Governing Council discussed the School Operations Metrics in detail with Ms. Dean, including student contact averages.

#### ii. Update on Purchase of Chrome Books

Ms. Dean provided the Governing Council with an update on the school's purchasing of Chrome Books.

The Governing Council discussed the recent report from the New Mexico Public Education Department. Ms. Dean and Connections will draft a response for the Governing Council's review.

#### 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.

#### i. Finance Committee Updates and Recommendations for Approval

1. Approval of Case Management Invoice(s) for November and December
2. Approval of Connections Academy of New Mexico, LLC Invoice(s) for November

The Governing Council expressed their intent to review the first two items together. Ms. Vigil reviewed in detail the Case Management invoices for November and December and Connections Academy of New Mexico, LLC Invoice for November 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. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Case Management invoice(s) for November, in the amount of \$11,610.00, and December, in the amount of \$12,405.00, as presented, are hereby approved.

FURTHER RESOLVED, that the Connections Academy of New Mexico, LLC invoice for November, in the amount of \$546,967.22, as presented, is hereby approved.

The motion passed unanimously.

3. Approval of Budget Adjustment Reports

- 554-000-1617-0002-I
- 554-000-1617-0004-D
- 554-000-1617-0003-I

Ms. Vigil reviewed the proposed budget adjustments with the Governing Council. She asked the Governing Council members whether they had any questions. There being no further discussion, Mr. Guessing made the following motion and it was seconded by Mr. Lucero as follows:

RESOLVED, that the General Fund/ Capital Outlay/ Debt Service Budget Adjustment– Doc. 554-000-1617-0002-I, the General Fund/ Capital Outlay/ Debt Service Budget Adjustment – Doc. 554-000-1617-0004-D, and the Flowthrough Budget Adjustment – Doc. 554-000-1617-0003-I, as presented, are hereby approved.

The motion passed unanimously.

**V. 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 none, Mr. Gessing made the following motion and it was seconded by Mr. Lucero as follows:

- a. Approval of Minutes from the November 29, 2016 Meeting;
- b. Approval of the 2017-2018 School Year General School Handbook; and
- c. Approval of the 2017-2018 School Year State Specific School Handbook; are hereby approved.

The motion passed unanimously.

**VI. Action Items**

- a. Approval of Funded Enrollment Target for the 2017-2018 School Year

Ms. Dean reviewed the proposed enrollment target for the 2017-2018 school year of 1,600 students and sought Governing Council input in regards to the number. The Governing Council had a discussion and agreed this was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Gessing as follows:

RESOLVED, that the funded enrollment target for the 2017-2018 school year, as discussed, is hereby approved.

The motion passed unanimously.

## VII. 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.

[Mr. Schalow joined the meeting at 10:24 a.m.]

### b. Legislative Update

Mr. Adams provided an update on the recent legislative activities in New Mexico, which may impact the school.

[Mr. Adams left the meeting at 10:40 a.m.]

### c. Partner School Leadership Team Update

There was no update at this time.

### d. Upcoming LiveLesson® Sessions

Ms. Woodward presented this item to the Governing Council. She reminded the Governing Council that they will be soon be receiving a link to a LiveLesson® session presentation intended to provide a more in-depth look at the Outreach plans for the upcoming school year prior to the next Governing Council meeting's documentation and review. Ms. Woodward further reminded the Governing Council of the timing of the upcoming Curriculum Town Hall presentation as part of the annual review process.

## VIII. 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 10:41 a.m. upon a motion being made by Mr. Schalow, seconded by Mr. Lucero 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, Paul Gessing 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 11:24 a.m. upon a motion made by Mr. Schalow, seconded by Mr. Gessing and confirmed via roll call vote of all Governing Council members. No action was taken during Executive Session.

**IX. Adjournment and Confirmation of Next Meeting - Tuesday, February 28, 2017 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, February 28, 2017 at 9:00 a.m. MT. At 11:25 a.m. Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. January 24, 2017 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.