



APPROVED 6/27/2017

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, May 30, 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

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: Mark Boitano, Jerry Schalow, and Carlo Lucero (in person at Albuquerque location); Paul Gessing (via phone);

Governing Council Members Joined During Meeting: Patrick Chavez (via phone);

Guests Present: Jodie Dean, School Principal; Justine Vigil, School Business Manager (in person at Albuquerque location); Romoncita Garcia, school staff (in person at Santa Fe location); Craig Lockwood and Laci Lockwood, School staff (via phone); Brian Rosta, Bryce Adams, Tanya Lee, Kristin DeGross 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. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the May 30, 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.

[Ms. Lee and Mr. Chavez joined the meeting at 9:06 a.m.]

i. Update on Graduation Plans and End of Year Activities

Ms. Dean reviewed the school's recent graduation ceremony, and noted that the event was well attended. She further reviewed recent end of year activities held for students and families.

ii. Update on State Testing

Ms. Dean reviewed with the Governing Council the recently completed standardized testing, including the anticipated timeline for exam results.

iii. Enrollment Update

Ms. Dean highlighted current enrollment, as well as applications for the next school year and all submitted Intent to Return forms.

b. Update on Charter Renewal

Ms. Dean provided the Governing Council with an update on this item. She reviewed the school's current work on the Charter renewal application process, as well as the timeline for submission of all renewal materials. Governing Council members discussed the process in detail.

c. 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. Update on RFP Process for School Services

Ms. Dean presented this item to the Governing Council. She reviewed the process for RFP bids, including the timeline for all completed bid packages. Mr. Schalow noted that formal communications on all received bids would be disseminated to Governing Council members within the coming month.

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

Ms. Vigil reviewed in detail the Connections Academy of New Mexico, LLC Invoice for April as drawn from the financial report in the Governing Council materials. Mr. Schalow then reviewed in detail the LiveSpeech Invoices for March and April as drawn from the financial report in the Governing Council materials. He further reviewed the Budget Adjustment Reports (BARs). He advised that the Finance Committee reviewed all items for consideration and recommended Governing Council approval. The Governing Council noted their intent to consider Items 2, 3, and 4, together. There being no further

discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for April, in the amount of \$489,315.42; and

FURTHER RESOLVED, that the Connections Academy of New Mexico, LLC LiveSpeech invoices for March, in the amount of \$13,290.00, and April, in the amount of \$12,955.00; and

FURTHER RESOLVED, that NMCA_544-000-0007-I 24101, NMCA_544-000-0008-I 14000, NMCA_544-000-0009-I 24106, NMCA_544-000-0010-M 11000(1000), NMCA_544-000-0011-M 11000(2000), as presented, are hereby approved.

The motion passed unanimously.

3. Approval of LiveSpeech Invoices for March and April

This item was considered previously.

4. Approval of Budget Adjustment Report(s) (BARs)

- a. NMCA_544-000-0007-I 24101
- b. NMCA_544-000-0008-I 14000
- c. NMCA_544-000-0009-I 24106
- d. NMCA_544-000-0010-M 11000(1000)
- e. NMCA_544-000-0011-M 11000(2000)

This item was considered previously.

5. Approval for Business Manager to File all Necessary BARS for the 2017-2018 School Year on Behalf of the School

Mr. Schalow reviewed with the Governing Council the Budget Adjustment Request (BAR) process for the 2017-2018 school year. He further requested that the Business Manager be approved to file all necessary BARs for the 2017-2018 school year on behalf of the school. There being no further discussion, a motion was made by Mr. Boitano and seconded by Mr. Schalow as follows:

RESOLVED, that the Business Manager to file all necessary BARS for the 2017-2018 School year on behalf of the school, as discussed, is hereby approved.

The motion passed unanimously.

6. Approval of Temporary Bank Signatories During Principal Vacancy

Mr. Schalow presented this item to the Governing Council, and reviewed the current bank account signatories for the school's bank accounts. He advised of the need to appoint a temporary signatory during the upcoming principal vacancy, and recommended Romoncita Garcia as signatory. There being no further discussion, a motion was made by Mr. Lucero and seconded by Mr. Schalow as follows:

RESOLVED, that Romoncita Garcia as temporary bank signatory during the Principal vacancy, as discussed, is hereby approved.

The motion passed unanimously.

7. Approval of 2017-2018 School Year Budget

Ms. Vigil reviewed the proposed 2017-2018 school year budget with the Governing Council, also reminding them of the budget development process to date that included the school leader, Governing Council Treasurer and Connections staff. Governing Council members discussed the budget, including related staffing and other specific expenses for the school. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the proposed budget for the 2017-2018 school year and all assumptions provided therein, as presented, is hereby approved.

The motion passed unanimously.

8. Approval of Teacher Salary Scale for the 2017-2018 School Year

Mr. Schalow reviewed the draft Staff Compensation Plan and Salary Scale that was included in the Governing Council materials. He outlined the competitiveness of the plan. 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. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Staff Compensation Plan for the 2017-2018 school year, as presented, is hereby approved.

The motion passed unanimously.

9. Approval of Contracts

- a. Accountability and Compliance Resources LLC (ARC)
- b. Matthews Fox
- c. The Vigil Group

Ms. Vigil presented this item to the Governing Council, and reviewed each contract in detail. There being no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the contract with Accountability and Compliance Resources LLC (ARC); and

FURTHER RESOLVED, that the contract with Matthews Fox; and

FURTHER RESOLVED, that the contract with The Vigil Group, as discussed, 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 no further discussion, Mr. Lucero made the following motion and it was seconded by Mr. Schalow as follows:

- a. Approval of Minutes from the April 25, 2017 Meeting; and

- b. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2017-2018 School Year; are hereby approved.

The motion passed unanimously.

VI. Action Items

- a. Approval of Interim Principal

Dr. Rosta presented this item to the Governing Council. He provided an update on current recruitment efforts to fill the Principal vacancy, as well as the expected timeline for filling the position. Dr. Rosta further discussed the potential appointment of an Interim Principal during the vacancy. Governing Council members discussed the hiring process in detail, as well as the intent to participate in screenings of potential candidates. Governing Council members further discussed the need for an Interim Principal, and noted that the position was not necessary at this time.

This item was tabled.

[Mr. Schalow left the meeting at 10:30 a.m.]

VII. Information Items

- a. Governing Council Self Evaluation

Ms. Dean presented this item to the Governing Council. She reviewed the requirement for all Governing Council members to complete professional development and training hours, as well as several upcoming training opportunities. Ms. Dean further reviewed the self evaluation documentation, as included in the Governing Council materials, and requested that the evaluation and training hours be completed prior to June 30, 2017.

- b. Update on Staffing

Ms. Dean provided the Governing Council with an update on current staffing levels at the school. The Governing Council thanked Ms. Dean for her dedication to the school during her tenure as Principal, and wished her luck in all future endeavors.

[Mr. Chavez left the meeting at 10:34 a.m.]

- c. Legislative Update

Mr. Adams provided an update on the recent legislative activities in New Mexico, which may impact the school. The Governing Council discussed legislative activities in detail.

d. Partner School Leadership Team Update

i. Update on School Leader Recruitment

Dr. Rosta noted that no further discussion was necessary at this time.

Ms. Woodward discussed the timing of the Governing Council's next meeting, including the desire of the Governing Council to meet prior to the Annual meeting for screenings of potential Principal candidates. Mr. Boitano requested for Ms. Woodward to reach out to all Governing Council members to obtain a mutually agreeable date.

VIII. Adjournment and Confirmation of Annual Meeting - Tuesday, June 27, 2017 at 9:00 a.m. MT

Mr. Boitano noted that the Governing Council was at the end of its agenda and that the annual meeting is scheduled to be held on Tuesday, June 27, 2017 at 9:00 a.m. MT. At 10:37 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. May 30, 2017 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.