



**APPROVED 09/25/2018**

**New Mexico Connections Academy (NMCA)  
MINUTES OF THE GOVERNING COUNCIL MEETING**

Tuesday, August 28, 2018 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 9:14 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, Paul Gessing, and Jerry Schalow (in person at Albuquerque location); Anna Harb and Patrick Chavez (via phone);

Guests Present: Elisa Bohannon, School Principal; Alyssa Lucero, The Vigil Group (in person at Albuquerque location); Virginia Romero (in person at the Santa Fe location); Michael Vigil, The Vigil Group; Jolene Ortiz, Debbie Vigil, Shawwna Sanchez, Sonya Martinez, Lesli Bagwell, Karen Cone, Julieann Quintana, Tammy Hajovsky, Amy Earle, and Claire Smith, School staff; Bryce Adams, Tanya Lee, Ray Lambert, and Kristin DeGross, Pearson Online & Blended Learning (POBL) 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 August 28, 2018 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

**III. Public Comment**

Ms. Hajovsky thanked Ms. Bohannon on behalf of the staff for her hard work and organization for all Back to School activities. She advised that Ms. Bohannon was very responsive and forthcoming with information regarding the start of school.

Mr. Boitano advised of the interest of a potential Governing Council member, and noted that consideration of the candidate would be included on the September agenda for discussion.

#### **IV. Oral Reports**

##### a. Principal's Report

##### i. Update on Back to School Activities, Staffing and Training

Ms. Bohannon discussed with the Governing Council recent back to school activities, including upcoming Meet and Greet picnics for families at the school. She also updated the Governing Council on staffing and training efforts, including an in person training for staff members regarding Guided Language Acquisition Design (GLAD), to be held in Santa Fe. Ms. Bohannon further advised that 100% of all Welcome Calls had been completed with families at the school.

##### ii. Update on Enrollment

Ms. Bohannon provided the Governing Council with the most up-to-date enrollment numbers, including those students in all stages of the enrollment process.

She further reviewed the recently released Annual Report Card, and advised of the school's intent to challenge the grading scale based on student count records in relation to their date of enrollment.

##### b. Finance Report

Ms. Lucero 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. Ratification of Budget Adjustment Reports (BARS)

i. NMCA\_BAR#554-000-1718-0022-I 24101

ii. NMCA\_BAR#554-000-1718-0023-I 24106

iii. NMCA\_BAR#554-000-1718-0024-I 11000

Mr. Schalow provided an update on the budget adjustment reports, as included in the Governing Council materials. There being no further discussion, a motion was made by Mr. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, the NMCA\_BAR#554-000-1718-0022-I 24101, NMCA\_BAR#554-000-1718-0023-I 24106, and NMCA\_BAR#554-000-1718-0024-I 11000, 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 no items removed from the Consent Items, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the June 26, 2018 Annual Meeting;
- b. Approval of Minutes from the July 27, 2018 Special Meeting;
- c. Approval of Federal Title Funding Documentation: Revision(s) to Parent and Family Engagement Policy; and
- d. Approval of Federal Title Funding Documentation: IDEA Application for the 2018-2019 School Year; are hereby approved.

The motion passed unanimously.

## **VI. Action Items**

### a. Approval of Membership with New Mexico Coalition for Charter Schools (NMCCS)

Mr. Adams presented this item to the Governing Council. He reviewed the benefits of membership with NMCCS, as well as the estimated annual cost. The Governing Council reviewed membership in detail, including the potential use of NMCCS training sessions to fulfill state-mandated training requirements. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the membership with New Mexico Coalition for Charter Schools (NMCCS), as discussed, is hereby approved.

The motion passed unanimously.

### b. Approval of School Goals for the 2018-2019 School Year

Ms. Bohannon reviewed the school goals for the 2018-2019 school year included in the Governing Council package. She advised that the staff worked closely with school leadership and Pearson Online & Blended Learning (POBL) staff on establishing the school goals. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the school goals for the 2018-2019 school year, as discussed, are hereby approved.

The motion passed unanimously.

### c. Approval of Addendum to Staff Contracts for the 2018-2019 School Year

Mr. Adams presented this item to the Governing Council. He advised of POBL's ongoing work with The Vigil Group in order to address budgetary needs. Mr. Adams further advised of the inclusion of the staff retention bonus, as approved at a previous meeting. Mr. Boitano clarified the Governing Council's intent for the retention bonus to be specific to the 2018-2019 school year contracts only.

[Ms. Quintana left the meeting at 9:59 a.m.]

Governing Council members discussed the school's budget in detail, as well as the desire to provide a performance bonus similar in structure to previous school years. Mr. Schalow volunteered to work with Mr. Adams on a potential addendum to Staff Contracts, to be brought to the Governing Council for consideration at a future meeting. This item was tabled.

d. Approval of School Leader Retention Pay Incentive for the 2018-2019 School Year

Mr. Boitano advised of the Governing Council's intent to table this item, as it was unnecessary at this time.

**VII. Information Items**

a. Update on Staffing

Ms. Bohannon 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. Bohannon.

b. Legislative Update

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

c. Partner School Leadership Team (PSLT) Update

Mr. Lambert presented to the Governing Council on behalf of Pearson Online & Blended Learning's (POBL), School Leadership Team.

i. School Operations Metrics

Mr. Lambert presented this item to the Governing Council. He reviewed the data included in the Governing Council materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation. Governing Council members discussed the metrics data with Mr. Lambert.

ii. Teacher Professional Development Products and Services for the 2018-2019 School Year

Mr. Lambert reviewed the professional development products and services for school staff, as offered by POBL for the 2018-2019 school year. He discussed the various levels and delivery models of professional learning opportunities available to staff members based on years of service and experience. He and Ms. Bohannon also highlighted the additional training and development opportunities offered by school leadership. Mr. Lambert further advised of the training and resource opportunities available for Learning Coaches at the school.

d. Conflict of Interest Statements and Background Check Reminders

Ms. DeGross thanked the Governing Council for their timely completion of the Conflict of Interest statements for the 2017-2018 school year. She further reminded Governing Council Members to complete their background check process for those members which it is required.

## VIII. EXECUTIVE SESSION

- a. 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

Upon a motion made by Mr. Schalow and seconded by Mr. Gessing and confirmed via a roll call vote, the Governing Council entered into Executive Session at 10:36 a.m. 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 present during the Executive Session were: Mark Boitano, Jerry Schalow, Paul Gessing, Patrick Chavez, and Anna Harb. Guests invited by the Governing Council to attend were: Sue Fox, Bryce Adams, Kristin DeGross, Alyssa Lucero, and Ray Lambert, all having attendance rights. All others left the meeting at this time.

[Mr. Vigil joined the meeting at 10:45 a.m.]

[Ms. Fox left the meeting at 11:00 a.m.]

At 11:01 a.m. the Governing Council resumed open session. No action was taken during Executive Session.

## IX. Approval of Action(s) Necessary Based on Executive Session

Mr. Boitano advised that no action was necessary at this time.

## X. Adjournment and Confirmation of Next Meeting - Tuesday, September 25, 2018 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, September 25, 2018 at 9:00 a.m. MT. At 11:02 a.m., a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. August 28, 2018 Governing Council Meeting, as discussed, is hereby approved.

The motion passed unanimously.