



APPROVED 10/23/2018

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

I. Call to Order and Roll Call

Mr. Boitano called the meeting to order at 9:07 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, Jerry Schalow, Anna Harb, and Patrick Chavez (via phone);

Guests Present: Alyssa Lucero, The Vigil Group (in person at Albuquerque location); Shawna Sanchez (in person at the Santa Fe location); Elisa Bohannon, School Principal; Alyssa Lucero, The Vigil Group; Sue Fox, Governing Counsel's Legal Counsel; Jeanie Armstrong, Governing Council Member Candidate; Virginia Romero, Jolene Ortiz, Debbie Vigil, Charles Vigil, Lesli Bagwell, Karen Cone, Julieann Quintana, Tammy Hajovsky, Tamara Bibo, 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 September 25, 2018 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

III. Public Comment

There were no public comments at this time.

IV. Update on Appeal Hearing

Ms. Fox provided an update on the recent appeal hearing. She advised of the anticipated timeline expected for the court decision to be made available. Governing Council members discussed the current climate in the state regarding virtual charter schools.

[Ms. Fox left the meeting at 9:21 a.m.]

V. Nominating Committee Report

a. Consideration of Governing Council Member Candidate, Jeanie Armstrong

Mr. Boitano and Ms. Bohannon provided a brief review of Ms. Armstrong's credentials with the Governing Council. Ms. Armstrong introduced herself, and discussed her background and experiences as a parent at the school. Governing Council members discussed Ms. Armstrong's background and candidacy. Mr. Boitano recommended Ms. Armstrong for appointment. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the appointment of Jeanie Armstrong as a Governing Council Member for a term through the 2019 Annual Meeting, subject to any and all regulatory approvals, as presented, is hereby approved.

The motion passed unanimously.

VI. Oral Reports

a. Principal's Report

i. Update on Back to School Activities

Ms. Bohannon discussed with the Governing Council recent back to school activities, including a data-driven training hosted by POBL staff. She further reviewed the school's attendance and withdrawal procedures.

[Ms. Earle left the meeting at 9:40 a.m.]

Additionally, Ms. Bohannon and Governing Council members discussed potential emergency plan procedures for the school building. She further advised of the schedule for exam retakes for students at the school.

ii. Update on Staffing and 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 also updated the Governing Council on staffing levels at the school, as well as monthly pot-luck lunch meetings for school staff. She invited Governing Council members to attend the lunch meetings when their schedules allow.

[Ms. Quintana left the meeting at 9:50 a.m.]

The Governing Council expressed their intent to discuss the Finance Report later in the meeting.

b. Finance Report

The Finance Report was not discussed at this time.

i. Finance Committee Updates and Recommendations for Approval

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

This item was not discussed at this time.

VII. 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 August 28, 2018 Meeting;
- b. Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: Attendance to Escalation Policy; and
- c. Approval of Revision(s) to the Employee Handbook: Student and Family Communications; are hereby approved.

The motion passed unanimously.

VIII. Action Items

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

The Governing Council reviewed the addendum to staff contracts for the 2018-2019 school year. Mr. Schalow advised that the addendum had been reviewed by the school's legal counsel, and it was recommended for approval. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the addendum to staff contracts for the 2018-2019 school year, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Agreement with Sparkle Maintenance, LLC

The Governing Council reviewed the agreement with Sparkle Maintenance, Inc., as included in the meeting materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Agreement with Sparkle Maintenance, as presented, is hereby approved.

The motion passed unanimously.

[Mr. Gessing and Ms. Cone left the meeting at 9:56 a.m.]

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.

a. Finance Committee Updates and Recommendations for Approval

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

Mr. Schalow reviewed the August invoice as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. He 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. Schalow made the following motion and it was seconded by Ms. Harb as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for August in the amount of \$239,190.00, as presented, is hereby approved.

The motion passed unanimously.

IX. Information Items

a. Update on Staffing

Ms. Bohannon reviewed the Staffing Report as included in the meeting materials. She further discussed the school's annual audit process, and advised of the timeline for completion.

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. Update on State of the School and School Improvement Plan

Mr. Lambert provided a brief update on items to be discussed in depth during the Governing Council's October meeting. He advised of the expected presentation on the State of the School Report, as well as the anticipated School Improvement Plan.

d. Overview of 2018-2019 Items for Governing Council Consideration

Ms. DeGross 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.

X. Adjournment and Confirmation of Next Meeting - Tuesday, October 23, 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, October 23, 2018 at 9:00 a.m. MT. At 10:14 a.m., a motion was made by Mr. Schalow and seconded by Ms. Harb as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. September 25, 2018 Governing Council Meeting, as discussed, is hereby approved.

The motion passed unanimously.