



APPROVED 11/27/2018

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING**
Tuesday, October 23, 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 9:06 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 and Paul Gessing (in person at Albuquerque location); Jerry Schalow, Anna Harb, and Jeanie Armstrong (via phone);

Governing Council Members Absent: Patrick Chavez;

Guests Present: Elisa Bohannon, School Principal; Alyssa Lucero, The Vigil Group; Ray Lambert, Pearson Online & Blended Learning (POBL) staff (in person at Albuquerque location); Shawna Sanchez (in person at the Santa Fe location); Sue Fox, Governing Council's Legal Counsel; Virginia Romero, Jolene Ortiz, Debbie Vigil, Charles Vigil, Julieann Quintana, Tammy Hajovsky, Tamara Bibo, Amy Earle, Paul Garcia, and Shannon Vasquez, School staff; Tanya Lee, Ray Lambert, and Kristin DeGross (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. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, that the Agenda for the October 23, 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, including the PED's anticipated intent to bring the matter to the state's Court of Appeals. Additionally, she provided a timeline for an additional appeals process, should the Court accept the matter.

[Ms. Fox left the meeting at 9:28 a.m.]

V. Oral Reports

a. Principal's Report

Ms. Bohannon provided a brief review of upcoming field trips and standardized testing for students at the school. She further advised that she and Mr. Lambert would be reviewing the School Improvement Plan with staff at the school location later in the week.

i. State of the School Report

Ms. Bohannon provided the Governing Council with a state of the school report. She advised that the report had been reviewed with school staff prior to the meeting, and advised of the measures and data that were used to calculate the school's annual grade, as provided by the state. Ms. Bohannon further provided an update on the school's appeal on the grade calculation.

[Mr. Gessing left the meeting in person and joined via phone at 9:34 a.m.]

Additionally, Ms. Bohannon reviewed the school's Response to Intervention (RTI) processes, including the specific focus on graduation and course completion rates.

ii. Final Results on 2017-2018 Goals and State Testing Results

Ms. Bohannon 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, including increasing math proficiency. She reminded Governing Council members that the staff worked closely with POBL staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. Ms. Bohannon 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. She also reviewed with the Governing Council the recent state testing data. The Governing Council thanked Ms. Bohannon for her thoroughness and partnership in the educational process.

iii. Update on Staffing

Ms. Bohannon reviewed the Staffing Report as included in the meeting materials.

b. Financial 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. Update on 40 Day Count

Ms. Lucero provided an update on the 40 Day Count procedures.

Ms. Bohannon discussed additional staffing positions with the Governing Council, including her desire to hire an additional administrative position. Governing Council members discussed the feasibility of an Assistant Principal's position, and advised of their support in moving forward with the posting and hiring processes.

ii. Finance Committee Updates and Recommendations for Approval

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

Mr. Schalow reviewed the September 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. Gessing made the following motion and it was seconded by Ms. Harb as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for September in the amount of \$ 359,380.00, as presented, is hereby approved.

The motion passed unanimously.

VI. 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 September 25, 2018 Meeting;
- b. Approval of Revision(s) to the Employee Handbook: Short-Term Work-at-Home Arrangements; and
- c. Approval of 2018-2019 Base Salaries and incentive Percentage and Career Ladder Positions; are hereby approved.

The motion passed unanimously.

VII. Action Items

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

The Governing Council reviewed the addendum to administrator contracts for the 2018-2019 school year, and expressed their support of the addendum, as discussed in previous meetings. Additionally, Mr. Boitano reviewed recent communications with Ms. Romero, the school's administrative assistant, regarding retention incentives. Governing Council members indicated their intent to include the administrative assistant staff for retention bonuses for the 2018-2019 school year. 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 administrator contracts for the 2018-2019 school year, and

FURTHER RESOLVED, the inclusion of a Retention Incentive Bonus for administrative assistant positions for the 2018-2019 school year, as discussed, are hereby approved.

The motion passed unanimously.

[Ms. Earle and Ms. Garcia left the meeting at 10:01 a.m.]

- b. Ratification of Amendments to Agreements with Connections Academy of New Mexico, LLC
 - i. Technology Equipment Lease and Services
 - ii. Speech Services
 - iii. Special Education Services

The Governing Council reviewed the agreements with Connections Academy of New Mexico, LLC., as included in the meeting materials. Mr. Ragley reviewed the currently provided services, and advised that due to the previous uncertainty regarding the school's Charter contract, that the school had not yet been billed for any 2018-2019 school year services. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Amendments to Agreements with Connections Academy of New Mexico, as presented, are hereby ratified.

The motion passed unanimously.

[Ms. Bibo left the meeting at 10:04 a.m.]

VIII. Information Items

- a. Legislative Update

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

[Mr. Vigil left the meeting at 10:08 a.m.]

- b. 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.

IX. Adjournment and Confirmation of Next Meeting - Tuesday, November 27, 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, November 27, 2018 at 9:00 a.m. MT. At 10:16 a.m., a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. October 23, 2018 Governing Council Meeting, as discussed, is hereby approved.

The motion passed unanimously.