



APPROVED 01/22/2019

**New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, November 27, 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 9:11 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 Jerry Schalow (in person at Albuquerque location); Jeanie Armstrong and Patrick Chavez (via phone);

Governing Council Members Joined During Meeting: Paul Gessing;

Guests Present: Elisa Bohannon, School Principal; Alyssa Lucero, The Vigil Group (in person at Albuquerque location); Virginia Romero, School staff; Melissa Brown, NMPED (in person at the Santa Fe location); Sue Fox and Jonas Nahoum, Governing Council's Legal Counsel; Shawwna Sanchez, Lesli Bagwell, Jolene Ortiz, Debbie Vigil, Charles Vigil, Julieann Quintana, Tamara Bibo, Amy Earle, and Laura Martinez, School staff; Tanya Lee, Ray Lambert, Bryce Adams, and Kristin DeGroff (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. Chavez as follows:

RESOLVED, that the Agenda for the November 27, 2018 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

III. Acceptance of Resignation of Governing Council Member, Anna Harb

Mr. Boitano reviewed Ms. Harb's resignation letter with the Governing Council. The Governing Council thanked Ms. Harb for her service to the Governing Council and the school. There being no further discussion, a motion was made by Mr. Chavez and seconded by Ms. Armstrong as follows:

RESOLVED, the resignation of Anna Harb from the New Mexico Connections Academy Governing Council, as presented, is hereby accepted, effective immediately.

The motion passed unanimously.

IV. Public Comment

There were no public comments at this time.

V. Update on Appeal Hearing

Ms. Fox provided an update on the recent notice of appeal filed by the PED, as well as the motion filed for a stay of the District Court order. She advised of the timeline for an appeals process with the Court.

[Ms. Fox left the meeting at 9:22 a.m.]

VI. Oral Reports

a. Principal's Report

Ms. Bohannon provided a brief review of upcoming field trips, as well as participation rates for recent standardized testing for students.

[Mr. Vigil joined the meeting at 9:26 a.m.]

i. Update on Student Intervention Efforts

Ms. Bohannon updated the Governing Council on Student Intervention Efforts. She advised the Governing Council of school staff members' increased awareness of critical educational components and benchmarks, as well as Pearson Online and Blended Learning's (POBL) useful tools for tracking student progress. Ms. Bohannon further discussed the relation these efforts have to the school's annual success in goals completion.

ii. Update on Staffing

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

[Ms. Vigil left the meeting at 9:33 a.m.]

Governing Council members requested additional information from the school's Leadership Team regarding the school's current focus and recent meetings.

[Mr. Gessing joined the meeting at 9:39 a.m.]

Ms. Ortiz provided an update on Leadership Team activities.

iii. Update on Annual Audit

Ms. Bohannon provided a brief review of the school's annual audit processes. Ms. Lucero advised that the final audit report would be discussed at a future meeting.

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.

[Mr. Vigil left the meeting at 9:56 a.m.]

i. Update on Social Security

Mr. Schalow reviewed the school's current practice that opts out of Social Security contributions for staff members. Governing Council members discussed the options available that would best benefit the staff. Mr. Chavez volunteered to work with POBL to survey staff members on their contribution preferences, to be completed prior to the next meeting.

ii. Update on Substitute Services

Ms. Lucero reviewed the current invoices for substitute services. Governing Council members discussed staffing matters related to substitute services, and reviewed the potential hiring of a permanent substitute staff member.

[Ms. Ortiz, Ms. Quintana, Ms. Martinez, and Ms. Bibo left the meeting at 10:21 a.m.]

Governing Council members noted their support of the permanent position for a substitute staff member, and advised of the availability for the position in the school's budget.

iii. Finance Committee Updates and Recommendations for Approval

Review and Approval of Payroll Services

Mr. Schalow requested that this item be moved up on the agenda. He discussed the current payroll practices and work with POBL, and advised of the previous year's audit regarding payroll documentation. Mr. Schalow reviewed the availability of The Vigil Group to perform payroll services. Ms. Lucero advised of the nominal fee of \$2,000 for payroll services, and noted that the transfer of services would be most beneficial if completed prior to January 1, 2019. Mr. Schalow volunteered to work with POBL and the Vigil Group to address current payroll challenges and contract work. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that Jerry Schalow as Governing Council Designee to Review, Finalize, and Execute any Necessary Payroll Services Contract with The Vigil Group, as discussed, is hereby approved.

The motion passed unanimously.

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

Mr. Schalow reviewed the October 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. Mr. Schalow further advised that the invoices regarding LiveSpeech, Substitute Services, and Employee Technology had been reviewed by the Finance Committee and found to be in order. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for October in the amount of \$439,818.89; and

FURTHER RESOLVED, that the LiveSpeech Invoices for August in the amount of \$10,080.00, and September in the amount of \$11,156.00; and

FURTHER RESOLVED, that the Substitute Teacher Invoices for September in the amount of \$16,500.00, and October in the amount of \$11,400.00; and

FURTHER RESOLVED, that the Annual Employee Technology Invoice, in the amount of \$23,400.00, as presented, are hereby approved.

The motion passed unanimously.

2. Approval of Livespeech Invoices for August and September

This item was previously approved.

3. Approval of Substitute Teacher Invoices

This item was previously approved.

4. Approval of Annual Employee Technology Invoice

This item was previously approved.

5. Approval of Budget Adjustment Reports (BARS)

- a. NMCA_BAR#554-000-1819-0001-IB 24106
- b. NMCA_BAR#554-000-1819-0002-IB 27125
- c. NMCA_BAR#554-000-1819-0003-I 11000
- d. NMCA_BAR#554-000-1819-0004-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. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, the NMCA_BAR#554-000-1819-0001-IB 24106, NMCA_BAR#554-000-1819-0002-IB 27125, NMCA_BAR#554-000-1819-0003-I 11000, and NMCA_BAR#554-000-1819-0004-I 11000, as presented, are hereby approved.

The motion passed unanimously.

6. Review and Approval of Payroll Services

This item was previously approved.

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 October 23, 2018 Meeting; is hereby approved.

The motion passed unanimously.

VIII. Action Items

There were no action items for consideration at this time.

IX. Information Items

- a. Legislative Update

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

[Ms. Sanchez left the meeting at 10:49 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 Leader Review Process Reminder

Mr. Lambert outlined the annual school leader review process with the Governing Council, including feedback from the Governing Council through a survey. Mr. Lambert further advised the Governing Council that Ms. Bohannon's mid-year review will be discussed during the January meeting and the final review will take place during the Governing Council's Annual Meeting in June. He also reiterated the importance of Governing Council member participation in the review process.

X. EXECUTIVE SESSION - Pursuant to NMSA 1978 §10-15-1(H)(7) meeting subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant

The Governing Council entered into Executive Session at 10:55 a.m. upon a motion being made by Mr. Schalow, seconded by Ms. Armstrong and confirmed via roll call vote of all Board members present, pursuant to NMSA 1978 § 10-15-1(H)(7) Attorney-Client Privilege: Pertaining to threatened or pending litigation in which the public body is or may become a participant. Governing Council members in attendance to begin the Executive Session were: Mark Boitano, Jerry Schalow, Paul Gessing, and Jeanie Armstrong. Guests present in Executive Session at the request of the Governing Council based on their participation in the discussion were: Jonas Nahoum, Sue Fox, Bryce Adams, Ray Lambert and Kristin DeGross. All others left the meeting at this time.

[Ms. Fox left the meeting at 11:05 a.m.]

[Ms. DeGross left the meeting at 11:46 a.m.]

The Governing Council ended Executive Session and resumed open session at 11:55 a.m. upon a motion made by Mr. Schalow and seconded by Ms. Armstrong. No action was taken during Executive Session.

Mr. Boitano reviewed the conversation as held during Executive Session. He advised of the Governing Council's intent to work with POBL and a Human Resources consultant to investigate matters related to the Executive Session discussion. Mr. Schalow volunteered as Governing Council designee to work with POBL to retain a HR consultant, as well as to assist POBL and the consultant regarding the investigation matters.. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, that Jerry Schalow as Governing Council Designee to work with POBL to retain a Human Resources Consultant for the purposes of investigating the matters discussed during Executive Session, as discussed, is hereby approved.

The motion passed unanimously.

XI. Adjournment and Confirmation of Next Meeting - Tuesday, January 22, 2019 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, January 22, 2019 at 9:00 a.m. MT. At 11:56 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. November 27, 2018 Governing Council Meeting, as discussed, is hereby approved.

The motion passed unanimously.