



APPROVED 02/26/2019

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

Tuesday, January 22, 2019 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 9:05 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 Absent: Paul Gessing;

Guests Present: Elisa Bohannon, School Principal; Alyssa Lucero and Mary Heckman, The Vigil Group; Paul Garcia, Bobbie McIntire, Shannon Vasquez, and Jolene Ortiz, School staff; Ray Lambert and Bryce Adams, POBL staff; David Young, Member of the Public (in person at Albuquerque location); Shawna Sanchez, Sonya Martinez, Julieann Quintana, Virginia Romero, Amy Earle, and Laura Martinez, School staff (in person at the Santa Fe location); Linda Strauss, Governing Council Human Resources Consultant; Sue Fox, Governing Council's Legal Counsel; Christiana Sisneros, Alyssia Lujan Blea, Jennifer Lawson, Tammy Hajovsky, Hayley Encinias and Tamara Bibo, School staff; Tanya Lee 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. Schalow and seconded by Ms. Armstrong as follows:

RESOLVED, that the Agenda for the January 22, 2019 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

III. Public Comment

There were no public comments at this time.

Financial Report

The Governing Council expressed their desire to hear the Financial Report at this time.

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.

Finance Committee Updates and Recommendations for Approval

Approval of Connections Academy of New Mexico, LLC Invoice for November and December

Mr. Schalow reviewed the November and December invoices as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. He advised that he reviewed the invoices and found them to be in order and asked the Governing Council whether they had any questions on the invoices or if any items required further explanation. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for November in the amount of 530,588.33, and December in the amount of \$441,963.33, as presented, are hereby approved.

A roll call vote was conducted; the motion passed unanimously.

Approval of Livespeech Invoices for October and November

Mr. Schalow advised that the Livespeech invoices for October and November had been reviewed and found to be in order. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Armstrong as follows:

RESOLVED, that the Livespeech invoices for October in the amount of \$13,338.00, and November in the amount of \$10,300.00, as presented, are hereby approved.

A roll call vote was conducted; the motion passed unanimously.

Approval of Substitute Teacher Invoices

Mr. Schalow provided an update on the current substitute teacher invoices, as well as the budgetary allotment for substitute services through POBL. Governing Council members discussed obtaining requests for proposals for additional services beyond the \$60,000 budgeted amount, including the training necessary for substitute teachers to learn the school's educational platform management system. Mr. Schalow advised that additional discussion was slated later in the meeting, and noted that the invoices were found to be in order. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Armstrong as follows:

RESOLVED, the Substitute Teacher invoices for November in the amount of \$26,700.00, and December in the amount of \$19,500.00, as presented, are hereby approved.

A roll call vote was conducted; the motion passed unanimously.

Approval of Budget Adjustment Reports (BARS)

NMCA BAR#554-000-1819-0005-I 31700 – SB

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

RESOLVED, the NMCA_BAR#554-000-1819-0005-I 31700 – SB, as presented, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

Additionally, the Governing Council asked Ms. Lucero to provide an update on recent publications regarding the school's federal and state funding. Ms. Lucero advised that the school follows all state statutes and dictates provided by the PED. She reviewed the funding guidelines and timelines set forth by the state, and noted that all public schools receive funding based on Count Day averages and enrollment figures from the previous school year.

IV. Oral Reports

a. Principal's Report

i. Update on Student Activities

Ms. Bohannon provided a brief review of upcoming field trips for students at the school.

ii. Update on Staffing

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

iii. Update on Enrollment Communicaitons

Ms. Bohannon provided an update on the school's current enrollment figures, including students in all stages of the enrollment process. She advised of the communications being provided to prospective students regarding the school's wait list, and reminded the Governing Council of the current enrollment cap.

iv. Update on PED Site Visit

Ms. Bohannon provided the Governing Council with an update on preparations for the upcoming PED Site Visit, which is scheduled to take place in January. She advised that school leadership has assisted in identifying the materials that are projected to be requested for both general education and special education, and that the school is sufficiently prepared for the visit.

[Ms. Encinias joined the meeting at 9:59 a.m.]

v. Update from School Leadership and Professional Learning Community (PLC) Teams

Ms. Vasquez provided an update on recent meetings held with the school's Leadership team, and reviewed several topics of discussion, including student grading and graduation rates. She further advised that the staff had been reminded of proper meeting etiquette for Governing Council meetings, including staff member participation and attendance at each meeting. Ms. Vasquez further reviewed the team's focus throughout the month of January on the upcoming PED site visit. Governing Council members discussed the Leadership team meeting expectations in detail.

Ms. Sisneros reviewed recent PLC team meeting topics of discussion, and advised that the teams meet on a weekly basis.

Ms. Hajovsky further reviewed PLC team meetings at the elementary level, including the school's work on math and ELA supplemental programs.

Ms. Bibo provided an update on the school's winter graduation and course completion rates.

Ms. Bohannon advised the Governing Council of all upcoming standardized testing slated to take place throughout the spring.

b. Financial Report

This item was previously discussed.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoice for November and December

This item was previously approved.

2. Approval of Livespeech Invoices for October and November

This item was previously approved.

3. Approval of Substitute Teacher Invoices

This item was previously approved.

4. Approval of Budget Adjustment Reports (BARS)

a. NMCA_BAR#554-000-1819-0005-I 31700 – SB

This item was previously approved.

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 Ms. Armstrong as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the November 27, 2018 Meeting;
- b. Approval of the 2019-2020 School Year General School Handbook; and
- c. Approval of the 2019-2020 School Year State Specific School Handbook; are hereby approved.

A roll call vote was conducted; the motion passed unanimously.

VI. Action Items

a. Approval of Closure of Open Governing Council Position

Ms. DeGroff reviewed the recent resignation of Ms. Anna Harb from the Governing Council. Governing Council members indicated their intent to close the position left by Ms. Harb, and to remain at five (5) members for the remainder of the 2018-2019 school year. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Armstrong as follows:

RESOLVED, that the closure of the open Governing Council position, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

b. Approval of School Use of New Mexico Dash Reporting System

Ms. Bohannon reviewed the current use of Webepps for state reporting purposes. She advised that the PED is encouraging public schools in the state to switch reporting platforms to the New Mexico Dash Reporting System. Ms. Bohannon further reviewed the benefits of the Dash platform, and advised of her support of the change. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Armstrong as follows:

RESOLVED, the school use of New Mexico Dash Reporting System, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

c. Approval of School Improvement Plan

Ms. Bohannon reviewed the school improvement plan, as included in the meeting materials. She advised of the growth with the school's lowest performing students, and provided details on the school's plans to further improve student performance. Governing Council members held discussion on standardized testing, as well as initiatives to improve mathematics performance. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Armstrong as follows:

RESOLVED, the School Improvement Plan, as presented, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

d. Approval of Governing Council Designee to Work with The Vigil Group and Pearson Online & Blended Learning to Review, Finalize, and Execute Lease Renewal

The Governing Council reviewed the school's timeline for renewal of the facility lease. Mr. Boitano volunteered to act as the Board's Designee to assist in all lease related matters. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Armstrong as follows:

RESOLVED, that Mark Boitano as Governing Council Designee to work with The Vigil Group and Pearson Online & Blended Learning to review, finalize, and execute the lease renewal, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

- e. Approval of Governing Council Designee to Work with The Vigil Group to Obtain Request for Proposals for Regular Education Substitute Teachers

The Governing Council reviewed the Request for Proposals process, as discussed earlier in the meeting. Mr. Schalow volunteered to act as the Board's Designee. There being no further discussion, Ms. Armstrong made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that Jerry Schalow as Governing Council Designee to work with The Vigil Group to Obtain Request for Proposals for Regular Education Substitute Teachers, as discussed, is hereby approved.

A roll call vote was conducted; the motion passed unanimously.

VII. Information Items

- a. PED Observation Report Discussion

Mr. Boitano reviewed several items of note within the PED Observation Report, as provided to Governing Council members earlier in the month. He discussed the Governing Council's intent to verbalize a roll call of all members during all items needing Action, and asked all meeting participants to identify themselves before speaking. Governing Council members discussed the report in detail, including the current slate of officers as clarified during the school's Charter application and submission of supporting documentation. Mr. Boitano volunteered to work with Mr. Adams to draft a response to the report for submission to the PED.

- b. Legislative Update

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

[Mr. Chavez left the meeting at 11:19 a.m.]

- c. Payroll Services Update

Mr. Schalow reviewed the transition of all payroll services to The Vigil Group as of January 1, 2019. He advised that he was working with POBL to ensure that all payroll items were transitioned seamlessly.

- d. Social Security Options Update

Mr. Schalow reviewed the options available to school staff regarding Social Security deductions. Mr. Adams advised of the recent staff survey conducted to gauge employee interest in the program. Governing Council members discussed the survey results, and advised of their intent to discuss at a future meeting when all Governing Council members were present.

- e. 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. Council members discussed the metrics data with Mr. Lambert.

f. Funded Enrollment Growth Update

Ms. Bohannon advised that this item had been previously discussed, in conjunction with the Financial Report.

g. Budget Development Process Update

Mr. Adams reviewed the 2019-2020 budget development process with the Governing Council. He asked the Governing Council members to consider any items they may like to see included in the budget, for discussion at a future meeting. Mr. Adams further reviewed the anticipated budget development schedule, including the final budget consideration in May.

VIII. EXECUTIVE SESSION - 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: Mid-Year Review of School Leadership

The Governing Council entered into Executive Session at 11:43 a.m. upon a motion being made by Mr. Schalow, seconded by Ms. Armstrong and confirmed via roll call vote of all Governing Council members present, 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: Mid-Year Review of School Leadership. Governing Council members in attendance to begin the Executive Session were: Mark Boitano, Jerry Schalow, and Jeanie Armstrong. Guests present in Executive Session at the request of the Governing Council based on their participation in the discussion were: David Young, Sue Fox, Bryce Adams, Ray Lambert and Kristin DeGross. All others left the meeting at this time.

[Ms. Strauss joined the Executive Session portion of the meeting at 12:13 p.m.]

[Ms. Armstrong left the meeting at 12:15 p.m. In an absence of a quorum of the Governing Council, remaining members indicated their intent to continue the discussion with the remaining guests.]

The Governing Council ended Executive Session and resumed open session at 12:55 p.m. upon a motion made by Mr. Schalow and seconded by Mr. Schalow. No action was taken during Executive Session, and matters discussed in the Executive Session were limited only to those specified in the motion for closure.

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

No Action was taken at this time.

X. Adjournment and Confirmation of Next Meeting - Tuesday, February 26, 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, February 26, 2019 at 9:00 a.m. MT. At 12:56 p.m., noting an absence of a quorum of the Governing Council, Mr. Boitano indicated the meeting was concluded.