



**APPROVED 08/20/2019**

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

Tuesday, June 25, 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

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**I. Call to Order and Roll Call**

In an absence of quorum of Governing Council members, Mr. Boitano advised that Oral Reports would be presented until additional members of the Governing Council could join the meeting.

Governing Council Members Present: Mark Boitano and Jerry Schalow (in person at Albuquerque location);

Governing Council Members Joined During Meeting: Patrick Chavez (via phone);

Governing Council Members Absent: Jeanie Armstrong and Paul Gessing;

Guests Present: Sandy Beery, Interim School Leader; Christiana Sisneros, Shawna Sanchez, School staff (in person at the Santa Fe location); Alyssa Lucero, The Vigil Group; Missy Nelson, Bryce Adams, Tanya Lee and Kristin DeGroff, POBL staff (via phone).

Governing Council Support Team Update

Ms. Nelson provided the Governing Council with an update on support services and personnel to the school and Governing Council by Pearson Online Blended & Learning (POBL). She advised that Jennifer Dukek would be the new Partner School Leadership Team (PSLT) representative for the Governing Council, and reviewed Ms. Dukek's background in detail.

Ms. Nelson further discussed the ongoing search for the School Leader position, and advised that interviews were scheduled to take place in early July. Mr. Boitano and Mr. Schalow expressed interest in participating in the interview process.

Update on End of Year Activities

Ms. Beery provided the Governing Council with an update of end of year activities at the school, as well as a planned Back to School Retreat for staff scheduled in July.

Update on School Improvement Plan

Ms. Beery provided the Governing Council with an update on the School Improvement Plan, and advised that additional planning would take place in the summer months.

## Update on Staffing

Ms. Beery provided the Governing Council with an update on staffing for the upcoming school year.

[Mr. Chavez joined the meeting at 9:37 a.m.]

Mr. Boitano called the meeting to order at 9:37 a.m. when all participants were present and able to hear each other. The school location was open to the public.

## **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 June 25, 2019 New Mexico Connections Academy Governing Council Annual 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.

## **IV. Oral Reports**

### a. Governing Council Support Team Update

This item was previously discussed.

### b. Assistant Principal's Report

#### i. Update on End of Year Activities

This item was previously discussed.

#### ii. Update on School Improvement Plan

This item was previously discussed.

#### iii. Update on Staffing

This item was previously discussed.

### c. 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.

[Ms. Sisneros and Ms. Beery left the meeting at 9:44 a.m.]

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Facility Reconfiguration Buildout

Ms. Sanchez presented this item to the Governing Council. She reviewed the purchase orders for facility furniture as submitted to the Vigil Group, and provided a detailed review of the proposed plans for the school's office space. Governing Council members discussed the facility reconfiguration in detail, and advised that an approval was not necessary at this time. Mr. Schalow advised that all facility reconfiguration buildout invoices would be submitted to the Finance Committee meeting moving forward.

This item was tabled.

2. Approval of Connections Academy of New Mexico, LLC Invoices for May

Ms. Lucero reviewed the May invoices as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. She advised that she 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 May in the amount of \$454,419.44; are hereby approved.

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

3. Approval of LiveSpeech Invoices

Ms. Lucero reviewed in detail the LiveSpeech Invoices for March and April. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, the LiveSpeech invoices for March, in the amount of \$13,374.00, and April, in the amount of \$11,286.00, as presented, are hereby approved.

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

4. Approval of Budget Adjustment Reports (BAR)

- a. NMCA\_BAR#554-000-1819-0013-IB 24189
- b. NMCA\_BAR#554-000-1819-0014-I 11000
- c. NMCA\_BAR#554-000-1819-0015-D 11000
- d. NMCA\_BAR#554-000-1819-0016-I 14000
- e. NMCA\_BAR#554-000-1819-0017-IB 24101
- f. NMCA\_BAR#554-000-1819-0018-I 24106

Ms. Lucero reviewed the Budget Adjustment Reports (BAR) with the Governing Council. Mr. Schalow advised that as the Governing Council had previously approved the Business Manager to approve and submit all remaining 2018-2019 BARS, that an approval was not necessary at this time.

This item was tabled.

5. Approval of Agreement with The Vigil Group

Mr. Schalow presented this item to the Governing Council, and briefly reviewed the contract. There being no further discussion, a motion was made by Mr. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, that the agreement with The Vigil Group, as discussed, is hereby approved.

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

6. Approval of Agreement with Matthews Fox

Mr. Schalow presented this item to the Governing Council, and briefly reviewed the contract. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, that the agreement with Matthews Fox, as discussed, is hereby approved.

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

7. Approval of Governing Council Treasurer Advancing Funds for Payment of Connections Invoice(s)

Ms. Lucero presented this item to the Governing Council. She noted that the Governing Council Treasurer will approve any remaining 2018-2019 invoices presented prior to June 30<sup>th</sup> to close out the fiscal year. The invoices will be brought to the full Governing Council to review during the next regular meeting. Governing Council members discussed the item in detail, and requested that the advancement of funds be allowable for the next 60 days. There being no further discussion, a motion was made by Mr. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, that the Governing Council Treasurer Advancing Funds for Payment of Connections Invoice(s), as discussed, is hereby approved.

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

8. Approval of Governing Council Member as Governing Council Designee to Finalize and Execute Agreements

- a. Accountability and Compliance Resources, LLC (ACR)
- b. Sparkle Maintenance

Mr. Schalow presented this item the Governing Council. He reviewed the timeline for consideration of contracts, and reviewed the current contracts with ACR and Sparkle Maintenance, as used for services during the 2018-2019 school year. Governing Council members discussed the item in detail, and requested that the timeline for the contract executions be for the next 60 days. There being no further discussion, Mr. Chavez made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that Mark Boitano to act as Governing Council designee to finalize and execute contract with Accountability and Compliance Resrouces, LLC (ACR), as discussed, is hereby approved; and

FURTHER RESOLVED, that Mark Boitano to act as Governing Council designee to finalize and execute contract with Sparkle Maintenance, as discussed, is hereby approved.

A roll call vote was conducted; 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. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the May 28, 2019 Meeting;
- b. Approval of Minutes from the May 31, 2019 Meeting;
- c. Approval of Governing Council Meeting Schedule for the 2019-2020 School Year;
- d. Approval of Annual Open Meetings Act Resolution; and
- e. Approval of School Calendar for the 2019-2020 School Year; are hereby approved.

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

## **VI. Action Items**

- a. Approval of Enrollment Cap for the 2019-2020 School Year

Mr. Adams presented this item to the Governing Council, and discussed the school's action in previous years regarding an enrollment cap. The Governing Council discussed the enrollment cap in detail, and agreed that a cap of 1,100 students was a good number for the upcoming year. Mr. Boitano advised that the enrollment cap was in the best interest of the school, to meet the needs of families and students in New Mexico. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, that the Enrollment Cap for the 2019-2020 School Year, in the amount of 1,100 students, as discussed, is hereby approved.

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

- b. Approval of Directors

Ms. DeGross advised the Governing Council that three (3) Governing Council members' terms were up for renewal at this meeting, Mark Boitano, Paul Gessing, and Jeanie Armstrong. Following confirmation by Ms. DeGross that Mr. Boitano, Mr. Gessing, and Ms. Armstrong wished to continue on the Governing Council, discussion was held on the renewal of their terms. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, that the re-appointments of Mark Boitano and Paul Gessing to the New Mexico Connections Academy Governing Council of Directors, as Class 2 Directors, for a term of three (3) years to the 2022 Annual Meeting, as discussed, are hereby approved; and

FURTHER RESOLVED, that the appointment of Jeanie Armstrong to the New Mexico Connections Academy Governing Council of Directors, as a Class 1 Director, for a term of two (2) years to the 2021 Annual Meeting, as discussed, is hereby approved.

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

c. Approval of Officers for the 2019-2020 School Year

Ms. DeGross presented this item to the Governing Council. She reviewed with the Governing Council each Officer position as set out in the adopted Bylaws, and advised the Governing Council that all positions would be for a term until the Annual Meeting 2020. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, that the appointment of:

Mark Boitano, Council President;  
Paul Gessing, Council Vice-President;  
Jerry Schalow, Council Treasurer; and  
Patrick Chavez, Council Secretary, as presented, is hereby approved.

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

**VII. Information Items**

a. 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 10:31 a.m.]

In an absence of quorum of Governing Council members, Mr. Boitano advised that only the remaining Information Items would be presented, and that no action would take place.

b. Update on Gross Receipt Tax

Mr. Adams provided the Governing Council with an update on this item. He advised of the recent review of school's tax status, including admissible exemptions for school services and purchases. Mr. Adams further reviewed the budgetary changes anticipated in relation to gross tax receipts, as well as provided examples under the New Mexico tax code. He advised that this item had been previously discussed during the school's Finance Committee meeting. Governing Council members thanked Mr. Adams for the information presented.

c. Update on School Facility Lease

Mr. Boitano provided the Governing Council with an update on this item, and advised that the lease would be finalized and submitted in the coming week.

d. Partner School Leadership Team (PSLT) Update

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

i. Results of the Parent Satisfaction Survey

Ms. Nelson reviewed the results of the Parent Satisfaction Survey, included in the Governing Council Meeting materials, in detail with the Governing Council. She noted that a third party

independent vendor conducted the survey. A copy of the results of the survey was sent to the Governing Council's President directly from the third party vendor. The Governing Council discussed the satisfaction survey results in detail.

e. Virtual Attendance Meeting Discussion

Mr. Boitano advised that this item would be discussed at a future meeting when additional Governing Council members were present.

**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**

Mr. Boitano advised that an Executive Session was not necessary at this time.

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

This item was not discussed.

**X. Adjournment and Confirmation of Next Meeting - Tuesday, August 27, 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, August 27, 2019 at 9:00 a.m. MT. In an absence of a quorum of Governing Council members, Mr. Boitano advised that no further discussion was necessary, and the meeting adjourned at 10:51 a.m.