

Head Administrator or Charter Representative Change Notification Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and **New Mexico Connections Academy**, hereafter "The School", effective [DAY] of [MONTH], [YEAR]. The School was approved for a [YEAR TERM] Charter Contract.

The School requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

CHANGE OF: ☒ HEAD ADMINISTRATOR ☐ CHARTER REPRESENTATIVE

Charter Contract currently states:

ORIGINAL INDIVIDUAL ON FILE: Ramoncito Pabuello, ELISA MURANNIN

Notification to the Public Education Commission, Section _____ of the school's contract shall state:

EFFECTIVE DATE OF CHANGE: FEB 15, 2019.

NEW INDIVIDUAL ON FILE AND CONTACT INFORMATION:

SANDY BERRY, 505-280-2283, BERRYCONSULTING@GMAIL.COM

The School's Head Administrator or Charter Representative Change Notification is hereby submitted by, [~~CHARTER SCHOOL REPRESENTATIVE~~], on [DATE], and affirms the school meets the following eligibility criteria: mark boitano

☐ Notification must be submitted to the PEC 30 days prior to the change being communicated or implemented.

☒ The school's governing board is in compliance with all reporting requirements.

Mark Boitano
Charter School Representative Signature

4.11.2019
Date

The School's Head Administrator or Charter Representative Change Notification was:

☐ Approved

☐ Denied

Chair, Public Education Commission

Date



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

Tuesday, February 26, 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 Paul Gessing (via phone);

Governing Council Members Absent: Patrick Chavez;

Guests Present: Elisa Bohannon, School Principal; Christiana Sisneros, Shannon Vasquez, and Jolene Ortiz, School staff; Alyssa Lucero and Mary Heckman, The Vigil Group; David Young, Member of the Public (in person at Albuquerque location); Shawwna Sanchez, Virginia Romero, Sonya Martinez, and Lenora Quintana, School staff (in person at the Santa Fe location); Charles Vigil, Logan Brown, Alyssia Lujan Blea, Jennifer Lawson, Tammy Hajovsky, and Tamara Bibo, School staff; Ray Lambert, Bryce Adams, 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. Gessing and seconded by Ms. Armstrong as follows:

RESOLVED, that the Agenda for the February 26, 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.

IV. Oral Reports

a. Principal's Report

i. Update on State Testing

Ms. Bohannon reviewed with the Governing Council the upcoming state testing preparations by school staff, including exams scheduled to take place throughout the spring months. The Governing Council discussed testing preparations in detail.

ii. Update on Graduation Plans

Ms. Bohannon advised the Governing Council that the high school graduation ceremony is planned for May 23, 2019, and encouraged Governing Council members to attend

iii. Update on Enrollment Opening for the 2019-2020 School Year

Mr. Lambert provided the Governing Council with an update on this item. He reviewed the opening enrollment date of March 4, 2019, for the 2019-2020 school year, and advised that this date would allow for the best enrollment experience for families at the school. Governing Council members were supportive of the enrollment start date.

iv. Update on Staffing

Ms. Bohannon provided the Governing Council with an update on current staffing levels at the school. Mr. Boitano advised of the recent interviews for an interim School Leader, and advised that this item would be discussed later in the 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.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoices for January

Mr. Schalow reviewed the January 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. Additionally, Mr. Schalow advised that the Livespeech invoices for December had been reviewed and found to be in order, as well as the current substitute teacher invoices, and the Budget Adjustment Reports. Governing Council members indicated their intent to consider all invoices and BARs together. 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 January in the amount of \$457,498.33; and

FURTHER RESOLVED, that the Livespeech invoices for December in the amount of \$12,304.00; and

FURTHER RESOLVED, the Substitute Teacher invoices for January in the amount of \$3,000.00; and

FURTHER RESOLVED, the NMCA_BAR#554-000-1819-0006-I 11000, NMCA_BAR#554-000-1819-0007-I 11000, and NMCA_BAR#554-000-1819-0009-M 11000, as presented, are hereby approved.

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

2. Approval of Livespeech Invoices for December

This item was previously discussed.

3. Approval of Substitute Teacher Invoices

This item was previously discussed.

4. Approval of Budget Adjustment Reports (BARS)

This item was previously discussed.

[Ms. Lawson left the meeting at 9:45 a.m.]

5. Approval of Agreement with Cantey Edu, LLC

Mr. Schalow presented this item to the Governing Council. He reviewed the agreement with Cantey Edu, LLC, and advised of the services provided. Governing Council members discussed the cost associated with the services, and indicated their intent to consider alternate service providers for future school years. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, the agreement with Cantey Edu, LLC, as presented, 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. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the January 22, 2019 Meeting;
- b. Approval of Minutes from the February 8, 2019 Special Meeting; and
- c. Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: Mandatory Assessments and Graduation Requirements; are hereby approved.

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

VI. Action Items

There were no action items at this item.

VII. Information Items

a. Legislative Update

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

b. Substitute Teaching Services RFP Update

Mr. Adams provided an update on the RFP process for substitute teaching services. Ms. Lucero and Ms. Lee provided an update on the budgetary considerations for the RFP's.

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. He reviewed the recent Leadership Conference hosted by POBL, and advised of the school's focus on School Improvement Planning throughout the spring months, with an increased focus on mathematics success, and graduation rates.

d. Staff Bonus Structure Discussion

Mr. Lambert reviewed the staff bonus structure options, as included in the Governing Council materials. He advised of the timeline for approval of the upcoming school year budget. Governing Council members advised of their intent to continue discussions surrounding staff bonus options during an upcoming Finance Committee meeting. Additionally, Mr. Lambert advised of upcoming trainings to be provided to school leadership team members.

e. Governing Council Training Update

Ms. DeGroff provided the Governing Council with an update on training requirements for all Governing Council members, to be completed prior to June 30, 2019.

f. Special Education Presentation

Ms. Vasquez presented this item to the Governing Council. She reviewed Special Education procedures at the school, including information regarding compliance rates and evaluation reports.

At the Governing Council's request, Mr. Young gave a brief update on recent trainings completed with staff at the school. He advised of three areas of focus, including Positive Work Environments, School Mechanics, and School Synergy.

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, and that a brief update would be provided on the Interim School Leader position.

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

Mr. Boitano reminded the Governing Council of the discussion held earlier in the meeting, and discussed the interview held with Sandy Beery. Governing Council members advised of their support in hiring Ms. Beery for the Interim School Leader position. There being no further discussion, a motion was made by Mr. Gessing and seconded by Ms. Armstrong as follows:

RESOLVED, that Sandy Beery as Interim School Leader, as discussed, is hereby approved.

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

X. Adjournment and Confirmation of Next Meeting - Tuesday, April 23, 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, April 23, 2019 at 9:00 a.m. MT. At 11:10 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. February 26, 2019 Governing Council Regular Meeting, as discussed, is hereby approved.

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

Below please find the update on items discussed and presented at today's meeting, as well as those participating in the meeting. If you have any questions, please let me know. Thanks!

Governing Council Members Present: Mark Boitano (in person at Albuquerque location); Jeanie Armstrong and Paul Gessing (via phone);

Governing Council Members Joined During Meeting: Jerry Schalow (in person at Albuquerque location);

Governing Council Members Absent: Patrick Chavez;

Guests Present: Sandy Beery, Interim School Leader; David Young, Governing Council Consultant (in person at Albuquerque location); Virginia Romero, Sonya Martinez, and Juliann Quintana, School staff (in person at the Santa Fe location); Sue Fox, Governing Council's Legal Counsel; Alyssa Lucero, The Vigil Group; Christiana Sisneros, Charles Vigil, Logan Brown, Alyssia Lujan Blea, Debbie Vigil, Amy Earle, Sabrina Timan, Dimitria Richardson, Leslie Bagwell, and Tamara Bibo, School staff; Kelly Gatzke, Ray Lambert, Bryce Adams, Tanya Lee and Kristin DeGroff, POBL staff (via phone).

Call to Order and Roll Call

Routine Business

Approval of Agenda

Public Comment

Update on Appeal Hearing

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

Approval of Action(s) Necessary Based on Executive Session – No Action Taken

Oral Reports

Assistant Principal's Report

Update on Graduation Plans and End of Year Activities

Update on State Testing

Update on Staffing

POBL Products, Services, and Initiatives Update
Financial Report

Update on Consulting Services

- Approval of Consulting Contract with JSY Coaching & Consulting, LLC for the 2018-2019 School Year – Approved; expenses not to exceed \$19,900

Finance Committee Updates and Recommendations for Approval

Approval of Connections Academy of New Mexico, LLC Invoices for February and March – Approved

Approval of Livespeech Invoices for January and February – Approved

Approval of Substitute Teacher Invoices – Approved

Approval of Agreement for Technology Equipment Lease and Services – Tabled; to be discussed at the May Finance Committee meeting

Approval of Agreement for Speech Services – Tabled; to be discussed at the May Finance Committee meeting

Approval of Agreement for Special Education Services – Tabled; to be discussed at the May Finance Committee meeting

Consent Items

Approval of Minutes from the February 26, 2019 Meeting - Approved

Approval of School Calendar for the 2019-2020 School Year – Tabled; document not yet available for review

Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: Student and Staff Communication – Tabled, to allow for additional Governing Council review

Action Items – No Action Necessary

Information Items

Legislative Update

Update on School Facility Lease

Substitute Teaching Services RFP Update

Partner School Leadership Team (PSLT) Update

School Operations Metrics – R. Lambert to provide G.C. with ACT participation rates

Outreach Plan for the 2019-2020 School Year

Board Planning for the 2019-2020 School Year

Proposed Meeting Schedule – Governing Council in support of current meeting schedule

Board Composition – Officer positions to be further discussed at May meeting

Adjournment and Confirmation of Next Meeting - Tuesday, May 28, 2019 at 9:00 a.m. MT

- M. Boitano unable to attend May meeting