

### NMCA Personnel Change Notification

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and New Mexico Connections Academy., hereafter "the school," effective on 5/7/24.

The school is notifying the PEC of a change in personnel (check one):

- Head Administrator       Business Manager       Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

- Permanent Head Administrator       Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Ashley Woodard.

New Head Administrator/Business Manager/Procurement Officer: Justine Vigil

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): justine@vigilgroup.net

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: zero.

Effective Date: 5/7/24.

The school's notification is hereby submitted by:

Signature of School Representative: DocuSigned by: Sandra E Bury      Date: 5/17/2024  
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Signature of Governing Board Chair: DocuSigned by: MARK BOITANO      Date: 6/6/2024  
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**For PEC/CSD use only**

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PEC Meeting Date:

Agenda:  Consent (typical)       Regular (unusual circumstance)

The school's notification was:  Accepted       Rejected (provide reason)

Electronic signature of CSD Director: \_\_\_\_\_ Date: \_\_\_\_\_

# STATE OF NEW MEXICO



In Recognition of  
The Fulfillment of the Requirements for  
School Personnel Licensure  
this

**LEVEL TWO SCHOOL BUSINESS OFFICIAL**  
is issued to

**JUSTINE VIGIL**

Effective from July 01, 2024 to June 30, 2033  
Licensure Number: 350689

**ISSUED**

A handwritten signature in black ink, appearing to read "M. R.", positioned above the title of the Secretary of Education.

Secretary of Education





**New Mexico Connections Academy (NMCA)  
Governing Council Meeting Minutes**

May 24, 2024

10:00 am - 12:00 pm

130 Siringo Road, Santa Fe, New Mexico 87505

Dial-in: +1 888 998 2469 PIN: 65373892#

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

Mr. Boitano called the meeting to order at 10:00 am when all participants were present and able to hear each other. Mr. Boitano asked Ms. Snyder to conduct a Roll Call and advised that a quorum of the Governing Council was present to begin the meeting.

Governing Council Members Present: Mark Boitano, Jerry Schalow, Paul Gessing, Letha Oman, and Patrick Chavez (via video and teleconference);

Governing Council Member Absent: Caz Martinez;

Guests Present: Sandy Beery, School Leader, Mia Anderson, Shannon Vasquez, Jolene Ortiz, Justine Vigil and Mikaela Vigil, The Vigil Group; Kristen Woods, Quatrice James, Gary Corkran, and Tanya Snyder, Pearson Virtual Schools staff (via videoconference).

**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. Guessing as follows:

RESOLVED, that the Agenda for the May 24, 2024, 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. School Leader Report**

a. Update on Enrollment

Ms. Beery provided the Governing Council the enrollment update. She also provided an update on returning students, noting the increase in returning students as opposed to last year. Ms. Beery provided the Board with a state testing update, noting that she expects the participation rate to be around 94%, noting the hard work of the staff.

b. Update on Graduation

Ms. Beery reviewed graduation with the Board, noting that it was very successful, with about 165-175 graduates in attendance.

c. Update on Site Visit

Ms. Beery presented the site visit update to the Governing Council. She explained that the site visit occurred on May 6, 2024. She reviewed the report that was provided with the Board in detail. Mr. Schalow also provided a brief update from the site visit, as he was present at the visit.

d. Business Services with the Vigil Group through ACES

Ms. Beery discussed the business services with the Vigil Group through ACES update to the Governing Council. She explained that the Vigil Group has worked with ACES to create a new contract. She explained that the services will not change, and that Justine Vigil will be the Business Manager for NMCA.

Ms. Oman made the following motion, and it was seconded by Mr. Schalow as follows:

RESOLVED, that the agreement with the Vigil Group through Aces, as presented, is hereby approved.

The motion passed unanimously.

**V. Oral Reports**

a. Financial Report

Mr. Vigil presented the financial report update to the Governing Council.

b. Finance Committee Updates and Recommendations for Approval

1. Consideration of BAR# 554-000-2324-0020 I 23000

Ms. Boitano presented the NMCA BAR #554-000-2324-0020 I 23000, as included in the Governing Council meeting materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Ms. Oman as follows:

RESOLVED, that the NMCA BAR #554-000-2324-0020 I 23000, as presented, is hereby approved.

The motion passed unanimously.

2. Consideration of LiveSpeech Invoice for April

Mr. Boitano reviewed the April LiveSpeech invoice, as drawn from the financial report provided in the Governing Council meeting materials. He advised that he reviewed the invoice and found all 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. Schalow made the following motion and it was seconded by Mr. Oman as follows:

RESOLVED, that the LiveSpeech invoice for April #NMCA000083 as presented, is hereby approved.

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

3. Consideration of Connections Academy of New Mexico, LLC Invoice for April

Mr. Schalow reviewed the April LLC invoice(s), as drawn from the financial report provided in the Governing Council meeting materials. He advised that he reviewed the invoice and found all 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. Schalow made the following motion, and it was seconded by Ms. Oman as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoice for April #NMCA000082 as presented, is hereby approved.

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

4. Consideration of School Leader to Work with the Business Manager and Board Treasurer to File All Necessary BARs for the 2023-2024 School Year on Behalf of the School

Mr. Boitano discussed the consideration of school leader to work with the business manager and Board Treasurer to file all necessary BARs for the 2023-2024 school year on behalf of the school. There being no further discussion, Ms. Oman made the following motion, and it was seconded by Ms. Schalow as follows:

RESOLVED, that the consideration of school leader to work with the business manager and Board Treasurer to file all necessary BARs for the 2023-2024 school year on behalf of the school, as discussed, is hereby approved.

A roll call vote was conducted; 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 changes, a motion was made by Mr. Schalow and seconded by Ms. Oman as follows:

RESOLVED, the Consent Item:

- a. Consideration of Minutes from the April 26, 2024 Meeting; is hereby approved.

The motion passed unanimously.

## **VII. Action Items - (Action May Occur)**

- a. Consideration of 2024-2025 School Year Budget Documentation

### 2024-2025 School Year Budget

Ms. Beery presented the consideration of 2024-2025 school year budget documentation to the Governing Council. There being no further discussion, Mr. Schalow made the following motion, and it was seconded by Ms. Chavez as follows:

RESOLVED, that the 2024-2025 School Year Budget documentation, as presented, is hereby approved.

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

### 2024-2025 School Year Calendar

Ms. Beery presented the consideration of 2024-2025 School Year Calendar to the Governing Council. There being no further discussion, Ms. Oman made the following motion, and it was seconded by Ms. Chavez as follows:

RESOLVED, that the 2024-2025 School Year Calendar, as presented, are hereby approved.

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

### 2024-2025 Teacher Salary Schedules

Ms. Beery presented the 2024-2025 Teacher Salary Schedules to the Governing Council. There being no further discussion, Ms. Oman made the following motion, and it was seconded by Mr. Chavez as follows:

RESOLVED, that the 2024-2025 Teacher Salary Schedules, as discussed, are hereby approved.

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

- b. Consideration and Approval of Title I Application

Ms. Beery discussed the Title I Application with the Governing Council, noting that

there would be additional Title Applications but that they were not available at this time. There being no further discussion, Ms. Oman made the following motion, and it was seconded by Mr. Chavez follows:

RESOLVED, that the Title I Application, as presented, is hereby approved.

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

c. Approval of Change of Business Manager

Ms. Beery discussed the change of Business Manager to Justine Vigil for NMCA. The Board was pleased with this adjustment, and Dr. Beery highlighted Ms. Vigil's excellent work. There being no further discussion, Ms. Oman made the following motion, and it was seconded by Mr. Chavez as follows:

RESOLVED, that the change of business manager to Justine Vigil, as discussed, is hereby approved.

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

## **VIII. Information Items**

a. Pearson Virtual Schools (PVS) Update

1. Planning for School Leader Review

Ms. James discussed the school leader review planning to the Governing Council. She outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. James further reminded the Board that the school leader's final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

b. Governing Council Planning for the 2024-2025 School Year

1. Governing Council Meeting Schedule 2024-2025s
2. Governing Council Composition
3. Governing Council Training Update

Ms. Snyder reviewed the proposed meeting schedule, noting that less any conflicts, it will be included in the June Governing Council meeting. She reviewed the current composition of the Council, including Council member terms and officer positions that would be up for renewal at the annual meeting in June.

Ms. Snyder also provided an update on the Council's required training.

## **IX. Adjournment and Confirmation of Annual Meeting - Tuesday, June 18, 2024, at 1:00 pm**

The Governing Council was at the end of its agenda and that the next meeting is scheduled to be held on Friday, June 18, 2024, at 1:00 pm. At 11:57 am a motion was made by Mr. Schalow



and seconded by Ms. Oman as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. May 24, 2024, Governing Council Meeting, as discussed, is hereby approved.

The motion passed unanimously.

