



NEW MEXICO VIRTUAL ACADEMY MINUTES

Governing Council Meeting, July 26, 2017 at 5 p.m.
Farmington Learning Center
845 N. Sullivan Ave. Farmington, NM 87401
Conference Line: 1 888 824.5783 Conference Code: 69158662 then #

I. Call to order

- A. Roll Call – determination of quorum *Board Members present DeLea Taylor, Cory Lee, Nikki Sandoval-Belt, and Larry Palmer. Others in attendance Amy Begay, Carla Morález, Jamie Sowers, William Johnson, Patti Matthews, Lorraine Nobes Sean, Matthew and Denise of the LESC.*
- B. Agenda (Discussion/Action)-*Typo on Agenda May instead of June on Financial report on Agenda, to be amended to June Financials. Motion to Approve the Amended Financials on Agenda DeLea Taylor; 2nd by Cory Lee. Unanimous decision, motion approved. Motion to Approve Agenda Larry Palmer' 2nd by DeLea Taylor.*
- C. Minutes of May 24, 2017 (Discussion/Action)-*Cory Lee asks if there any questions, none are asked. Motion to Approve the May 24, 2017 minutes Nikki Sandoval-Belt; 2nd Larry Palmer. Unanimous decision, motion approved.*
- D. Minutes May 31, 2017 Special Meeting (Discussion/Meeting)-*Questions?? None asked. Motion to Approve the Minutes of May 31, 2017 Special Meeting by DeLea Taylor; 2nd by Larry Palmer. Unanimous decision, motion approved.*
- E. Minutes of June 28, 2017 (Discussion/Action)- *Questions? None asked. Motion to approved the minutes of June 28, 2017 by Nikki Sandoval-Belt; 2nd by Larry Palmer. Unanimous decision, motion approved.*

II. New Business

- A. Employee Handbook (Discussion/Action)-*Cory Lee asking the Board members if there are any questions or comments? Patty Matthews stated that some policies were added from previous handbooks but approved by her and her office. Carla Morález stated they did have an area in regards to Workman's Compensation and home offices. This part will be reviewed and possible amendment to handbook if needed at later date. Motion to approve the Employee Handbook DeLea Taylor; 2nd Larry Palmer. Unanimous decision, motion approved.*
- B. Student/Family Handbook (Discussion/Action)- *Discussion Carla Morález outlined the student responsibilities and parent responsibilities. Also in handbook attendance, dual credit, credit recovery teacher office hours and study groups. Included things like where to go for help with technology or attendance issues. Inappropriate activities online, academic issues and attendance issues. A signature page at the end of the handbook for families and students to sign. Also, a signature for permission for Images to be shared on website for things like graduation and face to face events. Kelli Loudermilk worked hard on hand book and did excellent job. Motion to approve the Family Handbook DeLea Taylor; 2nd Larry Palmer. Unanimous decision, motion approved.*

C. E-Therapy Agreement (Discussion/Action)-*This is an Ancillary Service Carla Morález gave a summary of the terms. So, last year Presence Learning and Therapy Source and NMVA had billing and contractual issues. Carla reached out to Virtual Therapy services to get a new agreement. Direct and indirect services will cost \$85/hr. versus the \$126/hr. from Presence Learning and Therapy Source. And no services will be lost to the student or family. A close eye will be kept on the service to see how well it is doing. School will keep doing face to face Diagnostics for students with the former service, the biggest issue was the charge for no shows and contacting the school directly. E-therapy will work personally with Carla Morález in reaching out to her about no show students and what issues might be. No shows will be \$60/hr. versus the \$85/hr. that the Relative Services Manager was charging for Presence Learning and Therapy Source. Carla was asked if the estimated amount for the service is low enough that a RFP (request for proposal) is not needed? And is there Documentation, other company's vs E-Therapy that were looked at? Carla stated that other Virtual Therapy companies were too far away or had no licenses held in New Mexico or could not provide all the services needed, and no RFP was required. And documentation was taken in regards to the other companies contacted. Carla asked if there were any other questions?? Patty Matthews requested that she look over the document to make sure that school cannot be held to litigation in another state for example. Carla stated the contract had not been signed or submitted to E-therapy yet. Patty requested a word version of the contract to look over. A motion to approve the E-therapy contract with Patty's revisions by Larry Palmer; 2nd Delea Taylor. Unanimous decision, motion approved.*

III. Business Manager and Financial Report

A. June Financials-*Sean Fry stated that the Fiscal year for 2016-17 must be submitted to the state on Monday July 31st. The financials are positive and there is one BAR to review with a -\$.016 No violation, all funds and functions are positive. School year 2017-18 has an increase in Idea B. Funds still available for a student library NMVA has until June 30, 2018 to get approval for any quotes and a Purchase Order before funds can be used. Past quotes have all be rejected. Funds cannot be approved for a virtual library funds must go to something tangible.*

The bank statement and Financials were sent to the Finance Committee and approved.

GC Report-(Discussion/Action)- Basically NMVA has positive Budget Authority, no outdated checks.

NMVA Bank Reconciliation-(Discussion/Action)- The bank statement show that Farmington Municipal schools did send the reimbursement due to NMVA.

Motion to approve the May Financials, GC Report, and the Bank Reconciliation by DeLea Taylor; 2nd Larry Palmer. Unanimous decision, motion approved.

B. K-12 Invoices (Discussion/Action)

1. 5086 Testing computers SY2016-17 Use of the K-12 computer lab
2. 5013 Student Computers Monthly charges
3. 5044 Student Materials and reclamation fees
4. 5128 Testing Nirvana software for testing



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Motion to approve invoices 5086, 5013, 5044, and 5128 by DeLea Taylor, 2nd Larry Palmer.
Unanimous decision, motion approved.

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- IV. Director's Report Carla Moralez- *Carla announces that school has a new Special Education Director Mr. Jaime Sowers. Jaime is from the Santa Fe area and very adept in Special education and has an impressive resume. He will oversee the ancillary services, the teachers, IEP meetings and will take on Assistant Director role as well. He is a .75 special education director and a .05 assistant director. Other announcements that we wish Ms. Kim Anguiano the best of luck as she has resigned for a job she has been pursuing for some time. Ashley Hatley was interviewed this morning and has been offered the position of High School Social Studies teacher. Ashley has been with us before but in the Special Education department. Kelli Loudermilk is now our Testing Coordinator and Tamara Piburn who had been with NMVA before has returned to help with Credit Recovery courses and with Middle School English. We also have two new Special Education teachers Robin Alden and Cinda Healer. Everything will kick off with a Monday Morning Meeting (or assembly) with Orientation and introducing the intake teacher Rebecca Heilman. The staff face to face will take place at the Drury Inn in Albuquerque. Robin Hanish is returning as our STARS reporting person, Lynn Barr as you know has retired and Lorrain Nobes is the Operations Manager. Jackie Geerts is also retiring but will help go over the Grad Plan with staff at the face to face. The middle and high school will also be focusing on student engagement and parent engagement. We also now have a Parent Advisory Committee lead by Laura West. Mrs. West will also be heading up the fund raiser this year as well. Next up Mr. William Johnson from K-12 will go over the enrollment numbers.*
- V. K-12 Report-William Johnson from Oregon. *He is excited to introduce NMVA's new Operations Manager Lorraine Nobes. She is from Rio Rancho New Mexico. Lorraine says she is very excited to be a part of NMVA. William stating that enrollment is now at 409 students, there are 121 not approved yet and 55 students on the wait list. That is a total of 585 students. So NMVA should be good going into the school year with enrollment. Any questions? No questions. William the school has a total 13.8% of the student population that is Special Education which is average. DeLea wanted to know what would take for families to go from not approved to approved? The families just to turn in the required paperwork and get a final phone call for the seat offer. Virtual schools typically the younger the student starts the better. Older students it is harder for them to adjust and this is reflected in the metrics. Something that was discussed with the Governing Council and why the 11th and 12th grade enrollment will not open until July 31st.*
- VI. Public Input-No public input
- VII. Adjournment. -*Motion to Approve adjournment Larry Palmer; 2nd Nikki Sandoval-Belt. Unanimous decision. Motion approved. Adjournment at 6:38 pm*
- VIII. Individuals with disabilities who need any form of auxiliary aid to attend or participate in this meeting, please contact Amy Begay at 505-436-2383 by five days prior to the schedule meeting. Upon request, public documents, presented to the public during the meeting will be provided, in the accessible form necessary to the individual requesting the particular-auxiliary aid.