



NEW MEXICO VIRTUAL ACADEMY

MINUTES

Governing Council Meeting, January 24, 2018 at 6 p.m.

Farmington Learning Center

845 N. Sullivan Ave. Farmington, NM 87401

Conference Line: 888-824-5783 Conference Code: 39947341

Blackboard: <https://sas.illuminate.com/m.jnlp?sid=559&password=M.269802EE9C36045D56051FA775F956>

I. Call to order-6:09 p.m.

- A. Roll Call – determination of quorum: *Board Members present Larry Palmer, DeLea Taylor, and Erin Muffoletto. Others in attendance were William Johnson, Yung Chee, Kelli Loudermilk, Amy Begay, Carla Morález. Lorraine Nobes, Sean Fry and Kyle Hunt.*
- B. Agenda (Discussion/Action)- *no discussion; motion to approve the Agenda by DeLea Taylor; 2nd by Erin Muffoletto. Unanimous decision, motion approved.*
- C. Minutes for Approval December 13, 2017 (Discussion/Action)-*Discussion about when the meeting was adjourned. Adjustment made to remove comments that were after the adjournment. Motion to approve the minutes with the amendment Erin Muffoletto; 2nd Larry Palmer; DeLea Taylor abstained from vote. Unanimous decision, motion approved.*

II. New Business- *no new business.*

- #### III. School Presentation-*No presentation, Carla Morález Director stated that teachers have been falling sick to the flu or having family emergencies or deaths in the family. Hard time for the staff right now. Kelli Loudermilk the Testing Coordinator was on the call and was asked to relay any information to the Council. Kelli relayed that some changes were made to the Partnership of Readiness for College and Careers testing (PARCC). That sections of the test will be reduced in time allowed and that all sections of the test now will have the same amount of questions. Larry Palmer asked if that would have a negative impact on the school? Kelli Loudermilk stated she asked that same question but there was no really good answer. Kelli Loudermilk stated she would have to wait until the test is available to see how many questions get a feel of the test overall. Kelli Loudermilk did say that the Graduation Requirements for the Class of 2020 will be different and from the memo of the former State Secretary for Education Hannah Skandera that PARCC scores required to graduate will be much higher than the current scores required. The Public Education Department has not issue the guidelines for the Class of 2020 yet on the website or have published yet. Carla Morález stated that from some of her trainings and seminars she has gone to this school year so far, many Administrators will probably push back on higher test score requirements for their Districts. Kelli Loudermilk stated that time will tell and will wait for the Class of 2020 requirements.*

IV. Old Business

- A. Executive Committee (Discussion of renewal authorizer)-*Larry Palmer stated that the Executive Committee did not meet this month to discuss the renewal. Carla Morález stated she is working on the draft of the Proposal for the Committee to review soon.*



- V. **Business Manager and Financial Report (Discussion/Action)**-*Sean Fry business manager announced that his position with the Vigil Group is taking on a more Oversight role for the other Business managers in their offices and has brought the new Business Manager Kyle Hunt who will be the primary contact for the New Mexico Virtual Academy. Kyle Hunt is a Farmington High School Graduate and attended University of New Mexico and the Anderson School of Business. He has worked for the Vigil Group for 4 years. Kyle stated he is looking forward to working with us and that he himself is working Virtually as well from Ruidoso, NM.*
- A. **December Financials and Governing Council Report (Discussion/Action)**-*Sean Fry states that the Finance Committee did meet prior to the Governing Council meeting and that there no major findings. NMVA has received \$1.3 or the \$2.3 million of revenues so far. December NMVA Bank Reconciliation-(Discussion/Action)- Sean Fry states that over the Christmas break there was an issue with the transfer of funds from the Farmington Municipals School District and a check that was issued to pay the vendor K-12 did not clear as there was Insufficient Funds. Fees were incurred by Citizens Bank as a result and Sean Fry and Kyle Hunt will be discussing that with the District soon. As a result, of this missed transfer the Bank Statement and Bank Reconciliation looked awkward and odd. But NMVA did not have any recourse and was not a fault. Sean Fry informed the Governing Council that the Budget Analyst will have questions and again the school had no recourse. When Sean Fry and Kyle Hunt talk with the Farmington School District they will discuss how to prevent this from happening again. Motion to approve the Business Mangers' Finance Report and the Financials for December 2017 by DeLea Taylor; 2nd by Erin Muffoletto. Unanimous decision, motion approved.*
- B. **K-12 Invoices (Discussion/Action)**
1. 7327 Student Materials
 2. 7409 Student Computers
 3. 7470 OLS fees
- Motion to approve invoices 7327, 7409, and 7470 K-12 invoices by DeLea Taylor; 2nd by Erin Muffoletto.*
- C. **Finalized FY17 Audit (Discussion)** – *Sean Fry stated that the final audit was released and that the NMVA had 7 findings; 2 of which had occurred the year before. There was a mistake by the Auditor which was reflected incorrect information being generated and caused a finding. Sean Fry said it was his fault that he did not catch the mistake in the two days he was given to review the report before it was sent to the state to be finalized.*
- VI. **Director's Report**-*Carla Morález*-*Carla Morález said she would do an Overview of the update she sent out to the Council earlier. The teachers Second Evaluations are under way. There are two activates coming up the School Choice event on January 26, 2018 and it is like Capital Day but where the students promote their school as good choice. Capital Day is on January 30, 2018 in Santa Fe and Carla Morález stated she would be going to that event. Two of the teachers will be going with laptops to demonstrate a Class. NMVA has been getting calls from families of the New Mexico Connections Academy asking about New Mexico Virtual Academy and possibly transferring at the end out the year to NMVA. Larry Palmer and DeLea Taylor both asked why, Carla Morález told them that NM Connections Academy's charter has not been renewed.*

Carla Morález announced that there will be some staffing changes. First, Tyrone Pichòn the High School Math teachers has had some health issues and has decided to retire at the end of this month January 2018. Also, the Middle School Special Education Teacher Cinda Healer resigned and for some reason the Assistant Site Coordinator, hired to help Amy Begay, did not return after the Winter Break. We have held interviews for the Math position, one teacher turned it down and the other would have to work to get the Certification needed and that would not have been until March of 2018 at best. Carla Morález stated she had been approach by two of the other Highly Qualified Math teachers that they could take on the retiring teachers case load between them. DeLea Taylor asked if that was a good idea and that she does not agree that the teachers should take on more students. Carla Morález stated that there were no other candidates available and it is a workable solution. Lorraine Nobes stated that a candidate had just shown up on the HireVu site for the Math position and the maybe Carla could look at it after the meeting. DeLea Taylor still did not like the idea of the teachers taking on more and not knowing what those teacher FTE would change to. DeLea Taylor also brought up exit interviews for the teachers and staff member who left to garner information for the future of how to improve within the school. Carla Morález and Lorraine Nobes stated they would work on an electronic Exit interview that could be sent to the leaving teachers and the staff member.

Carla Morález returns to the Overview she was relaying to the Governing Council and that the truancy-attendance is improving and that is a big deal because this year it will be considered Bonus points toward the school grade. So, there has been a big push with phone calls and emails and getting a bit tougher with the students and parents. Current the student population is hovering around 48 students. DeLea Taylor asked about Seniors and Graduation Rates and withdrawal and how many Seniors are eligible to walk at Graduation. Carla Morález states that currently there are 30 students in line to Graduate. DeLea Taylor asked about the 90 Day Plan is it being worked on? Carla Morález stated that yes it has and that the Reflection portion has been turned in for other Administrators in Albuquerque to review and give feedback. Carla Morález stated many of them have been at trainings this month and would get back to her with feedback so she could submit the Draft of the 90 Day Plan.

- VII. *K-12 Report Lorraine Nobes-Lorraine Nobes Operations Manager from K12 to give her report on the metrics of the school. Lorraine Nobes states that on the agenda to be reviewed in her report would be Enrollment, Withdrawals, Academics, Engagement and the Calendar for Open Enrollment. Lorraine Nobes shows a Power Point presentation that shows that the current school enrollment is at 486 students. The Withdrawals over the last month of 32 students and the codes used for their withdrawal. And those codes are submitted to the state. The Academics is slightly reversed from first semester as the Teachers elected to go with entering all zero scores in their gradebooks, to get the students engaged. Carla Morález tried to clarify the reasoning of entering the zeros, and that like in College all student start at zero and must work each assignment to earn point to get a grade. After the first week, that Team reviewed the process and determined that they wanted to enter the zeros at the end of each week instead for those assignments not turned in by the students. As a result, Lorraine Nobes states the engagement of the students is up slightly. Kelli Loudermilk says that she talked with the K-12 person who gathers this data and asked that person to make sure that NMVA have the most accurate data every Monday morning. And that seems to be helping as well. Lorraine Nobes stated that the Enrollment dates are usually determined the year prior. So, for this semester the Portal for enrollment will close on February 2, 2018. Those students eligible will be approved by February 9, 2018. The 120th day State Reporting is on February 14, 2018.*

The enrollment for current students will be from February 22 to March 8th. During this time families will be asked if they will be returning next year. If the school does not get a response by the deadline the student will not be Re-Enrolled for next year. The Open Enrollment for next school year will be from February 26 to March 12th. NMVA has not had a lottery for the last school years and the Governing Council can decide if that is something they want to implement. Lorraine Nobes then explained how that lottery might work. Lorraine Nobes then tells the Governing Council that this all must be voted upon by them before in can be put into action. Unfortunately, Lorraine Nobes did not realize it needed to be on this Agenda for the Council to vote on. Lorraine Nobes stated that the Governing Council could have Special Meeting to approve these dates or possible meet a week earlier in February to vote on this action item. The Council members present asked the Finance Manager if there would any problems having the Governing Council meeting in February a week earlier. Kyle Hunt stated that would not be a problem. DeLea Taylor, Larry Palmer and Erin Muffoletto then said the next meeting will be on February 21, 2018, and that the Enrollment dates that Lorraine Nobes presented should be action items on that Agenda. Lorraine Nobes asked if there were any questions. Larry Palmer asked if it really had been two years since the last lottery had been done and William Johnson of K-12 stated that yes it had been that long and he helped with that Lottery.

VIII. Public Input-*none*.

IX. Adjournment-8:37 p.m. *Motion to adjourn the meeting by DeLea Taylor; 2nd by Erin Muffoletto. Unanimous decision, motion approved.*

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.