

NEW MEXICO SCHOOL FOR THE ARTS  
Governing Council Meeting

Tuesday, May 5, 2015, from 6:00-8:00 pm Meeting  
New Mexico School for the Arts—High School  
202 E. Marcy St.  
Santa Fe, NM 87501

Minutes Approved

*NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.*

- I. Call to Order Sherry Thompson

Sherry Thompson called the meeting to order at 6:06 pm.

- II. Reading of Mission Statement Sherry Thompson

The School Mission Statement was read by Sherry Thompson

**In attendance were NMSA Council Members:**

Sherry Thompson, Chair  
Vickie Sewing, Vice Chair  
Paula Tackett, Secretary  
Greg Hunt, Treasurer  
Trina Raper, Member, Member  
Catherine Oppenheimer, Member - Excused

**NMSA High School Staff Present:**

Cindy Montoya, Head of School  
Gayle McGuinness, School Secretary  
Christina Yamashiro, Business Manager

- III. Approval of Agenda Sherry Thompson

Paula Tackett made a motion to approve the Agenda. Vickie Sewing seconded the motion. The motion passed with a unanimous vote of 5-0.

- IV. Public Forum Sherry Thompson

Sherry Thompson asked if there were any individuals requesting a Public Forum.

No public were in attendance.

- V. Approval of April 17, 2015 Meeting Minutes Sherry Thompson

Vickie Sewing made a motion to approve the April 17, 2015 Governing Council Meeting Minutes. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.

- VI. Approval of New Members discussion Sherry Thompson

A copy of the bylaws were distributed to each Council member. As nothing specific is noted in them regarding the terms of acquisition of new members, Cindy and Gayle will review the Charter policies for a defined process.

**VII. Business Manager Finance Report**

Christina Yamashiro

**a. Financial Statements/Report**

The Finance Committee met prior to the Governing Council meeting. A number of items were discussed including the Balance Sheet as of March 31, 2015, Statements of Revenue and Expenses, for the period ending March 31, 2015, and Year-to Date budget as of April 30, 2015.

Following are the budget cuts for SY2015-16: Elimination of Front Office position; non-rehire of Evaluation Support Specialist position; elimination of All State and other music competition entrance fees, lodging and travel; elimination of funding for Theater travel; reduced supplies budget; non-renewal of NMCCS membership; reduction in funds for facilities summer repair/maintenance; reduction of other contract services for facilities maintenance.

**b. Approval of BAR**

The transfer BAR 509-000-1415-0029-I, submitted to the council for approval, is to transfer \$5,000 from function 2500 to function 1000 to cover potential estimated expenditures by year end.

Greg Hunt made a motion to approve the BAR as submitted. Paula Tackett seconded the motion. The motion carried with a 5-0 unanimous vote.

**c. Approval of Amended Salary Schedules for FY 16**

Paula Tackett made a motion to approve the Amended Salary Schedules for FY16. Trina Raper seconded the motion. The motion carried with a unanimous vote of 5-0.

**VIII. Head of School Report**

Cindy Montoya

**a. PEC Goal Review Items**

Sherry Thompson and Cindy Montoya participated in the PEC Review Process. Approximately two-thirds of the PEC Goal Review items have been uploaded.

**b. Safe and Sober Graduation Campaign**

For several years, NMSA has participated in the Safe and Sober graduation campaign sponsored by Santa Fe Prevention Alliance. Postcards were mailed to families of all graduates.

**c. Head of School Goal Review**

Cindy provided an update of SY 2014-15 goals and presented 15-16 goals.

**IX. Discussion items:**

Sherry Thompson

**a. Move to new location**

New Mexico School for the Arts is currently working with the State's General Services Division to negotiate the sale of land on Siringo Road. The site is the location of the permanent NMSA campus.

**b. Governing Council Survey**

Gayle McGuiness provided the Council Members with a Governing Council Survey. The survey was completed by the five council members in attendance and will be sent to Catherine Oppenheimer.

**X. Approval of Certificate of Resolution – GC Meeting Dates and Change of Location SY 15-16**

Sherry Thompson

Vickie Sewing moved to approve the Certificate of Resolution – GC Meeting Dates and Change of Location SY 15-16. Trina Raper seconded the motion. The motion carried with a unanimous vote of 5-0.

- XI. **Approval of Consent Agenda** **Sherry Thompson**  
Vickie Sewing made a motion to remove the Employee Grievance Policy, the Insurance and Injury Policy and the Student Tardy Policy from the consent agenda and table those items.

Paula Tackett moved to approve the Consent Agenda as amended. Trina Raper seconded the motion. The motion carried with a unanimous vote of 5-0.

- a. Benefits Policy - Adopt
- b. Code of Ethical Responsibility of the Education Profession Policy - Adopt
- c. Discharge or Termination of Certified Employees Policy - Adopt
- d. Disclosure of Employee Names Policy - Adopt
- ~~e. Employee Grievance Policy - Adopt~~
- ~~f. Insurance and Injury Policy - Adopt~~
- g. Inventory Policy - Adopt
- h. Student Record Transfer Policy - Adopt
- ~~i. Student Tardy Policy - Adopt~~

- XII. **Approval of Certificate of Resolution – GC Tenure** **Sherry Thompson**

Paula Tackett made a motion to approve the Certificate of Resolution – GC Tenure as amended. Trina Raper seconded the motion. The motion carried with a unanimous vote of 5-0.

- XIII. **Approval of Title 1 Application** **Sherry Thompson**

Greg Hunt made a motion to approve the Title 1 Application. Vickie Sewing seconded the motion. The motion carried with a unanimous vote of 5-0.

- XIV. **Approval of Title 2 Application** **Sherry Thompson**

This item was tabled as the application was not available from PED in time for this meeting. An emergency meeting will be called in order to approve the Title 2 Application.

- XV. **Approval of Head of School Contract** **Vickie Sewing**

Vickie made a motion to approve the Head of School Contract for SY 15-16. Trina Raper seconded the motion. The motion carried with a unanimous vote of 5-0.

Following Cindy Montoya's comments, the Governing Council requested that Christina Yamashiro or Cindy express their full appreciation and deep and profound gratitude for the hard work of all Faculty and Staff of NMSA. They will also actively solicit PED through letter writing their concern and disagreement with the PED's use of attendance as a measure in Teacher Evaluations.

- XVI. **Art Institute**

- a. Residential Update Cindy Montoya

The lease with Immaculate Heart of Mary and the food service caterer contract have been renewed for next year. An increase in the number of students who will be in the Residential Program is not needed at this time.

- b. Admissions Update Cindy Montoya

A current Admission Report, provided by Riis Gonzales, is included in the Governing Council packet

Paula Tackett left the meeting at 7:54 pm.

- XVII. Executive Session**
- a. Facilities
- b. Personnel

Sherry Thompson

**Trina Raper made a motion to go into Executive Session to discuss Facilities and Personnel. Vickie Sewing seconded the motion.**

A roll call was taken by Gayle McGuiness.

Sherry Thompson	<u> X </u> Yes	_____ No
Greg Hunt	<u> X </u> Yes	_____ No
Trina Raper	<u> X </u> Yes	_____ No
Vickie Sewing	<u> X </u> Yes	_____ No

The Governing Council moved into Executive Session at 7:55 pm in order to discuss Facilities and Personnel.

**Vickie Sewing made a motion to exit Executive Session. Trina Raper seconded the motion.**

A roll call was taken by Gayle McGuiness.

Sherry Thompson	<u> X </u> Yes	_____ No
Greg Hunt	<u> X </u> Yes	_____ No
Trina Raper	<u> X </u> Yes	_____ No
Vickie Sewing	<u> X </u> Yes	_____ No

Discussion in Executive Session concluded at 8:02 pm with only Facilities and Personnel being discussed. No action was taken.

- XVIII. Adjournment**

Sherry Thompson

**Vickie Sewing made a motion to adjourn the meeting. Greg Hunt seconded the motion.**

**The motion passed with a 4-0 unanimous vote.**

The meeting was adjourned at 8:02 pm.

Gayle McGuiness      6/29/15      Paula Tackett  
 Gayle McGuiness, Secretary/Date      Paula Tackett, Governing Council, Secretary/Date

May 5, 2015 NMSA Charter School Governing Council Minutes

Date Approved: 6/29/15      Signatures: \_\_\_\_\_      Web page Post: \_\_\_\_\_