

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, May 11, 2016, from 3:00 – 5:00 pm Meeting**  
New Mexico School for the Arts—High School  
275 E. Alameda  
Santa Fe, NM 87501

Meeting Minutes

*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 Trina Raper

Trina Raper called the meeting to order at 3:10 pm.

- II. Reading of Mission Statement Trina Raper

The Mission Statement was read by Trina Raper.

**In attendance were NMSA Council Members:**

Trina Raper, Chair  
Vickie Sewing, Vice Chair - Excused  
Paula Tackett, Secretary  
Sherry Thompson, Treasurer  
Catherine Oppenheimer, Member, Excused  
Doddie Espinosa, Member - Excused  
Bill Beacham, Member

**NMSA High School Staff Present:**

Cindy Montoya, Head of School  
Jolene Jaramillo, Business Manager, AptAbility  
Gayle McGuinness, School Secretary

**NMSA Art Institute Staff Present:**

Neil Swapp, Dean of Enrollment/Chair, Music Department

- III. Approval of Agenda Trina Raper

**Sherry Thompson made a motion to approve the Agenda. Bill Beacham seconded the motion. The Council unanimously approved the motion.**

- IV. Executive Session Trina Raper
- a. Personally Identifiable Information
  - b. Facilities

**Sherry Thompson made a motion to go into Executive Session to discuss Facilities and Personally Identifiable Information. Bill Beacham seconded the motion.**

A roll call was taken by Gayle McGuinness.

|                 |                |               |
|-----------------|----------------|---------------|
| Sherry Thompson | <u> X </u> Yes | <u>   </u> No |
| Paula Tackett   | <u> X </u> Yes | <u>   </u> No |
| Trina Raper     | <u> X </u> Yes | <u>   </u> No |
| Bill Beacham    | <u> X </u> Yes | <u>   </u> No |

The Governing Council moved into Executive Session at 3:11 pm in order to discuss Facilities and Personally Identifiable Information.

**Paula Tackett made a motion to exit Executive Session. Sherry Thompson seconded the motion.**

A roll call was taken by Gayle McGuiness.

|                 |                |        |
|-----------------|----------------|--------|
| Sherry Thompson | <u> X </u> Yes | ___ No |
| Paula Tackett   | <u> X </u> Yes | ___ No |
| Trina Raper     | <u> X </u> Yes | ___ No |
| Bill Beacham    | <u> X </u> Yes | ___ No |

Discussion in Executive Session concluded at 3:21 pm with only Facilities and Personally Identifiable Information being discussed. No action was taken.

**V. Public Forum** Trina Raper

Trina Raper asked if there were any individuals requesting a Public Forum.

No public were in attendance.

**VI. Approval of Meeting Minutes from April 13, 2016** Trina Raper

**Sherry Thompson made a motion to approve the April 13, 2016 Meeting Minutes. Paula Tackett seconded the motion. The Council unanimously approved the motion.**

**VII. Business Managers Report** Jolene Jaramillo  
a. Financial Packet

The Finance Committee met several days prior to the Governing Council meeting. A Financial Packet was distributed to each member of the Council.

**b. Bank Reconciliation & Statements**

The Bank Reconciliation and Statements were distributed to each member of the Council. A review of the packet followed.

**c. Approval of BARs**

BARS:

- BAR 1516-0049-M Maintenance within 2XXX Function (11000 – Operational) \$0
- BAR 1516-0050-T Transfer from 2XXX to 4000 Function (11000 – Operational) \$0
- BAR 1516-0051-D Decrease for Final Allocation (27103 – Dual Credit) -\$1,025

**Paula Tackett made a motion to approve the BARs. Sherry Thompson seconded the motion. The Council unanimously approved the motion.**

**d. Approval of Accounts Payable & Payroll Liability Transactions**

**Paula Tackett made a motion to approve the Accounts Payable & Payroll Liability Transactions. Bill Beacham seconded the motion. The Council unanimously approved the motion.**

VIII. Approval of Adopted Financial Budget Trina Raper

This item was tabled at this time.

IX. IDEA-B Application Approval Trina Raper

Sherry Thompson made a motion to approve the IDEA-B Application as amended by our Education Administrator. Paula Tackett seconded the motion. The Council unanimously approved the motion.

X. Approval of Sick Leave Donation Policy Trina Raper

This item was tabled at this time.

XI. Approval of School Calendar Trina Raper

Paula Tackett made a motion to approve the School Calendar for SY 2016-17. Sherry Thompson seconded the motion. The Council unanimously approved the motion.

XII. Approval of Amended Certificate of Resolution – Meeting Dates Trina Raper

Sherry Thompson made a motion to approve the Amended the Certificate of Resolution – Meeting Dates. Paula Tackett seconded the motion. The Council unanimously approved the motion.

XIII. Approval of NMAA Annual Membership Trina Raper

Bill Beacham made a motion to approve the NMAA Annual Membership. Sherry Thompson seconded the motion. The Council unanimously approved the motion.

XIV. Approval of Committee Membership Trina Raper

Paula Tackett made a motion to approve the Committee Membership. Bill Beacham seconded the motion. The Council unanimously approved the motion.

XV. Action Item: Inspection of Public Records Request to SFPS Regarding Ed Tech Funds Trina Raper

Paula Tackett made a motion to have Cindy Montoya call SFPS directly. Bill Beacham seconded the motion. The Council unanimously approved the motion.

XVI. Action Item: Amended Authorizers for Check Status Trina Raper

Sherry Thompson made a motion to amend the Authorizers for Checks, stating that Eric Crites and Trina Raper will be added, Riis Gonzales removed. Paula Tackett seconded the motion. The Council unanimously approved the motion.

XVII. Discussion – Art Institute Policies Cindy Montoya

Staff will begin to ensure that the policies between the School and the Art Institute are aligned.

XVIII. Head of School Report Cindy Montoya

Cindy Montoya touched briefly on all points noted in her Head of School Report, adding the following comments:

The Charter School Site Visit is in process. The PEC Report has a target date of June 2016 for submission.

Lease Extension: Slate Stern is currently working with the Archdiocese of Santa Fe.

Title 1: The application has been submitted.

Title 2: We are currently waiting for more information from PED.

**XIX. Admissions Report**

Neil Swapp

Neil Swapp provided additional information to the Governing Council, which included a breakdown of total enrollment for the 2016-2017SY by grade and department. Anticipated enrollment is 222 students for Fall, 2016.

**XX. Adjournment**

Trina Raper

**Sherry Thompson made a motion to adjourn the meeting. Bill Beacham seconded the motion. The Council unanimously passed the motion.**

The meeting was adjourned at 5:33 pm.

  
Gayle McGuinness, Secretary/Date

  
Paula Tackett, Governing Council, Secretary/Date

May 11, 2016 NMSA Charter School Governing Council Minutes

Date Approved: \_\_\_\_\_ Signatures: \_\_\_\_\_ Web page Post: \_\_\_\_\_