

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, April 13, 2016, from 6:00 – 7:00 pm Meeting
New Mexico School for the Arts—High School
202 E. Marcy St.
Santa Fe, NM 87501

Minutes - Draft

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 6:20 pm.

- II. Reading of Mission Statement Sherry Thompson

The Mission Statement was read by Sherry Thompson.

In attendance were NMSA Council Members:

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

NMSA High School Staff Present:

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

- III. Approval of Agenda Sherry Thompson

Vickie Sewing made a motion to approve the Agenda. Doddie Espinosa seconded the motion. The Council unanimously approved the motion.

- IV. Executive Session Sherry Thompson
a. Personally Identifiable Information
b. Facilities

Vickie Sewing made a motion to go into Executive Session to discuss Facilities and Personally Identifiable Information. Doddie Espinosa seconded the motion.

A roll call was taken by Gayle McGuinness.

Sherry Thompson	<u> X </u> Yes	___ No
Catherine Oppenheimer	<u> X </u> Yes	___ No
Paula Tackett	<u> X </u> Yes	___ No
Vickie Sewing	<u> X </u> Yes	___ No
Doddie Espinosa	<u> X </u> Yes	___ No
Trina Raper	<u> X </u> Yes	___ No

The Governing Council moved into Executive Session at 6:21 pm in order to discuss Facilities and Personally Identifiable Information.

Trina Raper made a motion to exit Executive Session. Paula Tackett seconded the motion.

A roll call was taken by Gayle McGuinness.

Sherry Thompson	<u> X </u> Yes	___ No
Catherine Oppenheimer	<u> X </u> Yes	___ No
Paula Tackett	<u> X </u> Yes	___ No
Vickie Sewing	<u> X </u> Yes	___ No
Doddie Espinosa	<u> X </u> Yes	___ No
Trina Raper	<u> X </u> Yes	___ No

Discussion in Executive Session concluded at 6:29 pm with only Facilities and Personally Identifiable Information being discussed. No action was taken.

V. Public Forum Sherry Thompson

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

No public were in attendance.

VI. Approval of Meeting Minutes from February 10, 2016 Sherry Thompson

Catherine Oppenheimer made a motion to approve the February 10, 2016 Meeting Minutes. Vickie Sewing seconded the motion. The Council unanimously approved the motion.

VII. Approval of Meeting Minutes from March 9, 2016 Sherry Thompson

Catherine Oppenheimer made a motion to approve the March 9, 2016 Meeting Minutes. Vickie Sewing seconded the motion. The Council unanimously approved the motion.

VIII. Business Managers Report Jolene Jaramillo

a. Financial Packet

The Finance Committee did not meet 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 1516-0035-I	Increase for Student Fees Collected (11000 – Operational)	\$6,116
• BAR 1516-0036-M	Maintenance within 2XXX Function (11000 – Operational)	\$0
• BAR 1516-0037-I	Increase for Additional Funding (29102 – Private Grants)	\$32,715
• BAR 1516-0038-M	Maintenance within 1000 Function (29102 – Private Grants)	\$0
• BAR 1516-0039-T	Transfer from 2XXX to 1000 Function (29102 – Private Grants)	\$0
• BAR 1516-0040-I	Increase for Final & Special Allocation (14000 – IM)	\$4,417
• BAR 1516-0041-I	Increase for Budget vs. Actual Balance (14000 – IM)	\$385

•	BAR 1516-0042-I	Increase for Budget vs. Actual Balance (21000 – Food Service)	\$1,359
•	BAR 1516-0043-I	Increase for Final Allocation (24154 – Title II)	\$7,852
•	BAR 1516-0044-I	Increase for State Match Distribution (31700 – SB-9)	\$4,988
•	BAR 1516-0045-D	Decrease for Projected Revenue (21000 – Food Service)	-\$15,000
•	BAR 1516-0046-T	Transfer from 2XXX to 3100 Function (11000 – Operational)	\$0
•	BAR 1516-0047-D	Fix Revenue Code for Previous BAR (11000 – Operational)	-\$110,433
•	BAR 1516-0048-I	Fix Revenue Code for Previous BAR (11000 – Operational)	\$110,433

Catherine Oppenheimer made a motion to approve the BARs. Trina Raper seconded the motion. The Council unanimously approved the motion.

d. Approval of Accounts Payable & Payroll Liability Transactions

Catherine Oppenheimer made a motion to approve the Accounts Payable & Payroll Liability Transactions. Trina Raper seconded the motion. The Council unanimously approved the motion.

IX. Approval of GC Terms and Officers as Amended Sherry Thompson

Paula Tackett made a motion to approve the Governing Council change of Officers, nominating Trina Raper as Chair, and Sherry Thompson as Treasurer effective immediately. Vickie Sewing seconded the motion. The Council unanimously approved the motion.

X. IDEA-B Application Approval Trina Raper

This item was tabled at this time.

XI. Consent Agenda Trina Raper

- **Financial Management Policy**
- **Background Check Policy**

Sherry Thompson made a motion to approve the items on the Consent Agenda as amended. Vickie Sewing seconded the motion. The Council unanimously approved the motion.

XII. Approval of Waiver Policy Cindy Montoya

This item was tabled at this time.

XIII. Renewal of Head of School Contract SY 2016-17 Vickie Sewing

Vickie Sewing made a motion to approve the Renewal of the Head of School Contract for SY 2016-17. Sherry Thompson seconded the motion. The Council unanimously and resoundingly approved the motion.

XIV. Approval of Committee Membership Trina Raper

This item was tabled at this time.

XV. Head of School Report Cindy Montoya

Cindy Montoya touched briefly on the following topics:

- School Calendar: There are two options for SY2016-17. They have already been presented to Faculty and Staff and will be brought to parents at a Coffee and Conversation gathering on Friday, April 15 and at the Parent Association Meeting on Saturday, April 16th.
- Training Hours for all Governing Council Members for SY2015-16 have been completed and reported to PED/CSD.
- PARCC is continuing. We began on Tuesday, April 12 and will be finished on Wednesday, April 20th.
- Edutopia will be on campus the Week of April 25-29.

More information can be found in the Head of School Report.

XVI. Admissions Report

Cindy Montoya

An Admissions Report was provided by Neil Swapp, Dean of Admissions. Cindy noted the diversity of the counties of prospective students.

Admission letters were mailed to all applicants on March 24th requesting a response by April 8th.

XVII. Adjournment

Trina Raper

Vickie Sewing made a motion to adjourn the meeting. Sherry Thompson seconded the motion. The Council unanimously passed the motion.

The meeting was adjourned at 7:55 pm.

Gayle McGuiness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date

April 13, 2016 NMSA Charter School Governing Council Minutes

Date Approved: _____ Signatures: _____ Web page Post: _____