

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, October 12, 2016, from 3:00 – 5:00 pm Meeting**  
New Mexico School for the Arts—High School  
202 E. Marcy St.  
Santa Fe, NM 87501

Meeting 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 Paula Tackett

Paula Tackett called the meeting to order at 3:05 pm.

- II. Reading of Mission Statement Paula Tackett

The Mission Statement was read by Paula Tackett.

- III. Governing Council Attendance as Reflected on Sign-in Sheet Paula Tackett

**NMSA Council Members Present:**

Paula Tackett, Secretary  
Greg Hunt, Treasurer  
Bill Beacham, Member  
Doddie Espinosa, Member  
Vickie Sewing, Vice Chair - Excused

**NMSA High School Staff Present:**

Cindy Montoya, Head of School  
Jolene Jaramillo, Business Manager  
Cecile Hemez, Director of Data and Compliance  
Gayle McGuinness, School Secretary

- IV. **Approval of Agenda** **Paula Tackett**

**Doddie Espinosa made a motion to approve the Agenda. Bill Beacham seconded the motion. Paula Tackett asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.**

- V. Public Forum Paula Tackett

Paula Tackett asked if there were any individuals requesting a Public Forum.

No one from the public was in attendance.

- VI. **Approval of Meeting Minutes from September 14, 2016** **Paula Tackett**

**Greg Hunt made a motion to approve to approve the September 14, 2016 Meeting Minutes. Doddie Espinosa seconded the motion. Paula Tackett, Secretary, asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.**

**VII. Approval of Meeting Minutes from September 27, 2016** **Paula Tackett**

Bill Beacham made a motion to approve to approve the September 27, 2016 Meeting Minutes. Doddie Espinosa seconded the motion. Paula Tackett, Secretary, asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

**VIII. Approval of Officers of Governing Council** **Paula Tackett**

Doddie Espinosa made a motion to approve Bill Beacham as the new Chair of the Governing Council. Greg Hunt seconded the motion. Paula Tackett, Secretary, asked if there was any further discussion needed on the motion. After a brief discussion, the Council unanimously approved the motion with Bill Beacham as Chair, Vickie Sewing as Vice Chair, Paula Tackett and Secretary and Greg Hunt as Treasurer.

**IX. Approval of Letter Regarding Capital Outlay** **Paula Tackett**

Greg Hunt made a motion to approve to approve the submission of the letter regarding Capital Outlay with a revised date. Doddie Espinosa seconded the motion. Paula Tackett, Secretary, asked if there was any further discussion needed on the motion. After a brief discussion, the Council unanimously approved the motion.

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

The Finance Committee met 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**

1617-0015-T	11000 Operational	Transfer from 2XXX to 3100	\$ -
1617-0016-M	11000 Operational	Transfer within 1000 Function	\$ -
1617-0017-M	11000 Operational	Transfer within 2XXX Function	\$ -

Greg Hunt made a motion to approve the BARs. Doddie Espinosa seconded the motion. Paula Tackett asked if there was any further discussion needed on the motion. After a brief discussion, the Council unanimously approved the motion.

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

Greg Hunt made a motion to approve the Accounts Payable & Payroll Liability Transactions. Bill Beacham seconded the motion. Paula Tackett asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

**XI. Head of School Report** **Cindy Montoya**  
**a. Admissions and Residential Report**

Cindy Montoya stated that Neil Swapp provided a beautifully detailed Admissions Report, which is attached. The Admissions department had an amazing outreach event in Espanola. An Open House was held on October 11<sup>th</sup>, with the largest turnout in school history.

**b. School Grade** Cecile Hemez

Cecile Hemez, Director of Data and Compliance, provided a detailed analysis of the School Grade report, which is attached. The Governing Council appreciated Cecile’s dedication and hard work. Cindy added that she has been diligent in trying to get answers from PED when data does not seem accurate.

**c. Creative Writing & Literature Update**

Creative Writing & Literature is doing very well. The Lannan Foundation Grant was not renewed this year. Julie Bernard is working to find alternative sources of funding for the program.

**d. Tech Plan – Safety Plan – Wellness Plan**

Cindy told the Council that the Tech, Safety and Wellness Plans all need to be updated this year. She also stated that NMSA will be undergoing another audit on December 1, 2016. Our last audit was in March of this year.

**e.** It was brought to the attention of the Council that the Parent Association has requested the help of NMSA staff to assist parents with carpooling options. The Council stated that this must be done voluntarily with no involvement from the School.

**f.** Cindy brought up the prospect for changing meeting dates for upcoming Governing Council meetings as the dynamics of the Council has changed. Since the November 2016 meeting has already been rescheduled, this topic will be added to the November Agenda as an action item.

**XII. Discussion – Nursing Requirements** Cindy Montoya

Cindy state to the Council that NMSA is in need of a School Nurse at least on a part-time basis for the next school year. We are restricted not only by funds, but also have space limitations. Gayle will follow up with Cheri Dotson about the possibility of her taking that position. She is currently retired as the Lead Nurse for SFPS.

**XIII. Executive Session** Paula Tackett  
**a. Facilities**

**Doddie Espinosa made a motion to go into Executive Session. Bill Beacham seconded the motion. The Council unanimously approved the motion.**

A roll call was taken by Gayle McGuiness:

Greg Hunt	<u>  X  </u> Yes	<u>    </u> No
Paula Tackett	<u>  X  </u> Yes	<u>    </u> No
Bill Beacham	<u>  X  </u> Yes	<u>    </u> No
Doddie Espinosa	<u>  X  </u> Yes	<u>    </u> No

The Governing Council moved into Executive Session at 4:46 pm in order to discuss Facilities.

**Doddie Espinosa made a motion to exit Executive Session. Greg Hunt seconded the motion with no action on Facilities. Paula Tackett asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.**

A roll call was taken by Gayle McGuiness:

Greg Hunt  
Paula Tackett  
Bill Beacham  
Doddie Espinosa

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Discussion in Executive Session concluded at 4:57pm with only Facilities being discussed. No action was taken.

**XIV. Adjournment**

Paula Tackett

**Bill Beacham made a motion to adjourn the meeting. Greg Hunt seconded the motion. Paula Tackett, Secretary, asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.**

Paula Tackett declared the meeting adjourned at 4:58 pm.

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Gayle McGuinness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date

October 12, 2016 NMSA Charter School Governing Council Meeting Minutes