

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, April 11, 2017, from 6:00 – 8:00 pm Meeting
New Mexico School for the Arts—High School
500 Montezuma Ave.
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 Bill Beacham

Bill Beacham called the meeting to order at 6:00 pm.

- II. Reading of Mission Statement Bill Beacham

The Mission Statement was read by Bill Beacham.

- III. Governing Council Attendance as Indicated on Sign-In Sheet Bill Beacham

NMSA Council Members Present:

Bill Beacham, Chair
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, Member

NMSA Council Member Excused:

Vickie Sewing, Vice Chair

NMSA High School Staff Present:

Cindy Montoya, Head of School
Eric Crites, Principal
Gayle McGuinness, Secretary

- IV. **Approval of Agenda** **Bill Beacham**

Doddie Espinosa made a motion to approve the Agenda. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The following Agenda item as added: Approval of Contract of Business Manager. The Council unanimously approved the motion to amend the Agenda as stated.

- V. Public Forum Bill Beacham

Bill Beacham asked if there were any individuals requesting a Public Forum.

No one from the public was in attendance.

- VI. **Approval of Meeting Minutes from March 14, 2017** **Bill Beacham**

Paula Tackett made a motion to approve the March 14, 2017 Meeting Minutes. Doddie Espinosa seconded the motion. Bill Beacham 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 EOC Changes** **Eric Crites**

Doddie Espinosa made a motion to approve the EOC changes. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Eric Crites made a presentation to the Council stating the proposed changes. A question/answer session took place. Following the discussion, the Council unanimously approved the motion.

VIII. Business Manager’s Report Greg Hunt

a. Approval of BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	1617-0038-I	31700 - SB-9	Increase due to State Match	\$ 5,274
2	1617-0039-I	24101 – Title 1-IASA	Instruction	\$14,183

Doddie Espinosa made a motion to approve the BARs. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Greg Hunt reported that the Finance Committee reviewed the BARs in advance of the meeting. The Council unanimously approved the motion.

b. Approval of Payroll & Accounts Payable Payment Vouchers February, 2016

c. Financial Statement Reports – as of February 28, 2017

i. Financial Analysis & Bank Reconciliations

The finance Committee reported that the analysis showed everything to be in order.

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

d. Review Audit – 2016

Cindy Montoya addressed the audit review. The findings were minor. The copy of the full audit was provided to the Council.

IX. Approval of Amended HR Manual - Grievance Bill Beacham

Doddie Espinosa made a motion to approve the amended HR Manual regarding grievance procedures. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed. Paula Tackett provided an explanation on the refinements of the procedure. The Council unanimously approved the motion.

X. Approval of Amended HR Manual – T & E Bill Beacham

Paula Tackett made a motion to table the amended T & E portion of the HR Manual. Greg Hunt seconded the motion. The Council unanimously approved the motion.

XI. Recommendation to Accept Resignation of Vickie Sewing Bill Beacham

With great reluctance and sadness, Paula Tackett made a motion to approve the recommendation to accept the resignation of Vickie Sewing. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion. The Council members stated that Vickie will be missed, as she was a great asset. The Council unanimously approved the recommendation.

XII. Recommendation of Approve Head of School Contract and Evaluation Vickie Sewing

Greg Hunt made a motion to approve the recommendation of the approval of the Head of School Contract and the evaluation. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIII. Approval of Enrollment of Homeless Students Policy Bill Beacham

Greg Hunt made a motion to approve the Enrollment of Homeless Students Policy. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIV. Approval of School Calendar Bill Beacham

Greg Hunt made a motion to approve the School Calendar for SY 2017-18. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XV. Budget Discussion Bill Beacham

Cindy Montoya stated that the budget for the next fiscal year has not yet been finalized. It will be on the May agenda.

XVI. Approval of Business Manager Contract Bill Beacham

Greg Hunt made a motion to approve the Business Manager’s contract. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XVII. Head of School Report Cindy Montoya
a. SB9 Match

A letter from NMPED is included in the Head of School Report regarding the SB9 match.

b. Lease Extension

PSFA declined to approve the first lease extension due to the issue regarding Al’s coverage of maintenance. Patty Matthews is working on an amended version

c. Other

Also included in the packet was the resume of Mr. Michael Kaplan. The Council asked that he be invited to the May meeting. His background and experience would be of great benefit to NMSA. Cindy has schedule a meeting with him on Thursday, April 13.

XVIII. Executive Session Bill Beacham
a. Personnel

Paula Tackett made a motion to go into Executive Session. Doddie Espinosa seconded the motion. The Council unanimously approved the motion.

A roll call was taken by Gayle McGuiness:

Greg Hunt X Yes No

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

The Governing Council moved into Executive Session at 8:00 pm in order to discuss Personnel.

Greg Hunt made a motion to exit Executive Session. Paula Tackett seconded the motion with no action on Personnel. Bill Beacham 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 Cindy Montoya:

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

Discussion in Executive Session concluded at 8:32 pm with only Personnel being discussed. No action was taken.

XIX. Adjournment Bill Beacham

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

Bill Beacham declared the meeting adjourned at 8:32 pm.

Gayle McGuinness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date

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