

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Tuesday, May 9, 2017, from 3:00 – 5:00 pm Meeting**  
New Mexico School for the Arts—High School  
**500 Montezuma Ave.**  
Santa Fe, NM 87501

Meeting 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 Bill Beacham

Bill Beacham called the meeting to order at 3:04 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  
Greg Hunt, Treasurer  
Doddie Espinosa, Member

**NMSA Council Member Excused:**

Vickie Sewing, Vice Chair  
Paula Tackett, Secretary

**NMSA High School Staff Present:**

Cindy Montoya, Head of School  
Eric Crites, Principal  
Liza Romero, Business Manager  
Gayle McGuinness, Secretary

**Special Guest**

Michael Kaplan

- IV. Approval of Agenda Bill Beacham

**Greg Hunt made a motion to approve the Agenda as amended, tabling Item IX, d, e and f. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. 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 April 11, 2017 Bill Beacham

**Doddie Espinosa made a motion to approve the April 11, 2017 Meeting Minutes. Greg Hunt 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 Meeting Minutes from April 26, 2017**

Bill Beacham

Greg Hunt made a motion to approve the April 26, 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

**VIII. Introduction of Michael Kaplan**

Bill Beacham

Everyone in attendance introduced themselves to Michael Kaplan.

**IX. Business Manager's Report**

Elizabeth Romero

**a. Consent Agenda: Approval of BARs**

<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	1617-0040-M 11000 - Operational Transfer within 1000 function		\$ - 0
2	1617-0041-M 11000 - Operational Transfer within 2xxx function		\$ - 0
3	1617-0042-M 11000 - Operational Transfer within 3100 function		\$ - 0
4	1617-0043-M 21000 - Food Services Transfer within 3100 function		\$ - 0
5	1617-0044-M 24106 - IDEA-B Transfer within 1000 function		\$ - 0
6	1617-0045-M 24154 - Title II Transfer within 1000 function		\$ - 0
7	1617-0046-M 27188 - Incentive Pay Transfer within 1000 function		\$ - 0
8	1617-0047-M 31701 - SB-9 Local Transfer within 4000 function		\$ - 0
9	1617-0048-M 31900 - ETN Transfer within 4000 function		\$ -(14,500)
10	1617-0049-D Decrease 1000 function		\$ - (1,241)
11	1617-0050-D Decrease 1000 Function 27190 IPP		\$ - (940)
12	1617-0051-D Decrease 1000 Function		\$ - (620)
13	1617-0052-D Decrease 1000 Function		\$ - (40,944)

Greg Hunt made a motion to approve the BARs stating a reluctance to approve BAR 1627-0052-D – payment of SEG funds. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Liza Romero will follow up with our Budget Analyst, Yolanda Yara regarding BAR 1617-0052-D. The Council unanimously approved the motion.

**b. Approval of Payroll & Accounts Payable Payment Vouchers March, 2017**

Greg Hunt made a motion to approve the Payroll and Accounts Payable Payment Vouchers. Doddie Espinosa 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 Payroll and Accounts Payable Payment Vouchers in advance of the meeting. The Council unanimously approved the motion.

**c. Financial Statement Reports – as of March 31, 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 Liza Romero followed.

**d. Approval Title I Application**

This item was tabled.

e. Approval of Title 2 Application

This item was tabled.

f. Approval of IDEA B Application

This item was tabled.

- X. Preliminary Approval of 2017-2018 School Budget Pending Final Approval from PED Cindy Montoya

Greg Hunt made a motion to preliminarily approve the 2017-2018 School Budget. 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.

- XI. Approval of Amended School Calendar SY2017-18 Bill Beacham

Doddie Espinosa made a motion to approve the Amended School Calendar SY2017-18. Greg Hunt 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.

- XII. Approval of Amended Enrollment of Homeless Students Policy Bill Beacham

Greg Hunt made a motion to approve the Amended 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.

- XIII. Approval of Amended Salary Schedules Bill Beacham

Greg Hunt made a motion to approve the Salary Schedules as amended. 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 Food and Nutrition Services – Meal Charging Policy Bill Beacham

Greg Hunt made a motion to approve the Food and Nutrition Services – Meal Charging 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.

- XV. Approval of Amended GC Meeting Schedule 2017-18  
Bill Beacham

Greg Hunt made a motion to approve the GC Meeting Schedule 2017-18. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A brief discussion followed regarding the meeting time. The Council unanimously approved the motion.

- XVI. Approval of Lease Assistance and Reimbursement Packet Bill Beacham

Doddie Espinosa made a motion to approve the Lease Assistance and Reimbursement Packet. Greg Hunt 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. Facilities Maintenance Assessment Report (FMAR)

After our initial audit on December 7, 2016, we were able to address a number of the findings regarding our Facilities Maintenance Assessment and brought our score up to 70.2% from 48.9%

b. Boiler Charges 2010 to present

A summary report was given to the Council Members showing NMSA's expenditures over the last five years in boiler repairs. Our cost exceeds \$16,000.00

c. Public Comment Regarding NMPED-CSD Training Hours Increase

The Charter School Division is proposing a change for Governing Council Member Annual Training hours. They would like to increase the total from five to ten, beginning next school year. A public comment session will be held on Tuesday, May 30, 2017.

d. Parking Lot Letter to Cathedral

A letter was received by the Cathedral Basilica of St. Francis of Assisi regarding the parking situation of the lot next to NMSA. The individual was very upset that they were 'booted' and made to pay a steep fine.

**XVIII. Executive Session**

**Bill Beacham**

- a. Personnel
- b. Facilities

**Greg Hunt 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 Cindy Montoya:

Greg Hunt	<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 5:06 pm in order to discuss Personnel and Facilities.

**Greg Hunt made a motion to exit Executive Session. Doddie Espinosa 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
Doddie Espinosa	<u>  X  </u> Yes	<u>      </u> No
Bill Beacham	<u>  X  </u> Yes	<u>      </u> No

Discussion in Executive Session concluded at 5:54 pm with only Personnel and Facilities being discussed. No action was taken.

**XIX. Adjournment**

**Bill Beacham**

**Doddie Espinosa made a motion to adjourn the meeting. Greg Hunt 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 5:56 pm.

 6/13/17   
Gayle McGuiness, Secretary/Date Paula Tackett, Governing Council, Secretary/Date

May 9, 2017 NMSA Charter School Governing Council Meeting Minutes