

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, September 14, 2016, from 6:00 – 8:00 pm Meeting
New Mexico School for the Arts—High School
202 E. Marcy St.
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 Trina Raper

Trina Raper called the meeting to order at 6:02 pm.

- II. Reading of Mission Statement Trina Raper

The Mission Statement was read by Trina Raper.

NMSA Council Members Present:

Trina Raper, Chair
Vickie Sewing, Vice Chair
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, Member

NMSA Council Members Absent:

Bill Beacham, Member - Excused
Sherry Thompson, Member - Excused

NMSA High School Staff Present:

Cindy Montoya, Head of School
Gayle McGuinness, School Secretary

NMSA – AI Staff Present:

Shelley Winship, Executive Director

- III. Approval of Agenda Trina Raper

Paula Tackett made a motion to approve the Agenda. Vickie Sewing seconded the motion. The Council unanimously approved the motion.

- IV. Public Forum Trina Raper

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

No public were in attendance.

- V. Approval of Meeting Minutes from August 10, 2016 Trina Raper

Vickie Sewing made a motion to approve the August 10, 2016 Meeting Minutes as corrected. Paula Tackett seconded the motion. The Council unanimously approved the motion.

- VI. 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

- 1617-0001-IB 27188 - Teacher Incentive Initial Budget \$ 64,143
- 1617-0002-IB 27190 - Group Incentive Pay Initial Budget \$ 32,072
- 1617-0003-IB 27103 - Dual Credit Initial Budget \$ 1,739
- 1617-0004-I 14000 - Instructional Material Budget vs. Actual FB \$ 181
- 1617-0005-I 21000 - Food Services Budget vs. Actual FB \$ 2,185
- 1617-0006-D 31600 - HB-33 Budget vs. Actual FB \$ (4,511)
- 1617-0007-I 31701 - SB-9 Local Budget vs. Actual FB \$ 2,912
- 1617-0008-I 29102 - Private Grants (AI) Initial Budget \$ 13,500
- 1617-0009-I 29102 - Private Grants (AI) Initial Budget - Capital \$ 210,000
- 1617-0010-T 11000 - Operational Transfer from 1000 to 2XXX \$ -
- 1617-0011-M 11000 - Operational Transfer within 1000 Function \$ -
- 1617-0012-I 11000 - Operational Budget vs. Actual FB \$ 64,149
- 1617-0013-M 11000 - Operational Transfer within 2XXX Function \$ -
- 1617-0014-I 31900 - Ed Tech Equipment Initial Budget \$ 119,868 *(not included in original packet sent on 9/15/16 packet)*

Greg Hunt made a motion to approve the BARs. Paula Tackett seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

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. Doddie Espinosa seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

e. Approval of Finance Committee Member & Chair

Vickie Sewing made a motion to approve Bill Beacham as a member of the Finance Committee, and Greg Hunt as Chair of the Finance Committee. Paula Tackett seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

f. Approval of Audit Committee

Vickie Sewing made a motion to approve the membership of the Audit Committee as follows: Sherry Thompson, Community Member, Greg Hunt and Paula Tackett. Doddie Espinosa seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- g. Approval to remove Catherine Oppenheimer and Trina Raper from Trina Raper
- h. Check Signing

Vickie Sewing made a motion to approve the removal of Catherine Oppenheimer and Trina Raper as check signers. Paula Tackett seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- i. Approval to add another GC Member as Check Signer

Doddie Espinosa made a motion to approve Paula Tackett and Vickie Sewing as check signers. Paula Tackett seconded the motion. Trina Raper 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 Amended Long Term Sub Pay Schedule Trina Raper

Paula Tackett made a motion to approve the Amended Long Term Sub Pay Schedule subject to Vickie Sewing's amended wording. Doddie Espinosa seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- VIII. Approval to Carry Over Annual Leave Beyond July 1 for more Than 5 days: C. Montoya, G McGuiness, R Desangles Trina Raper

Paula Tackett made a motion to approve the Carry over Annual Leave Beyond July 1 for more than 5 days for C. Montoya, G McGuiness, R Desangles. Vickie seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The council unanimously approved the motion.

- IX. Approval of GC Committee Membership SY2016-17 Trina Raper

Vickie Sewing made a motion to approve the Governing Council Committee Membership for SY2016-17 as amended. Doddie Espinosa seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- X. Approval of Amended Employee Handbook: T & E; Employee Leave Section Trina Raper

Vickie Sewing made a motion to approve the Amended Employee Handbook regarding the T & E and the Employee Leave Section as amended with approval from Vickie Sewing. Paula Tackett seconded the motion. Trina Raper 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 Alternative Demonstration of Competency Implementation Waiver Policy Trina Raper

Doddie Espinosa made a motion to approve the Alternative Demonstration of Competency Policy. Greg Hunt seconded the motion. Trina Raper 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 Change of Graduation Dates from May 29 to May 30, 2017 Trina Raper

Vickie Sewing made a motion to change the Graduation date from May 29 to May 30, 2017. Greg Hunt seconded the motion. Trina Raper 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 Governing Council Special Session Trina Raper

Greg Hunt made a motion to set September 27, 2016, 2:00 to 4:00 pm at 202 E. Marcy Street, as the date for the Governing Council Special Session. Vickie Sewing seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- XIV. Discussion of CSD and PEC Use of Math Data Trina Raper

This discussion was tabled.

- XV. Head of School Report Cindy Montoya

The Head of School Report was included in the Governing Council Packet. No additional discussion took place. This discussion was tabled.

- XVI. Acceptance of Resignation of Trina Raper Effective 9/15/16 Trina Raper

Vickie Sewing reluctantly made a motion to accept the resignation of Trina Raper, effective 9/15/16. Greg Hunt seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- XVII. Acceptance of Resignation of Sherry Thompson Trina Raper

Vickie Sewing reluctantly made a motion to accept the resignation of Sherry Thompson. Greg Hunt seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- XVIII. Adjournment Trina Raper

Greg Hunt made a motion to adjourn the meeting. Doddie Espinosa seconded the motion. Trina Raper asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously passed the motion.

Trina Raper declared the meeting adjourned at 8:13 pm.


Gayle McGuinness, Secretary/Date

10-12-16


Paula Tackett, Governing Council, Secretary/Date