

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, February 14, 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 - 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 Vickie Sewing

Vickie Sewing called the meeting to order at 3:02 pm.

- II. Reading of Mission Statement Vickie Sewing

The Mission Statement was read by Vickie Sewing

- III. Governing Council Attendance as Indicated on Sign-In Sheet Vickie Sewing

NMSA Council Members Present:

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

NMSA Governing Council Member Excused:

Bill Beacham, Chair - Excused

NMSA High School Staff Present:

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

- IV. **Approval of Agenda** Vickie Sewing

Doddie Espinosa made a motion to approve the Agenda as amended – removal of Item VII. Paula Tackett seconded the motion. Vickie Sewing 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 Vickie Sewing

Vickie Sewing asked if there were any individuals requesting a Public Forum.

No one from the public was in attendance.

- VI. **Approval of Meeting Minutes from January 10, 2017** Vickie Sewing

Doddie Espinosa made a motion to approve the January 10, 2017 Meeting Minutes. Paula Tackett seconded the motion. Vickie Sewing asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

VII. Business Manager’s Report

Elizabeth Romero

a. Approval of BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1.	1617-0032-D	11000 – Operational	Decrease due to SEG	\$ (60,518)
2.	1617-0033-M	11000 – Operational	Transfer within 2xxx Function	\$

Paula Tackett made a motion to approve the BARs. Greg Hunt seconded the motion. Vickie Sewing asked if there was any further discussion needed on the motion. A brief discussion followed regarding the fact that the decrease reflects the T & E Audit, SEG decrease, and growth unit adjustments. The Council unanimously approved the motion.

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

Greg Hunt made a motion to approve Payroll and Accounts Payable Payment Vouchers. Doddie Espinosa seconded the motion. Vickie Sewing asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

c. Financial Statement Reports – as of December 31, 2016

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 Elizabeth Romero followed.

d. Preliminary Draft Budget

Elizabeth stated that she has started looking at expenditures for SY 2017-18. We will not receive our budget from PED until mid-April. It must be uploaded to NMPED on 5/10/17 with approval at the 5/9/17 Governing Council Meeting.

If SB-30 is approved, NMSA will lose small unit funding, equaling at least \$60,000. We would need to make up an additional \$75,000.

VIII. Executive Session

Vickie Sewing

- a. Facilities**
- b. Personnel**

Greg Hunt made a motion to go into Executive Session. Paula Tackett 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
Vickie Sewing	<u> X </u> Yes	<u> </u> No
Doddie Espinosa	<u> X </u> Yes	<u> </u> No

The Governing Council moved into Executive Session at 3:43 pm in order to discuss Personnel and Facilities.

Greg Hunt made a motion to exit Executive Session. Paula Tackett seconded the motion with no action on Facilities or Personnel. Vickie Sewing 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	___ No
Paula Tackett	<u> X </u> Yes	___ No
Vickie Sewing	<u> X </u> Yes	___ No
Doddie Espinosa	<u> X </u> Yes	___ No

Discussion in Executive Session concluded at 4:12 pm with only Personnel and Facilities being discussed. No action was taken.

IX. Head of School Evaluation **Vickie Sewing**

This item was discussed by the Council

X. Discussion Items
a. **Project Management** **Gayle McGuiness**

Gayle McGuiness presented a spreadsheet with a breakdown of her responsibilities including a look at the amount of time each task takes, as an example of how NMSA plans to codify work tasks.

b. **Organizational Structure** **Cindy Montoya**

Cindy Montoya continues to work with Patty Matthews with the lease purchase agreement draft.

XI. Approval of Amended Cert. of Resolution – Meeting Location **Vickie Sewing**

Doddie Espinosa made a motion to approve the Amended Certificate of Resolution regarding the Governing Council Meeting Location moving from 275 E. Alameda to 500 Montezuma. Paula Tackett seconded the motion. Vickie Sewing 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 Background Check Policy **Vickie Sewing**

Removed from Agenda

XIII. Action on Approval of Proposed Legislative Changes **Vickie Sewing**

Paula Tackett made a motion to approve the proposed Legislative Changes (see attached). Doddie Espinosa seconded the motion. Vickie Sewing asked if there was any further discussion needed on the motion. A brief discussion followed. The Council unanimously approved the motion.

XIV. Approval of Lease Extension

Paula Tackett

Paula Tackett made a motion to approve the Lease Extension. Greg Hunt seconded the motion. Vickie Sewing asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XV. Head of School Report

Cindy Montoya

Cindy Montoya reported to the Council that Cecile Hemez, Registrar, updated and prepared the NMSA Safety Plan. She did an extraordinary job. Cecile hand-carried the finished document to PED on Friday, February 10. Copies were distributed to Governing Council members so that they could review and approve at the March 14, 2017 Council meeting.

Cindy Montoya reported that Gayle McGuiness completed the School Wellness Plan. It was the first approved plan in the State. Copies will be sent electronically prior to the March Council Meeting for approval at that time.

Auditions are beginning over the next several weekends. The application window closed with more than 170 applications. We currently have 65 openings.

Additional information can be found in the attached Head of School Report.

XVI. Adjournment

Vickie Sewing

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

Vickie Sewing declared the meeting adjourned at 4:55 pm.

Gayle McGuiness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date