

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, March 14, 2017, from 3:00 – 5:00 pm Meeting
New Mexico School for the Arts—High School
500 Montezuma Ave.
Santa Fe, NM 87501

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 3:03 pm.

- II. Reading of Mission Statement 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
Vickie Sewing, Vice Chair
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, Member

NMSA High School Staff Present:

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

- IV. Approval of Agenda Bill Beacham

Doddie Espinosa made a motion to approve the Agenda. Vickie Sewing 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

- 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 February 14, 2017 Bill Beacham

Greg Hunt made a motion to approve the February 14, 2017 Meeting Minutes. 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.

a. Approval of BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	1617-0034-I	29102 - Private Direct	Increase Beginning Cash Balance	\$ 1,848
2	1617-0035-I	29102 - Private Direct	Increase Reimbursements NMAI	\$ 4,829
3	1617-0036-M	31701 - SB-9 Local	Transfer within 4000 Function	\$ -

Greg Hunt 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 January, 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 January 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 Elizabeth Romero followed. Requests to Capital Outlay have been make to cover costs related to software.

d. Preliminary Draft Budget

Several meetings have occurred between Cindy Montoya, Greg Hunt and Bill Beacham regarding the SY 2017-18 Budget.

VIII. Executive Session

Bill Beacham

- a. Facilities
- b. Personnel

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

A roll call was taken by Gayle McGuiness:

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
Bill Beacham	<u> X </u> Yes	___ No

The Governing Council moved into Executive Session at 3:39 pm in order to discuss Personnel and Facilities.

Paula Tackett made a motion to exit Executive Session. Greg Hunt seconded the motion with no action on Facilities or 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
Vickie Sewing	<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 3:51 pm with only Personnel and Facilities being discussed. No action was taken.

IX. Approval of Renewal of Head of School Contract **Vickie Sewing**

Vickie Sewing made a motion to renew the contract for SY2017-18 of Cindy Montoya as Head of School., and initiate a process with the Art Institute to review the job description and responsibilities of Head of School vis-à-vis AI and underlying charter approval 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.

X. Approval of Amended HR Manual (Grievance, T & E) **Bill Beacham**

Vickie Sewing made a motion to approve the Amended HR Manual – Grievance and T & E. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. After a discussion, the Council tabled the motion and requested that this item be added to the April Agenda. Vickie Sewing and Paula Tackett will work on the Grievance procedure, Vickie Sewing and Cindy Montoya will work on T & E. The Council unanimously approved the motion.

XI. Approval of Safety Policy **Bill Beacham**

Vickie Sewing made a motion to approve the Safety 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.

XII. Approval of Lease Extension **Bill Beacham**

Greg Hunt made a motion to approve the Lease Extension as amended. Vickie Sewing seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. It was noted that the Lease Extension was approved at the February 14 meeting. PSFA denied the approval, requiring an amendment to the Lease Extension. The Council unanimously approved the motion.

XIII. Approval of Wellness Policy **Bill Beacham**

Paula Tackett made a motion to approve the Wellness Policy. 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.

XIV. Approval of Premises Use License

Bill Beacham

Paula Tackett made a motion to approve the Premise Use License. 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 Investigation of Restructure of Business Office

Bill Beacham

Paula Tackett made a motion to investigate the restructure of the Business Office in order to facilitate cost reductions. 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.

XVI. Update on House Bill Regarding Exemptions of Certain Provisions

Paula Tackett

Paula Tackett reported that the Bill was submitted to the House by Linda Trujillo, where it was pulled and postponed.

XVII. Head of School Report

Cindy Montoya

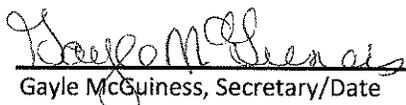
Please see attached report.

XVIII. Adjournment

Bill Beacham

Paula Tackett made a motion to adjourn the meeting. Vickie Sewing 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 5:04 pm.

 4-11-17 
Gayle McGuiness, Secretary/Date Paula Tackett, Governing Council, Secretary/Date