

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, September 12, 2017, from 4:00 – 6:00 pm Meeting
New Mexico School for the Arts—High School
275 E. Alameda
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 4:08 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 - excused
Dr. Michael Kaplan, Member

NMSA High School Staff Present:

Eric Crites, Head of School
Maria Fidalgo, Business Manager
Gayle McGuinness, Assistant Business Manager

NMSA Art Institute Staff Present:

Cindy Montoya, President

- IV. Approval of Agenda Bill Beacham

Paula Tackett made a motion to approve the Agenda. Dr. Michael Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

It should be noted that the incorrect version of the Meeting Agenda was posted on the website.

- V. Executive Session Bill Beacham
 a. Personnel

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

A roll call was taken by Gayle McGuinness:

Greg Hunt	<u> X </u> Yes	<u> </u> No
Bill Beacham	<u> X </u> Yes	<u> </u> No
Paula Tackett	<u> X </u> Yes	<u> </u> No
Dr. Michael Kaplan	<u> X </u> Yes	<u> </u> No

The Governing Council moved into Executive Session at 4:08 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 Paula Tackett:

Greg Hunt	<u> X </u> Yes	<u> </u> No
Bill Beacham	<u> X </u> Yes	<u> </u> No
Paula Tackett	<u> X </u> Yes	<u> </u> No
Dr. Michael Kaplan	<u> X </u> Yes	<u> </u> No

Discussion in Executive Session concluded at 4:50 pm with only Personnel being discussed. No action was taken.

VI. Public Forum Bill Beacham

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

No one from the public was in attendance.

VII. Approval of Meeting Minutes from August 8, 2017 Bill Beacham

Greg Hunt made a motion to approve the August 8, 2017 Meeting Minutes as corrected. 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.

VIII. Business Manager’s Report Maria Fidalgo

a. Consent Agenda: Approval of BARs

<u>BARs</u>	<u>BAR #</u>	<u>Fund</u>	<u>Description</u>	<u>Type</u>	<u>Amount</u>
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No bars were presented at this time.

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

Greg Hunt made a motion to approve the Payroll and Accounts Payable Payment Vouchers. Michael Kaplan 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 July 30, 2017
 - i. Financial Analysis & Bank Reconciliations

Summary reports were provided by Maria. The Council has requested detailed reports for the October meeting.

- d. Financials – June follow-up to no zero balance

Maria Fidalgo provided a brief explanation for this. It is noted that there is now also a no-zero balance for July.

- e. Quarterly & Monthly Reports

Quarterly and monthly reports were not provided to the Council at this time.

- f. Remaining Balances on all Capital Outlay

Information regarding remaining balances on all Capital Outlay was not provided at this time.

- IX. **Approval to Reimburse Joey Chavez for Overdraft Fees.** **Bill Beacham**

Greg Hunt made a motion to approve the reimbursement of overdraft fees for Joey Chavez. 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 Governing Council Vice Chair** **Bill Beacham**

Greg Hunt made a motion to approve Dr. Michael Kaplan as Vice-Chair of the Governing Council effective immediately. 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.

- XI. **Consent Agenda:** **Bill Beacham**

- a. **Approval of Amended Teacher Salary Schedule**
- b. **Approval of Amended Non-Instructional Salary Schedule**
- c. **Approval of 12-month Employee Leave Policy**

This item was tabled to the October 10 Council Meeting.

- d. **Approval of Number of Council Members for SY 17-18 to remain at five members.**

Greg Hunt made a motion to approve the Consent Agenda as amended. Dr. Michael Kaplan 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. **Recognition of Service: Catherine Oppenheimer, Sherry Thompson,** **Bill Beacham**

Trina Raper and Vickie Sewing

Bill Beacham led a discussion regarding the recognition of four amazing individuals and their service to the Council. A Certificate of Recognition that includes student artwork will be presented to each of them.

This item will be on the Agenda for the October meeting, as a follow-up discussion is needed.

XIII. Head of School Report

Eric Crites

Eric Crites gave a brief summary on all items that are included in his Head of School Report. A copy of that document is included in this month's packet.

Eric also gave a brief update on the Admission Report, which is also included in this month's packet.

XIV. Adjournment

Bill Beacham

Paula Tackett made a motion to adjourn the meeting. Dr. Michael Kaplan 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 6:12 pm.


Gayle McGuiness, Secretary/Date

10/10/12


Paula Tackett, Governing Council, Secretary/Date

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