

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, November 14, 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
Dr. Michael Kaplan, Vice Chair
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, Member - excused

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. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. 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 October 10, 2017 Bill Beacham

Greg Hunt made a motion to approve the October 10, 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.

VII. 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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There were not BARs for approval at this time.

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

Dr. Michael Kaplan made a motion to approve the Payroll and Accounts Payable Payment Vouchers. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Since a majority of the documents for the Business Manager’s report were not provided at this meeting, Dr. Kaplan gave a directive to Maria Fidalgo, with the assistance of Cindy Montoya, to organize and prepare all documents that are required for reporting.

Items a – g of the Business Manager’s report have been tabled until the next meeting. The Finance Committee will hold an additional meeting on Tuesday, November 28th, at 3:00 pm at NMSA, 275 E. Alameda to go over all missing documents that the Council has been assured by Maria, will be available at that time.

- c. Financial Statement Reports – as of September 30, 2017
 - i. Financial Analysis & Bank Reconciliations – Discussion Tabled
- d. Financials – June and July follow-up to no zero balance – Discussion Tabled
- e. Quarterly & Monthly Reports - Discussion Tabled
- f. Remaining Balances on all Capital Outlay – Discussion Tabled
- g. Update on Revised Tyler Invoice – Discussion Tabled
- h. MOA with NMSA-AI reflecting C Montoya to sign POs written between July 1 and July 24, 2017

Cindy Montoya stated that this continues to be an ongoing process, as some PO’s do not have the proper account code reflected.

i. Discussion and Action Item: 403b/457 Voluntary Retirement Plans

A meeting took place with Cris Giron from Legacy Financial which included Eric Crites, Maria Fidalgo and Gayle McGuinness. Although some documentation was provided by Maria at that meeting, Legacy is still lacking additional information that Maria needs to provide.

- j. Submission of BARs 0002-0006 to PED from previous Council Meeting

1718-0002-I	43209 – Lease Reimbursement Allocation	\$117,400
1718-0003-I	43215 – To Budget for Ed-Tech (ETN)	\$ 32,865
1718-0004-I	43211 – Instructional Materials	\$ 7,780

1718-0005-I 43202 – GO Bond Library	\$ 2,859
1718-0006-I 43202 – Dual Credit Award	\$ 1,284

Maria stated that after the Council approval of the above BARs and the amounts, she changed BAR 1718-0003-I 43215 from \$ 32,385 to \$131,461. This was done without the consent or knowledge of the Council.

The BARs were uploaded to PED on November 2, 2017.

VIII. Approval of Amended HR Handbook – 12-month Employee Leave Policy **Bill Beacham**

This item was tabled until the December meeting.

IX. Discussion Item: Update on PSFA Lease Reimbursement **Bill Beacham**

Paula Tackett provided the Council with an update regarding our loss of a large part of our Lease Reimbursement. She will continue to reach out the Martica Casias and Denise Irion with PSFA to resolve the issue.

X. Executive Session **Bill Beacham**
A. Personnel
B. Facilities

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 McGuiness:

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 5:17 pm in order to discuss Personnel and Facilities.

Paula Tackett made a motion to exit Executive Session. Dr. Kaplan seconded the motion with no action on Personnel or Facilities. 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 Gayle McGuiness:

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 5:17 pm with only Personnel and Facilities being discussed. No action was taken.

XI. Head of School Report Eric Crites

Eric Crites touched on all items in his report. The document is included in the meeting packet.

XII. Admissions Report Cindy Montoya

The Admissions Report is included in the meeting packet.

XIII. President's Report Cindy Montoya

Cindy reported that strides continue to be made regarding the current State School Grade. It has been found to be unreliable and is beginning to have the opposite affect for which it was intended.

XIV. Adjournment Bill Beacham

Dr. Kaplan made a motion to adjourn the meeting. 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.

Bill Beacham declared the meeting adjourned at 6:10 pm.

 12/12/17
Gayle McGuinness, Secretary/Date


Paula Tackett, Governing Council, Secretary/Date