

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, October 10, 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 - 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 Bill Beacham

Bill Beacham called the meeting to order at 4:10 pm

A moment of silence was observed in honor of the life of an NMSA graduate, Alicia Steward.

- 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 - excused
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, 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**

Doddie Espinosa made a motion to approve the Agenda. Paula Tackett 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 September 12, 2017** **Bill Beacham**

Greg Hunt made a motion to approve the September 12, 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

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

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 August, 2017

Greg Hunt made a motion to approve the Payroll and Accounts Payable Payment Vouchers. 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 Payroll and Accounts Payable Payment Vouchers in advance of the meeting. The Council unanimously approved the motion.

- c. Financial Statement Reports – as of August 31, 2017
 - i. Financial Analysis & Bank Reconciliations
- d. Financials – June and July follow-up to no zero balance
- e. Quarterly & Monthly Reports
- f. Remaining Balances on all Capital Outlay
- g. Update on Revised Tyler Invoice
- h. MOA w/General Services Department reflecting C Montoya to sign POs written between July 1 and July 24, 2017

Bill Beacham noted that items c – h were discussed at the Finance Committee Meeting that took place prior to the Council Meeting.

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

The Council was advised that although voluntary deductions for employee retirement plans had occurred, the money was not sent to the investment companies in a timely manner by the Business Manager.

Paula Tackett made a motion directing Maria Fidalgo to contact Mario Torres, Financial Adviser with Legacy Financial Group to as expeditiously as possible, determine earning loss of employee contributions. Once that determination has been made, Eric Crites will consult with

Bill Beacham and Greg Hunt to reimburse employees through a source to be determined. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

VIII. Approval of Consent Agenda: Bill Beacham

A. Approval of Amended HR Handbook - 12 month Employee Leave Policy

Item A was tabled until the November 14 Council Meeting.

B. Approval of Amended Student/Family Handbook

C. Approval of Amended Certificate of Resolution Regarding Number, Tenure and Qualifications

D. Approval of NMAA Membership Dues 17-18

Paula Tackett made a motion to approve the Consent Agenda, Items B, C and D. 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.

IX. Discussion and Action Regarding hiring Karen Ehlert to support the renewal process Cindy Montoya

Cindy Montoya has recommended to the Council, the hiring of Karen Ehlert to support our upcoming Charter Renewal process. She stated that Karen is extremely knowledgeable and would be an asset to us. She believes that her fee would run approximately \$5,000.00.

Paula Tackett Made a motion to hire Karen Ehlert to support the renewal process. 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.

X. Continued Discussion of Recognition of Service: Catherine Oppenheimer, Sherry Thompson, Trina Raper and Vickie Sewing Bill Beacham

After a brief discussion with the Council, it was decided that Cindy and Eric would reach out to Karina Hean regarding possible ideas for artwork and they would continue to take the lead on this project.

XI. Discussion of Governing Council Committee Membership for 2017-18 SY Bill Beacham

The Council discussed membership on various NMSA Committees. Gayle will update the membership roster to reflect the changes and send to all Council Members.

XII. Head of School Report Eric Crites

Mr. Crites went over his Head of School report in its entirety. A copy of that report is included in the Meeting Packet.

XIII. Admissions Report Cindy Montoya

Cindy Montoya informed the Council that our current enrollment is 222 students. Although we have had several students dis-enroll since the beginning of the school year, we remain above our projection of 218.

XIV. Executive Session Bill Beacham

j. Personnel

k. Facilities

Doddie Espinosa 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	_____ No
Bill Beacham	<u> X </u> Yes	_____ No
Paula Tackett	<u> X </u> Yes	_____ No
Doddie Espinosa	<u> X </u> Yes	_____ No

The Governing Council moved into Executive Session at 5:46 pm in order to discuss Personnel.

Doddie Espinosa made a motion to exit Executive Session. Greg Hunt 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 Gayle McGuiness:

Greg Hunt	<u> X </u> Yes	_____ No
Bill Beacham	<u> X </u> Yes	_____ No
Paula Tackett	<u> X </u> Yes	_____ No
Doddie Espinosa	<u> X </u> Yes	_____ No

Discussion in Executive Session concluded at 6:17 pm with only Personnel being discussed. No action was taken.

XV. Adjournment

Bill Beacham

Greg Hunt 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 6:18 pm.

Gayle McGuiness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date