

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, December 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 Dr. Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 4:06 pm.

II. Reading of Mission Statement Dr. Michael Kaplan

The Mission Statement was read by Dr. Michael Kaplan.

III. Governing Council Attendance as Indicated on Sign-In Sheet Dr. Michael Kaplan

NMSA Council Members Present:

Bill Beacham, Chair Excused
Dr. Michael Kaplan, Vice Chair
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, Member via phone

NMSA High School Staff Present:

Eric Crites, Head of School
Don Moya, Business Manager
Gayle McGuinness, Assistant Business Manager

IV. **Approval of Agenda** **Dr. Michael Kaplan**

Greg Hunt made a motion to approve the Agenda as corrected. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

V. Public Forum Dr. Michael Kaplan

Dr. Kaplan asked if there were any individuals requesting a Public Forum.

No one from the public was in attendance

VI. **Approval of Meeting Minutes from November 14, 2017** **Dr. Michael Kaplan**

Greg Hunt made a motion to approve the November 14, 2017 Meeting Minutes. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

a. Consent Agenda: Approval of BARs

| <u>BARs</u> | <u>BAR #</u> | <u>Fund</u> | <u>Description</u> | <u>Type</u> | <u>Amount</u> |
|-------------|--------------|-------------|--------------------|-------------|---------------|
|-------------|--------------|-------------|--------------------|-------------|---------------|

There were no BARs to approve at this time.

b. Approval of Payroll October and November, 2017

Greg Hunt made a motion to approve payroll for October and November, 2017. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

c. Approval of Accounts Payable Payment Vouchers (Disbursements) September & October, 2017

Paula Tackett made a motion to approve Accounts Payable Payment Voucher (Disbursements) for September and October, 2017. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

d. Financial Statement Reports – as of September 30 and October 31, 2017

i. Financial Analysis & Bank Reconciliations

There are three outstanding checks that will be stale dated. One in the amount of \$.01 will not be reissued, but the other two will be.

e. Remaining Balances on all capital Outlay

No discussion at this time.

f. Quarterly & Monthly Reports

Greg reported that all State and Federal taxes for the second and third quarter were paid on time. Don will provide all necessary report at the January meeting.

State and Federal taxes have been taken care of, but each of them was filed late and not done until November 11.

The PED report in OBMS was not taken care of until November 11.

Don Moya, our new Business Manager as of December 11, 2017, assured the Council that all future reporting will be taken care of in a timely manner.

The NM Department of Workforce Solutions report was done for June, but not September. The

Council requested that Don take care of that as well.

g. Update on Revised Tyler Invoice

Eric Crites reported that Tyler Technologies have yet to be paid. Gayle McGuinness reached out to Tyler earlier in the day. She received copies of all outstanding invoices and they have been processed for payment.

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

Gayle will reach out to Mario Torres at Legacy Financial to inquire about any paperwork that may still be outstanding to them.

VIII. Approval of Amended HR Handbook Dr. Michael Kaplan

Paula Tackett made a motion to approve the amendments to the HR Handbook. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

IX. Approval of Special GC Meeting date/time by end of September, 2018 Dr. Michael Kaplan

Paula Tackett made a motion to approve a Special Governing Council Meeting before the end of September, 2018 at a time/date to be determined. Greg Hunt seconded the motion. Dr. Kaplan 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 Financial Management Policy Greg Hunt

Greg Hunt made a motion to approve the Amended Financial Management Policy. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XI. Action Item: Approval to Seek Reauthorization of Severance Bonds Paula Tackett

Paula Tackett made a motion to approve seeking Reauthorization of Severance Bonds. Greg Hunt seconded the motion. Dr. Kaplan 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 Contract for Karen Ehlert in Amount of \$7,500
for Budget Years '18 & '19 Dr. Michael Kaplan

Paula Tackett made a motion to approve a contract for Karen Ehlert in the amount of \$7,500 for budget years '18 & '19, paid in equal parts. Doddie Espinosa seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIII. Follow-up Discussion: Recognition of Council & Board Members Cindy Montoya

This item was tabled until a later date. It was noted by Eric that Cindy continues to work on this project.

XII. Head of School Report Eric Crites

Eric touched on all points that are reflected in his Head of School report, which is part of the Council packet.

XIII. Admissions Report Eric Crites

Eric Crites touched briefly on the Admissions Report, indicating that the December 2 was very well attended. The Admissions Report is part of the Council packet.

XIV. President's Report Eric Crites for Cindy Montoya

Speaking on Cindy's behalf, Eric mentioned that the Capital Campaign is near at its goal, making it possible to proceed to our construction phase in the near future.

He also reported that Cindy believes that the January 2018 State Legislative Session will be challenging.

XV. 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 McGuinness:

| | | |
|--------------------|------------------|----------|
| Greg Hunt | <u> X </u> Yes | _____ No |
| Paula Tackett | <u> X </u> Yes | _____ No |
| Dr. Michael Kaplan | <u> X </u> Yes | _____ No |
| Doddie Espinosa | <u> X </u> Yes | _____ No |

The Governing Council moved into Executive Session at 5:31 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 Personnel or Facilities. Dr. Kaplan 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 Eric Crites:

| | | |
|--------------------|------------------|----------|
| Greg Hunt | <u> X </u> Yes | _____ No |
| Paula Tackett | <u> X </u> Yes | _____ No |
| Dr. Michael Kaplan | <u> X </u> Yes | _____ No |
| Doddie Espinosa | <u> X </u> Yes | _____ No |

Discussion in Executive Session concluded at 5:59 pm with only Personnel and Facilities being discussed. No action was taken.

XVI. Adjournment

Bill Beacham

Greg Hunt made a motion to adjourn the meeting. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

Dr. Kaplan declared the meeting adjourned at 6:01 pm.

Gayle McGuinness

1/9/18

Paula Tackett

Gayle McGuinness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date

December 12, 2017 NMSA Charter School Governing Council Meeting Minutes

