

**New Mexico School for the Arts
Governing Council
Meeting Minutes
APPROVED
Tuesday, August 7, 2012 @ 1:00 PM**

**NMSA – Art Institute Site
131 Nusbaum
Santa Fe, NM 87501**

The meeting was called to order by J.D. Bullington at 1:20 p.m.

In attendance were NMSA Council Members:

Catherine Oppenheimer via telephone
Sherry Thompson
Greg Hunt
JD Bullington

NMSA Charter School Staff present:

Principal, Cindy Montoya
Business Manager, Charles Galbraith

NMSA Art Institute Staff present:

Riis Gonzales, Director of Institutional Advancement

APPROVAL OF August 7, 2012 AGENDA

- **Sherry Thompson made a motion to approve the August 7, 2012 Agenda. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 4-0.**

PUBLIC FORUM

JD Bullington asked if there were any individuals requesting a Public Forum. No members of the public were in attendance.

APPROVAL OF NMSA June 5, 2012 Meeting Minutes

- **Greg Hunt made a motion to approve the June 5, 2012 meeting minutes with corrections Catherine Oppenheimer seconded the motion. The motion passed with a unanimous vote of 4-0.**

APPROVAL OF NMSA June 19, 2012 Meeting Minutes

- **Sherry Thompson made a motion to approve the June 5, 2012 meeting minutes with corrections Greg Hunt seconded the motion. The motion passed with a unanimous vote of 4-0.**

BUSINESS MANAGER Report

Charlie Galbraith explained the June 30, 2012 PED cash report by fund and the June 30, 2012 Balance Sheet and Statement of Revenue, Expenditures and Fund Balance.

Discussion ensued. Charlie explained the BAR process regarding Federal Programs and requests for transfers. Charlie also explained the specifics of the Federal Lunch Program.

Audit dates for NMSA are September 24, 25, and 26 with the entrance conference on the 24th. Auditing firm is Moss Adams.

ACTION ITEMS:

Approval of Budget Adjustment Requests

After Charlie provided an explanation of individual BARS and school accounting processes, the following action was taken.

- **Sherry Thompson made a motion to approve the BARS. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 4-0.**

Approval of Food Service Bid

After a brief discussion, the following action was taken.

- **Sherry Thompson made a motion to approve the Food Service Bid. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 4-0.**

Approval of Custodial Services Bid

- **Catherine Oppenheimer made a motion to approve the Custodial Service Bid. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 4-0.**

Approval of Principal Compensation

Catherine Oppenheimer shared with the board that Cindy Montoya was offered a contract to return to NMSA as Principal. An increase in compensation was declined by Cindy based on the almost flat salary schedule of other staff.

- **Catherine Oppenheimer made a motion to approve the hiring of Cindy Montoya as Principal with compensation package of \$86,000.00 annual salary. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 4-0.**

PRINCIPAL Report

Cindy Montoya thanked the Governing Council members for their support stating that it was an honor to be the Principal of NMSA. Cindy Montoya reviewed the submitted report with the GC.

DISCUSSION Items

- A. NCA Accreditation
- B. New Mexico Coalition of Charter Schools Membership

ART INSTITUTE Report

Cindy reported on behalf of the Riis Gonzales who had to leave the meeting early. Cindy will be overseeing the Arts Programming merging academics and arts into one program.

Julie Gomez is on leave until October 1, 2012.

Director of Prospect Research will begin august 15, 2012. Her main responsibilities include strategic analysis and management of the NMSA donor and prospect portfolio.

Riis is currently analyzing the entire 16 step ‘admissions process’ from recruitment, inquiry. application, registration, residency to retention to best staff the position.

Residential Update” Five (5) students will live in our dormitories for SY2012-13. Minor renovations and repairs have been made to the dorms.

Art Chair Retreat: Two days were spent with the Art Chairs working together to define Master Arts Learning and to set goals.

Parent Day/Arts Fee: Riis spent a day with various parents explaining the Art Institute, it purpose, its process for raising funds, and the importance of the Arts Fee.

APPROVAL OF Consent Agenda

- **Sherry Thompson made a motion to approve the Consent Agenda with corrections Greg Hunt seconded the motion. The motion passed with a unanimous vote of 4-0.**

EXECUTIVE SESSION

- **Sherry Thompson made a motion for the purpose of discussing personnel and facilities. A roll call vote was taken to move into Executive Session to discuss. Greg Hunt seconded the motion.**
- **A roll call was taken by Cindy Montoya**

Catherine Oppenheimer	Yes
Sherry Thompson	Yes
Greg Hunt	Yes
JD Bullington	Yes

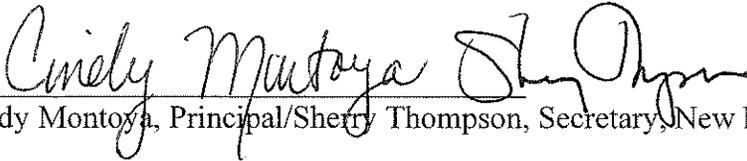
The Governing Council moved into Executive Session at 3:50 pm to discuss facilities and personnel issues.

Discussion in Executive Session related to facilities and personnel concluded at 3:12 p.m. No actions and no votes were taken during Executive Session.

ADJOURNMENT

- **Sherry Thompson made a motion to adjourn the meeting. Greg Hunt seconded the motion. The motion passes without opposition with a vote of 4-0.**

There being no further business of the Council Members, the meeting was adjourned at 3:14 p.m.


Cindy Montoya, Principal/Sherry Thompson, Secretary, New Mexico School for the Arts