

NEW MEXICO SCHOOL FOR THE ARTS CHARTER SCHOOL AND ART INSTITUTE
Art Institute Board of Directors and Charter School Governing Council Meeting

Thursday, November 7, 2013 1:00 to 4:00 pm
Lannan Foundation Meeting House – 319 Read St. Santa Fe, NM 87501
Meeting Minutes - *Approved*

New Mexico School for the Arts, Art Institute and Charter School assists passionate young artists in developing their full potential through a rigorous mastery arts and academic education.

- I. Catherine Oppenheimer called the combined meeting to order at 1:03 pm.

In attendance were NMSA Council Members:

Catherine Oppenheimer, Chair
Sherry Thompson, Vice Chair
Greg Hunt, Treasurer
Paula Tackett, Member
Trina Raper, Member

NMSA Council Members Absent:

Vickie Sewing, Secretary
Doddie Espinosa, Member

NMSA Charter School Staff Present:

Cindy Montoya, Principal
Christina Yamashiro, Business Manager
Gayle McGuinness, Office Manager

NMSA Art Institute Staff:

Riis Gonzales, Director, Art Institute
Julie Gomez, Director of Development
Katy Phebus, Production Manager
Sandra Halpin, Development and Communications Assistant

Public in Attendance:

Charles Hoy, President, Parent Association
Jerry Wellman, Member, Parent Association

- II. **Approval of Agenda** Catherine Oppenheimer
- **Paula Tackett made a motion to approve the November 7, 2013 Agenda. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.**

- III. **Public Forum**
- Catherine Oppenheimer asked if there were any individuals requesting a Public Forum.

No public were in attendance.

IV. Parent Association Update

Cindy Montoya introduced Charles Hoy, President of the Parent Association and father of Telo Hoy, percussionist, to the Boards.

Charles began by saying that the Parent Association loves the teachers, students and the Board Members and that the environment at the school is so fantastic because of the four disciplines that are offered.

He then presented an overview of the Parent Association accomplishments of last year under the direction of Cathy Weber, and the Association goals were for this year.

V. **Approval of October 1, 2013 Meeting Minutes** Catherine Oppenheimer

- **Sherry Thompson made a motion to approve the September 10, 2013 Meeting Minutes. Greg Hunt seconded the motion. The motion passed with a 5-0 unanimous vote.**

VI. Charter School Principal Section Cindy Montoya

a. Principal's Report

Cindy began her report by stating that maintaining our facilities continues to be a struggle due to the age of the building. In addition to a recent plumbing problem that led to the closure of the school for one day in August, the roof leaks continue to be major concern.

Touching briefly on a variety of topics, she ended by reading an email from a 2013 NMSA Theater Graduate and the positive direction her life has taken because of her experience at NMSA.

b. Action Item: Approval of Consent Agenda

- **Amended Audit Policy**
- **Amended Audit Committee Policy**
- **Amended Compulsory Attendance Policy**
- **Adoption of Emergency Drill Policy**
- **Adoption of Furlough Policy**
- **Adoption of Inspection of Public Records Policy**
- **Amended Open Meetings Act Policy**
- **Adoption of Discipline Policy**

Greg Hunt made a motion to approve the above policies of the Consent Agenda. Sherry Thompson seconded the motion. The motion carried with a 5-0 unanimous vote.

VII. Business Manager Section

a. Business Manager's Report

Christina went over financial reports with the Governing Council and stated she previously went over them with the Finance Committee. She also reported on the 40th day membership count and talked about the funding formula. She will also work with the Finance Committee on reviewing the internal controls policy and procedures. There was also a discussion on repair and maintenance of the school building and the school's

lease agreement.

b. Charter School financial Reports

Action Item: Approval of BARs

The increase BAR 509-000-1314-0006-I, submitted for approval, is to increase the Private Grants fund due to a Lannan grant made to NMSA to support a creative writing program. This increase in the amount of \$5,600 will pay for a semester class taught by Monika Cassel.

The increase BAR 509-000-1314-0007-I, submitted for approval, is to increase our Instructional Materials fund due to late receipt of our final allocation from PED for FY13. The funds were received on July 1, 2013, after the initial budget as submitted last spring.

The decrease BAR 509-000-1314-0084-D, submitted for approval, is to adjust the 2010 GO Bond Instructional Materials fund due to an adjustment RfR (Request for Reimbursement) submitted in August to spend down as much of the allocation as possible last year on allowable expenditures. Although it is a decrease, it is not due to a loss in funding.



Paula Tackett made a motion to approve the BARs as submitted. Greg Hunt seconded the motion. The motion passed with a 5-0 unanimous vote.

IX. Adjournment

Greg Hunt made a motion to adjourn the meeting. Trina Raper seconded the motion.

The motion passed with a 5-0 Unanimous vote.

The meeting was adjourned at 3:03 pm.

	
Gayle McGinness, Secretary/Date	Vickie Sewing, Governing Council, Secretary/Date

November 7, 2013 NMSA Charter School Governing Council Minutes (Combined Board Meeting)

Date Approved: 12-10-13 Signatures: _____ Web page Post: _____