

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, January 9, 2018, 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.

- 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

NMSA High School Staff Present:

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

NMSA Art Institute Staff Present:

Cindy Montoya, President

- IV. **Approval of Agenda** **Bill Beacham**

Dr. Michael Kaplan made a motion to approve the Agenda as corrected. 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 December 12, 2017** **Bill Beacham**

Paula Tackett made a motion to approve the December 12, 2017 Meeting Minutes. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the

motion. No further discussion was necessary. The Council approved the minutes, with Bill Beacham abstaining, as corrected.

VII. Business Manager's Report Don Moya

Dr. Kaplan made a motion to table items a-f and h until all reports and BARs can be provided, at which time a Special Meeting will be called. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion.

a. Consent Agenda: Approval of BARs

BARs	BAR #	Fund	Description	Type	Amount
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b. Approval of Payroll December, 2017

c. Approval of Accounts Payable Payment Vouchers (Disbursements) November, 2017

- d. Financial Statement Reports – November, 2017
- i. Financial Analysis & Bank Reconciliations

e. Remaining Balances on all capital Outlay

f. Quarterly & Monthly Reports

g. Update on Revised Tyler Invoice

Tyler Technologies, the parent company of our software provider Visions, has been paid in full for all outstanding invoices.

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

Gayle will reach out to Mario Torres at Legacy Financial to ensure that all necessary documentation has been received. This item will be on the February Agenda.

VIII. Head of School Report Eric Crites

Eric Crites addresses all of the topics listed in his Head of School Report with the following additions: Safety update: Henry Baca, our facilities manager, made an extra effort to insure the safety of our students by visiting four Home Depot locations in order to purchase all of the classroom door blinds that were needed. The Council thanks Henry for his extraordinary work. Charter Renewal: Dr. Kaplan will also attend the renewal work meeting on Friday, January 19.

NMSA's Choir and Orchestra will be performing at Popejoy Hall on Thursday, January 11. Good luck students!

IX. **Executive Session** **Bill Beacham**

a. Facilities

Doddie Espinoza made a motion to go into Executive Session. Dr. Kaplan seconded the motion. The Council unanimously approved the motion.

A roll call was taken by Gayle McGuiness:

Bill Beacham	<u> X </u> Yes	_____ No
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 4:50 pm in order to discuss Facilities.

Paula Tackett made a motion to exit Executive Session. Dr. Kaplan seconded the motion with no action on 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:

Bill Beacham	<u> X </u> Yes	_____ No
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 5:21 pm with only Facilities being discussed. No action was taken.

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

Cindy will discuss the project with Karina Hean, and feels that this will be accomplished by the end of the school year.

XI. Admissions Report Cindy Montoya

Cindy is very pleased with the current number of applications that have been received from students for admission in fall of 2018. We are seven ahead of what we had at this time last year.

There are several new components to the process, and one of these is the new Audition Workshops that will be offered to all applicants. Also new is the addition of additional staff members from the Charter School in the selection process.

XII. President's Report Cindy Montoya

Fundraising for the new school is nearly complete. We remain hopeful that we will open in the new location in the fall of 2019.

XIII. Adjournment

Bill Beacham

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

Bill Beacham declared the meeting adjourned at 5:55 pm.

Gayle McGuinness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date

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