

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Tuesday, May 8, 2018, from 3:30 – 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 Bill Beacham

Bill Beacham called the meeting to order at 3:30 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  
Gayle McGuinness, Assistant Business Manager  
Liza Romero, Business Manager

**NMSA Art Institute Staff Present:**

Cindy Montoya, President

**Public:**

Megan Shannon, PED  
Neil Heighberger, Ph.D.

- IV. Approval of Agenda Bill Beacham

Dr. Kaplan made a motion to approve the Agenda as corrected. Greg Hunt 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.

Two individuals were in attendance: Megan Shannon with PED who was conducting the annual visit, and Neil Heighberger, a potential Council Member.

**VI.** Introduction of Neil Heighberger, Ph.D. as potential Council Member Bill Beacham

Mr. Heighberger was introduced by Greg Hunt. He is a long-time faculty member and Dean at Xavier University and has been residing in Santa Fe for the last 10 years. He comes highly recommended by Greg, who is also a long-time friend.

**VII.** **Approval of Meeting Minutes from April 10, 2018** Bill Beacham

**Greg Hunt made a motion to approve the April 10, 2018 Meeting Minutes as corrected. Dr. Kaplan 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 Special Meeting Minutes from April 29, 2018** Bill Beacham

**Greg Hunt made a motion to approve the April 29, 2018 Special Meeting Minutes. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**IX.** Business Manager's Report Liza Romero

**a. Consent Agenda: Approval of Payroll Vouchers and AP Vouchers for April, 2018**

**Dr. Kaplan made a motion to approve the Payroll and Accounts Payable Vouchers. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**b. Approval of BARs**

<b>BAR#</b>	<b>Fund</b>	<b>Fund Description</b>	<b>Type</b>	<b>Reason</b>	<b>Amount</b>
509-000-1718-0017-IB	27128	Recruitment Support Fund	Initial Budget	Award	822
509-000-1718-0018-I	31700	SB-9	Increase	State Match	5,427
509-000-1718-0019-I	14000	Instructional Materials	Increase	Cash Balance	3,806
509-000-1718-0020-I	14000	Instructional Materials	Increase	Final Allocation	772
509-000-1718-0021-I	11000	Operational	Increase	Cash Balance	35,261
509-000-1718-0022-I	11000	Operational	Increase	Final SEG	16,050
509-000-1718-0023-I	21000	Food Services	Increase	Cash Balance	1,432
509-0001718-0024-I	29102	Private Direct Grant	Increase	Cash Balance	74,737
509-000-1718-0025-I	31600	HB-33	Increase	Cash Balance	38,996
509-000-1718-0026-I	31701	SB-9 Local	Increase	Cash Balance	52,455

509-000-1718-0027-I	31900	Ed Tech Notes	Increase	Cash Balance	33,068
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509-000-1718-0001-I	31400	Special Capital Outlay	Increase	Cash Balance	48,289
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**Greg Hunt made a motion to approve the BARs. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

Paula Tackett joined the meeting.

- c. Financial Statement Reports – Financial Analysis & Bank Reconciliations  
April, 2018

Liza Romero stated that there continues to be a variance of \$395.36, an amount that goes back to July, 2017.

She continues to work on clean-up.

- d. Remaining Balances on all capital Outlay

There is not documentation to present to the Council at this time.

- e. Quarterly & Monthly Reports

The 941 was submitted by the previous Business Manager.

The updated cash reports will be presented at the next regular Council meeting in June.

- X. Discussion – Council Attendance at ArtSpring & Graduation for OMA** **Bill Beacham**

Since a majority of Council Members will be in attendance at both ArtSpring and Graduation, a Notice of a Quorum will be posted for each event.

- XI. Approval of NMAA Contract 2018-2019 SY** **Bill Beacham**

**Paula Tackett made a motion to approve the NMAA Contract for 2018-2019 SY. 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 unanimously approved the motion.**

- XII. Approval of Governing Council Terms and Offices** **Bill Beacham**

**Dr. Kaplan made a motion to approve the Governing Council Terms and Offices. 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 unanimously approved the motion.**



- XIII. Approval of Letter to PED for Charter School Renewal through NMPEC Bill Beacham**

Paula Tackett made a motion to approve the letter to PED for Charter School Renewal through NMPEC. Dr. Kaplan 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.

- XIV. Approval of Governing Council Meeting Schedule for SY 2018-2019 Bill Beacham**

Greg Hunt made a motion to approve the Governing Council Meeting Schedule for SY 2018-2019. 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.

- XV. Approval of Charter School moving into the Sanbusco facility beginning with the 2019-2020 school year. Bill Beacham**

Paula Tackett made a motion to approve the Charter School move to the Sanbusco facility beginning with the 2019-2020 school year. Dr. Kaplan 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.

- XVI. Approval of Head of School Contract for SY 2018-2019 Bill Beacham**

Dr. Kaplan made a motion to approve the Head of School Contract for SY 2018-2019. 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.

- XII. Head of School Report Eric Crites**

Eric provided the Council with an overview of all items that appear in his report, which was distributed at the meeting.

He also informed the Council that we have 51 seniors who will graduate on May 22. They will be offered a summer program through the efforts of Chelamia Quintana who secured a grant from the Santa Fe Community Foundation to support their efforts in preparing to leave for college.

- XIII. Admissions Report Cindy Montoya**

Cindy gave the Council with a summary of the Admissions Report, which is attached, and stated that the demographics of the State are reflected in the demographics of our incoming students.

- XVII. President's Report Cindy Montoya**

Cindy reported that construction at the Sanbusco site is well under way and is on schedule.

Paula Tackett, Dr. Kaplan and Cindy have met with Charlotte Hetherington regarding the

Lease/Purchase agreement.

**XVIII. Executive Session**

**Bill Beacham**

- a. Personnel
- b. Facilities

**Doddie Espinosa 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 McGuiness:

Bill Beacham	<u>  X  </u> Yes	<u>      </u> No
Greg Hunt	<u>  X  </u> Yes	<u>      </u> No
Dr. Michael Kaplan	<u>  X  </u> Yes	<u>      </u> No
Doddie Espinosa	<u>  X  </u> Yes	<u>      </u> No
Paula Tackett	<u>  X  </u> Yes	<u>      </u> No

The Governing Council moved into Executive Session at 4:45 pm in order to discuss Facilities and Personnel.

**Paula Tackett made a motion to exit Executive Session with no action taken on Personnel or Facilities. Dr. Kaplan 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.**

A roll call was taken by Eric Crites:

Bill Beacham	<u>  X  </u> Yes	<u>      </u> No
Greg Hunt	<u>  X  </u> Yes	<u>      </u> No
Dr. Michael Kaplan	<u>  X  </u> Yes	<u>      </u> No
Doddie Espinosa	<u>  X  </u> Yes	<u>      </u> No
Paula Tackett	<u>  X  </u> Yes	<u>      </u> No

Discussion in Executive Session concluded at 5:08 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. 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 5:10 pm.

  
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 Gayle McGuiness, Secretary/Date

6/12/18   
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 Paula Tackett, Governing Council, Secretary/Date