

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Tuesday, August 8, 2017, from 4:00 – 6:00 pm Meeting**  
New Mexico School for the Arts—High School  
**275 E. Alameda St.**  
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 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  
Paula Tackett, Secretary  
Greg Hunt, Treasurer  
Doddie Espinosa, Member  
Michael Kaplan, Member

**NMSA High School Staff Present:**

Eric Crites, Head of School  
Maria Fidalgo, Business Manager  
Gayle McGuinness, Assistant Business Manager

**NMSA Art Institute Staff Present:**

Cindy Montoya, President

- IV. Approval of Agenda Bill Beacham

**Doddie Espinosa made a motion to approve the Agenda as amended. 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.

No one from the public was in attendance.

**VI. Approval of Meeting Minutes from June 13, 2017** **Bill Beacham**

Paula Tackett made a motion to approve the June 13, 2017 Meeting Minutes as amended. 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.

**VII. Business Manager's Report** **Maria Fidalgo**

**a. Approval of Payroll & Accounts Payable Payment Vouchers May and June, 2017**

Greg Hunt made a motion to approve the Payroll and Accounts Payable Payment Vouchers. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Greg Hunt reported that the Finance Committee reviewed the Payroll and Accounts Payable Payment Vouchers in advance of the meeting. The Council unanimously approved the motion.

The Governing Council directs the staff, per Greg's review, to approved the corrected 2017-18 Teacher's Salary Schedule

**b. Financial Statement Reports – as of June 30, 2017  
Financial Analysis & Bank Reconciliations**

The finance Committee reported that the analysis showed everything to be in order. The Bank Reconciliation and Statements were distributed to each member of the Council. A review of the packet by Maria Fidalgo followed.

**c. Review NMPED request for audit documentation**

It was reported by Maria Fidalgo that the documentation has been submitted.

**VIII. Approval of Leave Carry Over in Excess of 5 days** **Bill Beacham**

- a. Eric Crites - 5 Days**
- b. Ruben Desangles- 16 Days**
- c. Gayle McGuinness – 1 day**

Greg Hunt made a motion to approve the carry-over days for Eric Crites (5) and Ruben Desangles (16) and Gayle McGuinness (1) to the next fiscal year. 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.

**IX. Approval of MOU between SFPS Transportation and NMSA** **Bill Beacham**

Doddie Espinosa made a motion to approve the MOU between SFPS Transportation and NMSA. 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.

**X. Approval of Amended Student Handbook** **Bill Beacham**

**This item was tabled until the September Council Meeting**

**XI. Approval of T & E** **Bill Beacham**

**Paula Tackett made a motion to approve T & E as amended. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Governing Council directs that the staff make the correction to the document. The Council unanimously approved the motion.**

**XII. Approval of Amended Employee Handbook** **Bill Beacham**

**This item was tabled until the September Council Meeting.**

**XIII. Approval of Title IX Assurance** **Bill Beacham**

**Doddie Espinosa made a motion to approve the Title IX Assurance. 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.**

**XIV. Approval of Check Signature Changes** **Bill Beacham**

- a. Removal of Trina Raper**
- b. Addition of Bill Beacham, Paula Tackett & Chelamia Quintana**

**Doddie Espinosa made a motion to approve the Check Signature Changes. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council directed Eric Crites to also add Chelamia, Assistant Principal as a check signer. The Council unanimously approved the motion.**

**XV. Approval of Wells Fargo Changes for Online Access** **Bill Beacham**

- a. Continuation of Cindy Montoya to continue on dual controls until transition is complete**
- b. Addition of Gayle McGuiness**
- c. Addition of Assistant Principal**
- d. Removal of Jolene Jaramillo, Lorraine Tafoya, Liza Romero, Christina Yamashiro & Loretta Armstrong**

**Paula Tackett made a motion to approve the Wells Fargo changes as noted. 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.**

XVI. Audit Bill Beacham

The 2017 Financial Audit will begin on Monday, August 14<sup>th</sup>, from 8:00 am to 5:00 pm and will continue for four to five days.

XVII. Governing Council Training Update Eric Crites

Eric Crites has requested Katie Poulos with the Charter School Division for clarification on the training requirements for Dr. Michael Kaplan due to his extensive background. He has not yet heard back from her.

a. Update on Spring Training and Use of email Bill Beacham

Bill Beacham gave an update on the Spring Training Conference that he attended. Given the nature of the training, it was decided that each Governing Council Member would be given a chrome book in order to conduct school business.

Cindy Montoya and Eric Crites will create a an Email Policy.

XVIII. **Approval to Draft Letter to SFPS requesting inclusion in the Ad Valorem HB33 and SB 9** Eric Crites

**Greg Hunt made a motion to approve the draft letter to SFPS requesting inclusion in the Ad Valorem HB33 and SBP. 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.**

XIX. Head of School Report Eric Crites  
a. Staff Changes

Eric reported on the staffing changes that have taken place over the summer, stating that we have filled open position with highly qualified, passionate educators.

b. School Grade

The School Grade will be released in the near future.

c. PARCC/SBA Results

Eric reported extensively on the PARCC/SBA results, stating, in part, that we remain far above the State average. Teachers will be using the scores to plan instruction for the next year.

Michael Kaplan suggested that a survey be developed and sent to alumni asking them what was beneficial to their learning at NMSA; what could be improved; and what was not necessary.

**XX. Executive Session - Personnel**

**Bill Beacham**

**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 McGuiness:

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

The Governing Council moved into Executive Session at 6:03 pm in order to discuss Personnel and Facilities.

**Paula Tackett made a motion to exit Executive Session. Bill Beacham seconded the motion with no action on Personnel. 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:

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

Discussion in Executive Session concluded at \_\_\_\_\_ pm with only Personnel and Facilities being discussed. No action was taken.

**XXI. Adjournment**

**Bill Beacham**

**Greg Hunt made a motion to adjourn the meeting. Doddie Esponisa 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 6:26 pm.

	9/12/17	
Gayle McGuiness, Secretary/Date		Paula Tackett, Governing Council, Secretary/Date