

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Tuesday, June 12, 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 - 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 Dr. Kaplan

Dr. Kaplan called the meeting to order at 4:04 pm.

- II. Reading of Mission Statement Dr. Kaplan

The Mission Statement was read by Dr. Kaplan.

- III. Governing Council Attendance as Indicated on Sign-In Sheet Dr. Kaplan

**NMSA Council Members Present:**

Bill Beacham, Chair - Excused  
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:**

Cynthia Nava

- IV. **Approval of Agenda** Dr. Kaplan

**Doddie Espinosa made a motion to approve the Agenda. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

- V. Public Forum Dr. Kaplan

Dr. Kaplan asked if there were any individuals requesting a Public Forum.

Cynthia Nava was in attendance.

**VI. Approval of Meeting Minutes from May 8, 2018**

**Dr. Kaplan**

**Greg Hunt made a motion to approve the April 10, 2018 Meeting Minutes as corrected. Doddie Espinosa seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**VII. Business Manager's Report**

**Liza Romero**

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

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

**It is noted that the Council and Eric Crites stated that Liza Romero has done great clean-up work, and appreciates all that Gayle has done to keep the Business Office running smoothly this year.**

**b. Approval of BARs**

<b>BAR#</b>	<b>Fund</b>	<b>Fund Description</b>	<b>Type</b>	<b>Reason</b>	<b>Amount</b>
509-000-1718-0028-D	27103	Dual Credit	Decrease	Award Letter	-844
509-000-1718-0029-I	24106	IDEA-B	Increase	Carryover	3787
509-000-1718-0030-I	24106	IDEA-B	Increase	Carryover	10616
509-000-1718-0031-M	11000	Operational	Maintenance	Maintenance	0
509-000-1718-0032-M	11000	Operational	Maintenance	Maintenance	0
509-000-1718-0033-T	11000	Operational	Transfer	Transfer	27409
509-000-1718-0034-M	21000	Food Services	Maintenance	Maintenance	0
509-000-1718-0035-M	24101	Title I	Maintenance	Maintenance	0
509-000-1718-0036-M	29102	Private Direct Grant	Maintenance	Maintenance	0
509-000-1718-0037-M	29102	Private Direct Grant	Maintenance	Maintenance	0
509-000-1718-0039-M	31700	SB-9 State	Maintenance	Maintenance	0

**Greg Hunt made a motion to approve the BARs. Doddie Espinosa seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**c. Financial Statement Reports – Financial Analysis & Bank Reconciliations  
May, 2018**

Liza guided the Council through the May check and non-check reports and also through the May Bank Reconciliation.

**d. Remaining Balances on all Capital Outlay**

Cindy Montoya stated she and Eric will work together to develop a master plan for capital outlay expenditures with the intention of preparing a lease purchase agreement.

**e. Quarterly & Monthly Reports**

All reports are now up to date and will be uploaded tomorrow, June 13, 2018.. Liza will share the Business Office payment calendar via email to all Council Members.

**VIII. Approval of uploaded Budget to PED Dr. Kaplan**

**Doddie Espinosa made a motion to approve the uploaded budget to PED. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**IX. Discussion/Approval of NSLP SY18-19 Dr. Kaplan**

**Paula Tackett made a motion that the lunch program for SY 18-19, after research by Gayle McGuiness, if it is determined that an outside vendor is most appropriate, that operational funds can be used to cover students who qualify for Free and Reduced lunch. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**X. Consent Agenda: Approval of IDEA-B, Title I and Title II Applications Dr. Kaplan**

**Paula Tackett made a motion to approve IDEA-B, Title I and Title II Applications. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**XI. Acceptance of Resignation of Council Member Doddie Espinosa Dr. Kaplan**

**With great regret and reluctance, Paula Tackett made a motion to accept the resignation of Doddie Espinosa as a member of the Council. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**XII. Approval of new Governing Council Member Dr. Kaplan**

**Paula Tackett made a motion to approve Cynthia Nava as a new members of the Governing Council effective July 1, 2018. Doddie Espinosa seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**XIII. Discussion Regarding PED GC Observation Dr. Kaplan**

Eric Crites stated that the Council had a positive observation by PED and also a nice write-up in the June Edition of New Mexico Charter School News.

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 added that since he sent his report, we are currently recruiting for a third math teacher and have hired Bernadette Pena as our PE/Health and Gifted teacher.

Paula Tackett requested that the Council revisit the motion to approve a new Council Member, Neil Heighberger. Dr. Kaplan approved the request.

**Paula Tackett made a motion to approve Neil Heighberger as new member of the Governing Council effective July 1, 2018. Doddie Espinosa seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

XIII. Admissions Report Cindy Montoya

Cindy briefly discussed the Admissions Report. The Council asked that the report be updated and resubmitted at the August meeting and to include enrollment information.

XIV. President's Report Cindy Montoya

Cindy spoke about the following topics:

- NMSA is putting together a task force to improve our Student Selection process
- She has been meeting with Charlotte Hetherington regarding the fact that the Charter School will run the dorms and will be reimbursed by the Art Institute. They have checked with NM School for the Deaf, and they have no space for our students. IHM and NMSA will work on a 3-year lease.
- Our enrollment for SY18-19 is currently at 221 students
- Cindy and other staff members are working on the Facility Master Plan. Our current plan expires June 30, 2018

XV. **Executive Session** **Dr. Kaplan**  
a. **Personnel**

**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 McGuinness:

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 6:46 pm in order to discuss Facilities and Personnel.

Paula Tackett left the meeting due to a prior engagement.

**Greg Hunt made a motion to exit Executive Session with no action on Personnel. Doddie Espinosa seconded the motion. Dr. Kaplan 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	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Dr. Michael Kaplan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Doddie Espinosa	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Paula Tackett (left meeting at 6:50 pm)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Discussion in Executive Session concluded at 6:55 pm with only Personnel being discussed. No action was taken.

**XVI. Adjournment**

**Dr. Kaplan**

**Greg Hunt made a motion to adjourn the meeting. Doddie Espinosa seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.**

Dr. Kaplan declared the meeting adjourned at 6:55pm.

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*Gayle McGuiness* 6/22/18 *Paula Tackett*  
 Gayle McGuiness, Secretary/Date Paula Tackett, Governing Council, Secretary/Date