

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, March 13, 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 Bill Beacham

Bill Beacham called the meeting to order at 4:04pm.

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
Don Moya, Business Manager – Not in attendance

NMSA Art Institute Staff Present:

Cindy Montoya, President

Public:

Zoe Colfax, NMSA Student

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

Greg Hunt 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.

Zoe Colfax, an NMSA student was present for the Public Forum.

- VI. Presentation by Zoe Colfax on Student Leadership Network at PED Eric Crites

Zoe Colfax, an NMSA Freshman Theater Student, spoke to the Council regarding her work on the Student Leadership Team. She was one of twenty students from around the state representing their respective districts, in order to work with the Public Education Department to create public policy.

- VII. **Approval of Special Meeting Minutes from March 5, 2018** **Bill Beacham**

Dr. Kaplan made a motion to approve the March 5, 2018 Special Meeting Minutes. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed. The Council unanimously approved the motion.

- VIII. **Approval of Meeting Minutes from February 13, 2018** **Bill Beacham**

Greg Hunt made a motion to approve the February 13, 2018 Meeting Minutes. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. After review of the minutes, the Council agreed that the approval of said minutes should be delayed until a closer look at the Business Manager's report can take place. Greg Hunt withdrew his motion. Bill Beacham tabled this item until the next meeting.

- IX. Business Manager's Report Greg Hunt

a. **Consent Agenda: Approval of BARs**

BARs	BAR #	Fund	Description	Type	Amount
	509-000-1718-0013-I	Operational	Saturday School	Increase	\$825.00

Greg Hunt made a motion to approve the BAR. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Maintenance BAR was incorrectly submitted and the item needs to be moved out of 11000 to 29102. Eric Crites will follow up with Don Moya. Paula Tackett asked that the motion be tabled pending further discussion on the apparent submission of the BAR without prior Governing Council approval and how the BAR was approved by PED. The Council unanimously approved the motion. Bill Beacham tabled this item until the next meeting.

b. **Approval of Payroll Vouchers – September, 2017, November 2017; January and February, 2018**

Voucher #	Date	Amount	Description
1021	9/29/18	\$806.00	Voluntary Deductions
1114	1/30/18	\$972.06	Voluntary Deductions
1117	11/15/17	\$156.06	Voluntary Deductions
1119	11/30/17	\$156.06	Voluntary Deductions
1124	2/15/18	\$972.06	Voluntary Deductions
1125	2/15/18	\$77,159.20	EFTPS/NMERB/NM Tax & Rev/NM Dept of Workforce Solutions/NMRHCA/NMPSIA/WF Direct Deposit
1129	2/28/18	\$33,545.00	WF Direct Deposit
1130	2/28/18	\$12,936.44	NMERB
1131	2/28/18	\$10,552.54	EFTPS
1132	2/28/18	\$2,401.50	NM Dept of Workforce Solutions

1133	2/28/18	\$11,278.03	NMPSIA
1134	2/28/18	\$1,580.60	NMRHCA
1135	2/28/18	\$1,155.57	NM Tax & Rev
1136	2/28/18	\$972.06	Voluntary Deductions

Greg Hunt made a motion to approve the Payroll Vouchers. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. After a brief discussion, Paula Tackett made a motion to table all items in the Business Manager's Report Items A-F and Item XII. Greg Hunt seconded the motion. The Council unanimously approved the motion. Bill Beacham tabled the items until the next meeting.

c. **Approval of Accounts Payable Payment Vouchers January and February 2018**

Voucher #	Date	Amount	Description
1109	1/17/18	\$10,594.60	Operational/Inst Mat/SB-9 Local/Ed Tech
1112	1/23/18	\$3,873.82	Operational
1113	1/29/18	\$7,691.47	Operational/Food Services/Title II/Ed Tech
1122	2/8/18	\$6,728.40	Operational
1123	2/9/18	\$973.41	Operational/SB-9
1128	2/20/18	\$12,282.16	Operational/Inst Mat/Food Services
1137	2/28/18	\$1,000.22	Operational/SB-9 Capital Improvements

This item was tabled.

d. **Financial Statement Reports – Financial Analysis & Bank Reconciliations**

August, September, October, November, December 2017, January 2018

This item was tabled

e. **Remaining Balances on all capital Outlay**

This item was tabled

f. **Quarterly & Monthly Report**

This item was tabled

XII. Preliminary Draft Budget hand out Bill Beacham

This item was tabled

XIII. **Approval of Contract for new Temporary Contracted Business Manager** Bill Beacham

Greg Hunt made a motion to approve a contract for a new Temporary Contracted Business Manager not to exceed \$30,000.00, inclusive of GRT, for the remainder of the 17-18 SY. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A brief discussion followed. The Council unanimously approved the motion.

XIV. Approval of MOU Renewal **Bill Beacham**

Paula Tackett made a motion to approve the MOU as amended with corrections. 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.

XV. Approval of 2018-2019 School Year Calendar **Bill Beacham**

Dr. Kaplan made a motion to approve the 2018-2019 School Year Calendar. 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.

XVI. ACTION: Set a date for another GC meeting before 3/31 with the intention of approving BARS and reviewing reports. **Bill Beacham**

Paula Tackett made a motion to approve an additional Special Governing Meeting on Wednesday, March 28, 2018 at 1:00 pm with the intention of approving BARs and reviewing reports and the preliminary budget. 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.

XII. Head of School Report **Eric Crites**

Eric Crites presented his Head of School Report in detail. A copy is included in the packet.

XIII. Admissions Report **Cindy Montoya**

The Admission Report is included in the packet. Cindy indicated that there will be another round of rolling auditions.

XVII. President's Report **Cindy Montoya**

Cindy Montoya reported that groundbreaking will take place on Friday, March 16. Fundraising continues.

XVIII. Executive Session **Bill Beacham**
a. Personnel
b. Facilities

Greg Hunt made a motion to go into Executive Session. Doddie Espinosa seconded the motion. The Council unanimously approved the motion.

A roll call was taken by Gayle McGuiness:

Bill Beacham

Yes 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 6:19 pm in order to discuss Facilities and Personnel.

Paula Tackett made a motion to exit Executive Session. Doddie Espinosa seconded the motion with no action on Personnel or 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 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 6:36 pm with only Personnel and Facilities being discussed. No action was taken.

XVI. Adjournment

Bill Beacham

Doddie Espinosa made a motion to adjourn the meeting. 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.

Bill Beacham declared the meeting adjourned at 6:36 pm.

	4/10/18	
Gayle McGuiness, Secretary/Date		Paula Tackett, Governing Council, Secretary/Date