

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, December 12, 2018, from 3:00 – 5:00 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 3:21 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 & Roll Call Taken, and Introductions by non-Council Members Bill Beacham

**NMSA Council Members Present:**

Bill Beacham, Chair  
Dr. Michael Kaplan, Vice Chair  
Paula Tackett, Secretary  
Greg Hunt, Treasurer  
Cynthia Nava - Excused  
Neil Heighberger

**NMSA High School Staff Present:**

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

**Public Present:**

Jon Carver, NMSA Parent

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

**Paula Tackett made a motion to approve the Agenda. Neil Heighberger seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The motion carried.**

- V. Public Forum Bill Beacham

Bill Beacham asked if there was anyone from the public in attendance. Jon Carver, the parent of an NMSA student was present. He expressed his concern regarding an upcoming amendment to the Student and Family Handbook. Bill Beacham assured him that his concerns would be addressed.

**VI. Approval of Meeting Minutes from November 14, 2018**

**Bill Beacham**

**Neil Heighberger made a motion to approve the November 14, 2018 Meeting Minutes as corrected. Greg Hunt 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.**

**VII. Business Manager's Report**

**Liza Romero**

**a. Consent Agenda: Approval of Budget Adjustment Requests (BARs), Payroll Vouchers and Accounts Payable (AP) Vouchers for November, 2018**

<b>BAR#</b>	<b>Fund</b>	<b>Fund Description</b>	<b>Type</b>	<b>Reason</b>	<b>Amount</b>
509-000-1819-0005-I	11000	Operational	Increase	Cash Balance Diff	199,218
509-000-1819-0006-I	21000	Food Services	Increase	Cash Balance Diff	9,646
509-000-1819-0007-I	29102	Private Direct Grant	Increase	Cash Balance Diff	17,755
509-000-1819-0008-I	31600	HB-33	Increase	Cash Balance Diff	1,540
509-000-1819-0009-I	31701	SB-9 Local	Increase	Cash Balance Diff	51,551
509-000-1819-0011-D	31900	Ed Tech Notes	Decrease	Cash Balance Diff	(5,613)

**Paula Tackett made a motion to approve the above listed BARs, AP and Payroll Vouchers for November. 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. Financial Statement Reports – Financial Analysis & Bank Reconciliations November, 2018**

Greg Hunt analyzed the bank reconciliations in the Finance Committee Meeting, and then guided the Council through the November check and non-check reports and also through the November Bank Reconciliations for both Wells Fargo and New Mexico Bank and Trust.

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

A report was included in the packet indicating our balances as of November 30, 2018.

**d. Quarterly & Monthly Reports**

There is nothing to report at this time.

**e. Update on New Mexico Bank and Trust**

Our switch to New Mexico Bank and Trust is complete.

**f. Update on Audit**

The Audit has been completed, but no information has yet been released.

- VIII. Status Report & Possible Action Item: Response to Santa Fe Public Schools (SFPS) Tax Levy Elections and Charter School Policy** **Bill Beacham**

**Paula met with the attorney for Santa Fe Public Schools, and will continue to monitor the progress. It may be necessary for Bill Beacham to reach out to the Board President at Santa Fe Public School in order to be placed on the Agenda, possible at the January meeting.**

- IX. Approval of Amended Student and Family Handbook** **Bill Beacham**

**This item as tabled until the January meeting.**

- X. Approval of Amended Employee Handbook** **Bill Beacham**

**Greg Hunt made a motion to approve the Amended Employee Handbook. Neil Heighberger seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

- XI. Discussion Item: Issuance of Contract for Technology at New Campus** **Bill Beacham**

The Council discussed giving Eric Crites, Head of School, the ability to develop contracts regarding purchases at the new campus based on budget allotments for those items.

- XII. Discussion: Charter School SY-'18 Governing Council Observation Form** **Bill Beacham**

Paula Tackett will provide a response to the Public Education Commission by Friday, December 14<sup>th</sup>.

- XIII. Head of School Report** **Eric Crites**

Eric briefed the Council on the topics that are included in his attached Head of School Report. He added that he had just returned from our Charter Renewal Meeting, and that New Mexico School for the Arts was approved for a 5-year renewal with no exceptions.

- XIV. Admissions Report** **Cindy Montoya**

The Admissions Report was included in the meeting packet.

- XV. President's Report** **Cindy Montoya**

There was not report at this time.

- XVI. Due to the holiday closure, it was decided to reschedule the January Council Meeting from January 9 to January 16.**

- XVII. Executive Session** **Bill Beacham**

**An Executive Session was not needed at this meeting.**

- XVII. Adjournment** **Bill Beacham**

**Paula Tackett made a motion to adjourn the meeting. Dr. Michael 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.**

Bill Beacham declared the meeting adjourned at 5:35 pm.

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Gayle McGuiness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

December 12, 2018 NMSA Charter School Governing Council Meeting Minutes