

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, January 16, 2019, 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 3:09 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 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
Liza Romero, Business Manager
Gayle McGuinness, Assistant Business Manager

NMSA Art Institute Staff Present:

Cindy Montoya, President

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

Dr. Kaplan made a motion to approve the Agenda. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The motion carried.

- V. Public Forum Bill Beacham

No members of the public were in attendance.

- VI. **Approval of Meeting Minutes from December 12, 2018** **Bill Beacham**

Greg Hunt made a motion to approve the December 12, 2018 Meeting Minutes as corrected. 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.

VII. Business Manager’s Report

Liza Romero

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

509-000-1819-0012-I	31700	SB-9 State Match	Increase	Award Letter	5,437
509-000-1819-0013-T	11000	Operational	Transfer	Transfer BAR	-
509-000-1819-0014-M	11000	Operational	Maintenance	Maintenance 2xxx function	-
509-000-1819-0015-M	31900	Educational Tech Notes	Maintenance	Maintenance 4xxx function	-

Dr. Kaplan made a motion to approve the above listed BARs, AP and Payroll Vouchers for December. 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 December, 2018

The Financial packet includes the Revenue and Expenditure reports and the Balance Sheet. Also included are two bank reconciliations, the final one for Wells Fargo and the December New Mexico Bank and Trust.

c. Remaining Balances on all capital Outlay

A report was included in the packet indicating our balances as of December 31, 2018.

d. Quarterly Reports (February, May, August and November)

The quarterly report for the 4th Quarter, 2018 will be available at the February Council Meeting.

e. Update on status of reimbursement for Puente Para los Niños

Eric reported that the fund used for reimbursement for these exceptional costs are applied for twice a year. The first submission is on hold due to the transition in our State Administration.

f. Update on Audit

Liza said that the reports had not yet been released.

VIII. Discussion: Update on Assessment and Accountability Requirements

Eric Crites

Eric distributed a handout and he assured the Council that he will continue to update as needed.

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

Paula reported that the tax levy specifically states that the monies not be used for dormitory facilities. Funding will remain the same as long as we follow the proper procedures. No action taken.

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

Paula Tackett made a motion to table the Amended Student and Family Handbook. Neil Heighberger 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. Item will be placed on the February agenda.

- XI. Approval of Medications Policy** **Bill Beacham**

Greg Hunt made a motion to approve the Medications Policy. Paula Tackett 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.

- XII. Approval of Facility Master Plan (FMP)** **Bill Beacham**

Dr. Kaplan made a motion to table the Facilities Master Plan (FMP). Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion. Item will be placed on the February agenda.

- XIII. Discussion: Mid-Year Governing Council Training Update** **Gayle McGuiness**

Gayle distributed individualized reports to each Council Member indicating where they were in their training requirements to date, and provided them with dates and times of upcoming trainings.

- XIV. 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 the Charter School Division response has been updated and sent.

- XV. Admissions Report** **Cindy Montoya**

Cindy reported that as of today over 150 inquiries have come in to the Admissions Department, resulting in 71 applications to date.

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

Cindy graciously thanked the Governing Council and Eric for their work on the Charter Renewal.

She is currently focusing on Legislation.

XVII. Executive Session

Bill Beacham

The Executive Session was not needed at this meeting.

XVII. Adjournment

Bill Beacham

Paula Tackett made a motion to adjourn the meeting. 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.

Bill Beacham declared the meeting adjourned at 4:51 pm.

Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

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