

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, February 13, 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 Dr. Kaplan

Dr. Kaplan called the meeting to order at 3:09 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 & Roll Call Dr. Kaplan

**NMSA Council Members Present:**

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

**NMSA High School Staff Present:**

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

**NMSA Art Institute Staff Present:**

Cindy Montoya, President – via phone

**Public**

Jayden Chavez, Student

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

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

V. Public Forum Dr. Kaplan

a. Jayden Chavez – Student Advisor Board and Graduation Cap Policy

Jayden Chaves introduced herself to the Council. She is a Junior at NMSA, in the Theater Department and a member of the Student Advisory Board. She helped lead in NMSA's first ever Collaboration Day, which was held in place of Arts Exchange Day. The day was that of sharing and planned activities with a goal of creating a time capsule for the new campus.

She spoke with the Council about the possibility of allowing the Seniors to decorate their graduation caps. Each graduate would need to submit a sketch, which would then need to be approved. The caps would be checked at graduation to ensure that the design matched the approved sketch. Several concerns were raised by the Council. Eric Crites will continue the dialog with the Student Advisory Board.

**VI. Approval of Meeting Minutes from January 16, 2019** **Dr. Kaplan**

**Greg Hunt made a motion to approve the January 16, 2019 Meeting Minutes. Bill Beacham seconded the motion. Dr. Kaplan 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** **Eric Crites**

**a. Consent Agenda: Approval of Payroll Vouchers and Accounts Payable (AP) Vouchers for January, 2019**

**Greg Hunt made a motion to approve the AP and Payroll Vouchers for December. Bill Beacham seconded the motion. Dr. Kaplan 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 January, 2109**

The Financial packet includes the Revenue and Expenditure reports and the Balance Sheet. Also included is the January, 2019 Reconciliation Report for New Mexico Bank and Trust

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

A report was included in the packet indicating our balances as of January 31, 2019.

**d. Quarterly (February, May, August, November)**

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

No response has been received from the State as of this date.

**f. Update on Audit**

The Audit Report has not yet been released.

**g. Action Item: Possible Resolution to Invest Capital Outlay Funds in Money Market Accounts**

**The Governing Council grants permission to management to transfer capital funds into an interest-bearing money market account at New Mexico Bank and Trust.**

**VIII. Approval of Facility Master Plan (FMP)** **Cindy Montoya**

**Bill Beacham made a motion to table the Facilities Master Plan. Greg Hunt seconded the**

**motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**IX. Approval of 2019-2020 School Year Calendar Dr. Kaplan**

**Greg Hunt made a motion to approve the 2019-2020 School Year Calendar. Neil Heighberger seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**X. Approval of Open Meetings Act (OMA) Resolution Dr. Kaplan**

**Bill Beacham made a motion to approve the Open Meetings Act (OMA) Resolution. 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. Approval of Amended Memo of Understanding (MOU) Dr. Kaplan**

**Greg Hunt made a motion to approve the Amended Memo of Understanding (MOU). Bill Beacham seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**XII. Discussion: AdvancED Accreditation Renewal Eric Crites**

Eric stated to the Council that this would now be the time for renewal for AdvancED. He recommends that we not proceed, as the costs would be significant with no benefit to staff or students.

**XIII. Discussion: Update on Student Services Chelamia Quintana**

Chelamia Quintana has been working diligently with a team of faculty members regarding student learning. Students are often referred to her through a teacher or parent. This results in either a long- or short-term intervention with the student and may lead to an IEP or a 504.

**XIV. Head of School Evaluation Cindy Montoya**

Eric and Cindy meet consistently around his goals and expectations. Cindy stated that he is exceptional as an instructional leader, and had to quickly learn about finances. He has a wonderful ability to communicate with families about the mission of the school. Cindy could say, with confidence and without reservation, that she recommends Eric's rehire for the next year.

A formal written evaluation will be provided in May along with a new contract.

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

Eric briefed the Council on the topics that are included in his attached Head of School Report.

**XVI. Admissions Report** Cindy Montoya

Cindy reported that 200 applications were received for the 2019-2020 school year. The final audition workshops will be held this weekend, and auditions will take place on Feb. 22-24. The selection process is based on passion, promise and aptitude.

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

Cindy is closely following the Legislative Session. Senate Bill 315 is soon due in committee.

**XVIII. Executive Session** Dr. Kaplan

- a. Personnel**
- b. Facilities**

**Greg Hunt made a motion to go into Executive Session to discuss Personnel and Facilities. Bill Beacham seconded the motion. The Council unanimously approved the motion.**

A roll call was taken by Eric Crites:

Dr. Michael Kaplan	<u>  X  </u> Yes	<u>      </u> No
Neil Heighberger	<u>  X  </u> Yes	<u>      </u> No
Greg Hunt	<u>  X  </u> Yes	<u>      </u> No
Bill Beacham	<u>  X  </u> Yes	<u>      </u> No

The Governing Council moved into Executive Session at 5:21 pm in order to discuss Personnel and Facilities.

**Greg Hunt made a motion to exit Executive Session with no action taken on Personnel and Facilities. Neil Heighberger seconded the motion.**

A roll call was taken by Eric Crites:

Dr. Michael Kaplan	<u>  X  </u> Yes	<u>      </u> No
Neil Heighberger	<u>  X  </u> Yes	<u>      </u> No
Greg Hunt	<u>  X  </u> Yes	<u>      </u> No
Bill Beacham	<u>  X  </u> Yes	<u>      </u> No

Discussion in Executive Session concluded at 5:38 pm with only Personnel and Facilities being discussed.

**XVII. Adjournment** Dr. Kaplan

**Neil Heighberger made a motion to adjourn the meeting. Greg Hunt 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 5:38 pm.

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Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

February 13, 2019 NMSA Charter School Governing Council Meeting Minutes