

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

Bill Beacham called the meeting to order at 3:02 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 - Excused
Paula Tackett, Secretary
Greg Hunt, Treasurer
Cynthia Nava
Neil Heighberger

NMSA High School Staff Present:

Eric Crites, Head of School
Liza Romero, Business Manager
Gayle McGuinness, Asst. Business Manager

NMSA Art Institute Staff Present:

Cindy Montoya, President

Public Present:

Charlotte Heatherington

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

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

- V. Public Forum – Veronica Toledo Bill Beacham
a) Social Justice

Due to the cancellation of school because of weather, Veronica will speak at the April

- Council Meeting.
- b) Model UN Conference

Due to the cancellation of school because of weather, Veronica will speak at the April Council Meeting.

VI. Approval of Meeting Minutes from February 13, 2019 Bill Beacham

Greg Hunt made a motion to approve the February 13, 2019 Meeting Minutes’ 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. Action Item: Lease – New Campus Bill Beacham

Paula Tackett made a motion to approve entering into a 1-year lease for 75,487 sq. ft. including condominium units 1, 2 and 4 with the Art Institute renewable for up to three years with the lease payment in the range of \$225,000 to \$275,000 for the 1st year with the subsequent years subject to renegotiation base on changes to enrollment and SEG, while the Council works to finalize negotiations and agreement of a lease with an option to purchase for submittal to PED for approval. The lease with option to purchase shall be substantially the same form allotted to the lease in Exhibit B. Dr. Kaplan seconded the motion. A discussion followed. The Council unanimously approved the motion.

VIII. Executive Session Bill Beacham

a. Facilities

Dr. Kaplan made a motion to go into Executive Session to discuss Personnel and Facilities. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

A roll call was taken by Gayle McGuiness:

Cynthia Nava	<u> X </u> Yes	_____ No
Paula Tackett	<u> X </u> Yes	_____ No
Greg Hunt	<u> X </u> Yes	_____ No
Bill Beacham	<u> X </u> Yes	_____ No
Neil Heighberger	<u> X </u> Yes	_____ No
Dr. Kaplan	<u> X </u> Yes	_____ No

The Governing Council moved into Executive Session at 3:15 pm in order to discuss Personnel and Facilities. Charlotte Heatherington was present.

Dr. Kaplan made a motion to exit Executive Session with no action taken on Personnel and Facilities. Paula Tackett seconded the motion.

A roll call was taken by Gayle McGuiness:

Cynthia Nava	<u> X </u> Yes	_____ No
Paula Tackett	<u> X </u> Yes	_____ No
Greg Hunt	<u> X </u> Yes	_____ No
Bill Beacham	<u> X </u> Yes	_____ No
Neil Heighberger	<u> X </u> Yes	_____ No

Dr. Kaplan

Yes No

Discussion in Executive Session concluded at 4:16 pm with only Personnel and Facilities being discussed.

IX. Business Manager's Report

Liza Romero

a. Consent Agenda: Approval of Budget Adjustment Requests (BARs), Payroll Vouchers and Accounts Payable (AP) Vouchers for February, 2019

BAR#	Fund	Fund Description	Type	Reason	Amount
1819-0016-I	11000	Operational	Increase	Fees Educational Revenue	2,746
1819-0017-I	11000	Operational	Increase	Rental Revenue	1,870
1819-0018-I	11000	Operational	Increase	Contributions/Donations Revenue	1,500
1819-0019-I	11000	Operational	Increase	Adm Categorical Revenue	74
1819-0020-I	11000	Operational	Increase	Insurance Recoveries Revenue	10,796
1819-0021-I	11000	Operational	Increase	Refund of Prior Year Revenue	629
1819-0022-I	11000	Operational	Increase	E-Rate Revenue	2,483
1819-0023-I	11000	Operational	Increase	Final SEG Revenue	16,728
1819-0024-T	11000	Operational	Transfer	2xxx to 1xxx function	-
1819-0025-M	11000	Operational	Maintenance	1xxx function	-
1819-0026-M	11000	Operational	Maintenance	2xxx function	-
1819-0027-M	24189	Student Supp Academic Achievement Title IV	Maintenance	1xxx function	-
1819-0028-T	29102	Private Dir Grant	Transfer	4xxx to 1xxx function	-
1819-0029-M	31900	Ed Technology Equipment Act	Maintenance	4xxx function	-

Greg Hunt made a motion to approve the above listed BARs, AP and Payroll Vouchers for February. Dr. Kaplan 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 February 2019

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

c. Remaining Balances on all capital Outlay

Liza provided a Projected Capital Resources that was included in the packet. A brief discussion followed.

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

There are no updates at this time.

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

The reimbursements are close to being approved. An agenda item will appear in April for any additional updates.

- f. Update on Audit

A copy of our Audit Report is included in the packet. We had three findings and have already taken the appropriate steps to insure future errors.

- g. Update: Funds in Money Market Accounts

This item was not discussed during the meeting.

- h. Update on RfRs

A spreadsheet was included in the Business Manager's packet with the necessary updates.

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

Greg Hunt made a motion to approve the Facility Master Plan as amended. Neil Heighberger seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. I discussion followed. The Council unanimously approved the motion.

- XI. Approval of 403(b) Restatement Resolution Bill Beacham**

Dr. Kaplan made a motion to approve the 403(b) Restatement Resolution. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. I discussion followed. The Council unanimously approved the motion.

- XII. Approval of Amended Student/Family Handbook Paula Tackett**

This item was tabled and will appear on the April Agenda.

- XIII. Discussion: Santa Fe Public Schools (SFPS) Tax Levy Elections and Charter School Policy Paula Tackett**

This item was tabled and will appear on the April Agenda.

- XIV. Discussion: Small Unit Adjustment Funding & FY20 Budget Eric Crites**

It appears that the Small Unit Adjustment Funding will go through as presented and will be

phased out.

XV. Legislative Update Cindy Montoya

This item was tabled and will appear on the April Agenda.

XVI. Head of School Report Eric Crites

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

XVII. Admissions Report Cindy Montoya

Cindy reported that 175 prospective students auditioned for entrance into NMSA for Fall '19. Letters of acceptance will be mailed next week.

XVIII. President's Report Cindy Montoya

Cindy has spent a great deal of time at the Legislature. She shared that a new employee, Aileen Ellis, has been hired by the Art Institute in the role of Institutional Development. Eric and Cindy will be working on the budget together. It is due on May 17, 2019.

XVII. Adjournment **Bill Beacham**

Dr. Kaplan made a motion to adjourn the meeting. 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.

Bill Beacham declared the meeting adjourned at 5:22 pm.

Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

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