

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, April 10, 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 3:05 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  
Neil Heighberger - Excused

**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:**

Veronica Toledo, NMSA Student

- IV. Approval of Agenda Bill Beacham

**Cynthia Nava made a motion to approve the Agenda as amended. Greg Hunt 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 and Model UN Conference

Veronica Toledo is a new student at NMSA, having come to us from Santa Fe Indian School. She is a Visual Artist in the 11<sup>th</sup> Grade. Veronica recently traveled to the UN in New York City to attend the Model UN Conference. She gave us a very powerful talk on her time there. She also spoke about the various tactics that she is bringing back to her community.

**VI. Approval of Meeting Minutes from March 13, 2019**

**Bill Beacham**

**Greg Hunt made a motion to approve the March 13, 2019 Meeting Minutes. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**VII. Update on Launch of Creative Writing & Literature Department**

**Denise Hinson**

Denise Hinson, the Chair of our Creative Writing & Literature Department Chair stated that the Application deadline is April 20<sup>th</sup>. To date, there are 8 applicants, and are preparing to admit 20 students. Eric thanked both Denise and Cindy for their hard work in getting this new department up and running.

**VIII. Business Manager's Report**

**Liza Romero**

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

BAR#	Fund	Fund Description	Type	Reason	Amount
1819-0030-I	11000	Operational	Increase	Saturday School Allocation	2,096
1819-0031-I	29102	Private Direct	Increase	Counseling Grant	33,946
1819-0032-IB	24120	IDEA-B Risk Pool	Initial Budget	Puente para los ninos	26,687
1819-0033-D	21000	Food Services	Decrease	USDA contract not in effect	(7,500)
1819-0034-I	21000	Food Services	Increase	Student Fees	7,000
1819-0035-M	29102	Private Direct	Maintenance	Supply Assets	-

**Greg Hunt made a motion to approve the above listed BARs, AP and Payroll Vouchers for March. 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 March, 2019**

Liza guided the Council through the February check and non-check reports and also through the March 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

Our reimbursement from Puente Para los Niños was much smaller than expected. We applied for \$88,000 and received \$26,000. Lisa Oberteuffer is following up on how that amount was determined.

- f. Update: Funds in Money Market Accounts

Liza provided the Council a sample Investment Policy to be updated for use by NMSA. It will be addressed in the May 8<sup>th</sup> meeting.

- g. Update on RfRs

Liza stated that we are up to date.

- h. Budget Input

Budget input forms were distributed to each Council Member.

**IX. Approval of Business Manager Contract** **Eric Crites**

**Cynthia Nava made a motion to approve the Business Manager's Contract for Elizabeth Romero. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**X. Approval of Furniture Bid for New Campus** **Eric Crites**

**Paula Tackett made a motion to approve the furniture bid for the new campus as provided by Eric Crites subject to his negotiations regarding discounts. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**XI. Approval of Amended Student/Family Handbook** **Paula Tackett**

**Paula Tackett made a motion to approve the Amended Student/Family Handbook. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**XII. Approval of Investment Policy** **Bill Beacham**

**This item was tabled until the May 8, 2019 meeting.**

- XIII. Approval of Amended Certificate of Resolution – Terms & Officers Bill Beacham**

**Dr. Kaplan made a motion to approve the Amended Certificate of Resolution – Terms and Officers. Cynthia seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

- XIV. Action Item: Naming Convention Cindy Montoya**

**Dr. Kaplan made a motion to table the Naming Convention until the May 8, 2019 meeting. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

- XV. Update and Action Item: Approval of Lease of New Campus Cindy Montoya**

**Dr. Kaplan made a motion to table the lease of the new campus until the April 22, 2019 Special Meeting. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

- XVI. Action Item: Resolution to Enter in a Lease-Purchase Agreement Cindy Montoya**

**Paula Tackett made a motion to table the Resolution to Enter in a Lease-Purchase Agreement until the April 22, 2019 Special Meeting. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

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

**This item will be discussed at the April 22 Special Meeting. It was agreed that we would be sending a letter to Dr. Veronica Garcia, Superintendent of Santa Fe Public School.**

- XVIII. Update on Enrollment Growth Plans Eric Crites**

**This topic was discussed by Denise Hinson during the Creative Writing and Literature Department presentation.**

- XIX. Legislative Update Paula Tackett**

**Paula stated that NMSA had three measures during this Legislative Session. SB315 was pulled, there is a possibility that we might be able to plug into the Film Tax money, and we were awarded \$4.257 million for construction of our dormitories.**

- XX. Head of School Report Eric Crites**

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

**XXI.** Admissions Report Cindy Montoya

The Admissions Report is included in the packet.

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

Not available at this time.

**XXIII. Executive Session Bill Beacham**

**There was no need for Executive Session at this meeting.**

**XVII. Adjournment Bill Beacham**

**Cynthia Nava 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 5:26 pm.

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Gayle McGuiness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

April 10, 2019 NMSA Charter School Governing Council Meeting Minutes