

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, May 8, 2019, from 3:00 – 5:00 pm Meeting
New Mexico School for the Arts—High School
275 E. Alameda
Santa Fe, NM87501

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 3:12 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 Bill Beacham

NMSA Council Members Present:

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

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:

No Public Present

IV. Approval of Agenda Bill Beacham

Dr. Kaplan 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 Bill Beacham

Bill Beacham asked if there were any members of the public present. No members of the public were present.

VI. Approval of Meeting Minutes from April 10, 2019 **Bill Beacham**

Paula Tackett made a motion to approve the April 10, 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. Approval of Meeting Minutes from April 22, 2019 **Bill Beacham**

Dr. Kaplan made a motion to approve the April 22, 2019 Meeting Minutes. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

VIII. Business Manager's Report **Liza Romero**

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

BAR#	Fund	Fund Description	Type	Reason	Amount
1819-0036-I	14000	Instructional Materials	Increase	Final Allocation Adopted	99
1819-0037-I	29102	Private Direct Grant	Increase	Partners in Education Grant	2,000
1819-0038-I	14000	Instructional Materials	Increase	Final Allocation Non-Adopted	98
1819-0039-T	11000	Operational	Transfer	Food Service Program	7,000
1819-0040-M	31701	SB-9 Local	Maintenance	Supply/Fixed Assets	-

Cynthia Nava made a motion to approve the above listed BARs, AP and Payroll Vouchers for April. 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 April, 2019

Liza guided the Council through the February check and non-check reports and also through the April 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)**

The quarterly report for Quarter 2 was provided and is contained in the packet.

- e. Update on RfRs

Liza will send an RfR Summary Report within the next several days.

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

This morning, four NMSA employees visited the Special Education Department at the Public Education Department, as they are concerned with the reimbursement amount that we received. They stated that they will get back to us and that it was a productive meeting. We remain hopeful that a larger reimbursement will be received.

IX. Discussion & Approval of Investment Policy Eric Crites

Paula Tackett made a motion to table the Investment Policy until the June Governing Council 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.

X. Blanket Approval on BARS in Order to Close Out Fiscal Year Eric Crites

Cynthia Nava made a motion to approve the Blanket Approval of BARS in order to close out the fiscal year. Greg Hunt 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 Capital Outlay Expenditures - Removable Fixtures & Equipment Eric Crites

Paula Tackett made a motion to approve the Capital Outlay Expenditures – Removable Fixtures and Equipment. Dr. Kaplan 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 Salary Schedule SY2020 Eric Crites

Cynthia Nava made a motion to approve the Salary Schedule for SY2020. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed. The Council unanimously approved the motion.

XIII. Approval of SY2020 Operational Budget Eric Crites

Greg Hunt made a motion to tentatively approve the FY2020 Operational Budget pending PED Approval. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

- XIV.** PublicCharterSchoolsofNewMexicoMembershipSY19-20 Eric Crites

This item will appear as an Action Item at the June Council Meeting.

- XV.** Approval of PEC Charter Contract & Performance Framework (including mission-specific goal) Eric Crites

Cynthia Nava made a motion to table the PEC Charter Contract & Performance Framework (including mission-specific goals) until the June Council 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.** Approval of School Location Within District Notification Form for Public Education Commission Eric Crites

Paula Tackett made a motion to approve the Notification form for the school location within the district for the Public Education Commission. 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.** Acceptance of Resignation of Greg Hunt as Governing Council Member Bill Beacham

Paula Tackett made a motion to reluctantly accept the resignation of Greg Hunt as Governing Council Member and Treasurer. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

- XVIII.** Acceptance of Resignation of Neil Heighberger as Governing Council Member Bill Beacham

Dr. Kaplan made a motion to accept the resignation of Neil Heighberger as Governing Council Member. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

- XIX.** Update on Governing Council Training Hours Gayle McGuiness

Gayle distributed information regarding the status of member training.

- XX.** Discussion of Council Membership Number for SY2019-2020 Bill Beacham

This agenda item was not necessary.

XXI. Approval of New Mexico Activities Association Membership for SY2019-2020 Bill Beacham

Paula Tackett made a motion to approve our New Mexico Activities Association Membership for SY2019-2020. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

XXII. Approval of Governing Council Meeting Schedule for SY2019-2020 Bill Beacham

Paula Tackett made a motion to approve the Governing Council Meeting Schedule for SY2019-2020. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

XXIII. Action Item: Naming Convention Cindy Montoya

Paula Tackett made a motion to table the Naming Convention until the June Council Meeting. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

XXIV. Head of School Report Eric Crites

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

XXV. Admissions Report Cindy Montoya

The Admissions Report is included in the packet. Cindy stated that casting a wider net in the process paid off.

XXVI. President's Report Cindy Montoya

Cindy has been diligently working on the launch of the Creative Writing Department, ArtSpring Gala, the move, and Transcend. This year will be a combined budget.

XXVII. Executive Session Bill Beacham

- a. Personnel
- b. Facilities

Paula Tackett made a motion to go into Executive Session to discuss Personnel and Facilities. Cynthia Nava seconded the motion. The Council unanimously approved the motion.

A roll call was taken by Eric Crites:

Cynthia Nava	<u> X </u> Yes	<u> </u> No
Paula Tackett	<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
Dr. Kaplan	<u> X </u> Yes	<u> </u> No

The Governing Council moved into Executive Session at 5:12 pm order to discuss Personnel and Facilities.

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

A roll call was taken by Eric Crites

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
Dr. Kaplan	<u> X </u> Yes	_____ No

Discussion in Executive Session concluded at 5:32 pm with only Personnel and Facilities being discussed.

XVIII. Adjournment

Bill Beacham

Paula Tackett made a motion to adjourn the meeting. Cynthia Nava 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 5:33 pm.

Gayle McGuiness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

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