

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, October 10, 2018, 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 3:04 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 Bill Beacham

**NMSA Council Members Present:**

Bill Beacham, Chair  
Dr. Michael Kaplan, Vice Chair  
Paula Tackett, Secretary  
Greg Hunt, Treasurer  
Cynthia Nava – via phone  
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:**

Laurel Pierce, PED

- 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

Laurel Piece for the New Mexico Department of Public Education attended as an observer.

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

**Cynthia Nava made a motion to approve the September 12, 2018 Meeting Minutes as corrected. Greg Hunt 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 BARs, Payroll Vouchers and AP Vouchers for August, 2018**

<b>BARs</b>	<b>BAR #</b>	<b>Fund</b>	<b>Description</b>	<b>Type</b>	<b>Reason</b>	<b>Amount</b>
509-000-1819-0002-IB	24189		Student Supp Academic Achievement Title IV	Initial Budget	Award Letter	10,000

**Dr. Kaplan made a motion to approve the above listed BAR, AP and Payroll Vouchers for September. 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 September, 2018**

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

She indicated that the updated September report had been submitted. The corrections were not reflected in the reports submitted to the Council. Payroll benefits were updated, as the tax tables were incorrect.

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

A report was included in the packet which shows that SB-9 for 2016 was rolled over to SB-9 31701, 2017. The 2018 dates are actuals, 2019 are projected amounts.

**d. Quarterly & Monthly Reports**

This is an ongoing item.

**e. Update on NMBT & Purchasing Card**

Liza indicated that she is currently researching what Purchasing Card Policies in other school districts look like.

**VIII.** Presentation of Instruction Plans and Rubrics of Sr. Class Projects, Theater Joey Chavez

Joey Chavez and Barbara Hatch walked the Council through the ‘life’ of a Senior Project. As early as their Freshman year, students are aware that in their Senior year, they are responsible for creating a project. Now working on a trimester format, projects formally begin in February. They must create their plan through a collaborative effort and can be monologues or short plays. They

may also include dance and visual art pieces, but no film. Each student is responsible for their own piece, but other students may be included. These projects are often very personal and emotional based on what is current on the social stage. A rubric is used to grade and a debrief takes place at the end of the productions.

**IX. Approval of Amended Certificate of Resolution Number, Tenure and Qualifications of the Governing Council Bill Beacham**

**Greg Hunt made a motion to approve the Amended Certificate of Resolution Number, Tenure and Qualifications of the Governing Council. 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. Discussion Item: SFPS Tax Levy Elections and Charter Schools Policy Bill Beacham**

On August 21<sup>st</sup> of this year, SFPS amended their Policy for Tax Elections and stated “Legislatively created charter school not eligible to be included in HB33, SB9 or ETN elections are not eligible to be on the District’s tax levy election ballots.” Members of the Council and Administrative Staff felt that this was an over-reach, and contacted Dr. Garcia, who agreed with the sentiment. Cindy & Eric will follow up with Dr. Garcia regarding this matter.

**XI. Discussion Item: Governing Council Training Hours Bill Beacham**

During the course of our Charter Renewal, PED informed NMSA that several Council Members did not meet the categorical requirements of annual training. Their number of hours was met. Because of this discovery, NMSA will notify Council Members of all available trainings and track hours and categories in order to eliminate this in the future.

**XII. Discussion Item: FF & E for New Campus Cindy Montoya**

Capital funds will be to furnish and equip the school. As we get closer to the completion of the project, our cash flow will be determined. Access to SB-9, HB33 and ETN funds is critical.

**XIII. Attendance of Governing Council Members at Art Institute Board Meetings Bill Beacham**

Bill Beacham stated that due to quorum rules, the Council members attending Art Institute Board Meetings is limited. Normally, the Council Chair would attend. Dr. Kaplan requested that he go in place of Bill. Cindy Montoya is also in attendance at both meetings. It was pointed out that the role of a Council Member was as an observer.

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

In addition to the topics covered in the report, Eric informed the Council of the following:

- Two students. Zev Spaner and Phoebe Miller were recipients of the Miller Scholarship.
- The Council acknowledged Karen Ehlert for her tremendous work on the Charter Renewal.

- A First Aid and CPR Training is will offered in October to interested Faculty and Staff

X. Admissions Report Cindy Montoya

Cindy stated that the focus of admissions and outreach is all corners of New Mexico. Student grades and/or training or lack thereof are not considered when a prospective student is auditioning.

An amazing Open House was held the previous evening, with over 100 people including 55 prospective students in attendance.

XI. President’s Report Cindy Montoya

Cindy said the that Charter School Administration will be able to successfully take over management of the dorms.

The new website will be launched on Monday, October 15.

XII. **Executive Session** **Bill Beacham**

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

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

A roll call was taken by Eric Crites:

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

The Governing Council moved into Executive Session at 5:05 pm in order to discuss Personnel and Facilities.

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

A roll call was taken by Eric Crites:

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

Discussion in Executive Session concluded at 5:34 pm with only Personnel and Facilities being discussed.

XIII. **Adjournment** **Bill Beacham**

**Paula Tackett made a motion to adjourn the meeting. Greg Hunt 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 5:35 pm.

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Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

October 10, 2018 NMSA Charter School Governing Council Meeting Minutes