

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, November 14, 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 - Approved

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 3:01 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 McGuiness, Asst. Business Manager

NMSA Art Institute Staff Present

Cindy Montoya, President

Public Present:

John Snyder, NMSA Student and President of Student Council

- IV. Approval of Agenda Bill Beacham

Paula Tackett made a motion to approve the Agenda. 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

John Snyder, a Senior, who is a Theater Student and President of the Student Council, spoke about some of the duties of the Student Council. He mentioned that it is comprised of approximately 16 fellow students. They are responsible for dances, Prom, service projects and

Graduation.

VI. Approval of Meeting Minutes from October 10, 2018 **Bill Beacham**

Greg Hunt made a motion to approve the October 10, 2018 Meeting Minutes as corrected. Paula Tackett 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 October, 2018

<u>BARs</u>	<u>BAR #</u>	<u>Fund</u>	<u>Description</u>	<u>Type</u>	<u>Amount</u>
509-000-1819-0003-IB		31200	PSCOC-Lease Assistance	Initial Budget	153,617
509-000-1819-0004-IB		27125	Excellence in Teaching Awards	Initial Budget	26,913

Greg Hunt made a motion to approve the above listed BARs, AP and Payroll Vouchers for October. Neil Heighberger 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 October, 2018

Liza guided the Council through the October check and non-check reports and also through the October 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 & Monthly Reports

There are no updates at this time.

e. Update on NMBT & Purchasing Card

The Business Office is in the process of changing to NMBT. The Purchasing Card will remain on hold. Liza contacted Sprouts and they indicated that they do not accept purchase orders. Checks will be issued prior to lunch pickup each day.

f. Update on Audit

The audit exit interview was conducted at 1:00 pm today. A final report will be issued.

VIII. Status Report and Possible Action Item: Response to SFPS Tax Levy Elections and Charter School Policy **Bill Beacham**

Paula Tackett met with the Assistant Superintendent and the lawyer for Santa Fe Public Schools. They indicated that they would take our information and input back to their Board and get back to us. Paula will stay on top of this. Their next meeting is in December, and this item will be on our December Agenda as well.

IX. Approval of Amended Employee Handbook Bill Beacham

Paula Tackett made a motion to approve the Amended Employee 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.

X. Approval of Issuance of Contract for Furnishings at New Campus Bill Beacham

Greg Hunt made a motion to designate the Head of School to develop a contract not to exceed \$750,000 for furnishings at the new campus. Neil Heighberger seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

XI. Action Item: Amendment to Governing Council Bylaws Bill Beacham

Paula Tackett made a motion to amend the Governing Council Bylaws. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

XII. Charter Renewal Update Eric Crites

The CSD conducted the charter renewal visit on October 18. They simultaneously conducted the annual monitoring site visit. An overall positive report was given. They also indicated that they had gathered enough evidence to cancel their scheduled April 2019 site visit. Charter renewals will be voted on at the December 11-14 PEC meeting.

XIII. Head of School Report Eric Crites

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

XIV. Admissions Report Cindy Montoya

Cindy stated that some of the Arts Chairs are doing outreach. Karina Hean, the Chair of the Visual Arts Department is currently in Artesia. John Selya, the Chair of the Dance Department is in Silver City.

The goal is to receive 300 applicants for the 2019-2020 school year. A full report is included in the packet.

XV. President's Report Cindy Montoya

Cindy is currently working on Legislation and Fundraising. The lease purchase is ready to go forward.

XVI. 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
Neil Heighberger	<u> X </u> Yes	<u> </u> No

The Governing Council moved into Executive Session at 4:45 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:

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
Neil Heighberger	<u> X </u> Yes	<u> </u> No

Discussion in Executive Session concluded at 5:11 pm with only Personnel and Facilities being discussed.

XVII. Adjournment

Bill Beacham

Neil Heighberger 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 5:12 pm.

 12.12.18 

Gayle McGuiness, Assistant Business Manager/Date Paula Tackett, Governing Council, Secretary/Date