

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, September 12, 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 3:03 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
Neil Heighberger - Excused

NMSA High School Staff Present:

Eric Crites, Head of School
Liza Romero, Business Manager - via phone
Stephanie Kirchoffer, School Secretary

NMSA Art Institute Staff Present

Cindy Montoya, President

Public Present:

Ahmad Ali

IV. Approval of Agenda Bill Beacham

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

V. Public Forum Bill Beacham

Ahmad Ali spoke to the Council on how the Simon Scholars application process works; his experience auditioning for NMSA; his family background in Turkey and Indonesia and his family band.

VI. Approval of Meeting Minutes from August 14, 2018 **Bill Beacham**

Greg Hunt made a motion to approve the August 14, 2018 Meeting Minutes as corrected. Cynthia Nava 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. Approval of Meeting Minutes from August 23, 2018 **Bill Beacham**

Dr. Kaplan made a motion to approve the August 23, 2018 Special Meeting Minutes as corrected. 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 BARs, Payroll Vouchers and AP Vouchers for August, 2018

| <u>BARs</u> | <u>BAR #</u> | <u>Fund</u> | <u>Description</u> | <u>Type</u> | <u>Amount</u> |
|----------------------|--------------|---------------|--------------------|-------------|---------------|
| 509-000-1819-0001-IB | | Instructional | Textbooks | Increase | \$1224.00 |

Greg Hunt made a motion to approve the above listed BAR, AP and Payroll Vouchers for August. Cynthia Nava 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 July & August, 2018

Liza guided the Council through the August check and non-check reports and also through the July & August Bank Reconciliations.

Greg Hunt commented on the General Ledger Report and account codes. He questioned the expenditures on page 17 that are in the negative. Liza clarified that the Purchase Order is an estimate. Dr. Kaplan questioned the counterfeit check. Eric explained the fraud. Eric explained the external fraud, and that it has been reported to the fraud department at Wells Fargo. The solution is that we switch banks.

c. Remaining Balances on all capital Outlay

This is a carry-over item; Liza will have undated information at the next meeting.

d. Quarterly & Monthly Reports

Liza had nothing to add to this item. She provided an update on the Audit, as requested by Greg. We are currently waiting for a draft. The Audit should be submitted on time.

IX. Approval to Open Bank Account and Money Market Purchasing Card **Bill Beacham**
in amount of \$10,000

Dr. Kaplan moved to approve the opening of a new Bank Account and a Money Market Purchasing Card in the amount of \$10,000 with New Mexico Bank and Trust. 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.

The Financial Management Policy will need to be amended to reflect changes to accommodate dual control.

- X. Presentation of Charter Renewal Application to Council Eric Crites**

Eric expressed much gratitude to all participating parties. He reported that the initial draft of our charter renewal application is complete. NMSA's renewal site visit will occur on October 18, and the PEC hearing at which they will make a determination about our renewal, will occur on December 13 & 14.

- XI. Approval of Charter Renewal Application Bill Beacham**
Cynthia Nava made a motion to approve the Charter Renewal Application. 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 Student/Family Handbook 2018-2019 Bill Beacham**

Dr. Kaplan made a motion to approve the Student/Family Handbook 2018-2019. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

- XIII. Approval of Amended Credit Transfer Policy Bill Beacham**

Cynthia Nava made a motion to approve the Credit Transfer Policy as amended. 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.

- XIV. Presentation of Instructional Plans and Rubrics of Sr. Class Projects, Theater Joey Chavez**

This item was tabled.

- XV. Head of School Report Eric Crites**

The School Grade report was provided to all Council Members. Commendation by Mr. Crites to all staff and students. This will be discussed further at the next meeting, as there is a shortage of time at this meeting.

- XVI. Admissions Report Cindy Montoya**

Cindy Montoya led the discussion. They are changing the Outreach and Admissions process to get closer to our demographic goals, and making it more blind. They are working with Pueblo leaders. Several staff members will be flying to Chi Arts in October. Also discussed were

providing Rail Runner tickets and admitting Junior Dancers. Other topics included NDI, NDI North, Jicarilla and Bobby Gutierrez (Superintendent of Espanola Schools) working in partnership to increase our enrollment of dancers.

XVII. President's Report Cindy Montoya

Cindy and Eric are currently working with furniture vendors. The Pranzo lawsuit has been resolved.

XVIII. Executive Session Bill Beacham

a. Personnel

b. Facilities

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

A roll call was taken by Stephanie Kirchhoffer:

| | | |
|--------------------|---|-----------------------------|
| Dr. Michael Kaplan | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cynthia Nava | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Paula Tackett | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Greg Hunt | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

The Governing Council moved into Executive Session at 5:13 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. Dr. Kaplan seconded the motion.

A roll call was taken by Eric Crites:

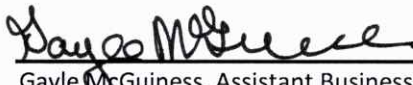

| | | |
|--------------------|---|-----------------------------|
| Dr. Michael Kaplan | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cynthia Nava | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Paula Tackett | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Greg Hunt | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Discussion in Executive Session concluded at 5:28 pm with only Personnel and Facilities being discussed.

XIX. 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 5:30 pm.

 10-10-18 
Gayle McGuinness, Assistant Business Manager/Date Paula Tackett, Governing Council, Secretary/Date