

NEW MEXICO SCHOOL FOR THE ARTS  
Governing Council Meeting  
Wednesday, September 18, 2019, from 3:00 – 5:00 pm Meeting  
New Mexico School for the Arts—High School  
500 Montezuma Ave.  
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 3:07 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  
Cynthia Nava  
Elmer Torres  
Trina Raper – via phone  
  
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 renumbered accordingly. Paula Tackett 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. Action Item: Approval of New Governing Council Members

Bill Beacham

Paula Tackett made a motion to approve new Governing Council Members Elmer Torres and Trina Raper. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

Welcome, Mr. Torres and Ms. Raper.

VII. Approval of Meeting Minutes from August 21, 2019

Bill Beacham

Dr. Kaplan made a motion to approve the August 21, 2019 Meeting Minutes. Cynthia Nava 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. Approval of Budget Adjustment Requests (BARs)

BAR#	Fund	Fund Description	Type	Reason	Amount
1920-0002-1	31600	HB-33	Increase	FY20 estimated revenue	132,665
1920-0004-1	31701	SB-9 Local	Increase	FY20 estimated revenue	183,275
1920-0005-1	31701	SB-9 Local	Increase	Cash Balance	764,949
1920-0006-1	31600	HB-33	Increase	Cash Balance	252,784

Dr. Kaplan made a motion to approve the above listed BARs. 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. Consent Agenda: Approval Payroll Vouchers and Accounts Payable (AP) Vouchers for August, 2019

Dr. Kaplan made a motion to approve the Payroll Vouchers and Accounts Payable (AP) Vouchers for August, 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.

c. Financial Statement Reports – Financial Analysis & Bank Reconciliations August, 2019

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

d. Remaining Balances on all capital Outlay

A report is included in this packet.

- IX. Action Item: Naming Convention** **Cindy Montoya**
- Dr. Kaplan made a motion to approve the Naming Conventions that will be awarded based on pledge agreements between the Art Institute and private donors. 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 Committee Memberships for SY19-20** **Bill Beacham**
- Cynthia Nava made a motion to approve the Committee Memberships for SY19-20. Paula Tackett 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** **Eric Crites**
- Paula Tackett made a motion to approve the Amended Student/Family Handbook. 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. Update on Selection Committee for RFP** **Paula Tackett**
- Paula Tackett stated that the following people are members of the Committee: Bill Neuhaus, Cynthia Nava, Nick Telles, Christopher Alba and Will Clift.
- XIII. Discussion: Governing Council Training 18-19** **Eric Crites**
- Upcoming training date and location information was distributed to the Council Members. Gayle will email the information to Trina Raper.
- XIV. Approval of Transfer of Operation of the Residential Program from the Art Institute to New Mexico School for the Arts** **Bill Beacham**
- Cynthia Nava made a motion to approve the Transfer of Operation of the Residential Program from the Art Institute to New Mexico School for the Arts. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.
- XV. Head of School Report** **Eric Crites**
- Eric briefed the Council on the topics that are included in his attached Head of School Report.
- XVI. Admissions Report** **Cindy Montoya**
- Cindy said that enrollment is currently at 245 students, and the budget is based on an enrollment of 250. Since there is a wait list, there will be rolling auditions for 9<sup>th</sup> and 11<sup>th</sup> grades on October 1<sup>st</sup>. The goal is to increase the student population to 250.
- Cindy indicated that there are discrepancies in the diversity of our students between the applicant and admitted students.

XVII. President's Report

Cindy Montoya

With the sudden passing of Senator Cisneros, Cindy asked for guidance on what we should do in order to express our condolences to his family. It was suggested a card be sent.

Cindy requested that the Executive Committee of the Art Institute Board along with the Governing Council meet for a joint session once per year and suggested that meeting take place on October 15, 2019.

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Bill Beacham exited the meeting.

XVIII. Executive Session

Dr. Kaplan

- a. Personnel
- b. Facilities



Executive Session was not needed at this time.

XVII. Adjournment

Dr. Kaplan

Paula Tackett made a motion to adjourn the meeting. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further Discussion was necessary. The Council unanimously approved the motion.

Dr. Kaplan declared the meeting adjourned at 4:45 pm.

 10/16/18 

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

September 18, 2019 NMSA Charter School Governing Council Meeting Minutes