

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, October 16, 2019, from 2:00 – 4:00 pm Meeting**  
New Mexico School for the Arts—High School  
**500 Montezuma Ave.**  
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 2:15 pm.

II. Reading of Mission Statement 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 – via phone  
Paula Tackett, Secretary  
Cynthia Nava  
Elmer Torres- excused  
Trina Raper – excused

**NMSA High School Staff Present:**

Eric Crites, Head of School  
  
Gayle McGuinness, Asst. Business Manager  
Nathan Rubinfeld, Executive Administrative Asst.

**NMSA Art Institute Staff Present:**

Cindy Montoya, President

**Public Present:**

No public present

IV. **Approval of Agenda** **Bill Beacham**

**Paula Tackett made a motion to approve the Agenda as amended. Cynthia Nava 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 September 18, 2019**

**Bill Beacham**

**Dr. Kaplan made a motion to approve the September 18, 2019 Meeting Minutes as amended. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.**

**VII. Business Manager's Report**

**Bill Beacham**

**a. Approval of Budget Adjustment Requests (BARs)**

<b>BAR#</b>	<b>Fund</b>	<b>Fund Description</b>	<b>Type</b>	<b>Reason</b>	<b>Amount</b>
1920-0007-IB	31200	Public School Capital Outlay	Initial Budget	Initial Allocation	159,173
1920-0008-I	27107	GOB	Increase	Carryover	2,438
1920-0009-I	31400	Special Capital Outlay State	Increase	Carryover	148,289
1920-0010-IB	27103	Dual Credit	Initial Budget	FY20 initial allocation	2,188
<del>1920-0011-I</del>	<del>29102</del>	<del>Private Direct Grant</del>	<del>Increase</del>	<del>AED Equipment</del>	<del>1,113</del>

**Paula Tackett made a motion to approve the above listed BARs. Dr. Kaplan 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 September, 2019**

**Dr. Kaplan made a motion to approve the Payroll Vouchers and Accounts Payable (AP) Vouchers for September, 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 September, 2019**

Eric guided the Council through the September check and non-check reports and also through the September Bank Reconciliations.

**d. Remaining Balances on all capital Outlay**

A report is included in this packet.

**e. Discussion Item: BARs – Individual Listing vs. Consent**

Eric requested that future Meeting Agendas show a Consent Agenda for any and all BARs. The council felt that this option was acceptable.

**VIII. Receive and approve the Selection committee's recommendation regarding consultant services for the Project Manager/Owner's Rep for the design and construction of a cafeteria and dormitory**

**Paula Tackett**

Paula Tackett made a motion to receive and approve the Selection committee's recommendation as the the Project Manager/Owner's Rep for the demolition, design and construction of a cafeteria and dormitory. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

Members of the Council directed Paula to notify the project manager, Jenkins Gavin.

- IX. Authorize a contract with a professional engineer in an amount not to exceed \$60,000, including gross receipts taxes, to investigate and provide a cost estimate for the demolition necessary and infill required to be able to begin construction of the cafeteria. Paula Tackett**

Paula Tackett made a motion to authorize a contract with a professional engineer in an amount not to exceed \$60,000, including gross receipts taxes, to investigate and provide a cost estimate for the demolition necessary and infill required to be able to begin construction of the cafeteria. 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. Approval of New Council Member Bill Beacham**

This agenda item was tabled.

- XI. Approval of Contract with Charlotte Heatherington for Legal Services as Requested by Head of School Eric Crites**

Paula Tackett made a motion to approve a contract with Charlotte Heatherington for Legal Services as Requested by Head of School. 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. Head of School Report Eric Crites**

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

- XIII. Admissions Report Cindy Montoya**

Cindy Montoya reports that there continues to be rolling auditions. Enrollment is currently 246 students. She suggested that in the future the wait list remain open. We are seeking to increase our enrollment to 250.

- XIV. President's Report Cindy Montoya**

Cindy continues to work on Legislative Initiative.

- XV. Executive Session Bill Beacham**  
**a. Personnel**  
**b. Facilities**

**Executive was not needed at this time.**

**XVII. 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 3:53 pm.

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Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

October 16, 2019 NMSA Charter School Governing Council Meeting Minutes