

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, March 25, 2020, from 3:00 – 5:00 pm Meeting**  
New Mexico School for the Arts—High School  
**Via Google Hangouts: [meet.google.com/fmy-xqvq-pum](https://meet.google.com/fmy-xqvq-pum)**  
**Phone Numbers**  
**(US)+1 518-678-6424**  
**PIN: 956 380 318#**

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 3:11 pm.

**II.** Reading of Mission Statement **Bill Beacham**

Bill Beacham read the Mission Statement to the Council.

**III.** Governing Council Attendance as Indicated on Sign-In Sheet & Roll Call **Bill Beacham**

**NMSA Council Members Present via Google Hangouts:**

Bill Beacham, Chair  
Dr. Michael Kaplan, Vice Chair  
Paula Tackett, Secretary  
Cynthia Nava  
Trina Raper

**NMSA High School Staff Present via Google Hangouts:**

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

**Art Institute Staff Present via Google Hangouts:**

Cindy Montoya, President

**IV.** Approval of Agenda **Dr. Kaplan**

Paula Tackett made a motion to approve the Agenda. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.

Roll call was taken by Gayle McGuinness:

Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes

**Trina Raper – Yes**

**The motion carried.**

- V. Public Forum Dr. Kaplan**

Dr. Kaplan asked if there were any members of the public present. No members of the public were present.

- VI. Project Based Learning Implementation Eric Crites**

Prior to the school closure, we were informed that PBL Works will be able to provide training on May 13, 14 and 15. At this time, this is up in the air. They indicated that they are flexible and excited to provide NMSA with the training.

- VII. Approval of Meeting Minutes from February 27, 2020 Dr. Kaplan**

**Paula Tackett made a motion to approve the February 27, 2020 Meeting Minutes as amended. Trina Raper seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.**

**Roll call was taken by Gayle McGuiness:**

**Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes**

**The motion carried.**

- VIII. Approval of Special Meeting Minutes from March 4, 2020 Dr. Kaplan**

**Trina Raper made a motion to approve the January 15, 2020 Meeting Minutes. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.**

**Roll call was taken by Gayle McGuiness:**

**Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes**

**The motion carried.**

- IX. Business Manager's Report Liza Romero**

- a. Consent Agenda: Approval of BAR, Payroll Vouchers and Accounts Payable (AP) Vouchers for February 2020**

**Paula Tackett made a motion to approve the BAR, Payroll Vouchers and Accounts Payable (AP) Vouchers for February 2020. Trina Raper seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.**

**Roll call was taken by Gayle McGuinness:**

**Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes**

**The motion carried.**

**b. Financial Statement Reports – Financial Analysis & Bank Reconciliations February, 2020**

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

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

A report is included in this packet.

**d. Discussion – SY21 Budget**

The general topic of this discussion centered around COVID-19 and the downstream consequences to the operation of the School. Cindy Montoya stated the Art Institute is applying for the Federal Stimulus Small Business Administration Loan. This loan turns into a grant on July 1, 2020.

**X. Consent Agenda: Approval of Expenditure of over \$5,000 for rental of Lensic for Performance Space, Approval of Security Assets Solutions Agreement: \$6,600, Approval of Authorization for Eric Crites to Approve Unexpected Expenditures for the Dormitory and Cafeteria Project up to \$50,000**  
**Dr. Kaplan**

**Paula Tackett made a motion to approve the Expenditure of over \$5,000 for rental of Lensic for Performance Space. Trina Raper seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.**

**Roll call was taken by Gayle McGuinness:**

**Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes**

**The motion carried.**

Cynthia Nava made a motion to approve the Security Assets Solutions Agreement: \$6,600. Bill Beacham seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.

Roll call was taken by Gayle McGuiness:

Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes

The motion carried.

Paula Tackett made a motion to approve the Authorization for Eric Crites to Approve Unexpected Expenditures for the Dormitory and Cafeteria Project up to \$50,000. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. A brief discussion followed.

Roll call was taken by Gayle McGuiness:

Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes

The motion carried.

**XI. Approval of Change of Governing Council Meeting Date from April 15 to April 13, 2020**

Dr. Kaplan

Bill Beacham made a motion to approve the Change of Governing Council Meeting Date from April 15 to April 13, 2020. Trina Raper seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. A brief discussion followed.

Roll call was taken by Gayle McGuiness:

Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes

The motion carried.

**XII. Status of Phase II Construction**

Paula Tackett

Paula Tackett advised the Council that preliminary demolition has begun. Paula Tackett, Eric Crites, Cindy Montoya and Nathan Rubinfeld are meeting weekly with construction representatives. the cafeteria project is progressing with ongoing conversations with the contractor and Paula, Eric, Cindy and Nathan on how to utilize the funding from 2019 for the cafeteria (and possibly hold off on the dormitory). The Governor vetoed the current 2020 allocation to complete the construction of the dormitory and cafeteria.

The special session of the legislature to be possibly held in June 2020 will not be addressing any capital outlay.

**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 Montoya stated that the Residential Students had been exited and she is working on a schedule to have students pick-up their belongings. She is also working with the Archdiocese regarding further lease payments of the dormitories.

**XV. President's Report** **Cindy Montoya**

Cindy Montoya stated that acceptance letter notifications for new students for the 2020-2021 school year has been pushed back until April 19<sup>th</sup>. Francesca Rodriguez, Director of Admissions, will submit her recommendations to Cindy and Eric who will then make final decisions. There are several potential students who are still in need of an audition.

**XVI. 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.**

**Roll call was taken by Gayle McGuiness:**

**Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes**

**The motion carried.**

Dr. Kaplan declared the meeting adjourned at 4:29 pm.

**XVII. Executive Session** **Dr. Kaplan**  
**a. Personnel**  
**b. Facilities**

**Paula Tackett made a motion to close the meeting pursuant to the Open Meetings Act, section 10-15-1H(2) for limited Personnel matters and section 10-15-1H(8), for discussion of matters dealing with real property. Trina Raper 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
Bill Beacham	<u>  X  </u> Yes	<u>      </u> No
Dr. Kaplan	<u>  X  </u> Yes	<u>      </u> No
Trina Raper	<u>  X  </u> Yes	<u>      </u> No

The Governing Council moved into Executive Session at 4:30 pm order to discuss Personnel and Facilities.

**Paula Tackett made a motion to go out of Executive Session with no action on limited Personnel matters and discussion on matters dealing with real property. Trina Raper 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
Bill Beacham	<u>  X  </u> Yes	<u>      </u> No
Dr. Kaplan	<u>  X  </u> Yes	<u>      </u> No
Trina Raper	<u>  X  </u> Yes	<u>      </u> No

Discussion in Executive Session concluded at 5:03 pm with limited Personnel and acquisition of real property being discussed.

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Gayle McGuiness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

March 25, 2020 NMSA Charter School Governing Council Meeting Minutes