**New Mexico School for the Arts**

Governing Council Meeting

**Monday, April 13, 2020, from 3:00 – 5:00 pm Meeting**

New Mexico School for the Arts—High School

**Via Google Hangouts: meet.google.com/dqs-ttbm-bne**

**Phone Numbers**

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**PIN:**

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.*

1. Call to Order Bill Beacham

Bill Beacham called the meeting to order at 3:05 pm.

1. Reading of Mission Statement Bill Beacham

Bill Beacham read the Mission Statement to the Council.

1. 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 - Excused

Trina Raper

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

Eric Crites, Head of School

Liza Romero, Business Manager

Gayle McGuiness, Asst. Business Manager

Nathan Rubinfeld, Executive Administrative Asst.

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

Cindy Montoya, President

1. **Approval of Agenda Bill Beacham**

**Paula Tackett made a motion to approve the Agenda. Dr. Kaplan seconded the motion. Bill Beacham 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**

**Trina Raper – Yes**

**The motion carried.**

1. Public Forum **Bill Beacham**

Bill Beacham asked if there were any members of the public present. No members of the public were present.

1. **Approval of Meeting Minutes from March 25, 2020 Bill Beacham**

**Dr. Kaplan made a motion to approve the March 25, 2020 Meeting Minutes. Trina Raper seconded the motion. Bill Beacham 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**

**Trina Raper – Yes**

**The motion carried.**

1. Business Manager’s Report Liza Romero
   1. **Consent Agenda: Approval of BARs, Payroll Vouchers and Accounts Payable (AP) Vouchers for March, 2020**

**Trina Raper made a motion to approve the BARs, Payroll Vouchers and Accounts Payable (AP) Vouchers for March 2020. Paula Tackett seconded the motion. Bill Beacham 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**

**Trina Raper – Yes**

**The motion carried.**

* 1. Financial Statement Reports – Financial Analysis & Bank Reconciliations March, 2020

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

* 1. Remaining Balances on all capital Outlay

A report is included in this packet.

* 1. Discussion – SY21 Budget

No discussion needed.

1. **Approval of FY2021 Tentative Operational Budget Pending PED Approval Bill Beacham**

**Dr. Kaplan made a motion to table this item until the May meeting. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed.**

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

**Bill Beacham – Yes**

**Dr. Kaplan - Yes**

**Paula Tackett – Yes**

**Trina Raper – Yes**

**The motion carried.**

1. **Approval of Business Manager Contract Bill Beacham**

**Paula Tackett made a motion to approve the Business Managers Contract. Trina Raper**

**seconded the motion. Bill Beacham 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.**

1. **Approval of Amended Certificate of Resolution – Terms & Officers Bill Beacham**

**Trina Raper made a motion to approve the amended Certificate of Resolution – Terms and Officers. Dr. Kaplan seconded the motion. Bill Beacham 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**

**Trina Raper – Yes**

**The motion carried.**

1. **Update and Action Item: Approval of Lease for SY2021 Bill Beacham**

**Paula Tackett made a motion to table this item until the May meeting. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed.**

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

**Bill Beacham – Yes**

**Dr. Kaplan - Yes**

**Paula Tackett – Yes**

**Trina Raper – Yes**

**The motion carried**

1. Head of School Review Cindy Montoya

Cindy stated that she and Bill Beacham have worked informally determining Eric’s performance in the various Domain’s as an Administrator. She reported the following:

* Domain 1, Instructional Leadership: Eric has advanced in this area and has gone the extra mile. He realizes that Policies need to be in place
* Domain 2, Communication: Eric is honest and respectful with all stake holders.
* Domain 3, Professional Development: He is advanced. Eric coordinates and offers training to all staff. He supports mentoring and provides coaches to those in need.
* Domain 4, Operations Management: He is advanced, as can been seen in the fact that he moved an entire school to a new location.
* Domain 5, Scope of Responsibility: He supports the entire school community and encourages every student to succeed.

1. Status of Phase II Construction Paula Tackett

Paula stated that the demolition is continuing as construction is deemed an essential service. The crew is following all social distancing protocol. They are working four 10 hour days, taking Friday off. Construction meetings continue weekly and have moved to an online platform.

1. Charter Schools Division/Public Education Commission Updates Eric Crites

Eric informed the Council that in a meeting on March 31st with the Charter School Division they hope to reschedule site visits in June. He will upload all pertinent documents into WebEPPS. We are required to submit our Education Plan with our Budget (see Head of School Report for additional details). Eric told us that State Assessments have been cancelled.

1. Head of School Report Eric Crites

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

1. Admissions Report Cindy Montoya

Cindy reported that Admissions received 300 applications. Approximately 20 students decided not to pursue attending NMSA. Creative Writing did not receive the intended number of applications.

Next year there will be a greater effort to convert to digital marketing rather that doing person-to-person outreach.

1. President’s Report Cindy Montoya

Cindy informed the Council that we will not be able to hold ArtSpring, resulting in a loss of revenue of $400,000. They are grateful to have received a $100,000 donation, which was able to be matched, closing the gap to $200,000. The Art Institute has a reserve with will get the Art Institute through the end of June. The Grant that was applied for has a requirement to rehire all employees, which they will do.

The MOU between the Art Institute and the Charter School is currently being working on by Slate Stern and Charlotte Heatherington to a more generic form in order to prevent an annual re-write.

The Residential Program will be moved to the Charter School. She stated that Pinon Catering is a sole-source vendor.

Cindy has requested that a combined meeting of the Art Institute Board of Trustees and the Governing Council be held in early June lead by a facilitator.

1. **Executive Session Bill Beacham**
   1. **Personnel**
   2. **Facilities**

**Executive Session as not needed at this time.**

**XVII. Adjournment Bill Beacham**

**Paula Tackett made a motion to adjourn the meeting. Dr. Kaplan seconded the motion**.

**Bill Beacham 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**

**Trina Raper – Yes**

**The motion carried.**

Bill Beacham declared the meeting adjourned at 5:01 pm.

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

April 13, 2020 NMSA Charter School Governing Council Meeting Minutes