

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, May 13, 2020, from 3:15 – 5:15 pm Meeting
New Mexico School for the Arts—High School
Via Google Hangouts: meet.google.com/uix-ggyx-mvz
Phone Numbers
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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 3:24 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

Public Present via Google Hangouts:

Greg Hunt

IV. Approval of Agenda **Bill Beacham**

Dr. Kaplan made a motion to approve the Agenda. Cynthia Nava seconded the motion. Bill Beacham 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
Trina Raper – Yes
Cynthia Nava - Yes**

The motion carried.

V. Public Forum Bill Beacham

Bill Beacham asked if there were any members of the public present. Greg Hunt was present as an observer.

VI. Approval of Meeting Minutes from April 13, 2020 Bill Beacham

Dr. Kaplan made a motion to approve the April 13, 2020 Meeting Minutes. Cynthia Nava 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
Cynthia Nava - Yes**

The motion carried.

VII. Approval of Special Meeting Minutes from April 24, 2020 Bill Beacham

Paula Tackett made a motion to approve the April 24, 2020 Special Meeting Minutes. 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
Cynthia Nava - Yes**

The motion carried.

VIII. Business Manager’s Report Liza Romero

a. Consent Agenda: Approval of BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers for April, 2020

Dr. Kaplan made a motion to approve the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers for April, 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
Cynthia Nava - Yes**

The motion carried.

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

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

- c. Remaining Balances on all capital Outlay**

A report is included in this packet.

- IX. Blanket Approval of BARs in Order to Close Out Fiscal Year** **Liza Romero**

Cynthia Nava made a motion for blanket approval of BARs in order to close out the Fiscal Year. 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
Cynthia Nava - Yes**

The motion carried.

- X. Approval of FY2021 Tentative Operational Budget Pending PED Approval** **Liza Romero**

Trina Raper made a motion to tentatively approve the Operation Budget for FY2021 pending PED approval. 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
Cynthia Nava - Yes**

The motion carried.

XI. Approval of Salary Schedule

Eric Crites

Cynthia Nava made a motion to approve the SY2021 Salary Schedule as corrected. 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
Cynthia Nava - Yes

The motion carried.

XII. Approval of Amended Certificate of Resolution – Meeting Schedule 20-21

Gayle McGuiness

Trina Raper made a motion to Approve the Amended Certificate of Resolution – Meeting Schedule 20-21. 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
Cynthia Nava - Yes

The motion carried.

XIII. Approval of Revised Memorandum of Understanding Between New Mexico School for the Arts and New Mexico School for the Arts-Art Institute

Bill Beacham

Paula Tackett made a motion to table the Revised Memorandum of Understanding between New Mexico School for the Arts and New Mexico School for the Arts-Art Institute until the June meeting. 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
Cynthia Nava - Yes

The motion carried.

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

Paula Tackett made a motion to approve the Lease for SY2021. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A brief discussion followed.

Paula Tackett made a motion to table the Lease for SY2021. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was needed.

Roll call was taken by Gayle McGuiness:

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

The motion carried.

XV. Annual Approval of New Mexico Activities Association Membership For 2020-2021 SY Eric Crites

Cynthia Nava made a motion to approve membership with New Mexico Activities Association for SY20-21. 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
Cynthia Nava - Yes

The motion carried.

XVI. Approval of Head of School Contract Bill Beacham

Bill Beacham made a motion for to approve the Head of School Contract for a term of three years with Salary increase based on SEG. Cynthia Nava 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
Cynthia Nava - Yes**

The motion carried.

XVII. Approval of Professional Services Contract SY20-21 **Eric Crites**

Paula Tackett made a motion for to approve the Professional Services Contract for SY20-21. Trina Raper 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
Cynthia Nava - Yes**

The motion carried.

XVIII. Update of Governing Council Training Hours **Gayle McGuiness**

Gayle stated that all members who registered had received their training modules from Public Charter School of New Mexico. Training needs to be completed by June 30, 2020.

XIX. Status of Phase II Construction **Paula Tackett**

Paula informed the Council that demolition was ongoing and on schedule. A series of photos were shown of the progress.

XX. Head of School Report **Eric Crites**

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

XXI. Admissions Report **Cindy Montoya**

An Admissions Report was provided by Francesca Rodriguez and is included in this packet.

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

Cindy reported that she and the Art Institute have been working diligently to raise funds in lieu of ArtSpring. The online fundraising is titled "Retrospective." She indicated that there may be a budget reduction of up to 20% for the Art Institute.

XXIII. Adjournment **Bill Beacham**

Paula Tackett made a motion to adjourn the meeting. Trina Raper 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
- Cynthia Nava - Yes

The motion carried.

Bill Beacham declared the meeting adjourned at 5:15 pm.

XXIV. Executive Session

Bill Beacham

- a. Personnel
- b. Facilities

Dr. Kaplan 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. Cynthia Nava 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 5:17 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 5:51 pm with limited Personnel and acquisition of real property being discussed.

Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

May 13, 2020 NMSA Charter School Governing Council Meeting Minutes