

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, August 19, 2020, from 3:00 – 5:00 pm Meeting**  
New Mexico School for the Arts—High School  
**Via Google Hangouts: [meet.google.com/ckz-egtb-qsk](https://meet.google.com/ckz-egtb-qsk)**  
Phone Numbers  
**(US)+1 224-801-4799**  
PIN: 479 587 036#

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 3:05 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  
Chelamia Quintana, Principal  
Liza Romero, Business Manager  
Gayle McGuinness, Asst. Business Manager

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

Cindy Montoya, President

IV. Approval of Agenda Bill Beacham

Paula 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.

Roll call was taken by Gayle McGuinness:

Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Trina Raper – not yet in attendance

**Cynthia Nava – Yes**

**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 June 3, 2020 Bill Beacham**

**Dr. Kaplan made a motion to approve the June 3, 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 McGuinness:**

**Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Trina Raper – not yet in attendance  
Cynthia Nava – Yes**

**The motion carried.**

**VII. Approval of Special Meeting Minutes from June 29, 2020 Bill Beacham**

**Dr. Kaplan made a motion to approve the June 29, 2020 Meeting Minutes. Paula Tackett 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 – not yet in attendance  
Cynthia Nava – Yes**

**The motion carried.**

**VIII. Approval of Special Meeting Minutes from July 20, 2020 Bill Beacham**

**Paula Tackett made a motion to approve the July 20, 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 McGuinness:**

**Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes**

Trina Raper – not yet in attendance  
Cynthia Nava – Yes

The motion carried.

**IX. Business Manager’s Report**

Liza Romero

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

The finance committee chair reported that the finance committee met on August 19, 2020 and reviewed the following documents:

Balance Sheet Report – 2020 06	Balance Sheet Report – 2020 07
Check Listing 06 2020	Check Listing 07 2020
Expenditure Report – 2020 06	Expenditure Report – 2020 07
Money Market Bank Reconciliation Report 2020 06	
Money Market Bank Reconciliation Report 2020 07	
NMSA – SCH-FY19-20 Final	
NMSA Historical Revenue for Capital Funds 7-31-20	
Non-Check Listing 06-2020	Non-Check Listing 07-2020
Operational – Bank Reconciliation Report 2020 06	
Operational – Bank Reconciliation Report 2020 07	
Payroll 23	Payroll 24
Payroll 25	Payroll 26
Payroll 1	Payroll 2
BAR 1920-0047-I	BAR 1920-0048-M
BAR 1920-0049-T	BAR 1920-0051-M
BAR 1920-0052-T	BAR 1920-0053-M
BAR 1920-0054-I	BAR 1920-0055-I
BAR 1920-0056-D	BAR 1920-0057-M
BAR 1920-0058-M	BAR 1920-0059-I
BAR 1920-0060-I	BAR 1920-0061-I
BAR 1920-0062-I	BAR 1920-0063-D
BAR 1920-0064-M	BAR 1920-0065-M
BAR 1920-0066-I	

The finance committee did not detect any irregularities.

Dr. Kaplan made a motion to approve the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers for June & July, 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 McGuinness:

Bill Beacham – Yes  
Dr. Kaplan - Yes  
Paula Tackett – Yes  
Trina Raper – not yet in attendance

**Cynthia Nava - Yes**

**The motion carried.**

- b. Financial Statement Reports – Financial Analysis & Bank Reconciliations June and July 2020**

Liza guided the Council through the June & July check and non-check reports and also through the June & July Bank Reconciliations.

- c. Remaining Balances on all capital Outlay**

A report is included in this packet.

- X. Approval of Revised Salary Schedule SY20-21 Eric Crites**

**Paula Tackett made a motion to approve the revised Salary Schedule SY20-21. Dr. Kaplan 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.**

- XI. Approval of Title IX Assurances Eric Crites**

**Paula Tackett made a motion to approve the Title IX Assurances. 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.**

- XII. Approval of Committee Memberships for SY20-21 Bill Beacham**

**This Agenda item was tabled until the next meeting.**

- XIII. Approval of Amended Attendance Policy Eric Crites**

**Trina Raper made a motion to approve the Amended Attendance Policy. Dr. Kaplan 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.**

**XIV. Update of 20-21 School Year** **Eric Crites**

The new school year has launched and is going well. Attendance has been good, and the students are enthusiastic. Two-hundred ninety people attended today's assembly.

Newly hired staff reported for their first day on August 3<sup>rd</sup>, all other staff and faculty reported on August 4<sup>th</sup>.

The students began their school year on August 10<sup>th</sup>, attending only their Arts Block. On August 17<sup>th</sup> they attended only their Academic Classes. Full-time remote learning will begin on Monday, August 24<sup>th</sup>.

Nick Martino provided faculty training over the last several weeks.

Administrative Staff are currently working on the Hybrid Mode in anticipation of a return to school in October.

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

Paula informed the Council that demolition is complete, and clean up is done. She said that the Gallery brickwork looks amazing, and the Paseo will be able to be finished. The Construction Team is looking at what can be afforded regarding upcoming construction.

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

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

**XVII. Admissions Report** **Cindy Montoya**

Cindy reported that our current student enrollment is 296, and the Admission Department is no longer taking wait-listed students or doing auditions. She said that a full report would be sent to Gayle. They are already receiving a high number of inquiries for the 21-22 School year.

Due to the generosity of the Yates Foundation, they are providing an additional \$20,000 to the \$50,000 they normally give. This money will be used for remote outreach.

**XVIII. President's Report**

Cindy Montoya

Cindy continues to meet with the Transition Team and is focusing on fundraising efforts.

**XIX. Closed Session to Discuss Pending or Threatened Litigation and Limited Personnel Matters Pursuant to NMSA 1978, Section 10-15-1(H)(2)(7)**

Bill Beacham

**Mr. Beacham stated: We are now going to leave the general meeting to go into a Closed Session. Due to virtual meeting technological issues, we will be adjourning this meeting at the end of the closed session.**

The Governing Council moved into Closed Session at 4:40pm order to discuss Personnel.

Discussion in Closed Session concluded 5:00 pm with limited Personnel being discussed.

**XX. Adjournment**

Bill Beacham

**Adjournment was done by consensus.**

Bill Beacham declared the meeting adjourned at 5:00 pm.

 9/16/20 

Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date