

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, October 21, 2020, from 3:00 – 5:00 pm Meeting
New Mexico School for the Arts—High School
Zoom Meeting

<https://zoom.us/j/92895976273?pwd=RzdjMTBuWIFYejA4OGowaWdDb0J4UT09>

Meeting ID: 928 9597 6273
Passcode: 11149R

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 Dr. Kaplan

Dr. Kaplan called the meeting to order at 3:08 pm.

II. Reading of Mission Statement Dr. Kaplan

Dr. Kaplan read the Mission Statement to the Council.

III. Governing Council Attendance as Indicated on Sign-In Sheet & Roll Call Dr. Kaplan

NMSA Council Members Present via Zoom Meeting:

Bill Beacham, Chair - Excused
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

Art Institute Staff Present via Google Hangouts:

Cindy Montoya, President

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

Cynthia Nava made a motion to approve the Agenda 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 McGuinness:

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

The motion carried.

- V. Public Forum Dr. Kaplan**

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

- VI. Approval of Meeting Minutes from September 16, 2020 Dr. Kaplan**

Paula Tackett made a motion to approve the September 16, 2020 Meeting Minutes as corrected. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.

Roll call was taken by Gayle McGuiness:

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

The motion carried.

- VII. Approval of Special Meeting Minutes from October 13, 2020 Dr. Kaplan**

Paula Tackett made a motion to approve the October 13, 2020 Special Meeting Minutes. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion.

Roll call was taken by Gayle McGuiness:

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 September, 2020**

The finance committee chair reported that the finance committee met on October 21, 2020 and reviewed the following documents:

Balance Sheet Report – 2020 09	Check Listing 09 2020
Expenditure Report – 2020 08	Non-Check Listing 09 2020
Money Market Bank Reconciliation Report 2020 09	
Operational – Bank Reconciliation Report 2020 09	
Payroll 5	Payroll 6
Revenue Report – 2020 08	RfR Summary Report
BAR 2021-0008-M	BAR 2021-0009-M

The finance committee did not detect any irregularities.

Trina Raper made a motion to approve the BARs, Payroll Vouchers and Accounts Payable (AP) Vouchers for September, 2020. 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:

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

The motion carried.

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

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

c. Remaining Balances on all capital Outlay

A report is included in the packet

IX. Consent Agenda:

Eric Crites

a. COVID

Cynthia Nava made a motion to approve the COVID Policy as amended. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. A lengthy discussion followed.

Roll call was taken by Gayle McGuiness:

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

The motion carried.

b. ADA

Trina Raper made a motion to approve the ADA Policy. 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 McGuinness:

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

c. Title IX Policies

Paula Tackett made a motion to approve the Title IX Policy. 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 McGuinness:

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

X. Approval of Letter Supporting Application for Beer and Wine License for Business Entity at 418 Montezuma Ave. Eric Crites

Paula Tackett made a motion to the letter Supporting the Application for a beer and wine license for the business entity located at 418 Montezuma Ave. 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 McGuinness:

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

The motion carried.

XI. Approval of Second Amendment to the Lease Agreement Eric Crites

Paula Tackett made a motion to approve the second amendment to the Lease Agreement. 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:

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

The motion carried.

XII. Status of Phase II Construction Paula Tackett

Paula Tackett reported that the Public-School Finance Authority (PSFA) clarified that we do not have to make improvements to our parking lot at this time due to the ongoing construction. Construction is moving along and the cement has been poured. Steel will arrive within the month, and final costs for the project should be available soon.

XIII. Update on School Year 2020-2021 Eric Crites

The update on the school year is included in the Head of School Report.

XIV. Head of School Report Eric Crites

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

XV. Admissions Report Cindy Montoya

Cindy Montoya said that recruitment has begun for the 2021-2022 school year, adding that they have had a fair amount of success in Artesia. They continue to look for funding for these efforts. They are meeting with a number of Pueblos, who will bring the students to us through virtual Town Halls and Moving Arts Espanola.

XVI. President's Report Cindy Montoya

Cindy Montoya requested that the Council and the Art Institute Board meet for a joint session to discuss the Art Institute's change of focus to a foundation, with the Charter School taking over all responsibilities including the dormitories.

XVII. Closed Session to Discuss Pending or Threatened Litigation and Limited Personnel Matters Pursuant to NMSA 1978, Section 10-15-1(H)(2)(7) and section 10-15-1H(8), for discussion of matters dealing with real property Dr. Kaplan

Dr. Kaplan 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.

XVIII. Adjournment Dr. Kaplan

Adjournment was done by consensus.

Dr. Kaplan declared the meeting adjourned at 5:00 pm.

Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

October 21, 2020 NMSA Charter School Governing Council Meeting Minutes