

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, November 18, 2020, from 3:00 – 5:00 pm Meeting**  
New Mexico School for the Arts—High School

Zoom:  
<https://zoom.us/j/98912618760?pwd=SjVNNG1IVENJQVN0YW01MkdTb3FIZz09>

Meeting ID: 989 1261 8760  
Passcode: 851190

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 3:03 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 Zoom Meeting:**

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

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

Cindy Montoya, President

IV. **Approval of Agenda** **Bill Beacham**

**Cynthia Nava made a motion to approve the Agenda as. Trina Raper 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 – Not yet in attendance**  
**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. No public was in attendance.

- VI. Approval of Meeting Minutes from October 21, 2020 Bill Beacham**

Trina Raper made a motion to approve the October 21, 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 – Not yet in attendance  
Trina Raper – Yes  
Cynthia Nava – Yes

**The motion carried.**

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

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

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

Balance Sheet Report – 2020 10	Check Listing 10 2020
Expenditure Report – 2020 10	Non-Check Listing 10 2020
Money Market Bank Reconciliation Report 2020 10	
Operational – Bank Reconciliation Report 2020 10	
Payroll 7	Payroll 8
Revenue Report – 2020 10	RfR Summary Report
BAR 2021-0012-I	BAR 2021-0012-T
BAR 2021-0013-T	BAR 2021-0014-I
BAR 2021-0015-D	BAR 2021-0016-T
BAR 2021-0017-M	
AP Disbursement Detail Listing	

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 October, 2020. 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 – Not yet in attendance  
Trina Raper – Yes  
Cynthia Nava – Yes**

**The motion carried.**

- b. Financial Statement Reports – Financial Analysis & Bank Reconciliations October, 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

- d. Update on FY20 Audit Process**

Liza reported that the Exit Interview for the 2019-2020 Audit was conducted on November 6<sup>th</sup>, and has been submitted to the State Auditor’s Office. No approval will take place until February or March of 2021.

**VIII. Approval of Purchase of Equipment and Technology to Support Hybrid Learning Model**

**Eric Crites**

**Cynthia Nava made a motion to approve the purchase of Equipment and Technology to support the Hybrid Learning Model. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.**

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

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

**The motion carried.**

**IX. Consent Agenda:**

**Eric Crites**

- a. Approval of Revised HR Handbook**

**Dr. Kaplan made a motion to approve the revised HR Handbook. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.**

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

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

**The motion carried.**

**b. Approval of Revised Student/Family Handbook**

**Trina Raper made a motion to approve the revised Student/Family Handbook. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.**

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

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

**The motion carried.**

**~Paula Tackett joined the meeting at 3:50 pm.**

**X. Approval of Amended Student Selection Policy Eric Crites**

**Dr. Kaplan made a motion to approve the amended Student Selection Policy. Cynthia Nava seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A lengthy discussion followed.**

**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. Signing of Affidavits and Assurances for 2020-2021 Gayle McGuinness**

**Gayle McGuinness stated that the Council Member Affidavits and Assurance needed to be signed for this school year. She will reach out for signatures when the COVID restrictions are lifted.**

**XII. Discussion: Residential Program 2021-2022 Eric Crites**

Eric Crites stated that planning needed to be initiated regarding student dorms for the 2021-2022 School Year. We currently do not have a location, and this program is now the responsibility of the Charter School. Dr. Kaplan has been looking at potential locations, while taking into consideration the need for transportation and the ability to provide meals.

Eric pointed out that a search needs to begin to hire staff that could initiate the process of establishing policies and provide oversight for the program.

Cindy recommended that Rosemary Gallegos at New Mexico School for the Deaf be contacted, as she may be a valuable resource in moving forward.

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

Paula Tackett reported that some of the steel has arrived and has been constructed along with planters and steps. More steel is scheduled to arrive on Monday, November 23<sup>rd</sup>. Pictures were provided to the Council from the walk-through that was done earlier in the day.

**XIV. Update on School Year 2020-2021** **Eric Crites**

Updates for the school year will be included in the Head of School Report.

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

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

**XVI. Admissions Report** **Cindy Montoya**

Cindy Montoya told the Council that Francesca Rodriguez is doing an amazing job with Community Outreach. With the help of funding through the Yates Foundation, 10 of 17 classes that will be provided remotely, have been filmed. Francesca has been busy delivering kits to various areas of the state to coincide with sessions being offered. The classes will be archived on Moodle and will be shared with northern areas of the state and in our Open House.

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

Cindy said that fundraising continues. She requested that the Council meet with the Art Institute Board for a Work Session to share future plans and joint efforts between the Charter School and the Art Institute. This item will be added to the December meeting agenda.

**XVIII. Executive Session** **Bill Beacham**  
**a. Personnel**  
**b. Facilities**

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

The Governing Council moved into Executive Session at 5:00 pm order to discuss Personnel and Facilities.

Discussion in Closed Session concluded 5:12 pm with limited Personnel and Facilities being discussed.

**XIX. Adjournment**

**Bill Beacham**

**Adjournment was done by consensus.**

Bill Beacham declared the meeting adjourned at 5:13 pm.

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Gayle McGuiness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

November 18, 2020 NMSA Charter School Governing Council Meeting Minutes