

**Approved RIO GRANDE ACADEMY OF FINE ARTS
GOVERNING BOARD MEETING MINUTES**

April 5, 2022

Governing Board Members

KATHY MCCLENDON, President
DR. SUSAN MCCONNELL, Vice President
LEE BALDWIN, Treasurer
DR. JENN PEÑA, Secretary
CHRISTINE MYA-SAN Absent
AMER CHILD
MARY ELLEN DANNENBERG

OTHERS:

Dan Hill- Attorney
Rebekah Runyan- Business Manager
Michele Platis- Director
Jordan Franco- Director
Constance Dove Castilleja- Real Estate Broker

Date: APRIL 5, 2022
Join Zoom Meeting

<https://us02web.zoom.us/j/89026401269?pwd=TnQ1MW45ZzBHUDg5RjNxNFpFTzk2UT0>

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AGENDA

- 1) Welcome and Call to Order Kathy McClendon at 6:37 pm**
- 2) Roll Call of Board Members AND Welcome Staff and Guests Dr. Jenn Pena**
 - a) **BOARD MEMBERS:**
 - i) KATHY MCCLENDON, President
 - ii) DR. SUSAN MCCONNELL, Vice President
 - iii) LEE BALDWIN, Treasurer
 - iv) DR. JENN PEÑA, Secretary

- v) AMER CHILD
- vi) MARY ELLEN DANNENBERG
- vii) CHRISTINE MYA-SAN Absent

b) GUESTS:

- i) Dan Hill- Attorney
- ii) Rebekah Runyan- Business Manager
- iii) Michele Platis- Founder
- iv) Jordan Franco- Founder
- v) Constance Dove Castilleja- Real Estate Broker

3) *Adoption of the Agenda Kathy McClendon

- a) Motion by Susan McConnell with an amendment to include a finance report
- b) Second by Lee Baldwin
- c) Approved Unanimously

4) Pledge of Allegiance & Salute to the New Mexico Flag All Invited by Kathy McClendon

5) *Approval of Minutes from March 1, 2022 by Kathy McClendon

- a) Motion by Amer Child
- b) Seconded by Lee Baldwin
- c) Approved Unanimously

6) *Affidavit for Mary Ellen Dannenberg by Kathy McClendon

- a) Motion to approve the affidavit and statement for Mary Ellen Dannenberg by Jenn Peña
- b) Second by Lee Baldwin
- c) Unanimously approved

7) *Oath of Office of Mary Ellen Dannenberg Kathy McClendon

- a) Completed

8) Update on Board Policies Governance Committee

- a) Still working on Board policies- Kathy has sent to Dan Hill for guidance and wording. They will be meeting in the next few weeks to finalize.

9) Updates from the Directors Regarding: Directors

a) Implementation Year March Review: Jordan Franco -

- i) Met with CSD about suggestions for checklist. Several suggestions are not required by statute. Jordan and Michele stood firm that all bylaws will be based on statute, although they appreciate the feedback and ideas.
- ii) Some items CSD marked as incomplete and Jordan and Michele were able to show that all items should be complete (because they were).
- iii) Today's meeting ended very positively with CSD, despite a rocky start.
- iv) Susan McConnell- Directors are doing a great job- stick to what is in statute because it overcomplicates things otherwise. I really commend you for doing that and doing it in a graceful way.

b) Curriculum: Michele Platis

- i) Highly important to have arts integrated and ALL subjects integrated. Provided examples of arts integration. These curricula were chosen based on the arts integration and strong academic programs. Also considered grade level expectations.
- ii) Science- Open Sci-Ed: highly arts integrated
- iii) Math- Open Up Resources
- iv) English Language Arts- EL Education
 - (1) Grade-level books will be provided whole group, with individualized levels for personal reading.
 - (2) Social studies and ELA are integrated into a humanities course
- v) Extensive professional development and culture development for teachers to learn how to integrate arts into the curriculum. Directors will model arts integration into PD and coaching. Expected to take a few years to really see the full integration that is desired. Hoping to build teacher leaders as well to support training new staff as the school grows.

c) Flyers, Brochures, Ads: Michele Platis

- i) Showing graphics that have been shared on Facebook and Instagram
- ii) Michele makes the graphics, Jordan posts on social media
- iii) Received 5 applications for employment this week
- iv) Over 200% increased engagement on social media due to the graphics
- v) 103 current lottery applications for next year
 - (1) 3 Kinder classes
 - (2) 2 1st grade classes
 - (3) 3 6th grade classes

d) Meet & Greets/Facebook: Directors

- i) Taylor Ranch Community Center- PACKED, fun art projects (make and take projects)
- ii) West Mesa Community Center- fewer participants, but able to be more personable and support parents with applications
- iii) Lots of fun and positive

e) ACES progress: Jordan Franco

- i) Members of ACES, documents signed by Kathy McClendon and Jenn Peña

10) *Lease Agreement Approval Kathy McClendon, Directors, Dan Hill, Connie Dove-Castillejo, Rebekah Runyan

- a) Motion to approve lease agreement by Lee Baldwin

b) Second by Susan McConnell

c) Discussion:

- i) Location - Constance Dove Castilleja (Connie)
 - (1) Charter Schools Property Solutions
 - (2) 1401 Old Coors Rd SW 87121
- ii) Cost:
 - (1) Deposit will be added 1st three months of lease
 - (a) \$250,500 annually for Years 1-2, then 2% increase
 - (b) \$255,510 for Year 3
 - (c) \$260,620.20 for Year 4
 - (d) \$265,832.60 for Year 5
 - (2) Broker and lawyer negotiated late fees
 - (3) Negotiated due dates
 - (4) Negotiated maintenance and repairs
 - (5) Insurance through NMSIA
- iii) Size and Growth Capacity
 - (1) 20, 875 sq.ft.
 - (2) Remodeled by Academia de Esperanza recently so already modeled as a school
- iv) Physical Readiness
 - (1) School must provide signage (front and back)
- v) Any Current Required Improvements
 - (1) Provided 19 items that needed to be completed prior to occupancy (replace missing sinks, missing light bulbs, lights not working, stained ceiling tiles, refinishing and waxing floors, grounds cleaned, fire extinguishers replaced, replace HVAC filters, etc.)
- vi) Date Available
 - (1) Lease Commencement June 1, 2022 through June 30, 2027 (with options to extend)
 - (2) Building already has e-occupancy and is actually ready for occupancy now
 - (3) Worked with PSFA to rescore the building and pass NMCI scale
 - (4) Building will remain approved for first 5 years, at least

d) Vote:

- i) Unanimously passed

11) AMENDMENT: Finance Committee Update by Lee Baldwin, Treasurer

- a) No BARs at this time (budget adjustment requests)
- b) Payroll and accounts payable- paid
- c) Financial Statement Reports- reviewed
- d) Discussion about moving Board meeting to second week of the month next school year to ensure adequate time for financial preparation

12) Announcements/Governing Board Comments (i.e., Foundation)

- a) Kathy McClendon sent assurances- board members must complete and send by Friday to Jordan. Jenn will send tonight via Adobe Sign
- b) Foundation is up and running to accept donations (501c3 received)
- c) Susan McConnell- requesting operations report and academic report, in addition to financial reports (including foundation report)

13) Announcements/Comments from RioGAFA Directors

- a) There is a plan for an equity council. Directors will determine if they will execute the plan.

14) Adjournment Kathy McClendon @8:21PM

Approved 5/3/2022