

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday, April 21, 2021, from 3:00 pm to 5:00 pm**  
New Mexico School for the Arts—High School  
500 Montezuma Ave., 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 3:12 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:**

Bill Beacham, Chair  
Dr. Michael Kaplan, Vice Chair  
Paula Tackett, Secretary  
Cynthia Nava  
Trina Raper

**NMSA High School Staff:**

Eric Crites, Head of School  
Liza Romero, Business Manager  
Gayle McGuinness, Asst. Business Manager

**Art Institute Staff:**

Cindy Montoya, President

- IV. Discussion and Possible Action on Agenda **Bill Beacham**

**Paula Tackett made a motion to discuss and 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  
Cynthia Nava – Yes  
Trina Raper – Yes**

**The motion carried.**

- V. Public Forum **Bill Beacham**

Bill Beacham asked if there were any members of the Public present. There was no one from the

Public in attendance.

**VI. Discussion and Possible Action on Meeting Minutes from March 10, 2021 Bill Beacham**

Paula Tackett made a motion to discuss and approve the March 10, 2021 Meeting Minutes as corrected. 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 – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes

The motion carried.

**VII. Discussion and Possible Action on Special Meeting Minutes from April 12, 2021  
Bill Beacham**

Paula Tackett made a motion to discuss and approve the April 12, 2021 Special Meeting Minutes as corrected. 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 – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes

The motion carried.

**VIII. Business Manager's Report Liza Romero**

**a. Discussion and Possible Action on BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for March, 2021**

Dr. Kaplan made a motion to discuss and approve the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers for February, 2021. 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.**

**The finance committee chair reported that the finance committee met on February 17, 2021 and reviewed the following documents:**

<b>Balance Sheet Report – 2021 03</b>	<b>Check Listing 2021 03</b>
<b>Expenditure Report – 2021 03</b>	<b>Non-Check Listing 2021 03</b>
<b>Money Market Bank Reconciliation Report 2021 03</b>	
<b>Operational – Bank Reconciliation Report 2021 03</b>	
<b>Payroll 17</b>	<b>Payroll 18</b>
<b>Revenue Report – 2020 03</b>	<b>RfR Summary Report</b>
<b>BAR 2021-0033-T</b>	<b>BAR 2021-0035-IB</b>
<b>BAR 2021-0036-D</b>	<b>BAR 2021-0037-I</b>
<b>BAR 2021-0038-D</b>	<b>BAR 2021-0039-I</b>
<b>BAR 2021-0040-I</b>	<b>BAR 2021-0041-I</b>
<b>BAR 2021-0042-M</b>	<b>BAR 2021-0043-M</b>
<b>BAR 2021-0044-M</b>	<b>BAR 2021-0045-T</b>
<b>BAR 2021-0046-M</b>	<b>BAR 2021-0047-M</b>
<b>BAR 2021-0048-M</b>	
<b>AP Disbursement Detail Listing</b>	

**The finance committee did not detect any irregularities.**

- b. Remaining Balances on all capital Outlay**

A report is included in this packet.

- c. Notice of Approval of Audit**

Liza Romero informed the Council that the 2020 Audit contained one material finding related to a payment not properly posted to prior year. She said that corrective action will be taken to ensure that this would not happen again. The Council thanked Liza for her continued extraordinary work and did not consider what was noted in the audit a finding.

**IX. Discussion and Possible Action on the Amended Certificate of Resolution – Terms & Officers  
Bill Beacham**

**Paula Tackett made a motion to discuss and approve the Amended Certificate of Resolution – Terms & Officers. 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 – Yes  
Cynthia Nava - Yes**

**Trina Raper – Yes**

**The motion carried.**

- X. Discussion and Possible Action on Revised COVID-19 Policies** **Eric Crites**

**Paula Tackett made a motion to discuss and approve the Revised COVID-19 Policies. 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 – Yes  
Cynthia Nava - Yes  
Trina Raper – Yes**

**The motion carried.**

- XI. Discussion of Public Education Commission (PEC) Authorized Performance Review Final Report for SY2019-2020** **Eric Crites**

Eric stated that all items have been cleared and meet standards. The Public Education Commission (PEC) will be conducting a ‘virtual’ visit on May 5, 2021 and will do a ‘Desk Audit.’ A copy of the PEC authorized Performance Review is included in the April 21, 2021 Council Documents.

- XII. Discussion and Input on FY21-22 Tentative Operational Budget** **Liza Romero**

Liza stated that our Unit Value is set at \$4,770.70, an increase of \$233.95. SEG has increased \$41,114 from prior year, and Teachers can expect a 1.5% salary increase, but there will also be increases in insurance premiums and employer contributions to ERB. Eric mentioned that due to our increase in enrollment by 50 students next year, we will need to add additional FTE to support that. The budget is due mid-June.

- XIII. Discussion Item: Public Education Department’s (PED) Response to Observation of Governing Council Meeting on February 17, 2021** **Bill Beacham**

Bill Beacham indicated that action will be taken to address the concerns highlighted in the report.

- XIV. Status of Phase II Construction** **Paula Tackett**

Paula was happy to let the Council know that the large sliding doors will begin to be installed the week of April 26.

Pricing to the next phase will begin soon.

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

This information is included in the Head of School Report.

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

Eric briefed the Council on the following topics:

- Kudos
- School Re-Entry Update
- Legislative/PED/PEC
- Culturally & Linguistically Responsive Instruction
- Safety
- Staffing
- Facilities

The complete report is included in the packet.

**XVII.** Admissions Report Eric Crites

Recently mailed Letters of Acceptance had a response date of April 14, 2021. Visual Arts is the only department with a waiting list of applicants. NMSA will have 330 students in the Fall of 2021.

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

The President's Report was not available at this time, as Cindy had to excuse herself prior to this Agenda item.

**XIX. 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.**

**Trina Raper 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. Dr. Kaplan seconded the motion. The Council unanimously approved the motion.**

A roll call was taken by Eric Crites:

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

The Governing Council moved into Executive Session at 4:51 pm order to discuss Personnel and Facilities.

**Paula Tackett made a motion to go out of Closed Session with no action on limited Personnel matters and discussion on matters dealing with real property. Cynthia Nava seconded the motion.**

A roll call was taken by Eric Crites

Cynthia Nava - Yes

Paula Tackett - Yes

Bill Beacham - Yes

Dr. Kaplan – Yes

Trina Raper - Yes

Discussion in Closed Session concluded at 5:03 pm with limited Personnel and acquisition of real property being discussed.

**XX. Adjournment**

**Bill Beacham**

**Paula Tackett made a motion to adjourn the meeting. Dr. Kaplan 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 Eric Crites:**

**Bill Beacham – Yes**

**Dr. Kaplan – Yes**

**Paula Tackett – Yes**

**Cynthia Nava - Yes**

**Trina Raper – Yes**

**The motion carried.**

Bill Beacham declared the meeting adjourned at 5:04 pm.

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Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date