

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, May 19, 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.

Prior to the Call to Order, Bill Beacham requested a moment of silence in memory of April Johanna Olivas Najera and Jacques 'Jack' d'Amboise in gratitude for their lives and contributions.

- I. Call to Order Bill Beacham

Bill Beacham called the meeting to order at 3:20 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 – via phone
Trina Raper

NMSA High School Staff:

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

- IV. Agenda **Bill Beacham**

Bill presented the Agenda and said he would entertain a motion on this item.

Paula Tackett moved to approve the Agenda. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any discussion on the motion. Seeing none, he asked Gayle to take the roll.

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.

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. Meeting Minutes from April 21, 2021 Bill Beacham

Bill presented the Meeting Minutes and said he would entertain a motion on this item.

Dr. Kaplan made a motion to approve the Agenda. Trina Raper seconded the motion. Bill Beacham asked if there was any discussion on the motion. After a brief discussion it was determined that no corrections were needed.

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.

VII. Business Manager’s Report Liza Romero

- a. Liza Romero, the Business manager presented the report on the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for April, 2021**

Bill said he would entertain a motion on this item.

Trina Raper made a motion to approve the BARs, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for April, 2021. Dr. Kaplan seconded the motion.

A discussion followed.

The finance committee chair reported that the finance committee met on May 19, 2021 and reviewed the following documents:

Balance Sheet Report – 2021 04	Check Listing 2021 04
Expenditure Report – 2021 04	Non-Check Listing 2021 04
Money Market Bank Reconciliation Report 2021 04	
Operational – Bank Reconciliation Report 2021 04	
Payroll 19	Payroll 20
Revenue Report – 2020 04	RfR Summary Report
BAR 2021-0050-I	BAR 2021-0051-M
BAR 2021-0052-M	BAR 2021-0053-M
BAR 2021-0054-M	BAR 2021-0055-T
BAR 2021-0056-M	

AP Disbursement Detail Listing

The finance committee did not detect any irregularities. There being no further questions or discussion, the Chair asked for the roll call.

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.

- b. Remaining Balances on all Capital Outlay.**

Liza Romero, the Business Manager prepared a report which is included in this packet.

- VIII. Blanket Approval of Bars in Order to Close Out Fiscal Year Liza Romero**

Liza Romero presented the above item. Bill said he would entertain a motion on this item.

Paula Tackett moved to approve the Blanket Approval of BARs in Order to Close Out the Fiscal Year. Trina Raper seconded the motion. Bill Beacham asked if there was any discussion on the motion.

There being no discussion on this item, 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.

- IX. Amended Certificate of Resolution – Meeting Schedule SY21-22 Gayle McGuiness**

Gayle McGuiness presented the above item. Bill said he would entertain a motion on this item.

Paula Tackett made a motion to approve the Amended Certificate of Resolution – Meeting Schedule SY21-22. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. There was no discussion on this item.

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. Memorandum of Understanding Between New Mexico School for the Arts and New Mexico School for the Arts – Art Institute Bill Beacham**

Bill Beacham said he would entertain a motion to table this item until the next regular meeting.

Dr. Kaplan moved to table this item until the next regular meeting. Trina Raper seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No discussion was needed.

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.

- XI. Annual New Mexico Activities Association Membership for SY2021-2022 Eric Crites**

Eric Crites presented the above item. Bill said he would entertain a motion on this item.

Paula Tackett made a motion to approve the Annual New Mexico Activities Association Membership for SY2021-2022. Trina Raper seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No discussion needed on this item.

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.

- XII. Update of Governing Council Member Training Gayle McGuiness**

Gayle reported that Dr. Kaplan, Cynthia Nava and Trina Raper have completed their training, and Bill Beacham and Paula Tackett are currently working on their Certification.

XIII. Status of Phase II Construction Paula Tackett

Paula Tackett reported that the Construction Committee met yesterday, and most of the multi-purpose space was completed, except for some finishes. As the contractor and architects move forward to finalize and price the plans for the kitchen, they notified us that there has been a dramatic increase in the prices on metal and wood. Thus, before NMSA experiences more of an increase, a Notice to Proceed was signed to order and lock-in the prices on those critical materials, in an amount not to exceed \$50,000.

The committee also discussed the status of completing the kitchen and gave an initial review of the pricing to date. The original pricing of the kitchen, which initial estimate was in 2020 was for \$597,000 and the current pricing (minus a couple of items) is now coming in around \$612,000, but that amount includes 2 additional items that were not in the original estimate.

Also, Sod was recently installed in the courtyard, although it can't be walked on for a month.

XIV. Head of School Report Eric Crites

- a. Kudos
- b. School Year Updates
- c. Legislative/PED/PEC Updates
- d. Culturally & Linguistically Responsive Instruction
- e. Safety
- f. Staffing
- g. Facilities

Eric touched on all of the above topics. A complete report is included in the Governing Council documents for this meeting.

XV. Admissions Report Eric Crites

Eric Crites, reporting on the behalf of Cindy Montoya stated that rolling auditions are currently being held. Fred Graham has stepped in to fill this gap since the resignation of Francesca Rodriguez.

ArtSpring is being held virtually this Friday, May 23rd.

XVI. President's Report Cindy Montoya

Not available at this time.

XVII. Executive Session **Bill Beacham**

- a. **Personnel**
- b. **Facilities**

Mr. Beacham indicated a need to leave the general meeting and go into an Executive Session pursuant to the Open Meetings Act, limited Personnel matters and for discussion of matters dealing with real property and entertained a motion to that effect.

Dr. Kaplan 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. Paula Tackett 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 4:32 pm order to discuss Personnel and Facilities.

Cynthia Nava left Executive Session at 4:37 pm.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 4:52 pm.

Paula Tackett made a motion to go out of Closed Session with no action taken on limited Personnel matters or matters dealing with real property. Dr. Kaplan 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

XVIII. Adjournment

Bill Beacham

Paula Tackett made a motion to adjourn the meeting. Trina Raper seconded the motion. No discussion needed on the motion.

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 4:52 pm.

Gayle McGuinness, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date

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