

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, October 20, 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

Zoom
<https://zoom.us/j/95509397432>

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 3:17 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 - Zoom
Paula Tackett, Secretary
Cynthia Nava - Zoom
Trina Raper - Excused

NMSA High School Staff:

Eric Crites, Head of School
Liza Romero, Business Manager
Marie Tapia, Asst. Business Manager

- IV. Discussion and Possible Action on Agenda Bill Beacham

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

Paula Tackett moved to approve the Agenda as amended. Michael Kaplan seconded the motion. Bill Beacham asked if there was any discussion on the motion. After a brief discussion, items 11 and 13 were removed from the agenda. Bill asked Marie to take the roll.

Roll call was taken by Marie Tapia:

Bill Beacham – Yes
Dr. Kaplan – Yes
Paula Tackett – Yes
Cynthia Nava – 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 September 15, 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 Meeting Minutes from September 15, 2021. Paula Tackett 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 Marie Tapia:

Bill Beacham – Yes
Dr. Kaplan – Yes
Paula Tackett - Yes
Cynthia Nava – Yes

The motion carried.

VII. Business Manager's Report

Liza Romero

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

Liza Romero, the Business manager presented the report on the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for September, 2021

Bill said he would entertain a motion on this item.

Dr. Kaplan made a motion to approve the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for September 2021. Paula Tackett seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on October 20, 2021 and reviewed the following documents:

Bank Reconciliation Report - Money Market - 2021 09
Bank Reconciliation Report - Operating - 2021 09
Disbursement Detail Listing - 2021 09
NMSA - Historical Revenue for Capital Funds 09-30-21
Report - Balance Sheet - 2021 09
Report - Expenditure - 2021 09
Report - Revenue - 2021 09
RfR Summary Report

Payroll 5
Payroll 6

BAR 2122-0009-IB - Fund 31200	Initial Budget
BAR 2122-0010-T - Fund 24154	Transfer
BAR 2122-0011-IB - Fund 24316	Initial Budget
BAR 2122-0012-IB - Fund 24330	Initial Budget
BAR 2122-0014-M - Fund 31600	Maintenance
BAR 2122-0015-T - Fund 31600	Transfer
BAR 2122-0016-M - Fund 31400	Maintenance
BAR 2122-0017-IB - Fund 28211	Initial Budget
BAR 2122-0018-IB - Fund 28210	Initial Budget

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 Marie Tapia:

Bill Beacham - Yes
Dr. Kaplan - Yes

Paula Tackett – Yes
Cynthia Nava - Yes

The motion carried.

b. Financial Statement Reports – Financial Analysis & Bank Reconciliations September 2021

Liza Romero 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

Liza Romero, prepared a report on the remaining balances on Capital Outlay which is included in this packet.

VIII. Discussion and Possible Action on Amendment to the Lease Agreement

Eric Crites

Eric Crites presented the discussion and possible action on Amendment to the Lease Agreement. Bill Beacham said he would entertain a motion on this item.

Paula Tackett moved that the “Annual Base Rent” for this second term of the Lease by and between the New Mexico School for the Arts-Art Institute (Lessor) and the New Mexico School for the Arts (Lessee) beginning July 1, 2021 and ending June 30, 2022 be adjusted pursuant to Exhibit C of the Lease, the Base Rent Payment Schedule 2021-2022 Fiscal Year, from \$265,493.00 to \$296,805.00 due to an increase in the state lease payment assistance based on the lease payment assistance distribution program in effect for the 21-22 school year, and further, that notice of this adjustment to the 2021-22 lease payment be communicated in writing to the President of the Art Institute (Lessor). 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 Marie Tapia:

Bill Beacham-Yes
Dr. Kaplan -Yes
Paula Tackett – Yes
Cynthia Nava -Yes

The motion carried.

IX. Discussion and Possible Action on Financial Services Agreement

Eric Crites

Eric Crites presented the discussion and possible action on Financial Services Agreement. Bill Beacham said he would entertain a motion on this item.

Paula Tackett made a motion to approve contracting with Elizabeth Romero for Financial Services. 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 Marie Tapia:

Bill Beacham-Yes
Dr. Kaplan -Yes
Paula Tackett – Yes
Cynthia Nava -Yes

The motion carried.

X. Discussion and Possible Action on Purchases over \$5,000

Eric Crites

Eric Crites presented the discussion and possible action on Purchases over \$5,000. Eric discussed the following

necessary Purchase Orders over \$5000 and requested Governing Council approval on the Purchase Orders:

Barbizon Lighting Company - \$12,373.00
CES Business Environments - \$35,091.99

Bill Beacham said he would entertain a motion on this item.

Paula Tackett made a motion to approve Purchases over \$5,000. 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 Marie Tapia:

Bill Beacham-Yes
Dr. Kaplan -Yes
Paula Tackett – Yes
Cynthia Nava -Yes

The motion carried.

XI. Discussion and Possible Action on Adding Juneteenth as an Observed Holiday Eric Crites

Eric Crites presented the discussion and possible action on Adding Juneteenth as an Observed Holiday. Bill Beacham said he would entertain a motion on this item.

Cynthia Nava made a motion to approve adding Juneteenth as an Observed Holiday. Dr. Kapan seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.

Roll call was taken by Marie Tapia:

Bill Beacham-Yes
Dr. Kaplan -Yes
Paula Tackett – Yes
Cynthia Nava -Yes

The motion carried.

XII. Discussion of Final Report from Public Education Commission Annual Monitoring for 2020-2021 Eric Crites

Eric Crites reported on the Final Report from the Public Education Commission Annual Monitoring for 2020-2021. He explained the new requirements, goals, assurances, and ratings. A complete report is included in the Governing Council documents for this meeting.

XIII. Discussion of New Lottery Guidance from Public Education Commission Eric Crites

Eric Crites presented the New Lottery Guidance from the Public Education Commission. A copy is included in the Governing Council documents for this meeting. He reported on the following:

- NMSA is exempt
- Outreach
- Demographics
- Enrollment
- Auditions
- Evaluating the Process

XIV. Discussion of Equity Council and other Diversity Equity & Inclusion Initiatives Eric Crites

Eric Crites reported updates on Equity Council and other Diversity Equity & Inclusion Initiatives. He discussed the following:

- Equity Council for PED

- Western Educational Equity Assistance Center - Bias training; potential training on micro-aggressions
- Ian Esquibel - Potential consulting; work with students; work with staff
- Mountain Center - Ungendering Language and Allyship trainings for students and staff
- Possible funding for additional counselor; priority to hire someone who is bilingual or a person of color
- How to build sets of skills and understandings as a community, so that we can talk about and address/solve equity challenges as a community.
- Impact of COVID and the remote year on relationships and trust.
- Coming back after the remote year, new landscape. COVID impacts. Social justice movements.
- Rapid societal change regarding transgender students. Names and pronouns.
- Student Equity Leadership Team; Women of Color Collective
- Student ELT list of concerns/asks; urgency
- Staff Equity Leadership Team

XV. Status of Phase II Construction

Paula Tackett

Paula Tackett reported the following:

- Fences are installed
- Sprinkler heads have been moved
- Water heater has been installed
- Work is being done on the electrical door
- Sheetrock is being installed

XVI. Head of School Report

Eric Crites

- Kudos
- School Year Updates
- Legislative/PED/PEC Updates
- Culturally & Linguistically Responsive Instruction
- Safety
- Staffing
- Facilities

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

XVII. Admissions Report

Cindy Montoya

There was no Admissions Report.

XVIII. President's Report

Cindy Montoya

There was no President's Report.

XIX. Executive Session

Bill Beacham

- Personnel
- 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.

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.

Paula Tackett 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

The Governing Council moved into Executive Session at 4:45 pm order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 4:59 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. 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

XX. Adjournment

Bill Beacham

Paula Tackett made a motion to adjourn the meeting. Cynthia Nava 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**

The motion carried.

Bill Beacham declared the meeting adjourned at 5:01 pm.



11/17/21



11/17/21

Marie Tapia, Assistant Business Manager/Date

Paula Tackett, Governing Council, Secretary/Date