

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, November 17, 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 Link
<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.

1. Call to Order Bill Beacham

Bill Beacham called the meeting to order at 3:04 pm.

2. Reading of Mission Statement Bill Beacham

Bill Beacham read the Mission Statement to the Council.

3. Governing Council Attendance as Indicated on Sign-In Sheet & Roll Call Bill Beacham

NMSA Council Members Present:

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

NMSA High School Staff:

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

NMSA Art Institute Staff:

Cindy Montoya, President

4. Discussion and Possible Action on Agenda Bill Beacham

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

Cynthia Nava moved to approve the Agenda as amended. Paula Tackett seconded the motion. Bill Beacham asked if there was any discussion on the motion. After a brief discussion, and correction of 2 typos in item 7, Bill asked Marie to take the roll.

Roll call was taken by Marie Tapia:

Bill Beacham – Yes
Paula Tackett – Yes
Cynthia Nava – Yes

The motion carried.

5. 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.

6. Discussion and Possible Action on Meeting Minutes from October 20, 2021 Bill Beacham

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

Cynthia Nava made a motion to approve the Meeting Minutes from October 20, 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
Paula Tackett - Yes
Cynthia Nava – Yes

The motion carried.

7. Presentation on Strategic Plan of the NMSA - Art Institute Cindy Montoya

Cindy Montoya presented the strategic plan of the NMSA – Art Institute. She reported NMSA- Art Institute will be working on a strategic plan for the institute’s mission, vision, core values, and goals. She is working on an upcoming date for a complete presentation.

8. Business Manager’s Report Eric Carites

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

Eric Crites presented the report on the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for October, 2021.

Bill said he would entertain a motion on this item.

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

A discussion followed. The finance committee chair reported that the finance committee met on November 17, 2021 and reviewed the following documents:

Bank Reconciliation Report - Money Market - 2021 10
Bank Reconciliation Report - Operating - 2021 10
Disbursement Detail Listing - 2021 10
NMSA - Historical Revenue for Capital Funds 10-31-21
Report - Balance Sheet - 2021 10
Report - Expenditure - 2021 10
Report - Revenue - 2021 10
RfR Summary Report

Payroll 7
Payroll 8

BAR 2122-0020-I - Fund 24154 Increase

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
Paula Tackett – Yes
Cynthia Nava - Yes

The motion carried.

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

Eric Crites guided the Council through the October check and non-check reports and also through the October Bank Reconciliations.

c. Remaining Balances on all capital Outlay

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

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

Eric Crites

Eric Crites discussed the following necessary Purchase Orders over \$5,000 and requested Governing Council approval on the following Purchase Order:

Zoom - \$7,341.23

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

Cynthia Nava moved to approve the Purchase Order over \$5,000. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed on the Purchase Order.

Roll call was taken by Marie Tapia:

Bill Beacham-Yes
Paula Tackett – Yes
Cynthia Nava -Yes

The motion carried.

10. Discussion and Possible Action on Policies Required by 2021 Legislation

Eric Crites

Eric Crites presented the Policies Required by 2021 Legislation for discussion and possible action. They included the following:

- Amend Employee Termination
- No School Discrimination for Hair
- Policy Prohibiting Racialized Aggression
- Professional Leave in acc with Grown Your Own Teachers Act
- Student Dental Exam Verification Policy
- Training Policy
- Updated Covid Guidebook as of November 8, 2021

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

Paula Tackett moved to approve the Policies Required by 2021 Legislation. 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
Paula Tackett – Yes
Cynthia Nava -Yes

The motion carried.

11. Signing of Affidavits and Assurances for 2021-2022

Eric Crites

Eric presented the Signing of Affidavits and Assurances for 2021-2022. He handed out the affidavits. The Governing Council members will have them notarized and mail them back to Marie.

12. Status of Phase II Construction

Paula Tackett

Paula Tackett reported on the following:

- Vandalism
- Painting
- Cooler
- Furniture
- Light Grid
- Door Installations
- Storage

13. Head of School Report

Eric Crites

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

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

14. Admissions Report

Cindy Montoya

Cindy Montoya reported there has been 37 new applicants. The goal is to have 346 students for the next school year. The AI is creating goodie bags with pre-stamped postcards, placing newspaper ads, and sending mailings by zip codes. They are also revising auditions requirements.

15. President's Report

Cindy Montoya

Cindy Montoya reported on the following:

- Task force from legislation was successful
- Strategic Plan
- Fund Raising

16. 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.

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. Cynthia Nava 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

The Governing Council moved into Executive Session at 4:41 pm order to discuss Personnel

and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 4:49 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

17. Adjournment

Bill Beacham

Cynthia Nava made a motion to adjourn the meeting. Paula Tackett seconded the motion. No discussion needed on the motion.

Roll call was taken by Eric Crites:

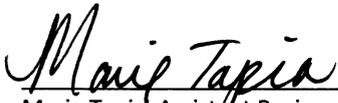
Bill Beacham – Yes

Dr. Kaplan – Yes

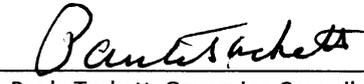
Paula Tackett – Yes

The motion carried.

Bill Beacham declared the meeting adjourned at 4:50 pm.


Marie Tapia, Assistant Business Manager/Date

12/15/21


Paula Tackett, Governing Council, Secretary/Date

12/15/21