

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, December 15, 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

Join Zoom Meeting
<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 3:09 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
Dr. Michael Kaplan, Vice Chair
Paula Tackett, Secretary
Trina Raper
Cynthia Nava - Excused

NMSA High School Staff:

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

NMSA Art Institute Staff:

Cindy Montoya, President, NMSA-AI

Public:

4. 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. Dr. Kaplan seconded the motion. Bill Beacham asked if there was any discussion on the motion. Seeing none, he asked Marie to take the roll.

Roll call was taken by Marie Tapia:

Bill Beacham – Yes
Dr. Kaplan – Yes
Paula Tackett – Yes
Trina Raper – 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 November 17, 2021 Bill Beacham

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

Paula Tackett moved to approve the Meeting Minutes from November 17, 2021. 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 Marie Tapia:

Bill Beacham – Yes
Dr. Kaplan – Yes
Paula Tackett - Yes
Trina Raper – Yes

The motion carried.

7. Business Manager's Report Liza Romero
- a. Discussion and Possible Action on BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for November, 2021

Liza Romero, the Business manager presented the report on the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for November, 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 November 2021. Trina Raper seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on December 15, 2021 and reviewed the following documents:

Bank Reconciliation Report - Money Market - 2021 11
Bank Reconciliation Report - Operating - 2021 11
Disbursement Detail Listing - 2021 11
NMSA - Historical Revenue for Capital Funds 11-30-21
Report - Balance Sheet - 2021 11
Report - Expenditure - 2021 11
Report - Revenue - 2021 11

Payroll 9
Payroll 10

BAR 2122-0019-M - Fund 26221	Maintenance
BAR 2122-0021-IB - Fund 24330	Initial Budget
BAR 2122-0022-IB - Fund 24309	Initial Budget
BAR 2122-0023-I - Fund 24146	Increase
BAR 2122-0024-I - Fund 21000	Increase
BAR 2122-0025-D - Fund 21000	Decrease
BAR 2122-0026-M - Fund 31600	Maintenance
BAR 2122-0027-IB - Fund 24301	Initial Budget
BAR 2122-0028-T - Fund 24308	Transfer
BAR 2122-0029-M - Fund 11000	Maintenance
BAR 2122-0030-M - Fund 28211	Maintenance
BAR 2122-0031-I - Fund 29102	Increase
BAR 2122-0033-I - Fund 31600	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
Dr. Kaplan - Yes
Paula Tackett – Yes
Trina Raper – Yes

The motion carried.

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

Liza Romero guided the Council through the November check and non-check reports and also through the November 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.

d. Update on FY21 Audit Process

Liza Romero provided the following update:

Liza Romero reported the audit has not been released. She believes it may be released in January. The Governing Council applauded Liza and thanked and commended her for her hard work.

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

Eric Crites

Eric Crites presented the necessary Purchases over \$5000 and requested Governing Council approval on the following Purchase Orders:

Apple	amount	\$22,147.86
American Fire Protection	amount	\$6,000.00
Apple	amount	\$5,927.00

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

Trina Raper moved to approve the purchases over \$5,000. Paula Tackett 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
Trina Raper-Yes

The motion carried.

9. Discussion and Possible Action on Authorizing Cindy Montoya, President of The Art Institute, to Work on behalf of NMSA at The Legislature for Funding for the Dormitory

Paula Tackett

Paula Tackett presented the requirement that the Governing Council needed to authorize Cindy Montoya, President of The Art Institute, to work on behalf of NMSA at the Legislature for funding for the Dormitory.

Paula Tackett moved to approve authorizing Cindy Montoya, President of The Art Institute, to work on behalf of NMSA at the Legislature for funding for the Dormitory. 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
Trina Raper-Yes

The motion carried.

10. Discussion and Possible Action on Policies Required by Legislation **Eric Crites**

Eric Crites presented the discussion and possible action on Policies Required by Legislation. He explained the three following policies required by legislation:

- Background Check and Employment History Policy and Procedure
- Sick Leave
- Ethical Misconduct Investigation and Reporting Policy

Trina Raper made a motion to tentatively approve all three policies required by legislation pending subsequent review and clarification from NMSA's attorney. 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
Trina Raper-Yes

The motion carried.

11. Status of Phase II Construction **Paula Tackett**

Paula Tackett reported epoxy has been applied to the kitchen floors. A refrigerator and shelving are on order. The lighting grid has been upgraded and is on order. Inspections will soon be scheduled.

12. 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.

13. Admissions Report **Eric Crites**

Eric Crites reported NMSA hosted an open house, 31 families attended. The event resulted in 3 requests for more information. In addition, 76 applications have been received. Of the 76 applications, 57% are Santa Fe residents and 43% are from other New Mexico locations.

14. President's Report

Cindy Montoya

There was no presidents report.

15. 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, stating: "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." He 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. Trina Raper seconded the motion. The Council unanimously approved the motion.

A roll call was taken by Eric Crites:

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

The Governing Council moved into Executive Session at 4:42 pm order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 5:01 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. Trina Raper seconded the motion.

A roll call was taken by Eric Crites

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

16. Adjournment

Bill Beacham

Dr. Kaplan 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
Trina Raper - Yes

The motion carried.

Bill Beacham declared the meeting adjourned at 5:02 pm.

Marie Tapia 1/19/22

Marie Tapia, Assistant Business Manager/Date

Paula Tackett 1/19/22

Paula Tackett, Governing Council, Secretary/Date

December 15, 2021 NMSA Charter School Governing Council Meeting Minutes