

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Monday April 18, 2022 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 Dr. Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 3:05 pm.

2. Reading of Mission Statement Dr. Michael Kaplan

Dr. Michael Kaplan read the Mission Statement to the Council.

3. Governing Council Attendance as Indicated on Sign-In Sheet & Roll Call Dr. Michael Kaplan

**NMSA Council Members Present:**

Mr. Bill Beacham, Chair - Excused  
Dr. Michael Kaplan, Vice Chair -Zoom  
Ms. Paula Tackett, Secretary – Arrived at 3:23 pm  
Dr. Cynthia Nava - Zoom  
Ms. Trina Raper

**NMSA High School Staff:**

Mr. Eric Crites, Head of School  
Ms. Elizabeth Romero, Business Manager  
Mrs. Marie Tapia, Asst. Business Manager

**NMSA Art Institute Staff:**

Mrs. Cindy Montoya, President

**Public:**

Yvette Martinez

4. Discussion and Possible Action on Agenda Dr. Michael Kaplan

**Dr. Michael Kaplan presented the Agenda and said he would entertain a motion on this item.**

**Dr. Cynthia Nava moved to approve the Agenda. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan asked if there was any discussion on the motion. Seeing none, he asked Marie to take the roll.**

**Roll call was taken by Mrs. Marie Tapia:**

**Dr. Michael Kaplan – Yes  
Dr. Cynthia Nava – Yes  
Ms. Trina Raper – Yes**

**The motion carried.**

5. Public Forum Dr. Michael Kaplan

Dr. Michael Kaplan asked if there were any members of the Public present. Yvette Martinez was in attendance to observe and gave a brief update about the NMSA Parent Association's upcoming election and newsletter. The Council members thanked Yvette for the update and for attending.

6. Discussion and Possible Action on Meeting Minutes from March 23, 2022

Dr. Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes and said he would entertain a motion on this item.

Dr. Cynthia Nava made a motion to approve the Meeting Minutes from March 23, 2022. Ms. Trina Raper seconded the motion. After a brief discussion it was determined that 3 typo corrections needed to be made. Dr. Cynthia Nava amended her motion to approve the referenced minutes as corrected. Ms. Trina Raper concurred in the motion.

Roll call was taken by Mrs. Marie Tapia:

Dr. Michael Kaplan– Yes  
Dr. Cynthia Nava – Yes  
Ms. Trina Raper – Yes

The motion carried.

7. Business Manager's Report

Ms. Elizabeth Romero

a. Discussion and Possible Action on BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for March 2022

Ms. Elizabeth Romero, the Business manager presented the report on the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for March 2022

Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Trina Raper made a motion to approve the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for March 2022. Ms. Paula Tackett seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on April 18, 2022 and reviewed the following documents:

Bank Reconciliation Report - Money Market - 2022 03  
Bank Reconciliation Report – Operating – 2022 03  
Disbursement Detail Listing – 2022 03  
NMSA - Historical Revenue for Capital Funds 03-31-22  
Report - Balance Sheet – 2022 03  
Report - Expenditure - 2022 03  
Report - Revenue – 2022 03

Payroll 17

Payroll 18

BAR 2122-0061 - I - Fund 11000	Increase
BAR 2122-0062 - M - Fund 28211	Maintenance
BAR 2122-0063 - I - Fund 11000	Increase
BAR 2122-0064 - I - Fund 24106	Increase

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

Roll call was taken by Mrs. Marie Tapia:

Dr. Michael Kaplan- Yes  
Ms. Paula Tackett – Yes  
Ms. Trina Raper – Yes

**Dr. Cynthia Nava - Yes**

**The motion carried.**

**b. Financial Statement Reports – Financial Analysis & Bank Reconciliations March 2022**

Ms. Elizabeth Romero guided the Council through the March check and non-check reports and also through the March Bank Reconciliations.

**c. Remaining Balances on all capital Outlay**

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

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

**Mr. Eric Crites**

**Mr. Eric Crites presented the discussion and possible action on Purchases over \$5,000. He discussed the following necessary Purchase over \$5,000 and requested Governing Council approval on the Purchase:**

<b>Apple</b>	<b>Amount</b>	<b>\$17,442.96</b>
--------------	---------------	--------------------

**Dr. Michael Kaplan said he would entertain a motion on this item.**

**Ms. Trina Raper made a motion to approve the Purchase over \$5,000. Dr. Cynthia Nava seconded the motion. Dr. Michael Kaplan asked if there was any discussion on the motion. Seeing none, he asked Marie to take the roll.**

**Roll call was taken by Mrs. Marie Tapia:**

**Dr. Michael Kaplan-Yes  
Ms. Paula Tackett – Yes  
Dr. Cynthia Nava -Yes  
Mrs. Trina Raper-Yes**

**The motion carried.**

**9. Discussion and Possible Action on Revised School Year Calendar 2022-2023**

**Mr. Eric Crites**

**Mr. Eric Crites presented the discussion and possible action on the Revised School Year Calendar 2022-2023. Dr. Michael Kaplan said he would entertain a motion on this item.**

**Ms. Paula Tackett made a motion to approve the Revised School Year Calendar 2022-2023. Dr. Cynthia Nava seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. A discussion followed.**

**Roll call was taken by Mrs. Marie Tapia:**

**Dr. Michael Kaplan-Yes  
Ms. Paula Tackett – Yes  
Dr. Cynthia Nava -Yes  
Mrs. Trina Raper-Yes**

**The motion carried.**

**10. Update on Equity, Culturally & Linguistically Responsive Instruction**

**Mr. Eric Crites**

Mr. Eric Crites provided an update on Equity, Culturally & Linguistically Responsive Instruction. He discussed the following which can also be found on the Head of School Report.

- We launched the Cultural Room program on April 5. Paul Valdez has been reassigned to organize the pilot program and act as Cultural Liaison for the remainder of the school year.

- An acknowledgment/apology is being finalized, and a day of mourning for Missing & Murdered Indigenous Women and the planting of a Three Sisters Garden (squash, beans, corn) is being planned for May 5.
- A discussion followed regarding the Cultural room. Mr. Eric Crites talked about some of the decisions taken into consideration such as the location of the room, when students have access to it, and about feedback from students. He also stated it's open to everyone but some groups are using it more than others.

11. Status of Phase II Construction Ms. Paula Tackett

Ms. Paula Tackett reported, Phase 2A is almost complete, however there are a few minor items being worked on. A meeting is scheduled for the next stage planning. The budget for the next few months is currently being determined. Mr. Eric Crites added, he met with the door company and they are coming in June to work on the doors.

12. Head of School Report Mr. Eric Crites

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

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

13. Admissions Report Mrs. Cindy Montoya

Mrs. Cindy Montoya reported there are 15 applicants for grade 9 grade and 7 applicants for grades 10 and 11. Zoom interviews for Creative Writing, Dance, and Theatre will be held over the weekend.

14. President's Report Mrs. Cindy Montoya

Mrs. Cindy Montoya announced on May 21, 2022 at 5:00 p.m. the Art Institute will host its largest fundraiser of the year, ArtSpring 2022: Supernova, on campus. More information can be found on our website: [www.nmschoolforthearts.org](http://www.nmschoolforthearts.org)

15. Executive Session Dr. Michael Kaplan

- a. Personnel
- b. Facilities

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

**Dr. Cynthia Nava 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. Ms. Trina Raper seconded the motion.**

A roll call was taken by Mr. Eric Crites:

Dr. Cynthia Nava - Yes  
 Ms. Paula Tackett - Yes  
 Dr. Michael Kaplan- Yes  
 Ms. Trina Raper - Yes

The Governing Council moved into Executive Session at 4:36 pm order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 5:08 pm.

**Ms. 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. Ms. Trina Raper seconded the motion.**

A roll call was taken by Mr. Eric Crites

Dr. Cynthia Nava - Yes  
Ms. Paula Tackett - Yes  
Dr. Michael Kaplan- Yes  
Ms. Trina Raper – Yes

16. **Adjournment**

**Dr. Michael Kaplan**

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

**Roll call was taken by Mr. Eric Crites:**

**Dr. Michael Kaplan- Yes  
Ms. Paula Tackett – Yes  
Dr. Cynthia Nava - Yes  
Ms. Trina Raper – Yes**

**The motion carried.**

Dr. Michael Kaplan declared the meeting adjourned at 5:09 pm.

 5/18/22  
Mrs. Marie Tapia, Assistant Business Manager/Date

 5/18/22  
Ms. Paula Tackett, Governing Council, Secretary/Date