

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday May 25, 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

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.

1. Call to Order Dr. Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 3:04 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
Ms. Paula Tackett, Secretary – Arrived 3:06 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:

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.

Ms. Trina Raper moved to approve the Agenda. 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
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. There was no one from the Public in attendance.

6. Discussion and Possible Action on Meeting Minutes from April 18, 2022

Dr. Michael Kaplan

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

Ms. Paula Tackett moved to approve the Meeting Minutes from April 18, 2022. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan 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 Mrs. Marie Tapia:

- Dr. Michael Kaplan– Yes
- Ms. Paula Tackett - 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 April 2022

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

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

Dr. Cynthia Nava made a motion to approve the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for April 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 04
- Bank Reconciliation Report – Operational– 2022 04
- Disbursement Detail Listing – 2022 04
- NMSA - Historical Revenue for Capital Funds 04-30-22
- Report - Balance Sheet – 2022 04
- Report - Expenditure - 2022 04
- Report - Revenue – 2022 04

- Payroll 19
- Payroll 20

BAR 2122-0068 - T - Fund 24146-Charter Schools	Transfer
BAR 2122-0069 - T - Fund 24154-Teacher/Principal Training & Recruiting	Transfer
BAR 2122-0071 - I - Fund 24189-Student Supp Academic Achievement Title IV	Increase
BAR 2122-0072 - I - Fund 24308-CRRSA, ESSER II	Increase
BAR 2122-0073 - M - Fund 31400-Special Capital Outlay-State	Maintenance
BAR 2122-0074 - T - Fund 24309-CRRSA-Social Emotional Learning	Transfer
BAR 2122-0075 - M - Fund 24101-Title I – ESEA	Maintenance
BAR 2122-0076 - M - Fund 24106-Entitlement IDEA-B	Maintenance
BAR 2122-0078 - M - Fund 24154-Teacher/Principal Training & Recruiting	Maintenance
BAR 2122-0080 - M - Fund 11000-Operational	Maintenance
BAR 2122-0081 - M - Fund 11000-Operational	Maintenance

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 April 2022

Ms. Elizabeth Romero guided the Council through the April check and non-check reports and also through the April 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 Orders over \$5,000 and requested Governing Council approval on the Purchases:

Stagestep Inc.	Amount	\$12,201.29
Sweetwater Sound	Amount	\$7,499.70
Kaela Waldstein	Amount	\$10,000.00
Pacific Office Automation	Amount	\$19,333.18

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

Ms. Paula Tackett moved to approve the Purchases over \$5,000. Dr. Cynthia Nava seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. A discussion followed clarifying two of the items.

Roll call was taken by Mrs. Marie Tapia:

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

The motion carried.

9. Discussion and Possible Action on the FY2023 Salary Schedule

Elizabeth Romero

Ms. Elizabeth Romero presented the discussion and possible action on the FY2023 Salary Schedule. Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Trina Raper made a motion to approve the FY2023 Salary Schedule. Ms. Paula Tackett 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

Ms. Trina Raper-Yes

The motion carried.

10. Discussion and Possible Action on the FY2023 Budget

Ms. Elizabeth Romero

Ms. Elizabeth Romero presented the discussion and possible action on the FY2023 Budget. No action was taken on the FY2023 Budget. A Special Governing Council Meeting will be scheduled for June 2, 2022 to address the FY2023 Budget.

11. Discussion and Possible Action on Bars in Order to Close Out the Fiscal Year

Mr. Eric Crites

Mr. Eric Crites presented the discussion and possible action on Bars in Order to Close Out the Fiscal Year. Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Paula Tackett moved to approve the Bars in Order to Close Out the Fiscal Year. Ms. Trina Raper 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

Ms. Trina Raper-Yes

The motion carried.

12. Discussion and Possible Action on FY2023 Lease

Mr. Eric Crites

Mr. Eric Crites presented the discussion and possible action on the FY2023 Lease. A discussion followed. No Action was taken on the FY2023 Lease.

13. Discussion and Possible Action on Amended Certificate of Resolution-Meeting Schedule SY22-23

Mr. Eric Crites

Mr. Eric Crites presented the discussion and possible action on Amended Certificate of Resolution-Meeting Schedule SY22-23. Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Trina Raper made a motion to approve the Amended Certificate of Resolution-Meeting Schedule SY22-23. 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

Ms. Trina Raper-Yes

The motion carried.

14. Discussion and Possible Action on Annual New Mexico Activates Association Membership for SY22-23

Mr. Eric Crites

Mr. Eric Crites presented the discussion and possible action on the Annual New Mexico Activates Association Membership for SY22-23. Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Paula Tackett moved to approve the Annual New Mexico Activates Association Membership for SY22-23. 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
Ms. Trina Raper-Yes**

The motion carried.

15. Discussion and Possible Action on Title I, Title II, Title IV and IDEA-B Applications Mr. Eric Crites

Mr. Eric Crites presented the discussion and possible action on the Title I, Title II, Title IV and IDEA-B Applications. Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Paula Tackett moved to approve the Title I, Title II, Title IV and IDEA-B Applications. 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
Ms. Trina Raper - Yes**

The motion carried.

16. Discussion and Possible Action on Legal Professional Services Agreement FY2023 Mr. Eric Crites

Mr. Eric Crites presented the discussion and possible action on the Legal Professional Services Agreement FY2023. Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Paula Tackett moved to approve the Legal Professional Services Agreement FY2023. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. A discussion followed.

The Council unanimously approved the motion

The motion carried.

17. Discussion and Possible Action on Head of School Evaluation Dr. Michael Kaplan

The Discussion and Possible Action on Head of School Evaluation was tabled until the next Governing Council Meeting.

18. Update of Governing Council Member Training Mr. Eric Crites

Dr. Michael Kaplan, Ms. Trina Raper and Dr. Cynthia Nava have completed their training for SY21-22. Ms. Paula Tackett has started her training and will be complete by May 31, 2022.

19. Update on Equity, Culturally & Linguistically Responsive Instruction Mr. Eric Crites

Mr. Eric Crites provided an update on Equity, Culturally & Linguistically Responsive Instruction. He reported the following:

- Dedication to the Three Sisters Garden as held on May 5, 2022.**
- Funding for the Cultural Room and Cultural Liaison is being determined.**
- Tonya Covington is providing restorative justice conferences.**
- The Equity Council is meeting June 7, 2022.**

20. Status of Phase II Construction Ms. Paula Tackett

Ms. Paula Tackett provided an update on Phase 2-B, building of dormitory. She reported a utility survey will be needed for water drainage. Revision of Schematic designs are developed. She presented a copy of the design. Plans will be submitted to the City's Historic review committee within the next month.

21. Head of School Report

Mr. Eric Crites

Mr. Eric Crites presented on the following:

- a. Kudos – Kudos to Mrs. Cindy Montoya and her team for the success of Art Spring.
- b. School Year Updates – Graduation is on May 26, 2022. All seniors are graduating.
- c. Legislative/PED/PEC Updates – Liz Tapia is working on the PEC report. The preliminary response showed no issues.
- d. Culturally & Linguistically Responsive Instruction
- e. Safety – There has been an uptick in vandalism activity in the in area. S.A.S. is working to provide continuous security in the area.
- f. Staffing – NMSA has been intervening several great candidates. More interviews are scheduled for the upcoming weeks.
- g. Facilities – Kid’s Kitchen will be providing food services for the next school year.

22. Admissions Report

Mrs. Cindy Montoya

Mrs. Cindy Montoya reported there are 12 spaces to fill. Mr. Fred Graham is reaching out to students on wait lists and working with their schedules for auditions. The Art Institute hopes to raise the admissions budget to increase outreach.

23. President’s Report

Mrs. Cindy Montoya

Mrs. Cindy Montoya thanked everyone for their help for Art Spring and reported she is working on a legislative plan.

24. Executive Session

Dr. Michael Kaplan

- a. Personnel
- b. Facilities

Dr. Michael Kaplan indicated a need to leave the general meeting and 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 and entertained a motion to that effect.

Ms. Paula Tackett moved 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.

The Council unanimously approved the motion.

The Governing Council moved into Executive Session at 4:34 pm in order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 5:12 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**

25. Adjournment

Dr. Michael Kaplan

Ms. Paula Tackett moved to adjourn the meeting. Ms. Trina Raper seconded the motion.
No discussion needed on the motion.

Roll call was taken by Mr. Eric Crites:

Dr. Michael Kaplan– Yes

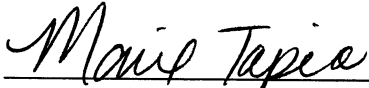
Ms. Paula Tackett – Yes

Dr. Cynthia Nava - Yes

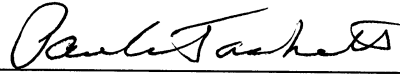
Ms. Trina Raper – Yes

The motion carried.

Dr. Michael Kaplan declared the meeting adjourned at 5:12 pm.



6/2/22



6/2/22

Mrs. Marie Tapia, Assistant Business Manager/Date

Ms. Paula Tackett, Governing Council, Secretary/Date