

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday June 15, 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 Mr. Bill Beacham

Mr. Bill Beacham called the meeting to order at 3:05 pm.

2. Reading of Mission Statement Mr. Bill Beacham

Mr. Bill Beacham read the Mission Statement to the Council.

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

NMSA Council Members Present:

Mr. Bill Beacham, Chair
Dr. Michael Kaplan, Vice Chair
Ms. Trina Raper – Arrived at 3:33 pm
Ms. Paula Tackett, Secretary – Arrived at 3:15 pm
Dr. Cynthia Nava - Zoom

NMSA High School Staff:

Mr. Eric Crites, Head of School - Zoom
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 Mr. Bill Beacham

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

Dr. Michael Kaplan moved to approve the Agenda. Dr. Cynthia Nava seconded the motion. Mr. Bill Beacham asked if there was any discussion on the motion. After a brief discussion it was determined Agenda Item 9, Discussion and Possible Action on Head of School Evaluation, was moved to Agenda Item 17. Dr. Michael Kaplan amended his motion to approve the Agenda as corrected. Dr. Cynthia Nava seconded the motion.

The Council unanimously approved the motion.

The motion carried.

5. Public Forum Mr. Bill Beacham

Mr. 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 June 2, 2022 Mr. Bill Beacham

Mr. Bill Beacham presented the discussion and possible action on the Meeting Minutes from June 2, 2022 and said he would entertain a motion on this item.

Dr. Cynthia Nava made a motion to approve the Meeting Minutes for June 2, 2022. Dr. Michael Kaplan seconded the motion. Mr. Bill Beacham asked if there was any further discussion needed on the motion. After a brief discussion it was determined that no corrections were needed.

The Council unanimously approved the motion.

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 May 2022

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

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

Dr. Michael Kaplan made a motion to approve the Payroll Vouchers, Accounts Payable (AP) Vouchers, and Bank Reconciliations for May 2022. Dr. Cynthia Nava seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on June 15, 2022 and reviewed the following documents:

Bank Reconciliation Report - Money Market - 2022 05

Bank Reconciliation Report – Operational– 2022 05

Disbursement Detail Listing – 2022 05

NMSA - Historical Revenue for Capital Funds 05-31-22

Report - Balance Sheet – 2022 05

Report - Expenditure - 2022 05

Report - Revenue – 2022 05

Payroll 21

Payroll 22

The finance committee did not detect any irregularities. There was no further questions or discussion.

The Council unanimously approved the motion.

The motion carried.

b. Financial Statement Reports – Financial Analysis & Bank Reconciliations May 2022

Ms. Elizabeth Romero guided the Council through the May check and non-check reports and also through the May 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

Eric Crites

Mr. Eric Crites made a presentation on Purchases over \$5,000. He discussed the following necessary Purchases over

\$5,000 and requested Governing Council approval on the Purchases:

Insight Public Sector	Amount	\$28,759.60
Bohannon Huston	Amount	\$9,600.00
Western Paper	Amount	\$5,954.30

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

Ms. Paula Tackett moved to approve the Purchases over \$5,000. Ms. Trina Raper seconded the motion. Mr. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.

The Council unanimously approved the motion.

The motion carried.

9. Discussion and Possible Action on Amendment to Renew Owner's Representative's Contract for the Cafeteria/Dormitory Project
Paula Tackett

Ms. Paula Tackett discussed the action necessary on the Amendment to Renew Owner's Representative's Contract for the Cafeteria/Dormitory Project. Mr. Bill Beacham said he would entertain a motion on this item.

Dr. Michael Kaplan made a motion to approve the Amendment to Renew Owner's Representative's Contract for the Cafeteria/Dormitory Project effective July 1, 2022, pending review and approval by Mr. Bill Beacham, Ms. Paula Tackett and Mr. Eric Crites of the "not-to-exceed" cost per month starting July 1, 2022. Dr. Cynthia Nava seconded the motion. Mr. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.

The Council unanimously approved the motion.

The motion carried.

10. Discussion and Possible Action on the Fiscal Year 2023 Lease of 500 Montezuma Avenue
Paula Tackett

Ms. Paul Tackett made a presentation on the Fiscal Year 2023 Lease of 500 Montezuma Avenue. Mr. Bill Beacham said he would entertain a motion on this item.

Ms. Paula Tackett moved to approve the Fiscal Year 2023 Lease of 500 Montezuma Avenue. Dr. Michael Kaplan seconded the motion. Mr. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.

The Council unanimously approved the motion.

The motion carried.

11. Update of Governing Council Member Training
Eric Crites

Ms. Paula Tackett reported she finished her training for FY22 and Mr. Bill Beacham reported he would be finished by June 16, 2022.

12. Status of Phase II Construction
Paula Tackett

Ms. Paula Tackett reported the following work was in process:

- **Quotes for contract amendments**
- **Completing revision of dormitory designs**
- **Survey for water drainage**

13. Head of School Report
Eric Crites

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

f. Staffing

Mr. Eric Crites prepared a report which is included in this packet. In addition, Eric went over art scores and explained how scores are calculated. He explained the new grading system that will be implemented in the new school year. He introduced Denise Hinson and thanked her for all her hard work in her first year as principal. Denise conducted a presentation regarding testing, placement, SAT, PSAT, averages and standards.

14. Admissions Report

Cindy Montoya

Mrs. Cindy Montoya reported 336 students are currently enrolled for the upcoming school year. Additional auditions are taking place to try to increase enrollment to 340 students. The admissions team is working on the application process and new outreach programs with the hopes of mirroring the state demographics.

15. President's Report

Cindy Montoya

Mrs. Cindy Montoya discussed the following topics:

- Strategic Plan
- MOUs
- Mission and Vision statements
- Core Values
- Funding
- Education Committee
- Budget

16. Executive Session

Mr. Bill Beacham

- a. Personnel
- b. 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 and requested a motion to that effect.

Dr. Michael Kaplan 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.

The Council unanimously approved the motion.

The motion carried.

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

Discussion on limited Personnel and acquisition of real property being discussed, the Closed Session concluded at 4:55 pm.

Dr. Michael Kaplan made a motion to go out of Closed Session with no action taken on limited Personnel matters or matters dealing with personnel or real property. Ms. Trina Raper seconded the motion.

The Council unanimously approved the motion.

The motion carried.

17. Discussion and Possible Action on Head of School Evaluation

Bill Beacham

Mr. Bill Beacham presented the discussion and possible action on the Head of School Evaluation and said he would entertain a motion on this item.

Ms. Paula Tackett made a motion to approve the Head of School Evaluation. Ms. Trina Raper seconded the motion. Mr. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.

The Council unanimously approved the motion.

The motion carried.

18. Adjournment

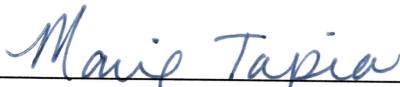
Mr. Bill Beacham

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

The Council unanimously approved the motion.

The motion carried.

Mr. Bill Beacham declared the meeting adjourned at 5:00 pm.



8/17/22

Mrs. Marie Tapia, Assistant Business Manager/Date



8/17/22

Ms. Paula Tackett, Governing Council, Secretary/Date