

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Friday, August 27, 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

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.

I. Call to Order Dr. Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 3:07 pm.

II. Reading of Mission Statement Dr. Michael Kaplan

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

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

NMSA Council Members Present:

Dr. Michael Kaplan, Vice Chair
Paula Tackett, Secretary
Cynthia Nava – Zoom

Tina Raper – Excused
Bill Beacham – 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
Irene Loy, Annual Giving Director

Public:

Cruz Davis-Martinez, Student

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

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

Paula Tackett moved to approve the Agenda. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any discussion on the motion.

Paula Tackett requested moving item XVI. Discussion And Possible Action on Authorizing the Head of School to Sign the Agreement and Requests for Payment for Capital Appropriation Project 21- 2271 to item IX.

Cindy Montoya requested moving item XXIII Admissions Report to item XV and item XXIV President's Report to item XVI.

Roll call on the Agenda as amended was taken by Marie Tapia:

Dr. Kaplan – Yes
Paula Tackett – Yes
Cynthia Nava – Yes
The motion carried.

- V. Public Forum Eric Crites

Dr. Kaplan asked if there were any members of the Public present. Cruz Davis-Martinez, a student was in attendance. He spoke about his experience taking dual credit classes, his plans after graduating, and expressed his gratitude for the opportunity.

- VI. Discussion and Possible Action on Meeting Minutes from June 16, 2021 Dr. Michael Kaplan

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

Paula Tackett moved to approve the Meeting Minutes from June 16, 2021. Cynthia Nava seconded the motion. Dr. 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 Marie Tapia:

Dr. Kaplan – Yes
Paula Tackett - Yes
Cynthia Nava – Yes

The motion carried.

- VII. Discussion and Possible Action on Special Meeting Minutes from August 3, 2021 Dr. Michael Kaplan

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

Cynthia Nava moved to approve the Meeting Minutes from August 3, 2021 as corrected. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any discussion on the motion. There was a brief discussion.

Roll call was taken by Marie Tapia:

Dr. Kaplan - Yes
Paula Tackett - Yes
Cynthia Nava – Yes

The motion carried.

- VIII. Business Manager's Report Liza Romero

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

Liza Romero, the Business Manager presented the report on the BARS, Payroll Vouchers and Accounts Payable (AP) Vouchers and Bank Reconciliations for June and July 2021

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

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

A discussion followed. The finance committee vice chair reported that the finance committee met on Friday August 27, 2021 and reviewed the following documents:

Bank Reconciliation Report – Money Market – 2021 06
Bank Reconciliation Report – Money Market – 2021 07
Bank Reconciliation Report – Operational – 2021 06
Bank Reconciliation Report – Operational – 2021 07
Check Listing – 2021 07
Disbursement Detail Listing – 2021 07
NMSA – Historical Revenue for Capital Funds 07-31-21
NMSA-FY21-Q4-Cash-Report-509001
Non-Check Batch Listing – 2021 07
Report – Balance Sheet – 2021 07
Report – Expenditure – 2021 07
Report – Revenue – 2021 07
RfR Summary Report – FY21
RfR Summary Report – FY22

Payroll 23	Payroll 24
Payroll 24.1	Payroll 25
Payroll 26	Payroll 1
Payroll 2	Payroll 3
Payroll 4	

NMSA – 2122-0006-I-Fund 29102	Increase
BAR 2021-0065-M-Fund 11000	Maintenance
BAR 2021-0066-M-Fund 11000	Maintenance
BAR 2021-0067-M-Fund 29102	Maintenance
BAR 2021-0068-M-Fund 11000	Maintenance
BAR 2021-0069-M-Fund 11000	Maintenance
BAR 2021-0070-M-Fund-31400	Maintenance
BAR 2021-0071-M-Fund 11000	Maintenance
BAR 2021-0072-M-Fund 11000	Maintenance
BAR 2122-0002-M-Fund 11000	Maintenance
BAR 2122-0003-M-Fund 11000	Maintenance
BAR 2122-0004-M-Fund 24101	Maintenance
BAR 2122-0005-T-Fund 24146	Transfer

The finance committee chair indicated that the committee did not detect any irregularities. There being no further questions or discussion, the Vice-Chair asked for the roll call.

Roll call was taken by Marie Tapia:

Dr. Kaplan - Yes
Paula Tackett – Yes
Cynthia Nava – Yes

The motion carried.

b. Financial Statement Reports – Financial Analysis & Bank Reconciliations June and July 2021

Liza Romero guided the Council through the June & July check and non-check reports and also through the June & July 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.

IX. Discussion And Possible Action on Authorizing the Head of School to Sign the Agreement and Requests for Payment for Capital Appropriation Project 21- 2271 **Eric Crites**

Eric presented the discussion and possible action on authorizing the Head of School to Sign the "Agreement and Requests for Payment for Capital Appropriation Project 21- 2271". Dr. Kaplan said he would entertain a motion on this item.

Paula Tackett moved to authorize the Head of School to Sign the "Agreement and Requests for Payment for Capital Appropriation Project 21- 2271". Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. Additional discussion followed.

Roll call was taken by Marie Tapia:

Dr. Kaplan - Yes
Paula Tackett – Yes
Cynthia Nava - Yes

The motion carried.

X. Discussion and Possible Action on Committee Memberships for School Year 2021-2022 **Eric Crites**

Eric discussed committee memberships for school year 2021-2022 and possible action on those memberships.

No action was taken on this item and it was tabled until the next meeting.

XI. Discussion and Possible Action on Dual Credit Course Credit **Eric Crites**

Eric discussed Dual Credit Course Credit and recommended that no action be taken on it at this time.

No action was taken on this item and it was tabled until the next meeting.

XII. Discussion and Possible Action on Adding Juneteenth as an Observed Holiday **Eric Crites**

Eric discussed a possible action relating to adding Juneteenth as an Observed Holiday at the School.

No action was taken on this item and it was tabled until the next meeting.

XIII. Discussion and Possible Action on Expenditures over \$5,000 **Eric Crites**

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

Advanced Security - Smoke detectors for dorm - Residential Grant (AI) \$5,189.23

SW Building Maintenance - Dorm janitorial - Residential Grant (AI) \$15,289.69

Kids Kitchen/Food Depot - Dorm breakfast, snack, dinner - Residential Grant (AI) \$30,437

Kids Kitchen/Food Depot - Lunch Operational - (with reimbursement from NSLP) \$5,000

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

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

Roll call was taken by Marie Tapia:

Dr. Kaplan - Yes

**Paula Tackett – Yes
Cynthia Nava - Yes**

The motion carried.

XIV. Discussion and Possible Action on the Residential Program Handbook Eric Crites

Eric presented and discussed the Residential Program Handbook. Dr. Kaplan said he would entertain a motion on this item.

Paula Tackett moved to refer the Residential Program Handbook to the Policy Committee. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. A discussion followed. It was discussed that given the work necessary for the Residential Program, it was important that the Policy Committee review the Handbook.

Roll call was taken by Marie Tapia:

**Dr. Kaplan - Yes
Paula Tackett – Yes
Cynthia Nava - Yes**

The motion carried.

XV. Admissions Report Cindy Montoya

Cindy reported enrollment is at 318 students. One more student is in the pipeline for this year. NMSA continues to hold rolling auditions for this year.

XVI. President's Report Cindy Montoya

Cindy reported on the Art Institute's planning process for the following topics:

- Sustainability**
- Needs**
- Capital**
- Giving Plan**
- Dorms**
- Fundraising**

XVII. Discussion and Possible Action on Revised COVID-19 Handbook Eric Crites

Eric discussed and recommended possible action on the Revised COVID-19 Handbook. Dr. Kaplan said he would entertain a motion on this item.

Paula Tackett moved to take approve the Revised COVID-19 Handbook. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. A discussion followed.

Roll call was taken by Marie Tapia:

**Dr. Kaplan - Yes
Paula Tackett – Yes
Cynthia Nava - Yes**

The motion carried knowing it may be subject to change.

XVIII. Discussion and Possible Action on Policies Required by 2021 Legislation Eric Crites

Eric presented a list of policies required by 2021 legislation and possible action necessary on them. Dr. Kaplan said he would entertain a motion on this item.

Paula Tackett moved to refer the policies required by the 2021 Legislation to the Policy Committee. Cynthia Nava seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. A discussion followed.

Roll call was taken by Marie Tapia:

Dr. Kaplan - Yes

Paula Tackett – Yes

Cynthia Nava - Yes

The motion carried.

XIX. Status of Phase II Construction Paula Tackett

Paula Tackett reported the following:

- Exterior decorative panels installed
- Decking and trees are being installed
- Equipment for kitchen is on order
- Kitchen scheduled to be complete in December 2021

XX. Update on Residential Program Eric Crites

Eric Crites reported the following:

- There are currently 34 students staying at the dorms
- The dorms have 22 rooms, 1 is being reserved for quarantine if needed
- Kids Kitchen is providing meals
- Majority of students are fully vaccinated
- Staff is fully vaccinated
- Masks required except in rooms, in the bathroom, or while eating
- City buses are being utilized for transportation
- Transportation for activities is still being worked out
- Custodial services are being provided
- Residential Director is working on group activities
- Sustainable model for designated administration is needed

XXI. Update on School Lunch Program Eric Crites

Eric Crites reported the following:

- NMSA is working with the National School Lunch Program to provide all students with free lunch for this school year.
- Kid's Kitchen is providing lunch.
- NMSA is working with Kid's Kitchen through the purchasing and procurement process.
- NMSA is encouraging families to apply for free and reduced lunch, however there has been a low response.

XXII. Update on SY 2021-2022, Including Acceleration Plans and COVID Safety Eric Crites

Eric Crites prepared a report which is included in this packet.

XXIII. Discussion and Input on ESSER III Federal Grant Eric Crites

Eric Crites explained the ESSER III federal grant and went over the PED's priority areas which included the following:

- Closing the digital divide

- Accelerated Instruction for all students while addressing the disproportionate impact of COVID-19 on student and subgroups.
- Supporting the social and emotional needs of students, families, and staff.
- Supporting the unique needs of students with disabilities and at-risk students.
- Providing personal protective equipment
- Improving indoor air quality

XXIV. Head of School Report

Eric Crites

Eric Crites reported on the following topics:

- Kudos to Fred Graham for his work on enrollment
- School Re-Entry Update
- Legislative/PED/PEC
- Culturally & Linguistically Responsive Instruction
- Professional Development
- Safety
- Staffing

XXV. Executive Session

Dr. Michael Kaplan

- a. **Personnel**
- b. **Facilities**

Dr. Kaplan 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.

Dr. Kaplan 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

Dr. Kaplan - Yes

The Governing Council moved into Executive Session at 5:02 pm order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 5:14 pm.

Paula Tackett moved to go out of Closed Session with no action taken on limited Personnel matters or matters dealing with facilities/property. Cynthia Nava seconded the motion.

A roll call was taken by Eric Crites

Cynthia Nava - Yes

Paula Tackett - Yes

Dr. Kaplan - Yes

XXVI. Adjournment

Dr. Michael Kaplan

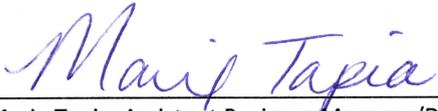
Paula Tackett made a motion to adjourn the meeting. Cynthia Nava seconded the motion.
No discussion needed on the motion.

Roll call was taken by Eric Crites:

Dr. Kaplan – Yes
Paula Tackett – Yes
Cynthia Nava - Yes

The motion carried.

Dr. Kaplan declared the meeting adjourned at 5:15pm.



Marie Tapia, Assistant Business Manager/Date



Paula Tackett, Governing Council, Secretary/Date