

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday November 16, 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

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 3:01 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. Trina Raper
Ms. Paula Tackett, Secretary
Dr. Cynthia Nava - Excused
Mrs. Chelamia Quintana
Ms. Doddie Espinosa de Ortega

NMSA High School Staff:

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

NMSA Art Institute Staff:

Mrs. Cindy Montoya, President
Ms. Bernadette Pena, Co-Dance Chair
Mr. Fernando Ramos, Co-Dance Chair

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. Paula Tackett moved to approve the Agenda. 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 Agenda Item 8, Presentation on Dance Department by Co-chairs Pena and Ramos, was moved to Agenda Item 6. Ms. Paula Tackett amended her motion to approve the Agenda as corrected. Ms. Trina Raper seconded the motion.

The Council unanimously approved the motion.

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. Presentation on Dance Department by Co-chairs Pena and Ramos Bernadette Pena & Fernando Ramos

Co-chair Bernadette Pena started by talking about the dance department's latest performances. The dance department is moving towards project-based learning performances that require research. They are learning different styles of dance that incorporate discipline, diversity, and versatility. Both co-chairs are new to the NMSA's dance department but come with strong backgrounds in dance. Bernadette Pena started teaching physical education at NMSA four years ago. Before that she had over 17 years of experience teaching dance and theater. She explained she is enjoying her new position. Co-chair Fernando Ramos has been in New Mexico for close to two months. He moved to New Mexico from Puerto Rico. He started dancing when he was 16. He received a bachelor's degree in Tennessee then he moved back to Puerto Rico. He trained in contemporary and ballet dance styles. They are not only focusing on teaching students to dance but also giving students the opportunity to train for college auditions. They are trying to teach students about the expectations for applying to college online and in person. They thanked the Governing Council for their time and invited the Council to visit the dance department anytime.

7. Discussion and Possible Action for Adding Doddie Espinosa de Ortega as A Member of The Governance Council For 2022-2025 Dr. Michael Kaplan

Dr. Michael Kaplan presented the discussion and possible action for adding Doddie Espinosa de Ortega as a Member of the Governance Council for 2022-2025 and said he would entertain a motion on this item.

Ms. Paula Tackett moved to approve adding Doddie Espinosa de Ortega as a Member of the Governance Council for 2022-2025. 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.

8. Discussion and Possible Action on Meeting Minutes from October 19, 2022 Dr. Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes from October 19, 2022 for discussion and possible action and said he would entertain a motion on this item.

Ms. Chelamia Quintana moved to approve the Meeting Minutes for October 19, 2022. Ms. Paula Tackett seconded the motion. Dr. Michael Kaplan 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.

9. Master Calendar Review Mr. Eric Crites

Mr. Eric Crites presented the master calendar for the months of November and December. He informed the Governing Council about several upcoming events including:

- Creative Writing's 11th Literary Event
- Visual Arts Guest Artists, Nina Elder 11/17/22
- Collaboration Day
- Thanksgiving Break
- Music Lab Showcase
- Musical Theatre Scenes Show
- Music Liederabend (Vocal Department)
- Music Winter Concert
- Fall Student Council Dance

- NMSA Choir works with Santa Fe Desert Choir
- Poetry Slam
- Finals
- Winter Break

10. Business Manager's Report

Liza Romero

A. Discussion and Possible Action on BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for October 2022.

Ms. Elizabeth Romero, the Business manager presented the report on the BARS, Payroll Vouchers, and Bank Reconciliations for October 2022. The Accounts Payable Vouchers for October 2022 were not reviewed. They will be reviewed for the December Governing Council meeting.

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 Bank Reconciliations for October 2022. Ms. Paula Tackett seconded the motion.

A discussion followed. The finance committee reported that the finance committee met on November 16, 2022 and reviewed the following documents:

- Bank Reconciliation Report - Money Market - 2022 10
- Bank Reconciliation Report – Operational – 2022 10
- NMSA - Historical Revenue for Capital Funds 10-31-22
- Report - Balance Sheet – 2022 10
- Report - Expenditure - 2022 10
- Report - Revenue – 2022 10

- Payroll 7
- Payroll 8

BAR 2223-0020 - IB - Fund 24349	Initial Budget
BAR 2223-0021 - I - Fund 31400	Increase
BAR 2223-0022 - M - Fund 24106	Maintenance
BAR 2223-0023 - M - Fund 31900	Maintenance
BAR 2223-0024 - M - Fund 31701	Maintenance
BAR 2223-0025 - M - Fund 11000	Maintenance
BAR 2223-0026 - T - Fund 11000	Transfer

The finance committee did not detect any irregularities.

The Council Unanimously Approved the Motion.

B. Financial Statement Reports – Financial Analysis

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

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.

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

Eric Crites

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

Apple Amount \$7,672.00

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

Ms. Paula Tackett made a motion to approve the Purchases over \$5,000. Ms. Doddie Espionsa de Ortega 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

12. Discussion and Possible Action on Amending the Lease Annual Base Rent Based on the Lease Assistance Award
Eric Crites

Mr. Eric Crites presented the discussion and possible action on Amending the Lease Annual Base Rent Based on the Lease Assistance Award.

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

Ms. Paula Tackett made a motion to approve the change in the lease amount. 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

13. Discussion and possible action on State Seal of Bilingualism-Biliteracy Policy
Eric Crites

Mr. Eric Crites informed the Governing Council the State Seal of Bilingualism-Biliteracy Policy was not ready for the Council's review.

Mrs. Chelamia Quintana made a motion to table the discussion and possible action on the State Seal of Bilingualism-Biliteracy Policy. Ms. Trina Raper seconded the motion.

The Council Unanimously Approved the Motion

The motion carried.

14. Discussion on NMSA Mission and Vision Statements and Core Values
Denise Hinson

Ms. Denise Hinson started the discussion by presenting the top three core values that NMSA's staff selected during a recent staff meeting. The top three values are creativity, community, and growth/mindset. Respect was also highly rated. She explained, community and respect were debated among staff. She plans to propose a new diagram that will bring respect back into the top three with community at the center of all three for the next staff meeting so staff can then define and break down the core values.

15. Discussion on Land Acknowledgement
Cindy Montoya

Mrs. Cindy Montoya presented the discussion on the Land Acknowledgement. She reviewed the land acknowledgement from last year with the Women of Color Collective. It is very simple. Jolene Vigil, Cultural Liaison, would like to work on the land acknowledgement with NMSA's indigenous students and tribal elders. They would like to emphasize commitment and honor in the new land acknowledgment.

16. Discussion on Governing Council Affidavits and Assurances for FY23
Marie Tapia

Mrs. Marie Tapia gave each Governing Council Member an affidavit for SY22-23 that must be notarized. Dr. Michael Kaplan, Ms. Trina Raper, and Mrs. Chelamia Quintana have completed their affidavits for the school year and the remaining Council members

will make arrangements to have theirs notarized.

17. Discussion on Process for Annual Policy Review

Eric Crites

Mr. Eric Crites lead the discussion on the process for the annual policy review. He asked the Governing Council for recommendations on how to handle the process. The Council suggested having the policy committee review a number of policies monthly and then presenting the reviewed policies to the Council during their next scheduled meeting for discussion and possible action.

18. Status of Phase II Construction

Paula Tackett

Ms. Paula Tackett presented the latest designs to the Governing Council. Several changes to the design have been made based on feedback from the Historic Design Review Committee. Another meeting is scheduled with the city and construction crews are set to begin excavation and ground work.

19. Discussion on New Business for Next Governance Council Meeting

Eric Crites

The Governing Council would like to see the following for the next Governing Council Meeting.

- Annual Policy Review
- A Student Board Member
- Art Department Presentation
- Staff/Student Core Value Update
- Student Discussion Item

20. 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

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

21. Admissions Report

Cindy Montoya

Mrs. Cindy Montoya reported 103 students have applied to date, in comparison to 35 applicants by 11/16/21. She thanked Fred Graham, Sativa Cruz, and Shayla Patterson for the improved application rates. A report of the applicant demographic breakdown is included with this packet.

22. President's Report

Cindy Montoya

Mrs. Cindy Montoya reported the following:

- NMSA-Art Institute is hiring a Digital Media Instructor
- NMSA-Art Institute is continuing to work on the strategic plan
- NMSA has received two grants, one for math and one for science
- NMSA-Art Institute Governing Board meeting is scheduled for 12/13/22

23. Executive Session

Dr. Michael Kaplan

- a. Personnel
- b. Facilities

Dr. Michael 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. Due to virtual meeting technological issues, we will be adjourning this meeting at the end of the executive session.

Dr. Michael Kaplan entertained a motion to that effect.

Ms. Trina Raper 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. Paula Tackett seconded the motion.

The Council unanimously approved the motion.

The Governing Council moved into Executive Session at 4:57 pm in order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 5:15 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. Doddie Espinosa de Ortega seconded the motion.

The Council Unanimously Approved the Motion

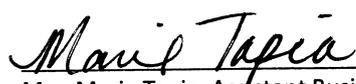
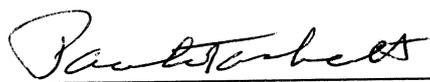
24. Adjournment

Dr. Michael Kaplan

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

The Council Unanimously Approved the Motion

Dr. Michael Kaplan declared the meeting adjourned at 5:16 pm.

 12/14/22  12/14/22
Mrs. Marie Tapia, Assistant Business Manager/Date Ms. Paula Tackett, Governing Council, Secretary/Date