

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday February 22, 2023, 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 Mr. Bill Beacham

Mr. Bill Beacham called the meeting to order at 3:07 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
Ms. Paula Tackett, Secretary – Zoom, Arrived at 3:40 pm
Dr. Cynthia Nava – Zoom, Arrived at 3:45 pm
Mrs. Chelamia Quintana – Zoom
Mrs. Doddie Espinosa de Ortega - Zoom

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 - Zoom

Public:

Zoe McDonald

4. Discussion and Possible Action on the 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. Ms. Trina Raper seconded the motion. Mr. Bill Beacham asked if there was any discussion on the motion. No further discussion was needed.

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. Zoe McDonald, Student Council Vice President was in attendance.

6. Student Council Representative Update Zoe McDonald

Zoe McDonald, Student Council Vice President, gave the Governing Council an update about the current Student Council activities. She explained, the Student Council President step down and Zoe is stepping in for the time being. Student Council hosted a Winter Carnival. Several clubs participated. The booths included a mini-thrift store, arm wrestle a teacher, and karaoke. Student Council is trying to come up with fundraising ideas that are not food related and that keep the dorm and traveling students in mind. They are also planning a movie night. Zoe expressed she is proud of the students for all the money they have raised. Mr. Eric Crites acknowledged Zoe for the idea and success of carnivals. The Governing Council took a minute to inform Zoe about the some of the accounting procedures that need to be followed regarding the money raised.

7. Art Department Presentation on Graduate Outcomes Eric Crites

There was not an Art Department Presentation on Graduate Outcomes for this meeting.

8. Discussion and Possible Action on Meeting Minutes from January 18, 2023 Mr. Bill Beacham

Mr. Bill Beacham presented the Meeting Minutes from January 18, 2023, for discussion and possible action and said he would entertain a motion on this item.

Ms. Trina Raper moved to approve the Meeting Minutes for January 18, 2023. 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.

9. Discussion and Possible Action on Meeting Minutes from February 6, 2023 Mr. Bill Beacham

Mr. Bill Beacham presented the Meeting Minutes from February 6, 2023 for discussion and possible action and said he would entertain a motion on this item.

Dr. Michael Kaplan moved to approve the Meeting Minutes for February 6, 2023. Ms. Trina Raper 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.

10. Discussion and Possible Action on Wellness Policy Ms. Trina Raper

Ms. Trina Raper presented the discussion and possible action on the Wellness Policy. Mr. Bill Beacham said he would entertain a motion on this item.

Dr. Michael Kaplan made a motion to approve the Wellness Policy. Mrs. Doddie Espinosa De Ortega 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. Master Calendar Review Mr. Eric Crites

Mr. Eric Crites presented the master calendar for the months of February, March and the first week of April. He informed the Governing Council about upcoming events including:

- United World College Field Trip
- SAT Prep (11th Grade)
- Newcomer's Club Tour and Lecture
- Choral Music Performance Assessment
- Theatre - One Act Plays
- Senior Fundraiser
- Music Lab Showcases
- Orchestra Music Performance Assessment
- Visual Arts: Envision Exhibition Opening Reception
- ArtSpring Performances
- ArtSpring Gala
- Music Junior Instrumental Recital

12. Business Manager's Report

Liza Romero

A. Discussion and Possible Action on BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for January 2023.

Ms. Elizabeth Romero, the Business manager presented the report on the BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for January 2023.

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

Ms. Trina Raper made a motion to approve the BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for January 2023. Ms. Paula Tackett seconded the motion.

A discussion followed. Finance committee members reported that the finance committee met on February 15, 2023, and reviewed the following documents:

**Bank Reconciliation Report - Money Market – 2023 01
Bank Reconciliation Report – Operational – 2023 01
Disbursement Detail Listing – 2023 01
NMSA - Historical Revenue for Capital Funds 01-31-2023
Report - Balance Sheet – 2023 01
Report - Expenditure – 2023 01
Report - Revenue – 2023 01**

Payroll 13

Payroll 14

BAR 2223-0039-D – Fund 11000

BAR 2223-0040-I – Fund 29102

The finance committee did not detect any irregularities.

The Council Unanimously Approved the Motion.

The motion carried.

B. Financial Statement Reports – Financial Analysis

Ms. Elizabeth Romero guided the Council through the January 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.

13. 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:

Truly Nolen of America	Amount	\$5,815.00
CDW LLC	Amount	\$10,501.68
Shamrock Foods	Amount	\$5,651.50

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

Ms. Paula Tackett made a motion to approve the Purchases over \$5,000. Dr. Michael Kaplan seconded the motion. Mr. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was needed.

The Council Unanimously Approved the Motion

The motion carried.

14. Discussion of School Legal Counsel for FY2024

Eric Crites

Mr. Eric Crites informed the Governing Council Patty Matthews, NMSA's current legal counsel will be retiring at the end of the school year. He presented two options for the Governing Council's consideration for legal counsel for FY2024.

Option 1:

Patty Matthews' partner, Susan Barger Fox, is open to serving Patty's Matthews clients.

Option 2:

Patricia Salazar Ives currently provides legal counsel for the NMSA-Art Institute and is open to providing service for NMSA-Charter High School.

Mrs. Cindy Montoya stated she recommends Patricia Ives. She added Patricia has fast response times and is experienced with schools. Ms. Paula Tackett also recommends Patricia. Mr. Eric Crites will gather more information to present to the Governing Council regarding Patricia's experience with schools.

15. Discussion of PEC Performance Framework and Charter Renewal

Eric Crites

Mr. Eric Crites reported, NMSA opted in to participate to have an attorney research PEC Performance Framework and Charter Renewal. Dr. Michael Kaplan will review an email from Patty Matthews regarding the proposed rule and draft of performance framework. Dr. Kaplan will provide feedback after his review.

16. Discussion and Possible Action on Charter Renewal Services Contract

Eric Crites

Mr. Eric Crites presented the Discussion and Possible Action on acquiring the services of Karen Ehlert to assist with the Charter Renewal.

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

Ms. Paula Tackett made a motion to approve acquiring the services of Karen Ehlert to assist with the Charter Renewal. 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.

17. Discussion and Possible Action on School Year 23-24 Calendar Eric Crites

Mr. Eric Crites informed the Governing Council the School Year 23-24 Calendar has not been drafted. More time is needed. He will present it to the Governing Council when it is ready.

No action was taken.

18. 17. Discussion and Possible Action on Policies: Eric Crites

- Shared Leave Bank Policy
- Employee Handbook
 - Addendum 5 Leave Request Form
 - Salary Schedule Policy

Mr. Eric Crites presented the Discussion and Possible Action on the Shared Leave Bank Policy. He shared the guidance from Legal Counsel, Patty Matthews with the Governing Council. He asked the Council for their review and feedback which will require additional time.

No action was taken.

Mr. Eric Crites presented the Discussion and Possible Action on the Employee Handbook, Addendum 5 Leave Request Form and Salary Schedule Policy.

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

Dr. Michael Kaplan made a motion to approve the Employee Handbook, with changes to the Addendum 5 Leave Request Form and Salary Schedule Policy as amended. Ms. Paula Tackett 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.

19. Governing Council Training Update Marie Tapia

Mrs. Marie Tapia updated the Council about the completed training hours for Dr. Michael Kaplan, Ms. Trina Raper, Mrs. Chelamia Quintana and Mrs. Doddie Espinosa de Ortega. She also informed the council Ms. Paula Tackett, Dr. Cynthia Nava, and Mr. Bill Beacham have been scheduled to complete their trainings.

20. Status of Phase II Construction Paula Tackett

Ms. Paula Tackett reported, the water lines and utility relocation will start on 3/27/23. The project is currently over budget, but Mrs. Cindy Montoya is working on legislative requests for additional funding.

21. Discussion on New Business for the Next Governance Council Meeting Bill Beacham

The Governing Council would like to see the following on the agenda for the next GC Meeting:

- Implementation of Policy Review
- Discussion on Owner's Representation Contract

22. 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.

23. Admissions Report Cindy Montoya

Mrs. Cindy Montoya presented the admissions report. She discussed the number of applicants by residential location, by art department, and by demographics. A complete report is included with this packet. She also reported the last workshop has been completed for this school year. The admissions team will start working on next year's admissions.

24. President's Report Cindy Montoya

Mrs. Cindy Montoya reported the NMSA-Art Institute will have a board meeting on 4/16/23 where she will present the strategic plan for possible action. She thanked Ms. Paula Tackett and Dr. Cynthia Nava for assistance at the Roundhouse. She reported the bill for NMSA funding has moved forward. Dr. Cynthia Nava made some recommendations for lobbying for next year that can help improve the process. Cindy stated ArtSpring will be on 3/17/23. She concluded by reporting she will start working with Art Chairs on FY24 budgets. The Governing Council thanked Cindy for all her hard work during the legislative session.

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

Mr. Beacham 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. Dr. Michael Kaplan seconded the motion.

The Council unanimously approved the motion.

The motion carried.

The Governing Council moved into Executive Session at 4:54 pm in order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 5:08 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 real property. Ms. Paula Tackett seconded the motion.

The Council Unanimously Approved the Motion

26. Adjournment Mr. Bill Beacham

Dr. Cynthia Nava made a motion to adjourn the meeting. Ms. Trina Raper 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 5:09 pm.

Marie Tapia 3/29/23 Paula Tackett 3/29/23
Mrs. Marie Tapia, Assistant Business Manager/Date Ms. Paula Tackett, Governing Council, Secretary/Date