

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday March 29, 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 3:04 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
Dr. Cynthia Nava
Mrs. Chelamia Quintana
Mrs. 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. Shelly Welch, Counselor
Mrs. Barbra Hatch, Theater Chair

NMSA Art Institute Staff:

Mrs. Cindy Montoya, President

Public:

Zoe McDonald

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. Cynthia Nava moved to approve the Agenda. Ms. Paula Tackett seconded the motion. Mr. Bill Beacham asked if there was any discussion on the motion. After a brief discussion it was determined Agenda Item 19, Discussion: Equity Council Update by Shell Welch, was moved to Agenda Item 7. Dr. Cynthia Nava amended her motion to approve the Agenda as corrected. Ms. Paula Tackett 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. Zoe McDonald, the Student Council Vice President was in attendance. Zoe provided the Council with an update. Zoe started by informing the Council that March is a busy month for the students. It included Art Spring, Spring Break and preparing for prom. Zoe shared some of the specifics about prom planning such as the Roaring 20s theme and the debates about the song playlist. In addition, seniors got decisions back from colleges and universities. Zoe was accepted into DePaul University but is planning to take a gap year. Mr. Eric Crites shared Zoe is exceptional and has gone above and beyond in the role of Student Council Vice President and he thanked Zoe.

6. Arts Department - Graduate Outcomes Presentation

Barbara Hatch

Mrs. Barbara Hatch, the Theater Department Chair gave a presentation about Graduate Outcomes for theater students. Barbara started by going over the four years leading to graduation and what is wanted for the students to learn, know, and do.

- To face and overcome the challenges of a rigorous arts mastery program while earning a high school diploma.
- To apply knowledge of vocabulary, both verbal and physical, and have an open mind to perform diverse theatrical techniques.
- To understand and thrive in the creation of original and scripted work and perform on stage while conducting oneself in a professional manner.
- To master the tools of the actor/director/stage technician, and more.
- To develop mental focus, empathy, and personal stamina so that they can do anything in the arts, and outside the arts.
- To develop and utilize the tools of their creative process in collaborating and producing meaningful work that nourishes their soul and helps bring meaningful change in the world.
- To understand and be able to navigate the audition process, not only at NMSA but outside the school in professional and regional theatre, as well as in film.
- How to analyze, critique and interpret theatre in a meaningful way in order to be better communicators.

Barbara then talked about senior projects. After four years in the department, seniors must complete a senior project. Seniors create an original piece that incorporates the knowledge they gained over the past four years. It can be a monologue, short play, or other performance. Barbara finished by showcasing two former NMSA graduates who flourished while in the program and after graduation.

7. Discussion: Equity Council Update

Shell Welch

Ms. Shell Welch, NMSA Counselor and Equity Council Facilitator gave the Governing Council an update about the Equity Council. Shell explained the Equity Council has sent questionnaires to students and staff. The student questionnaire asks students what they would like to see, hear, and ask new teachers. Their answers included, humor, diverse, qualified, approachable, understanding, and love to teach. The staff questionnaire is anonymous and asks questions regarding ethnicity. The results for the staff questionnaire are not ready yet. The next project will be a survey for families which will include what families value. The Equity Council must meet State requirements for example, assessments, inventory and frameworks, and a strategic plan must be submitted, and they are required to meet three times per school year. The Equity Council has reviewed NMSA's hiring process and has made suggestions for new places to post job listings. They also plan to look at teacher job descriptions. They want to put folders together for every subject with culturally and linguistic curricula, networks, presenters, etc. for teachers to access on a shared drive. The Governing council gave Shell a couple of suggestions such as posting a commitment statement and student and staff demographics on NMSA's website. Finally, the Governing Council thanked Shell and all the Equity Council for all their hard work.

8. Recognition and Celebration of Paula Tackett's Appointment to the University of New Mexico Board of Regents

Bill Beacham

Each of the Governing Council members congratulated Ms. Paula Tackett for her appointment to the University of New Mexico's Board of Regents and gave her a round of applause. Ms. Paula Tackett thanked everyone and informed the council she will be resigning from NMSA's Governing Council within the coming months.

9. Discussion and Possible Action on Meeting Minutes from February 22, 2023

Mr. Bill Beacham

Mr. Bill Beacham presented the Meeting Minutes from February 22, 2023, for discussion and possible action and said he would entertain a motion on this item.

Dr. Cynthia Nava moved to approve the Meeting Minutes for February 22, 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.

10. Master Calendar Review

Mr. Eric Crites

Mr. Eric Crites presented the master calendar for the month of April. He informed the Governing Council about several upcoming events including:

- Prom
- Natural Helpers Retreat
- PechaKucha Night Santa Fe - NMSA Edition
- Music Instrumental Junior Recital
- NAEP Field Test - 12th Grade
- Theatre - Denver Trip
- Visual Arts: Deinstall Envision Exhibition
- Music: Lab Showcase
- SAT - 11th Grade
- Visual Arts: Install Senior Exhibition
- Visual Arts: Academic Release for 12th graders
- Music: Percussion Ensemble Concert
- Art Spring
- Santa Fe Breakin'
- Music - Choir and Strings Concert
- Charter Schools Division Annual Site Visit
- Dance Spring Production: Somos Mäs
- Musical Theatre Class: Newsies

11. Discussion and Possible Action on Owner's Representation for the Dormitory Construction Project

Paula Tackett

Ms. Paula Tackett presented the discussion and possible action on the procurement of Owner's Representation for the Dormitory Construction Project. Mr. Bill Beacham said he would entertain a motion on this item.

Ms. Paula Tackett made a motion to approve Ms. Paula Tackett to start the procurement process for an Owner's Representation contract for the dormitory construction project. 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.

12. Business Manager's Report

Liza Romero

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

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

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

Dr. Michael Kaplan made a motion to approve the BARs, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for February 2023. Ms. Paula Tackett seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on March 29, 2023, and reviewed the following documents:

Bank Reconciliation Report - Money Market – 2023 02
Bank Reconciliation Report – Operational – 2023 02
Disbursement Detail Listing – 2023 02
NMSA - Historical Revenue for Capital Funds 02-28-23
Report - Balance Sheet – 2023 02
Report - Expenditure – 2023 02
Report - Revenue – 2023 02

Payroll 15

Payroll 16

BAR 2223-0041-IB - Fund 24309	Initial Budget
BAR 2223-0042-I - Fund 24308	Increase
BAR 2223-0043-IB - Fund 24146	Initial Budget
BAR 2223-0044-I - Fund 24330	Increase
BAR 2223-0045-I - Fund 31703	Increase
BAR 2223-0046-I - Fund 24174	Increase
BAR 2223-0047-M - Fund 24174	Maintenance
BAR 2223-0048-IB - Fund 27201	Initial Budget
BAR 2223-0049-M - Fund 21000	Maintenance
BAR 2223-0050-I - Fund 21000-Void	Increase
BAR 2223-0051-M - Fund 11000	Maintenance
BAR 2223-0052-I - Fund 26221	Increase
BAR 2223-0053-M - Fund 26221	Maintenance

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 February 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.

Ms. Elizabeth Romero informed the Governing Council the FY22 audit report has been released and NMSA had no findings for the fiscal year. The Council thanked Liza.

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:

City of Santa Fe	Amount	\$33,082.39
Shamrock	Amount	\$5,363.80
Karen Ehlert Consulting	Amount	\$8,500.00
Shamrock	Amount	\$5,069.00

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

Ms. Trina Raper made a motion to approve the Purchases over \$5,000. 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.

14. Discussion and Possible Action on Employee Sabbatical Proposal Eric Crites

Mr. Eric Crites presented the discussion and possible action on the Employee Sabbatical Proposal. He informed the Council Ms. Karina Hean, Visual Arts Chair, has requested an unpaid sabbatical during the spring semester of SY23-24 for personal development. Mr. Bill Beacham said he would entertain a motion on this item.

Ms. Paula Tackett made a motion to approve Ms. Karina Hean's Sabbatical Proposal. 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.

15. Discussion and Possible Action on Amended Certificate of Resolution – Terms & Officers Bill Beacham

Mr. Bill Beacham presented the discussion and possible action on the Amended Certificate of Resolution – Terms & Officers and said he would entertain a motion on this item.

Dr. Cynthia Nava made a motion to accept the terms and accept the change of officers as reflected on the Amended Certificate of Resolution – Terms & Officers. 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.

16. Discussion and Possible Action on Policies Trina Raper & Michael Kaplan

- HR Handbook
- Shared Leave Bank Policy

Dr. Michael Kaplan and Ms. Trina Raper presented the Discussion and Possible Action on the HR Handbook. They went over the changes to the HR Handbook. The other Council members will have until the next meeting to review the changes in detail.

No action was taken.

Dr. Michael Kaplan and Ms. Trina Raper presented the Discussion and Possible Action on the Shared Leave Bank Policy. Mr. Bill Beacham said he would entertain a motion on this item.

Ms. Paula Tackett made a motion to approve the Shared Leave Bank 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.

17. Discussion and Possible Action on Fourth Amended and Restated Bylaws of the New Mexico School for the Art High

Dr. Michael Kaplan presented the Fourth Amended and Restated Bylaws of the New Mexico School for the Arts High School for discussion and possible action. Mr. Bill Beacham said he would entertain a motion on this item.

Ms. Trina Raper made a motion to approve the Fourth Amended and Restated Bylaws of the New Mexico School for the Arts High School with the addition, the Chair can designate a non-voting ex-officio member to the Governing Council to serve as a consultant to the Governing Council in certain areas as deemed necessary by the Chair. Mrs. Chelamia Quintana seconded the motion. Mr. Bill Beacham asked if there was any further discussion needed on the motion. A discussion followed.

Ms. Paula Tackett voted no on the motion. The other six Council members voted yes on the motion.

The motion carried.

18. Discussion and Possible Action on Facility Master Plan

Michael Kaplan

Dr. Michael Kaplan presented the Facility Master Plan for discussion and possible action. He informed the Council the process has started. He has requested information that is needed and will present the Facility Master Plan when it is ready for review at a later meeting.

No action was taken.

19. Discussion and Possible Action on School Year 2023-2024 Calendar

Eric Crites

Mr. Eric Crites informed the Governing Council the School Year 23-24 Calendar is not ready for review. More time is needed. He will present it to the Governing Council during the next meeting.

No action was taken.

20. Discussion of Personnel Planning for 2023-2024 School Year

Eric Crites

Dr. Michael Kaplan and Ms. Trina Raper led the discussion of personnel planning for SY23-24. Considering the resignations of the Principal and Registrar/Head of Operations they presented ideas to Mr. Eric Crites that may help alleviate and distribute the workload for the Head of School and Principal. Their suggestions included hiring a Dean of Students/Vice Principal and someone to take care of data so that Principal can focus on academics. Eric thanked them for their suggestions and will share the staffing budget numbers when they are ready.

21. Discussion of Charter Renewal

Eric Crites

Mr. Eric Crites went over the timeline of the Charter Renewal. He stated there is a lot of work involved but the process has started and is moving. The Council can review the timeline at their convenience.

22. Status of Phase II Construction

Paula Tackett

Ms. Paula Tackett started by praising Mrs. Cindy Montoya for all her hard work during the recent legislature session. Although additional funding was secured the project is still over budget. However, the costs are locked in and getting water from a line on the property saved money.

23. Discussion on New Business for Next Governance Council Meeting

Bill Beacham

The Governing Council would like to see the following during the next meeting:

- SY23-24 Calendar
- Update from Student Council
- HR Handbook
- Input for FY24 Budget

24. 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.

25. Admissions Report Cindy Montoya

Mrs. Cindy Montoya reported all openings for Visual Arts has been filled. There are openings for Dance, Theater, Creative Writing, and Music. There will be two more open houses before the school year ends. The department chairs have been informed they need to keep enrollment at 346 students for next year.

26. President's Report Cindy Montoya

Mrs. Cindy Montoya reported NMSA-Art Institute's strategic plan has been approved. During the next AI board meeting they will discuss what to focus on for the next three years. They are working on the budget for the next school year. It will be tight, but they are trying to give raises. Cindy has also interviewed two people and is accepting quotes from independent contractors who can help with Human Resources and the onboarding of new employees. Lastly, Cindy reported ArtSpring has been rescheduled for April 21, 2023. It will be held at New Mexico School for the Arts.

27. **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.

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. Paula Tackett seconded the motion.

The Council unanimously approved the motion.

The motion carried.

The Governing Council moved into Executive Session at 6:00 pm order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 6:22 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

The motion carried.

28. Adjournment

Mr. Bill Beacham

Dr. Michael Kaplan 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 6:23 pm.

Marie Tapia 4/19/23
Mrs. Marie Tapia, Assistant Business Manager/Date Doddie Espinosa de Ortega, Governing Council, Secretary/Date

Doddie Espinosa de Ortega 4-19-23