

**NEW MEXICO SCHOOL FOR THE ARTS**  
Governing Council Meeting  
**Wednesday May 17, 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 Dr. Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 3:04pm.

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:**

Dr. Michael Kaplan, Chair  
Mr. Bill Beacham, Vice Chair  
Ms. Trina Raper  
Dr. Cynthia Nava – Excused  
Mrs. Chelamia Quintana  
Ms. Doddie Espinosa de Ortega, Secretary

**NMSA High School Staff:**

Mr. Eric Crites, Head of School  
Ms. Elizabeth Romero, Business Manager  
Mrs. Marie Tapia, Assistant Business Manager  
Ms. Liza Stewart, Creative Writing Chair

**NMSA Art Institute Staff:**

Mrs. Cindy Montoya, President

**Public:**

Zoe McDonald  
Conner Skinner  
Cristal Suazo

4. Discussion and Possible Action on the Agenda Dr. Michael Kaplan

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

Ms. Doddie Espinosa de Ortega moved to approve the Agenda. Mr. Bill Beacham seconded the motion. Dr. Michael Kaplan 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 Dr. Michael Kaplan

Dr. Michael Kaplan asked if there were any members of the Public present. Zoe McDonald, Conner Skinner, and Cristal Suazo were in

attendance.

Conner Skinner is a student at NMSA who took a few minutes to speak to the Governing Council. Conner, who moved to New Mexico from Colorado, provided the Council with information about the Trans Action Club. The Trans Action Club is a club for transgender students. Some of the club's activities this year included an assembly, a march to the Capital, and starting the Trans Closet. Conner explained trans students are fully capable individuals and the activities were powerful. They bought trans students and their allies together. The Trans Closet was started by setting up donation boxes throughout the school where anyone can donate various items for trans students including clothing. The items were put in the closet once a week. Ms. Trina Raper asked Conner how the Governing Council could support the group. Conner expressed frustration with some students misbehaving in gender neutral bathrooms and stressed the importance of safety and privacy. Conner talked about the non-discrimination policy that is implemented for all and hopes that all students and staff will see the value in the policy because it promotes a safe place for all. Zoe McDonald suggested, perhaps a student survey could be sent out to determine student climate and recommended an "excused day" for protesting and marching.

Cristal Sauzo is the Director of Education for Pojoaque Pueblo. Dr. Michael Kaplan asked Cristal to attend and observe for the possibility of joining the Governing Council as a board member for the next school year. Dr. Kaplan went over the training requirements, what the council does, the terms of membership, and gave a brief background summary of the other members in attendance.

Liza Stewart is the Creative Writing Chair. Liza gave a presentation about the Creative Writing & Literature Graduate Outcomes. The presentation included the following topics:

- Guiding Questions
- What Does a Graduate of CWL Need to Know? Do?
- What Does a Graduate of CWL Need to Value and Believe?
- Curriculum Design & Backwards Planning
- Process Approach to Writing
- Self-Evaluation & Reflection

Liza also informed the Council, next year, all CWL seniors will receive two semesters of college credit at the Santa Fe Community College for the senior thesis workshop. The Governing Council thanked Liza and the Creative Writing Team for all their hard work.

6. Student Council Representative Update

Zoe McDonald

Zoe McDonald, the Student Council Vice President, spoke about Student Council's recent activities. Student Council hosted a movie night in C building at NMSA and they hosted their last carnival for the school year. For next year, they are planning to have a carnival for each quarter inviting all clubs to participate. They are also working on the Student Council Handbook. After making revisions, their sponsor, Ms. Joleen Vigil sends the updates to Mr. Crites for review. Lastly, they are trying to make Student Council meetings more fun for students because students are not motivated to spend their lunch attending student council meetings. Zoe is graduating this year. The Governing Council congratulated Zoe and thanked Zoe for dedication to Student Council.

7. Discussion and Possible Action on Meeting Minutes from April 19, 2023

Dr. Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes from April 19, 2023 for discussion and possible action and said he would entertain a motion on this item.

Mr. Bill Beacham moved to approve the Meeting Minutes for April 19, 2023. Ms. Doddie Espinosa de Ortega 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.

8. Discussion and Possible Action on Meeting Minutes from May 9, 2023

Dr. Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes from May 9, 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 May 9, 2023. Mrs. Chelamia Quintana 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. Business Manager's Report**

**Liza Romero**

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

Ms. Elizabeth Romero, the Business Manager presented the report on the BARS, payroll vouchers, accounts payable vouchers, and bank reconciliations for April 2023.

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

Mrs. Chelamia Quintana made a motion to approve the BARs, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for April 2023. Mr. Bill Beacham seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on May 17, 2023 and reviewed the following documents:

Bank Reconciliation Report - Money Market – 2023 04  
Bank Reconciliation Report – Operational – 2023 04  
Disbursement Detail Listing – 2023 04  
NMSA - Historical Revenue for Capital Funds 04-30-23  
Report - Balance Sheet – 2023 04  
Report - Expenditure – 2023 04  
Report - Revenue – 2023 04

Payroll 19

Payroll 20

BAR 2223-0055 – I – Fund 11000	Increase
BAR 2223-0056 – I – Fund 23000	Increase
BAR 2223-0057 – D – Fund 28210	Decrease
BAR 2223-0058 – I – Fund 29102	Increase
BAR 2223-0059 – I – Fund 31701	Increase
BAR 2223-0060 – D – Fund 31900	Decrease
BAR 2223-0061 – I – Fund 21000	Increase
BAR 2223-0062 – D – Fund 28211	Decrease - VOID
BAR 2223-0063 – I – Fund 31600	Increase
BAR 2223-0064 – T – Fund 31600	Transfer
BAR 2223-0065 - M – Fund 31900	Maintenance

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 April 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.

- D.** Ms. Elizabeth Romero reported she is waiting on responses from PED for ED Tech and CED funds regarding what positions can be budgeted. She expects the responses by June 30<sup>th</sup>.

**10. Discussion and Possible Action on Bars in Order to Close Out the Fiscal Year**

**Liza Romero**

**Ms. Elizabeth Romero presented discussion and possible action on Bars in order to close out the fiscal year.**

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

**Mr. Bill Beacham made a motion to approve the bars in order to close out fiscal year 2023. Ms. Doddie Espinosa de Ortega seconded the motion.**

**The Council Unanimously Approved the Motion**

**The motion carried.**

**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:**

<b>NoRedInk</b>	<b>Amount</b>	<b>\$5,950.00</b>
<b>Lisa Keck</b>	<b>Amount</b>	<b>\$6,400.00</b>
<b>City of Santa Fe</b>	<b>Amount</b>	<b>\$62,582.00</b>
<b>Shamrock Foods Company</b>	<b>Amount</b>	<b>\$16,142.88</b>
<b>Shamrock Foods Company</b>	<b>Amount</b>	<b>\$18,999.05</b>

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

**Ms. Trina Raper made a motion to approve the purchases over \$5,000. Mrs. Chelamia Quintana 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.**

**12. Discussion and Possible Action on Head of School Evaluation**

**Michael Kaplan**

**Dr. Michael Kaplan presented the discussion and possible action on the Head of School Evaluation which was conducted by Dr. Kaplan GC Chair, and Mr. Bill Beacham Vice Chair, and said he would entertain a motion on this item.**

**Mrs. Chelamia Quintana moved to approve the Head of School Evaluation with a contract renewal for three years. 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.**

**13. Discussion of New Governing Council Member**

**Michael Kaplan**

**Dr. Michael Kaplan invited Cristal Suazo to observe the Governing Council meeting as a prospective board member. Dr. Kaplan hopes**

to vote on a new Board member for the August 2023 meeting.

**14. Discussion and Possible Action on Consent for Specific GC Policies**

**Michael Kaplan**

**Dr. Michael Kaplan presented the discussion and possible action on Consent for Specific GC Policies. The policies are in a shared drive to which all Governing Council members have access to. Dr. Kaplan said he would entertain a motion on this item.**

**Mr. Bill Beacham moved to approve the Consent for Specific GC Policies. Ms. Doddie Espinosa 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**

**The motion carried.**

**15. Update on Charter Schools Division Annual Site Visit**

**Eric Crites**

**Mr. Eric Crites provided the update on the Charter Schools Division Annual Site Visit. The visit took place on 4/26/23. The team that came is familiar with the school. Eric presented the preliminary report card, no issues were identified. Eric will submit mission specific grade level goals for students. The Charter Schools Division asked NMSA to do a presentation at this summer's charter school meetings.**

**16. Discussion and Possible Action on FY2024 Lease**

**Eric Crites**

**Mr. Eric Crites presented the FY2024 Lease for discussion and possible action. Dr. Michael Kaplan said he would entertain a motion on this item.**

**Ms. Trina Raper made a motion to approve the FY2024 Lease contingent on the final lease assistance and SEG amounts. Mr. Bill Beacham 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.**

**17. Discussion and Possible Action on Amended Certificate of Resolution – Meeting Schedule SY23-24**

**Eric Crites**

**Mr. Eric Crites presented the Amended Certificate of Resolution – Meeting Schedule SY23-24. Dr. Michael Kaplan said he would entertain a motion on this item.**

**Mrs. Chelamia Quintana made a motion to approve the Amended Certificate of Resolution – Meeting Schedule SY23-24. Ms. Doddie Espinosa 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**

**The motion carried.**

**18. Discussion and Possible Action on Annual New Mexico Activities Association Membership for SY23-24**

**Eric Crites**

**Mr. Eric Crites presented the discussion and possible action on the annual New Mexico Activities Association Membership of \$500 for SY23-24. Dr. Michael Kaplan said he would entertain a motion on this item.**

**Ms. Doddie Espinosa de Ortega made a motion to approve the annual New Mexico Activities Association Membership for SY23-24. Mrs. Chelamia Quintana 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.**

**19. Discussion and Possible Action on Title I, Title II, Title IV and IDEA-B Applications**

**Eric Crites**

**Mr. Eric Crites presented the discussion and possible action on Title I, Title II, Title IV and IDEA-B Applications. Dr. Michael Kaplan said he would entertain a motion on this item.**

**Ms. Trina Raper made a motion to approve the Title I, Title II, Title IV and IDEA-B Applications as described and asked for an update for the next meeting. Ms. Doddie Espinosa 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**

**The motion carried.**

**20. Discussion and Possible Action on Legal Professional Services Agreement FY2024**

**Eric Crites**

**Mr. Eric Crites presented the discussion and possible action on the Legal Professional Services Agreement for FY2024. Dr. Michael Kaplan said he would entertain a motion on this item.**

**Mrs. Chelamia Quintana made a motion to approve the Legal Professional Services Agreement for FY2024 with Pat Ives. Mr. Bill Beacham 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.**

**21. Status of Phase II Construction**

**Eric Crites**

**Mr. Eric Crites reported the water rights fees, fixed furnishings, and equipment costs were less than expected. The construction team is still working on costs but now expect the project will be within budget. Concrete will be poured on 5/23/23. The walls have been prefabricated off site and should go up quickly after the concrete has cured. The team is also trying to ensure the low voltage systems are consistent with the main building.**

**22. Discussion on New Business for Next Governance Council Meeting**

**Michael Kaplan**

**The Governing Council would like to see the following on next month's agenda.**

- Final Policies on Consent
- NM Vista's and Site Visit Update
- Charter Renewal Update
- Go Bond and Tax Levy Election

**23. 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
- G. Facilities

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

24. Admissions Report

Cindy Montoya

Mrs. Cindy Montoya reported enrollment is at 320 students and there are 10 in line. This is one more workshop scheduled before the summer break. The enrollment team will continue to hold auditions until they have enrolled 346 students and have a waiting list. They will also be introducing materials that show how studying the arts affects careers.

25. President's Report

Cindy Montoya

Mrs. Cindy Montoya and her team are working on the budget for FY2024. They reached their budget goal for FY24 but they hope to increase it for FY25 to add needed positions and to give raises to existing staff. Cindy and Mr. Eric Crites have a meeting scheduled with NM School for the Deaf to discuss the possibility of renting a section of their dorms for NMSA dorm students for a few months at the beginning of the SY23-24 until the dorm project is completed.

26. 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. 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. Mrs. Chelamia Quintana seconded the motion.**

**The Council unanimously approved the motion.**

**The motion carried.**

The Governing Council moved into Executive Session at 5:29 pm order to discuss Personnel and Facilities.

Discussion on Limited Personnel and acquisition of real property being discussed in Closed Session concluded at 6:06 pm.

**Ms. Trina Raper made a motion to go out of Closed Session with no action taken on limited Personnel matters or matters dealing with real property. Mr. Bill Beacham seconded the motion.**

**The Council Unanimously Approved the Motion**

**The motion carried.**

27. Adjournment

Dr. Michael Kaplan

**Ms. Chelamia Quintana 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.**

Dr. Michael Kaplan declared the meeting adjourned at 6:07 pm.

*Marie Tapia* *6/14/23* *Doddie Espinosa de Ortega* *6-14-23*  
Mrs. Marie Tapia, Assistant Business Manager/Date Mrs. Doddie Espinosa de Ortega, Governing Council, Secretary/Date