

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday June 14, 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 Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 3:06 pm.

2. Reading of Mission Statement Michael Kaplan

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

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

NMSA Council Members Present:

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

NMSA High School Staff:

Mr. Eric Crites, Head of School – via Zoom
Ms. Elizabeth Romero, Business Manager
Mrs. Marie Tapia, Asst. Business Manager
Ms. Alyssa Romero, Asst. Business Manager

NMSA Art Institute Staff:

Mrs. Cindy Montoya, President

Public:

No one from the Public in Attendance

4. Discussion and Possible Action on Agenda 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. Ms. Trina Raper 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 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. Discussion and Possible Action on Meeting Minutes from May 17, 2023 Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes from May 17, 2023 for discussion and possible action and said he would entertain a motion on this item.

Ms. Doddie Espinosa de Ortega moved to approve the Meeting Minutes for May 17, 2023. Dr. Cynthia Nava 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.

7. Master Calendar Review

Eric Crites

Mr. Eric Crites presented the master calendar for the month of June. He informed the Governing Council about several upcoming events including the Opening Ceremony which will take place in the NMSA Cafeteria on August 8 from 10:00 am to 11:00 am. Mr. Crites stated that he is finalizing the season calendar for performances, and that Mr. Ruben Desangles, our IT Manager, is making improvements to the calendar system.

8. Business Manager's Report

Liza Romero

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

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

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

Dr. Cynthia Nava made a motion to approve the BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for May 2023. Ms. Doddie Espinosa de Ortega seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on June 14, 2023 and reviewed the following documents:

Bank Reconciliation Report - Money Market – 2023 05
Bank Reconciliation Report – Operational – 2023 05
Disbursement Detail Listing – 2023 05
Report - Balance Sheet – 2023 05
Report - Expenditure – 2023 05
Report - Revenue – 2023 05

Payroll 21
Payroll 22
BAR 2223-0066-I – Fund 24101
BAR 2223-0067-I – Fund 24154
BAR 2223-0068-I – Fund 24106
NMSA – Historical Revenue for Capital Funds 05-31-23

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 May 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.

9. Discussion and Possible Action on Head of School Contract

Michael Kaplan

Dr. Michael Kaplan presented discussion and possible action on the Head of School Contract and said he would entertain a motion on this item.

Mrs. Chelamia Quintana moved to approve the Head of School Contract. 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.

10. **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:

Atmosphere Commercial Interiors	Amount	\$294,407.74
CDW	Amount	\$35,312.25

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

Ms. Doddie Espinosa de Ortega 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.

11. **Discussion and Possible Action on FY2024 Legal Services Agreement**

Eric Crites

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

Ms. Trina Raper made a motion to approve the FY2024 Legal Services Agreement. Dr. Cynthia Nava 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 Participation in November 2023 Santa Fe Public Schools General Obligation, Educational Technology Note, and Tax Levy Election**

Eric Crites

Mr. Eric Crites presented the discussion and possible action on the Participation in November 2023 Santa Fe Public Schools General Obligation, Educational Technology Note, and Tax Levy Election. Dr. Michael Kaplan said he would entertain a motion on this item.

Ms. Doddie Espinosa de Ortega made a motion to approve the Participation in November 2023 Santa Fe Public Schools General Obligation, Educational Technology Note, and Tax Levy Election. 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 and Possible Action on Consent for Specific GC Policies**

Michael Kaplan

Dr. Michael Kaplan presented the discussion and possible action on the Consent for Specific GC Policies and said he would entertain a motion on this item.

Ms. Trina Raper made a motion 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.

14. Discussion of Charter Schools Division Final Annual Monitoring Report and NM Vistas for 2021-2022 Eric Crites

Mr. Crites stated that at the time of this meeting, the CSD has not yet completed their Annual Report for 2021-2022. Mr. Crites followed up on our performance indicator of "working to meet standard" regarding our assessment participation requirements. He stated that this rating was due to incorrect participation rate data from the '21-'22 school year. Although the Annual Report has not yet been released, Mr. Crites is please to report that we have been designated as a "Spotlight School".

15. Charter Renewal Update Eric Crites

Signatures of Petition have been collected. Still in the process of collecting further data. Due to the pandemic there are a couple of years of no state data on student achievement. Identifying all the measures taken during the years of distance learning in order to continue student learning, and building a narrative of these measures using the Charter Renewal indicators to guide narratives.

16. Status of Phase II Construction Eric Crites

The walls of the dormitory are beginning to go up. We are processing furniture orders, and the project continues on time. The dorm students will remain at the offsite dorm location through the Fall.

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

Dr. Michael Kaplan presented the discussion and possible action on the Amended Certificate of Resolution – Meeting Schedule SY23-24 and said he would entertain a motion on this item.

Ms. Doddie Espinosa de Ortega made a motion to approve the Amended Certificate of Resolution – Meeting Schedule SY23-24. Dr. Cynthia Nava 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 Finance Committee Meeting Dates Michael Kaplan

Dr. Michael Kaplan presented the discussion and possible action on the Finance Committee Meeting Dates and said he would entertain a motion on this item.

Dr. Cynthia Nava made a motion to approve the Finance Committee Meeting Dates. 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.

19. Discussion on New Business for Next Governance Council Meeting Michael Kaplan

- Policies
- Consent Agenda
- Student Handbook
- Training on Diversity, Equity, and Inclusion from Jolene Vigil
- Dr. Lori Ayala, the new principal, will attend.

20. Head of School Report

Eric Crites

- Kudos
- School Year Updates
- Legislative/PED/PEC Updates
- Culturally & Linguistically Responsive Instruction
- Safety
- Staffing

A standing ovation occurred thanking Marie Tapia for her service as Assistant Business Manager, and wishing her luck in her new role as Registrar and Director of Operations.

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

21. Admissions Report

Cindy Montoya

Target enrollment is 346 for School Year 2023-2024, and we are currently at 332 students enrolled. We still have students applying, and 8 are enrolled for an admissions workshop on July 22. The admissions team will be traveling to Moving Arts Española to meet students in their summer camp. We will also be sharing info with the summer Physics Camp attendees. In July, Eric and the Admissions Team will attend the Charter School Conference and the Admissions Team will be presenters. Students will also perform there. On July 5 and 12, there will be a poetry slam in Albuquerque led by NMSA alumna Sarita Gonzales. For SY 24-25, our goal is to have 500 student applications, 50-60% of which will be from outside the Santa Fe area.

22. President's Report

Cindy Montoya

The cost of the residence program will be \$420,000 which is \$80k more than last year but reflects an enrollment of 41 instead of 30. Also working with Eric and the Residential Director on creating a 7-day program for a limited number of students. We are seeking private funding from a foundation from TX and from the NM Economic Development group to close the gap for the 7-day program. In July, the legislative ad-hoc committee will convene to work on strategies and timeline to be presented during the 2024 legislative session. On June 12, the chair and a member of the Governing Council met with the AI Board staff. Grateful for partnership between Art Institute and Charter School. The importance of this partnership cannot be understated. The Art Institute ended the fiscal year on a positive note budget-wise.

23. An executive session was not warranted during this Governing Council Meeting.

24. Adjournment

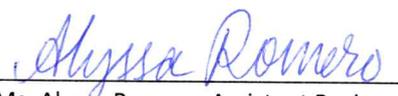
Michael Kaplan

Ms. Trina Raper made a motion to adjourn the meeting. Ms. Doddie Espinosa de Ortega 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 5:13 pm.

 08/16/2023  8-16-23
Ms. Alyssa Romero, Assistant Business Manager/Date Ms. Doddie Espinosa de Ortega, Governing Council, Secretary/Date