

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday August 17, 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 3:08 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 – Zoom
Mrs. Chelamia Quintana

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

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 9, Discussion and Possible Action for adding Chelamia Quintana as a Member of the Governance Council, was moved to Agenda Item 6 and Agenda Item 12, Discussion and Possible Action on Adoption of SY 22-23 MOU with the Art Institute was moved to Item 9. Ms. Paula Tackett amended her motion to approve the Agenda as corrected. Ms. Trina Raper seconded the corrected 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. Discussion and Possible Action for Adding Chelamia Quintana as A Member of The Governance Council For 2022-2025
Dr. Michael Kaplan

Dr. Michael Kaplan presented the question of adding Chelamia Quintana 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 Chelamia Quintana 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.

7. Discussion and Possible Action on Meeting Minutes from June 15, 2022
Dr. Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes from June 15, 2022 and said he would entertain a motion on this item.

Ms. Paula Tackett moved to approve the Meeting Minutes for June 15, 2022. Ms. Trina Raper 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. Business Manager's Report
Liza Romero

a. Discussion and Possible Action on BARS, Payroll Vouchers and Bank Reconciliations for June and July 2022

Ms. Elizabeth Romero, the Business Manager presented the report on the BARS, Payroll Vouchers and Bank Reconciliations for June and July 2022

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 June and July 2022. Ms. Paula Tackett seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on August 17, 2022 and reviewed the following documents:

Bank Reconciliation Report - Money Market - 2022 06
Bank Reconciliation Report - Money Market - 2022 07
Bank Reconciliation Report – Operational – 2022 06
Bank Reconciliation Report – Operational – 2022 07
NMSA – FY22 Q4 Cash Report 509-001
NMSA - Historical Revenue for Capital Funds 07-31-22
Report - Expenditure - 2022 06
Report - Expenditure - 2022 07
Report - Revenue – 2022 06
Report - Revenue – 2022 07

BAR 2122-0082-T – Fund 11000	Transfer
BAR 2122-0083-T – Fund 24154	Transfer
BAR 2122-0084-T – Fund 24189	Transfer
BAR 2122-0085-T – Fund 24309	Transfer

BAR 2122-0086-T – Fund 24146	Transfer
BAR 2122-0087-T – Fund 31701	Transfer
BAR 2122-0088-M – Fund 31900	Maintenance
BAR 2122-0089-M – Fund 31400	Maintenance
BAR 2122-0090-M – Fund 29102	Maintenance
BAR 2122-0091-M – Fund 26221	Maintenance
BAR 2122-0092-M – Fund 24316	Maintenance
BAR 2122-0093-M – Fund 28211	Maintenance
BAR 2122-0094-M – Fund 24330	Maintenance
BAR 2122-0095-M – Fund 24330	Maintenance
BAR 2122-0096-M – Fund 24101	Maintenance
BAR 2122-0097-M – Fund 28210	Maintenance
BAR 2122-0098-M – Fund 24301	Maintenance
BAR 2122-0099-M – Fund 23000	Maintenance
BAR 2122-0100-M – Fund 11000	Maintenance
BAR 2122-0101-T – Fund 11000	Transfer
BAR 2122-0102-M – Fund 11000	Maintenance
BAR 2122-0103-T – Fund 31701	Transfer
BAR 2122-0104-M – Fund 26221 - VOID	Maintenance
BAR 2122-0105-M – Fund 24101	Maintenance
BAR 2122-0106-M – Fund 11000	Maintenance
BAR 2122-0107-M – Fund 11000	Maintenance
BAR 2122-0108-M – Fund 24301	Maintenance
BAR 2122-0109-M – Fund 26221 - VOID	Maintenance
BAR 2122-0110-M – Fund 24308	Maintenance
BAR 2122-0111-M – Fund 11000	Maintenance
BAR 2122-0112-M – Fund 24308 - VOID	Maintenance
BAR 2223-0001-IB – Fund 28210	Initial Budget
BAR 2223-0002-IB – Fund 27118	Initial Budget
BAR 2223-0003-I – Fund 28211	Increase
BAR 2223-0004-T – Fund 28211	Transfer
BAR 2223-0006-I – Fund 31400	Increase

Payroll 22.5

Payroll 23

Payroll 24

Payroll 25

Payroll 26

Payroll 26.5

Payroll 1

Payroll 2

The finance committee did not detect any irregularities. There was no further questions or discussion.

The Council unanimously approved the motion.

The motion carried.

- b. Financial Statement Reports – Financial Analysis & Bank Reconciliations June and July 2022

Ms. Elizabeth Romero guided the Council through the June and July check and non-check reports and also through the July Bank Reconciliations.

- 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 Adoption of SY 22-23 MOU With Art Institute Trina Raper

Ms. Trina Raper presented the SY 22-23 MOU With Art Institute for discussion. Dr. Michael Kaplan said he would entertain a motion on this item.

Dr. Cynthia Nava made a motion to approve the Adoption of SY 22-23 MOU With Art Institute. Mrs. 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 Purchase Orders over \$5,000 Eric Crites

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

Insight Public Sector	Amount	\$34,913.35
Provantage	Amount	\$55,400.00
Apple	Amount	\$10,488.00
NM Charter School	Amount	\$5,000.00
Promotes Learning	Amount	\$36,227.00
NM Kitchen Supply	Amount	\$13,198.72
Team 1 st	Amount	\$37,651.29

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

Ms. Paula Tackett moved to approve the Purchases over \$5,000. 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.

11. Discussion For Adding a Student Representative to The Governing Council Trina Raper

Ms. Trina Raper led the discussion for Adding a Student Representative to The Governing Council. The Council is interested in having a student member because of the importance of student input and the need for the Council to be part of the school culture. The discussion included ideas for reaching out to students to find out if this is something of interest and how the student might be chosen.

12. Discussion and Possible Action on Revised SY 2022-2023 Calendar Eric Crites

Mr. Eric Crites presented the Revised SY 2022-2023 Calendar. Dr. Michael Kaplan said he would entertain a motion on this item.

Mrs. Chelamia Quintana made a motion to approve the Revised SY 2022-2023 Calendar. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No discussion was needed.

The Council unanimously approved the motion.

The motion carried.

13. Discussion and Possible Action on Adoption of SY 22-23 Governing Council Mission Statement, Vision Statement, And Core

Ms. Trina Raper presented the revised SY 22-23 Governing Council Mission Statement, Vision Statement, And Core Values as Revised on August 11, 2022. Several questions for clarification were raised and answered. Further discussion followed.

No action was taken.

14. Discussion and Possible Action on Committee Memberships for School Year 2022-2023 Dr. Michael Kaplan

Dr. Michael Kaplan presented the proposed Committee Memberships for School Year 2022-2023. A discussion followed. It included a review of the current committees and committee members and possible revisions for School Year 2022-2023.

No action was taken.

15. Discussion and Possible Action on Authorizing the Head of School to Sign the Agreement and Requests for Payment for Capital Appropriation Project 22-1049 Ms. Paula Tackett

Ms. Paula Tackett presented the request for action Authorizing the Head of School to Sign the Agreement and Requests for Payment for Capital Appropriation Project 22-1049.

Ms. Paula Tackett moved to approve Authorizing the Head of School to Sign the Agreement and Requests for Payment for Capital Appropriation Project 22-1049. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. There was no further questions or discussion.

The Council unanimously approved the motion.

The motion carried.

16. Status of Phase II Construction Paula Tackett

Ms. Paula Tackett reported on the Status of Phase II Construction. She reported during a recent public meeting some concerns were addressed regarding the dorm design. There is a historical meeting set for September. She also discussed the budget, permits, and start and completion dates, indicating that the completion date had been moved further back.

17. 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.

18. Admissions Report Cindy Montoya

Mrs. Cindy Montoya reported the following:

- As of 8/16/22 NMSA has 101 new students
- 73 are from Santa Fe, 28 are from outside Santa Fe
- 2 are Native American, 2 are Asian, 4 are Black or African American, 60 are Caucasian, 33 are Hispanic
- 25 are Creative Writers, 8 are Dancers, 25 are Musicians, 22 are Actors, 21 are Visual Artists
- 80 are 9th graders, 15 are 10th graders, 5 are 11th graders, 1 is a 12th grader
- 12 are dorm students, 89 are commuters/day students

19. President's Report Cindy Montoya

Mrs. Cindy Montoya reported the outreach team is in talks with the NM School for the Deaf about the possibility of joint transportation. She discussed fundraising and announced Art Spring will be in March of 2023 and will be held at the NM School for the Deaf. She also announced September 21, 2022 is the expected date for the ground breaking for the dorm project.

20. **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.

Dr. Kaplan indicated a need to leave the general meeting and go into an Executive Session pursuant to the Open Meetings Act, limited Personnel matters and for discussion of matters dealing with real property and 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.

A roll call was taken by Mr. Eric Crites:

Dr. Cynthia Nava - Yes
Ms. Paula Tackett - Yes
Dr. Michael Kaplan - Yes
Ms. Trina Raper – Yes
Mrs. Chelamia Quintana - Yes

The Governing Council moved into Executive Session at 5:03 pm in order to discuss Personnel and Facilities.

Discussion on limited Personnel and acquisition of real property being discussed in Closed Session concluded at 5:16 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. Mrs. Chelamia Quintana seconded the motion.

A roll call was taken by Mr. Eric Crites

Dr. Cynthia Nava - Yes
Ms. Paula Tackett - Yes
Mrs. Chelamia Quintana - Yes
Ms. Trina Raper - Yes
Dr. Michael Kaplan– Yes

21. **Adjournment**

Dr. Michael Kaplan

Ms. Trina Raper made a motion to adjourn the meeting. Dr. Cynthia Nava 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 5:17 pm.

Marie Tapia

9/21/22

Mrs. Marie Tapia, Assistant Business Manager/Date

Paula Tackett

9/21/22

Ms. Paula Tackett, Governing Council, Secretary/Date