

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday September 20, 2023 from 2:15 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 2:15 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:

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

NMSA High School Staff:

Mr. Eric Crites, Head of School
Ms. Elizabeth Romero, Business Manager
Ms. Alyssa Romero, Asst. Business Manager

NMSA Art Institute Staff:

Mrs. Cindy Montoya, President

There were no members of the public present.

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. Doddie Espinosa de Ortega moved to approve the agenda. Dr. Cynthia Nava 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. There was no one from the Public in attendance.

6. Student Council Representative Update Connor Skinner/Esperanza Gonzales

The Student Council Representatives were unable to attend.

7. **Discussion and Possible Action on Meeting Minutes from August 16, 2023**

Dr. Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes from August 16, 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 August 16, 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.

8. **Business Manager's Report**

Liza Romero

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

Ms. Elizabeth Romero, the Business Manager, presented the report on the BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for August 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 August 2023. Ms. Doddie Espinosa de Ortega seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on September 27, 2023, and reviewed the following documents:

Bank Reconciliation Report - Money Market – 2023 08 20
Bank Reconciliation Report – Money Market – 2023 08 31
Bank Reconciliation Report – Operating – 2023 08 20
Bank Reconciliation Report - Operating – 2023 08 31
Disbursement Detail Listing – 2023 08
NMSA - Historical Revenue for Capital Funds 08-31.23
Report - Balance Sheet – 2023 08
Report - Expenditure – 2023 08

Payroll 5
Payroll 6

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 August 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. **Update on FY 2023 Audit**

Ms. Elizabeth Romero updated the Council on the status of the FY 2023 Audit.

9. **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:

American Fire Protection Group, Inc.	Amount	\$6,000.00
B & H Photo Video	Amount	\$5,698.96
College Board	Amount	\$5,355.95
Lisa Keck	Amount	\$15,000.00
Shamrock Foods Company	Amount	\$8,797.68
Territorial Key Lock & Safe Inc.	Amount	\$6,114.56

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. 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

10. **Discussion & Possible Action on Charter Renewal Application and Site Visit** **Eric Crites**

Mr. Crites discussed NMSA's contract with Karen Ehlert who has been assisting with the renewal application process. Dr. Kaplan and Mr. Crites have been meeting with Ms. Ehlert regularly to work on the application. We are still waiting for corrections on the 2021/2022 data that was in the Site Visit Report received in January. These and other concerns have been fully documented. The application is due October 2 and the CSD Renewal Site Visit is scheduled for October 13. The council also discussed possible typographical errors in the application and recommended the inclusion of a Land Acknowledgement.

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

Ms. Trina Raper made a motion to approve the Charter Renewal Application as amended. Dr. Cynthia Nava seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. A discussion followed regarding the amendments.

The Council Unanimously Approved the Motion.

The Motion carried.

11. **Discussion on Date of Next Policy Work Session** **Eric Crites**

The next Policy Work Session was scheduled for Monday, September 25, 9:30 am – 12:30 pm.

12. **Discussion and Possible Action on HR Handbook** **Dr. Michael Kaplan**

The HR Handbook had a few minor amendments for legibility/accessibility. New Core Values were added, and previous Values were struck through.

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

Dr. Cynthia Nava made a motion to approve the HR Handbook as amended. Mr. Bill Beacham seconded the motion. Dr. Michael Kaplan 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.

13. **Discussion and Possible Action on Building Use Policy** **Dr. Michael Kaplan**

The Art Institute has an approved Building Use Policy from about a year ago. Mr. Crites and the Governing Council will work on a BUP for the Charter School that is aligned with the existing AI BUP. The AI is amending their BUP to account for all aspects of building use which is complicated due to the split ownership and management of NMSA facilities. The Governing Council could simply choose to adopt or mirror the AI policy. There was discussion regarding potential tenants and uses and whether/how they align with the values of the school.

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

Dr. Cynthia Nava made a motion to approve the Building Use Policy as amended by Eric Crites. Mr. Bill Beacham seconded the motion. Dr. Michael Kaplan 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 and Possible Action on Restroom Facility Needs

Dr. Michael Kaplan

Update from Mr. Crites: the current operational plan is in alignment with NMSA policy and the rights of students to use facilities in accordance with their self-identified gender identity. Summary of single-stall restrooms available to students: one in Nurse's Office, one in Front Office, and one in the Dance Dept that is keyed due to lack of constant supervision. Students want more access to these types of restrooms. We are planning to open one near the IT office that will be keyed, and Creative Writing Faculty will hold that key (similar to how the Dance Faculty hold the key to the restroom in their department). This will occur within a couple of weeks as part of the larger rekeying that is taking place. Mr. Crites also discussed the possibility of making changes to the stall infrastructure in the cafeteria restrooms. One option would be to make fully enclosed stalls (as are common in Europe, for example). This would likely require around \$25,000 in capital outlay. Another option would be to demolish the existing cafeteria restrooms and rebuild to include more gender-neutral options. We have not yet received a quote for such a project, nor have we received guidance from our legal counsel. Concerns to be considered include the safety/security of enclosed stalls, convenience, and political considerations. The Council discussed tabling the matter until receiving legal guidance and inviting more stakeholder discussion.

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

Dr. Cynthia Nava made a motion to table the item without prejudice. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan 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.

15. Discussion and Possible Action on Amended Certificate of Resolution – Meeting Dates & Times **Dr. Michael Kaplan**

The Meeting Dates and Times were amended to reflect a start time of 2:15 pm, to better accommodate the schedules of those using public transit.

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

Mr. Bill Beacham made a motion to approve the Amended Certificate of Resolution – Meeting Dates & Times. Ms. Doddie Espinosa de Ortega seconded the motion. Dr. Michael Kaplan 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.

16. Status Of Phase II Construction Eric Crites

Klinger has informed us that construction is falling slightly behind schedule. Furniture installation is estimated to be possible January 15, 2024. Cindy Montoya of the Art Institute is working on extending the agreement with our current dorm space at IHM Retreat Center for one more month, but also reaching out to other entities in the area who may be able to house our dorm students for the month or so that we may need. We are also making inquiries for overnight security services once the dorm is occupied.

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

Items to be discussed at the next meeting may include:

- Transportation & Housing Scholarships for Residential Program Students
- Student/Family Handbook
- Restroom Facility Needs
- Update on Charter Renewal

18. Head Of School Report Eric Crites

- a. Kudos
- b. School Year Updates
- c. Legislative/PED/PEC Updates
- d. Culturally & Linguistically Responsive Instruction & Equity
- e. Safety – Mr. Crites discussed safety during student pick-up, and the proposed solutions of the Safety Committee.
- f. Staffing
- g. Facilities

19. Admissions Report Cindy Montoya

As of June 7, 2023, NMSA had 263 applicants for School Year 23-24, of which 145 were invited to attend and 105 have enrolled. For comparison, we had 225 applicants for School Year 22-23 with 153 invited to attend and 104 enrolled. Current enrollment is 343 and we are hoping to get to 346 by the 80-day mark.

20. President's Report Cindy Montoya

Mrs. Montoya discussed matters related to the upcoming Legislative Session. NMSA will be asking for \$1.2-1.5 million per year from the Legislature to fund a 60 student, 4 adult, 7 day per week program. Given that we will be asking for such operational funds, it's unclear whether we should also seek capital outlay during this same legislative session. It can be confusing for legislators when an entity asks for these two separate kinds of funding. Mrs. Montoya also discussed a grant from the Newman's Own Foundation for bus and train passes for commuting students, and the recent hire of a mathematics tutor who will be paid through a separate Art Institute grant.

21. Adjournment Dr. Michael Kaplan

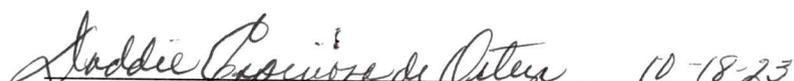
Ms. Doddie Espinosa de Ortega made a motion to adjourn the meeting. Ms. Trina Raper seconded the motion. No discussion was needed on the motion.

The Council Unanimously Approved the Motion

The motion carried.

Dr. Michael Kaplan declared the meeting adjourned at 4:39 pm.


Ms. Alyssa Romero, Assistant Business Manager/Date


Ms. Doddie Espinosa de Ortega, Governing Council, Secretary/Date