

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [New Mexico School for the Arts], hereafter "The School", effective [1st] of [July], [2019]. The School was approved for a [five-year] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS: 5

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 6

RESIGNATION

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER:

NAME OF INDIVIDUAL RESIGNING:

REMOVAL

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO AN EXISTING POSITION OR A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD: August 17, 2022

NAME OF INDIVIDUAL BEING DESIGNATED: Chelamia Quintana

HOME ADDRESS: PO Box 2199, Santa Cruz NM 87567

PHONE NUMBER: 505-614-4500

EMAIL ADDRESS: cfquintana@nmschoolforthearts.org; shelly.quintana@gmail.com

NAME OF BOARD MEMBER BEING REPLACED: N/A - New position

REQUEST FOR EXTENSION:

VOTE NOT TO REPLACE MEMBER:

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by [Eric Crites] on [September 6, 2022], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of change in membership; and
- The school's governing board is in compliance with all reporting requirements.

Eric Crites

9/6/2022

Charter School Representative Signature

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

Approved

Denied

Chair, Public Education Commission

Date

DRAFT

NEW MEXICO SCHOOL FOR THE ARTS
Special Governing Council Meeting
Wednesday August 17, 2022 from 2:00 pm to 3:00 pm
New Mexico School for the Arts—High School
500 Montezuma Ave., Santa Fe, NM 87501
Meeting Minutes - draft

Nsm\$ ssq \$ iixrk
<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 (in public)?

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 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 discussion and possible for 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 made a motion 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 discussion and possible action on the Meeting Minutes from June 15, 2022 and said he would entertain a motion on this item.

Ms. Paula Tackett made a motion 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 Accounts Payable (AP) 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 discussion and possible action on the Adoption of SY 22-23 MOU With Art Institute. 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 the discussion and possible action on 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 made a motion 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 they want student input and the Council wants 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 repetitive might be chosen.

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

Mr. Eric Crites presented the discussion and possible action on 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 Values as Revised on August 11, 2022** **Trina Raper**

Ms. Trina Raper presented the discussion and possible action on Adoption of SY 22-23 Governing Council Mission Statement, Vision Statement, And Core Values as Revised on August 11, 2022. A 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 discussion and possible action on the Committee Memberships for School Year 2022-2023. A discussion followed.

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 discussion and possible action on the Authorizing the Head of School to Sign the Agreement and Requests for Payment for Capital Appropriation Project 22-1049.

Ms. Paula Tackett made a motion to approve the 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.

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. Due to virtual meeting technological issues, we will be adjourning this meeting at the end of the executive session.

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.

Roll call was taken by Mr. Eric Crites:

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

The motion carried.

Dr. Michael Kaplan declared the meeting adjourned at 5:17 pm.

Mrs. Marie Tapia, Assistant Business Manager/Date

Ms. Paula Tackett, Governing Council, Secretary/Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, CHEVAMIA QUINTANA, after being duly sworn, state:

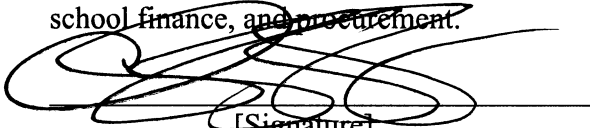
1. My name is CHEVAMIA QUINTANA reside in ESPANOLA, New Mexico.

2. I am a member of the governing body of the [insert name of school] in NEW MEXICO SCHOOL FOR THE ARTS New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.


[Signature]

9.21.2022
Date

CHEVAMIA QUINTANA
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 21 day of Sep., 2022

[Notary Seal:]

**STATE OF NEW MEXICO
NOTARY PUBLIC
MARIE TAPIA
COMMISSION NUMBER 1137964
EXPIRATION DATE 5/10/2026**

Marie Tapia
NOTARY PUBLIC

My commission expires: May 10, 2026.

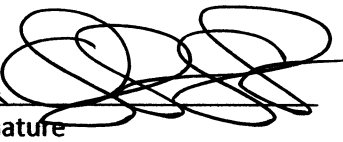
ASSURANCES

My name is CHELANIA QUINTANA and I reside in ESPANOLA, NM. I am a member of the governing body for NEW MEXICO SCHOOL FOR THE ARTS a charter school which is located at 500 MONTELUIMA AVE SE, NM. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

CHELANUA QUINTANA
Printed Name


Signature

9.18.2022
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

NM School for the Arts

We, the undersigned, make up the governing body of the [insert name of school], located in Santa Fe, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

NM School for the Arts

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

NM School for the Arts

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 21 DAY OF September 2011. 2022.

1. *Bill Beacham*
[signature]

Bill Beacham
[print]

2. _____
[signature]

[print]

3. *Paula Tackett*
[signature]

Paula Tackett
[print]

4. *Trival Raper*
[signature]

TRIVAL RAPER
[print]

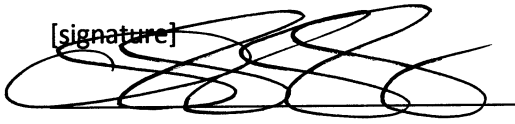
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

6. CHELAMIA QUINTANA

[signature]

A large, dense, and somewhat illegible handwritten signature scribble in black ink, consisting of multiple overlapping loops and lines.