

New Mexico School for the Arts

MINUTES

Tuesday, June 29, 2010

New Mexico School for the Arts

275 E. Alameda

Santa Fe, NM 87501

Meeting was called to order by Catherine Oppenheimer at 12:10 p.m.

In attendance were NMSA Council members:

Catherine Oppenheimer

Sherry Thompson

Garrett Thornburg

JD Bullington

In attendance were SA-NM Board members:

See list above

Lee Berk

Absent:

Cynthia Montoya, NMSA Council member

Consultants present:

Consulting Head of School Jim Ledyard

Consulting Director of Admissions Adelma Hnasko

Consulting Executive Assistant Christina Aranda Martinez

Consulting Special Projects Coordinator, Janey Potts

Members of the Public Present:

Executive Director of Thornburg Foundation, Suzanne Barker Kalangis

PUBLIC FORUM

- Catherine Oppenheimer asked if there were any individuals requesting a Public Forum. No one signed in for a Public Forum

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CALL TO ORDER

Catherine Oppenheimer stated the New Mexico School for the Arts held a closed meeting on June 24, 2010 in which the Head of School Contract for the 2010-11 school year was discussed. The agenda for this meeting was posted on the website stating the purpose for this closed meeting. No action was taken and no other items were discussed.

APPROVAL OF MINUTES

- **Sherry Thompson made a motion to approve the June 1, Board meeting minutes. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

HEAD OF SCHOOL REPORT

- Deliverables, Master Schedule. Jim Ledyard presented the Master Schedule to the Council Members. He explained the 3 x 3 block system schedule, a unique plan that was devised with the help of faculty members Michael Carroll and Joey Chavez. It can be called a "Three by Three Block" because it arranges the academic subjects in six class periods of 75 minutes each and then schedules them on a three period per day basis in an alternating week format. Discussion ensued. The Council Members believed time spent on arts studies is very important and suggested alternatives to the schedule, *i.e.*, extend school hours, investigate extended dance days with NDI, transportation alternatives, possibly private transportation company as the train schedule runs too early. The Council Members requested the school hours be extended by ½ hour so as not to change the presentation of the 3 x 3 block schedule and giving the arts studies 3 hours instead of 2 ½ hours. With this being done, the Council Members approved the Master Schedule.
- **Garrett Thornburg made a motion to approve the Master Schedule with the requested change of extending the school hours and Jim Ledyard's deliverable. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

ACTION ITEMS

- Open Meetings Act Policy (OMA). Catherine Oppenheimer updated the Council Members on the Public Education Department's inquiry regarding the Open Meetings Act and the Council's response. SA-NM Board meetings will be held when necessary, not monthly. Moving forward, only NMSA Council Members who do not constitute a quorum, in addition to the chair of the board, will be allowed to attend SA-NM board meetings. NMSA Council Members will be asked to SA-NM board meetings depending on the agenda items slated for discussion. Open Meetings Act only applies if there is a quorum of NMSA Council Members at an SA-NM Board meeting.

- **Garrett Thornburg made a motion to approve the Open Meetings Act Policy. Sherry Thompson seconded the motion. The motion passed with unanimous vote.**

COMPLIANCE COMMITTEE REPORT

- **NMSA Policies.** Catherine Oppenheimer requested that the Compliance Committee develop a policy table setting out requirements contained in each policy and dates the policies have been amended. There should be no joint policies of NMSA and SA-NM. Each entity should have their own policy as discussed at the policy review meetings. Catherine presented the Certificate of Resolution separating the three amended joint policies recently approved by the Council Members.
- **Sherry Thompson made a motion to approve the Certificate of Resolution. Garrett Thornburg seconded the motion. The motion passed with unanimous vote and signatures of the Council Members were obtained on the Certificate of Resolution.**
- Catherine Oppenheimer presented the policies that have been reviewed and updated. Discussion ensued. Approval was received by the Council Members and signatures were obtained for the following policies:
 - a) First Amended Distance Learning Policy
 - b) Whistleblower Policy
 - c) Document Retention and Destruction Policy
- **Sherry Thompson made a motion to approve the policies as presented. Garrett Thornburg seconded the motion. The motion passed with unanimous vote.**
- **Waiver Request.** The Waiver Request regarding the School Principal Evaluation was presented by Catherine Oppenheimer. Discussion ensued. The Council Members requested the following change be made: Rationale for Request, page 2, ¶ 1, 1st sentence: Replace the word “affiliation” with “relationship” and delete the word “partner” in that same sentence.
- **Sherry Thompson made a motion to approve the Waiver Request with the requested change. Garrett Thornburg seconded the motion. The motion passed with unanimous vote.**

FINANCE REPORT

- Business Manager Logan Martin was not present for the Board meeting. He submitted his report for the Council Members’ review. Garrett Thornburg requested a spreadsheet be created wherein the formula could be changed to accommodate change in the number of students, residential and non-residential students, in order to

immediately determine the budget. A flexible budgeting format spreadsheet was requested. Garrett would also like a 3-year financial plan. Discussion ensued regarding the size of endowment necessary to support a new Campus.

MISCELLANEOUS

- The Council Members discussed fingerprinting and background checks of the Council Members. Discussion ensued. It was decided that all Council Members will submit to a background check. A background check policy will be prepared and presented to the Council Members for review and approval.
- Cindy Montoya and Garrett Thornburg will complete their Governing Board Training hours before the deadline by viewing the webinar prepared by the New Mexico Coalition for Charter Schools.

ADMISSIONS REPORT

- Adelma Hnasko presented to the Council Members an admissions report. She reported:
- A letter was sent to selected residential applicants accepting them into the program. A second letter was sent to the parents of the residential students specifying the amount they will pay based on the sliding fee scale and suggested payment options.
- The Residential Policy and Residential Program Handbook was presented for review and comments. Discussion ensued and changes and suggestions were made. It was requested that the documents be sent to attorney Patty Matthews for review once the suggested changes have been incorporated.
- Discussion was held on how to enrich life at the dorm. The Resident Assistants should research and find outside resources.
- The Host Family Program was discussed. SA-NM should be the conduit in providing parents with names of possible host families.
- JD Bullington reported on the Small School Fund before the Legislature. Discussion ensued.

CURRICULUM DEVELOPMENT AND STUDENT PERFORMANCE EXPECTATIONS

- Jim Ledyard updated the Council Members on the state of affairs of the School. He reported on the setting up of the building, equipment has been ordered, Parent/Volunteers have been organized and are helping with improvement of the grounds/building, the parking lot is being restriped, the Science Center paperwork is working through the City and we are awaiting permit approval. The contractor is ready to start once approval is received.
- The lease with New Mexico School for the Deaf was reviewed and discussed. All has been accomplished. Insurance will be obtained. The Council Members approved the Lease and signed a Unanimous Written Consent in Lieu of Special Meeting of Trustees regarding the Lease Agreement with NMSD.

OPEN ACTION FROM EXECUTIVE SESSION DISCUSSION

- Head of School Contract, Job Description and Evaluation Overview were reviewed and discussed.
- **Garrett Thornburg made a motion to approve the Head of School Contract. JD Bullington seconded the motion. The motion passed with unanimous consent.**
- Head of School Evaluation Domains. Discussion ensued. Jim Ledyard's transcripts and licenses were reviewed and duly noted by the Council Members. Garrett Thornburg thanked Jim for doing a tremendous job.

There being no further business of the Council Members, the meeting was adjourned at 2:45 PM

Submitted and Approved By:



Christina Aranda Martinez, Administrative Assistant/Cynthia Montoya, Council Member
New Mexico School for the Arts