

New Mexico School for the Arts

MINUTES

Tuesday, September 28, 2010

New Mexico School for the Arts

275 E. Alameda

Santa Fe, NM 87501

Meeting was called to order by Catherine Oppenheimer at 6:45 p.m.

In attendance were NMSA Council members:

Catherine Oppenheimer

Sherry Thompson

Garrett Thornburg

JD Bullington

Cynthia Montoya

In attendance were SA-NM Board members:

Tom O'Connor [left at 7:15 pm]

Lee Berk

NMSA Staff present:

Head of School, Jim Ledyard

Executive Assistant, Christina Aranda Martinez

Development Assistant, Nicholas Kunz

Business Manager, Logan Martin

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

APPROVAL OF MINUTES

- **Sherry Thompson made a motion to approve the August 31, 2010, Board meeting minutes. JD Bullington seconded the motion. The motion passed with a unanimous vote.**

ELECTION OF TREASURER

- **JD Bullington made a motion to elect Garrett Thornburg as Treasurer of New Mexico School for the Arts Governing Council. Cindy Montoya seconded the motion. The motion passed with a unanimous vote.**

AMENDMENT TO NMSA STANDARD BOARD AGENDA

- Catherine Oppenheimer requested a numbered item be added to the NMSA Standard Board Agenda to include School for the Arts-NM so that items and or issues addressing SA-NM can be discussed by the Governing Council. Discussion ensued and approval was obtained.
- **Sherry Thompson made a motion to add School for the Arts-NM as a numbered item to the NMSA Standard Board Agenda. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

HEAD OF SCHOOL REPORT

- Jim Ledyard reported to the Council on a discipline issue involving two NMSA students which occurred on September 27, 2010. Jim informed the Council of the steps he took and the consequences/punishments placed on the students. Letters will be placed in the students' files. This documentation allows the School to record major violations and to start the process of dismissal if there are any further violations of the Code of Conduct. Discussion ensued concerning funding for counseling or drug testing intervention if needed. Catherine Oppenheimer knows a possible source of funding and will provide the information to Jim.
- Jim Ledyard reported to the Council Members that there have been a few students who have withdrawn from NMSA, bringing the enrollment down to 136. The 13th of October is the statewide reporting day.

ACTION ITEMS

- 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) Financial Management Policy. ¶ 3.3, **Budget Reporting**, Catherine Oppenheimer inquired regarding a timeline placed on the Department Chairs to submit reporting statements/formal plans to eliminate excess expenditures/deficits. Discussion ensued. This timeline is included in the Internal Controls Procedure document, however, Department Chairs will be asked to submit a budget and work within the budget submitted.
 - b) Student Selection
 - c) First Amended Tobacco Free Policy
 - d) First Amended Health Services Policy
 - e) Intellectual Property Rights Policy
 - f) Amended and Restated Memorandum of Understanding Board and Committee Structure
- **JD Bullington made a motion to approve the policies as discussed and presented. Garrett Thornburg seconded the motion. The motion passed with unanimous consent.**

COMPLIANCE COMMITTEE REPORT

- Cindy Montoya reported on the state requirements for fire and other emergency drills. Cindy will provide Jim Ledyard with the New Mexico Administrative Code reference. Jim reported that the School will be in compliance with all drill requirements.
- STARS. Jim Ledyard informed the Compliance Committee the reporting mechanism is in place and being prepared for the deadline. The requirements are being met regarding IEP's and we continue to evaluate students to determine if there are any who qualify as English Language Learners.
- Cindy Montoya reported on the EPSS which is the strategic plan for the year and is linked with the principal evaluation.
- Students for Success. Documenting is important. Guidance Counselor Angela Rubino is handling this.

FINANCE REPORT

- Business Manager Logan Martin presented to Council Members the BAR for approval. Discussion ensued and questions were asked about faculty payroll. Logan informed the Council Members that the first pay period for NMSA and SA-NM faculty was August 1, 2010. Discussion regarding a monthly BAR for payroll ensued.

ADJOURNMENT OF NMSA Board Meeting for the SCHOOL FOR THE ARTS-NM Meeting

SCHOOL FOR THE ARTS-NM Meeting ADJOURNS

RECONVENE NMSA Board Meeting

- **Sherry Thompson made a motion to approve a monthly BAR for salaries and benefits for Art Chairs as well as an amount budgeted for art supplies. JD Bullington seconded the motion. The motion passed with unanimous consent.**
- Incoming Funds. Logan Martin gave a report to the Council Members on additional funds that are expected. A lease assistance letter awarding \$95,279.00 was received. Payment will be received in quarterly installments. A BAR is needed for these monies. Title 1 commitment in the amount of \$5,500 has been received. These monies have not yet been booked or received.
- Audit. Logan Martin reported an audit by Meyners and Company is scheduled to begin on October 11th. The process should take four days and will cover all financial activity of NMSA during the last fiscal year.

ADMISSIONS REPORT

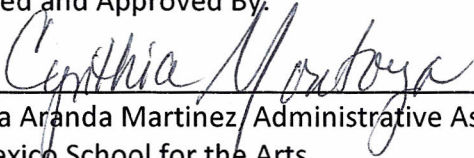
- Adelma Hnasko provided a memorandum giving an admissions update and report for the Council Members review. Admissions for the 2011-2012 school year is active on NMSA website and generating inquiry forms and applications. An update on the lunch program, providing number of participants was given. A draft Admissions Travel Plan was submitted for Council Members consideration.

MISCELLANEOUS

- Catherine Oppenheimer requested the administrative staff create an organizational chart to include job duties, specifying what staff is responsible for what duties.

There being no further business of the Council Members, the meeting was adjourned at 8:00 p.m.

Submitted and Approved By:



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