

New Mexico School for the Arts

MINUTES

Monday, October 18, 2010

New Mexico School for the Arts

275 E. Alameda

Santa Fe, NM 87501

Meeting was called to order by Catherine Oppenheimer at 5:35 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

Lee Berk

NMSA Staff present:

Head of School, Jim Ledyard

Executive Assistant, Christina Aranda Martinez

Development Assistant, Nicholas Kunz

Director of Admissions, Adelma Hnasko

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

- **Garrett Thornburg made a motion to approve the September 28, 2010, Board meeting minutes. JD Bullington seconded the motion. The motion passed with a unanimous vote.**

HEAD OF SCHOOL REPORT

- **Audit Update.** Jim Ledyard reported to the Council Members that the auditing company, Meyners Company's current conclusion is that SA-NM is not a component unit and will not need to be audited for the last fiscal year. Additional information will be provided to and reviewed by Meyners Company pursuant to their request before a final decision will be issued. A wrap-up interview was conducted by Alan Demir. Mr. Demir stated he found no material weaknesses in his review of the financial operations. Some findings described as "control deficiencies" will be reported. These are the types of findings usually found in a start-up year. The preliminary report will be sent in 10 days listing their staff findings. We will have an opportunity to respond after which time the final document will be provided.
- **Open House Update.** Jim reported the open house was very successful with approximately 260 people in attendance, which included prospective students and parents, community members, educators, press, volunteers and current students. There was student/parent involvement, including tours and viewing of the arts class in progress. The open house concluded with successful presentations by all four disciplines.
- **Performance Development Plan.** Jim reported formal review meetings with faculty regarding their Performance Development Plans (PDPs) were conducted with each faculty member. The PDP of each faculty member has been signed and placed in the personnel file.
- **End of 1st quarter is Friday, October 15th.** Quarter grades with teacher comments are due to Jim for review on October 19, 2010. To date the enrollment at NMSA is 136. Discussion ensued regarding student performance and suggestions for resources to assist struggling students.
- **Organizational Chart.** Jim presented a draft organizational chart for review and discussion. It was requested job descriptions of all staff be drafted to be attached to the chart. Catherine Oppenheimer requested the organizational chart of SA-NM be reviewed along with NMSA to have more clarity of job responsibilities. The Council Members requested NMSA staff work together to expand on the organizational chart presented and present a revised chart at the next meeting. Jim proposed hiring of a receptionist and part-time bookkeeper. Discussion ensued. Approval was obtained to hire a receptionist immediately and wait on the hiring of a part-time bookkeeper. Discussion ensued regarding necessary staffing in future years.

- **Garrett Thornburg made a motion to approve the hiring of a receptionist immediately. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

ACTION ITEMS

- Logan Martin presented his August 26, 2010 Memorandum informing the Council Members of what financial resources would be available to NMSA next year. Catherine Oppenheimer requested further research or a second opinion be obtained to confirm Logan's opinion.
- Intervention services were discussed. Cindy Montoya informed of different models, such as referring families out, can be implemented. Council Members requested research be conducted on volunteer services.

COMPLIANCE COMMITTEE REPORT

- Policies. Catherine Oppenheimer presented the following policies for review and adoption. Discussion ensued and suggestions were requested. Approval was received by the Council Members and signatures were obtained for the following policy:
 - a) Complaint Procedures Policy. Jim Ledyard explained the policy is for the purpose of providing students a method of resolving complaints. Council Members approved the Complaint Procedures Policy.
- **JD Bullington made a motion to approve the Complaint Procedures Policy as discussed and presented. Sherry Thompson seconded the motion. The motion passed with unanimous vote.**
 - b) Background Checks Policy. Discussion ensued. Council Members requested this policy be deferred until procedures are drafted by Jim Ledyard and Christina Aranda Martinez to be reviewed at the next Board meeting.
 - c) Remaining Policies to be reviewed. Catherine Oppenheimer requested the policy review committee schedule a meeting to discuss the internal controls, HR Policy/Manual, Student Wellness, Grade Change Policy and Student Records. A meeting was scheduled on October 27, 2010 at 12:00 p.m.

FINANCE REPORT

- Business Manager Logan Martin presented to Council Members for approval the BAR on monies received from Public School Capital Outlay Council for the Lease Assistance Grant Award Program for leases at NMSA. Discussion ensued and Council Members approved.
- **Garrett Thornburg made a motion to approve the BAR as discussed and presented. Cindy Montoya seconded the motion. The motion passed with unanimous vote.**

ADMISSIONS REPORT

- Adelma Hnasko provided a memorandum giving an admissions update and report for the Council Members review. Adelma reported Applications and Inquiry Forms are being distributed through the mail, by personal visits on our website and on Facebook. 85 Inquires have been received. There is a strong marketing plan in place, mailing postcards to 5,000 households, middle schools, NM legislators, recommenders from last years application process. Middle schools are being visited. Parents from Silver City and Roswell are being utilized. This year we will have the option to do rolling auditions, which will help increase enrollment in the disciplines with fewer students.

SCHOOL FOR THE ARTS-NM

- Lee Berk reported to the Council Members that during the NMSA Open House he took a potential donor on a tour of the School. The potential donor informed Lee he would like to donate a valuable piece of commercial land in Taos, NM. Council Members recommended Lee and Jim Ledyard take the potential donor to lunch to further discuss this possibility.

CALL TO ORDER

Catherine Oppenheimer made a motion to go into Executive Session to discuss Personnel matters. Roll Call was taken by Christina Aranda Martinez. Present were Catherine Oppenheimer, Cynthia Montoya, Sherry Thompson, Garrett Thornburg, JD Bullington. Executive Session convened.

EXECUTIVE SESSION

Personnel Matters

END OF EXECUTIVE SESSION

There being no further business of the Council Members, the meeting was adjourned at 7:50 p.m.

Submitted and Approved By:



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