

New Mexico School for the Arts

MINUTES

Tuesday, November 9, 2010

New Mexico School for the Arts

275 E. Alameda

Santa Fe, NM 87501

Meeting was called to order by Catherine Oppenheimer at 6:20 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, Charles Galbraith

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 October 18, 2010, Board meeting minutes. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

HEAD OF SCHOOL REPORT

- **Audit Update.** The auditing firm, Meyners & Company has not yet provided the preliminary report listing their staff findings. Upon receipt, NMSA will respond before the final document is issued.
- **Head of School Update.** Jim Ledyard reported on the following issues:
 - The School was flooded on Saturday night/Sunday morning, November 6-7, 2010, due to a leak in the boys' bathroom on the ground floor. Some damage was sustained. The Business Manager, Charles Galbraith, will contact the insurance company to file a claim.
 - The EPSS was filed on time.
 - Faculty PDP's have been concluded and placed in the files. Jim is in the process of conducting preliminary conferences and classroom observations with all teachers, reviewing lesson plans and scheduling post observation meetings.
 - Drills continue to be conducted in accordance with New Mexico expectations. A lockdown drill was successfully completed on November 5, 2010.
 - Jim updated Council on classes/resources being offered to students who have unscheduled periods. Discussion ensued.
 - Report cards have been mailed out and Parent-Teacher conferences are currently being scheduled on November 19 and 20, 2010.
 - Student performance was discussed. Discussion ensued regarding what action will be taken due to academic failure. Council requested the Charter be reviewed regarding this issue and a report be given at the next Board meeting.
- **Organizational Chart.** A revised draft organizational chart was reviewed and discussed. Discussion ensued. NMSA staff and Council will continue developing the chart until a final form can be approved.
- **Outreach Update.** Jim reported staff and art chairs have been meeting to create plans/ideas for outreach this year. Summer programs will be planned.

ACTION ITEMS/COMPLIANCE REPORT

- **Policies.** Catherine Oppenheimer presented the following policies for review and adoption. Discussion ensued. Approval was received by the Council Members and signatures were obtained for the following policy:
 - **Student Records Policy.**

- **Sherry Thompson made a motion to approve the Student Records Policy as presented. JD Bullington seconded the motion. The motion passed with unanimous vote.**
- Student Wellness Policy.
- **Sherry Thompson made a motion to approve the Student Wellness Policy as presented. Cindy Montoya seconded the motion. The motion passed with unanimous vote.**
- Resolution regarding Grade Change Policy. After careful discussion and deliberation, it was determined that the Grade Change Policy was unnecessary and not warranted.
- **Upon a motion made by Garrett Thompson and seconded by Sherry Thompson, the Grade Change Policy was repealed effective immediately. The motion passed with unanimous vote of the Board of Trustees/Governing Council.**
- Background Check Procedures and Policy. Jim reported procedures are still being drafted.

FINANCE REPORT

- Business Manager Charles Galbraith started employment with NMSA on November 1, 2010. Charles gave the Council Members a preliminary update on his review of the budget and cash flow to date. He also reported on his training and work with contractor George Perea. Discussion ensued.
- Prior to leaving employment with NMSA, previous Business Manager Logan Martin submitted for review and approval three (3) BARs. Discussion and deliberation ensued. Council Members approved.
- **Garrett Thornburg made a motion to approve the three (3) BARs as discussed and submitted by previous Business Manager Logan Martin. Sherry Thompson seconded the motion. The motion passed with unanimous vote.**
- Board of Finance documentation. Jim Ledyard informed the Council Members that all required paperwork to remove the previous Business Manager and add the new Business Manager Charles Galbraith has been successfully submitted to and accepted by the Public Education Department.

ADMISSIONS REPORT

- Adelma Hnasko provided a memorandum giving an admissions update and report for the Council Members review. Adelma reported meetings and events have been scheduled and are being attended. Advertisements have been placed in the several different newspapers. There have been no radio advertisements due to expense. Council suggested radio advertisements be aired in Albuquerque. The application deadline has been extended to December 15, 2010. Over 100 inquiries have been received to date. Discussion ensued regarding what grade slots will be filled. Adelma reported on the interest from prospects in Las Cruces. Although auditions in Las Cruces were previously considered, Adelma recommended auditions be conducted only in Santa Fe.
- **Sherry Thompson made a motion to conduct all 2011-12 admission auditions in Santa Fe, NM. Garrett Thornburg seconded the motion. The motion passed with unanimous vote.**

SCHOOL FOR THE ARTS-NM

Catherine Oppenheimer updated Governing Council on Lee Berk's report on the potential commercial land donation presented at the SA-NM Board meeting.

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.

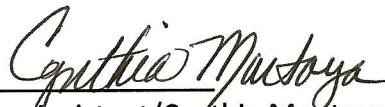
EXECUTIVE SESSION

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