

**New Mexico School for the Arts
and
School for the Arts-NM**

**JOINT MINUTES
Monday, December 6, 2010**

**New Mexico School for the Arts
275 E. Alameda
Santa Fe, NM 87501**

Meeting was called to order by Catherine Oppenheimer at 6:04 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
Director of Admissions, Adelma Hnasko
Business Manager, Charles Galbraith

Members of the Public Present:

Executive Director of Thornburg Foundation, Suzanne Barker Kalangis (*via telephone*)

Absent:

SA-NM Development Assistant, Nicholas Kunz

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

- **Cindy Montoya made a motion to approve the New Mexico School for the Arts (hereinafter "NMSA") November 9, 2010, Board meeting minutes. JD Bullington seconded the motion. The motion passed with a unanimous vote.**
- **Lee Berk made a motion to approve the School for the Arts-NM (hereinafter "SA-NM") November 9, 2010, Board meeting minutes. Tom O'Connor seconded the motion. The motion passed with a unanimous vote.**

NOMINATION AND ELECTION OF COUNCIL MEMBER

- **Sherry Thompson made a motion to appoint Vickie L. Sewing as a member of New Mexico School for the Arts Governing Council. Cindy Montoya seconded the motion. The motion passed with a unanimous vote.**

HEAD OF SCHOOL REPORT

- **Holiday and Exam Calendar.** Jim Ledyard presented the NMSA Holiday and Exam Calendar to the Council Members and Board Members which has been posted on NMSA website, mailed to parents and distributed to students.
- **Fingerprinting and Background Checks.** Jim reported the research obtained on fingerprinting and background checks of the administrative personnel, Council Members, Board Members, faculty and parents. A memorandum, along with the Background Checks Policy was presented for discussion. The following decision was made by the Council Members and Board Members:
 - Administrative personnel and faculty will be required to have fingerprints and a background check done through the Department of Public Safety and the FBI.
 - Parents and other volunteers who have unsupervised contact with students will be required to have fingerprints and a background check done through the Department of Public Safety and the FBI and sign a NMSA release. Documentation providing instructions on how to obtain fingerprinting and background checks will be drafted and available for distribution, along with the NMSA release.
 - Council Members and Board Members will undergo a background check through the Department of Public Safety. An Authorization for Release of Information will be completed by the Council Members and Board Members. Council Members and Board Members having unsupervised contact with students will also undergo the fingerprinting process.

All fees incurred for these services will be the responsibility of the applicant obtaining the background check. The Background Checks Policy was approved with the requested changes.

- **Garrett Thornburg made a motion to approve the NMSA and SA-NM Background Checks Policy with the requested changes above referenced. Tom O'Connor seconded the motion. The motion passed with a unanimous vote.**
- Student Performance/Academic Probation and Re-enrollment Policy. Jim reported on academic and behavior issues and discussion ensued regarding the procedure for re-enrollment. Attorney Patty Matthews is currently reviewing the student handbook and the Charter to ensure NMSA's published procedures for re-enrollment meet PED guidelines.
- Parent Committee. Jim reported a Parent Committee has been established. The NMSA Newsletter will be the Parent Committee responsibility, being reviewed by Head of School prior to release. Head of School will include a section/report in each NMSA Newsletter.
- HR Manual. Jim reported to the Council Members and Board Members that a draft of the HR Manual was distributed to all staff prior to the beginning of the 2010-11 school year. Council Members and Board Members request a final form be presented for approval. It was requested the HR Manual be completed and ready for review and adoption by the Council Members and Board Members at the next Board meeting. The Internal Controls procedures are still in process. The Council Members and Board Members requests this document be completed by February 1st.
- Jim reported that two students have withdrawn, bringing our enrollment to 133. The STARS reports have been submitted on time. SEG funding was discussed.

ACTION ITEMS/COMPLIANCE REPORT

- Legislative Packets. JD Bullington reported the packets will be worked on starting mid-December with the assistance of NMSA staff.
- Radio advertisement for Admissions in Albuquerque has been completed.
- Cindy Montoya reported there are no Policies being presented for adoption.

FINANCE REPORT

- Charles Galbraith reported to the Council Members and Board Members an update on his review of the budget and cash flow to date. NMSA and SA-NM balance sheet report and profit and loss financials were distributed for review. Report was made on start-up expenses, SEG monies, current assessments, and budget report for NMSA and SA-NM. Discussion ensued. Charles presented the possibility of Council Members and Board Members approval of a budget adjustment request (BAR) to recognize the reduced State Equalization Guarantee (SEG) and lower than projected revenues. Further research is being conducted and will be presented, *via* e-mail, for review and approval, if necessary. Discussion ensued.

- **Sherry Thompson made a motion to review and approve, *via* e-mail, a BAR to reduce the State Equalization Guarantee, if presented. JD Bullington seconded the motion. The motion passed with unanimous vote.**
- JD Bulling presented an update on Small School Funding legislation. Discussion ensued.
- Council Members and Board Members requested a model for year 2-3 be created by Business Manager and Head of School with an analysis of new enrollment with a funding formula.

ADMISSIONS REPORT

- Adelma Hnasko provided a memorandum giving an admissions update and report for the Council Members and Board Members review. Adelma reported 160 inquiries have been received to date. Of that, there are 30 residential applicants of which 13 are necessary, being further than 60 miles away, and 5 are male applicants. Discussion ensued regarding the number of applicants to accept without increasing staff. SEG funding formula was discussed. Report was given on travel and presentation in Albuquerque and Socorro and an update on radio advertisements airing in Albuquerque, Las Vegas and Northern New Mexico. Report was also given on NMSA Lunch program. Jenna and Wilson Scanlan have offered to have a cocktail party at their home in February to generate support for the lunch program.

SCHOOL FOR THE ARTS-NM

- Summer Outreach Program. Discussion ensued.
- Development Program. Jim Ledyard reported a meeting has been scheduled on December 8th with members of the Parent Committee to discuss fundraising. Nicholas Kunz will assist the Parent Committee in creating development letters for fundraising purposes to be mailed out to all NMSA families. The Development Program needs to be cultivated. Discussion ensued with possible suggestions: modify Jim's teaching schedule to devote hours to assist with development; Council Members and Board Members will contact possible donors; a financial model for year 2-3 be created by Business Manager and Head of School, with analysis of new enrollment and a funding formula; establish systems and administration for fundraising.
- Development Report. Nicholas Kunz submitted a report summarizing grants in process, the annual fund, cultivation and an update on Sage software, the program purchased by SA-NM.
- Catherine Oppenheimer inquired of the Business Manager about completion of the 990 Form.

NOMINATION AND ELECTION OF SA-NM BOARD MEMBER

- **Lee Berk made a motion to appoint Edwina Milner as a Board Member of School for the Arts-NM. Tom O'Connor seconded the motion. The motion passed with a unanimous vote.**

CALL TO ORDER

Catherine Oppenheimer made a motion to go into Executive Session to discuss Personnel and Facilities 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
Facilities Matters

END OF EXECUTIVE SESSION

There being no further business of the Council Members, the meeting was adjourned at 9:10 p.m.

Submitted and Approved By:



Christina Aranda Martinez, Executive Assistant/Cynthia Montoya, Council Member New Mexico School for the Arts; and Board Member School for the Arts-NM