

**New Mexico School for the Arts**

**MINUTES**

**Tuesday, August 31, 2010**

**New Mexico School for the Arts**

**275 E. Alameda**

**Santa Fe, NM 87501**

Meeting was called to order by Catherine Oppenheimer at 5:30 p.m.

In attendance were NMSA Board members:

Catherine Oppenheimer  
Cynthia Montoya  
Sherry Thompson  
Garrett Thornburg  
JD Bullington

In attendance were SA-NM Board members:

Tom O'Connor  
Lee Berk

NMSA Staff present:

Head of School Jim Ledyard  
Director of Admissions Adelma Hnasko  
Executive Assistant Christina Aranda Martinez  
Business Manager Logan Martin  
Development Assistant Nicholas Kunz  
Special Projects 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

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

Meeting Reconvened at 6:30 p.m.

Motion was made by Catherine Oppenheimer to have a business audit of all systems done by Meyers and Company. All Board members were in favor. None opposed.

#### APPROVAL OF MINUTES

- Minutes of the June 29, 2010 Board meeting were reviewed. The following changes were requested:  
Action Items, page 2, ¶ 1, 3<sup>rd</sup> sentence: to read: "Moving forward, only NMSA Council Members who do not constitute a quorum." ¶ [INSERT CHANGES]
- **Sherry Thompson made a motion to approve the June 29, 2010 Board meeting minutes. Garrett Thornburg seconded the Motion with the suggested changes being incorporated. The motion passed with a unanimous vote.**

#### HEAD OF SCHOOL REPORT

- Joint Powers Agreement. Discussion ensued regarding the document advising it is a facilities authority needed to operate. Approval of the Joint Powers Agreement as present was obtained. Jim Ledyard was directed to sign the document on behalf of NMSA.
- **Garrett Thornburg made a motion to approve the Joint Powers Agreement. Sherry Thompson seconded the Motion. The motion passed with a unanimous vote.**
- Jim Ledyard reported that enrollment is 137 students, there is a broad range of offerings in arts programs for the number of students at NMSA; and that the average size of academic classes is 16.6. A memo regarding course selection was presented to the Board. He also informed the Board that the 5 practice rooms are being utilized daily.
- Nicholas Kunz, Development Assistant, was introduced to the Board of Directors by Jim.
- New Articulated Goals. Discussion ensued regarding the drafted goals presented.
- **Garrett Thornburg made a motion to change the goals as presented and to post the new goals on the NMSA website. Cindy Montoya seconded the Motion. The motion passed with a unanimous vote.**

- Procedure on Switching Art departments. Jim Ledyard reported to the Board on his meeting with the Art Chairs to develop procedures for students to switch disciplines. If a student requests a change in disciplines after acceptance, the request must be made during the first week of school; the permission must be approved by both department heads, admissions, parents and student's adviser; a personal statement why the change is requested must be received by the student and parent; the student will interview and audition and/or submit a portfolio. This is a one time opportunity for the student while attending NMSA, and the student will not lose his or her place in the department of original acceptance if not accepted to the new requested discipline.
- Board and Committee Dates. Discussion ensued regarding the proposed dates for the Board meetings. It was suggested that the annual schedule be a 10 meeting cycle, with no meeting scheduled in July or December. The September 14 meeting will be rescheduled on September 28<sup>th</sup>. With this change, the Board meeting dates were approved.

#### COMPLIANCE COMMITTEE

- Amended and Restated Bylaws of the New Mexico School for the Arts. The Board reviewed and approved the document as presented.
- **Garrett Thornburg made a motion to approve the Amended and Restated Bylaws of New Mexico School for the Arts. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- Memorandum of Understanding New Mexico School for the Arts and School for the Arts-NM. The Board reviewed and approved the document as presented.
- **Garrett Thornburg made a motion to approve the Memorandum of Understanding of New Mexico School for the Arts and School for the Arts-NM. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- Amended and Restated Memorandum of Understanding Board and Committee Structure, New Mexico School for the Arts and School for the Arts-NM. Discussion ensued suggesting there should be no separate committees for the finance committee, there should be a long range planning committee and a nominating committee. Language should be added to paragraph 3.1 to reflect this change.
- **JD Bullington made a motion to approve the Amended and Restated Memorandum of Understand Board and Committee Structure, NMSA and SA-NM with the requested changes incorporated into the document. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**
- Policies. Catherine Oppenheimer presented the following policies for review and adoption. Approval was received by the Board and signatures were obtained for the following policies:
  - a) Document Retention Schedule
  - b) Whistleblower Policy

- c) Open; Meetings Act Policy
- d) First Amended Discretionary Compensation Policy
- e) 2010 Student/Parent Handbook
- **Garrett Thornburg made a motion to approve the policies as presented. JD Bullington seconded the motion. The motion passed with a unanimous vote.**
- Educational Plan for Student Success was discussed. It was recommended that a waiver be submitted to submit so that NMSA will only need to submit one EPSS set of goals. The waiver should be submitted in November.

#### FINANCE REPORT

- Logan Martin reported on several items to the Board.
  - Liability and D&O Insurance. The SA-NM D&O insurance has been purchased. The Board requested Suzanne Barker Kalangis review the full policy. Logan will obtain and provide the policy to Suzanne.
  - Employees' payroll and benefits. Discussion ensued regarding payroll and benefits. Garrett Thornburg requested an analysis be done on the pros and cons of art faculty being paid by NMSA, examining the insurance and liability. Logan will research this issue.
  - Food Services. Peas N Pod is providing lunch services to NMSA students and staff. There are 34 applicants for the free and reduced lunch with 28 students eligible. Logan was requested to do a budget on the food services being provided for both NMSA and SA-NM. Fund raising for the shortage should be coordinated with other development efforts.
  - Chart of Accounts. The SA-NM books are not on a software system yet. The internal controls are being incorporated now.
  - The budget presented showed the benefits employees are not being taken.
  - Human Resources Manual. Suggested changes have not yet been incorporated.

#### ADMISSIONS REPORT

- Adelma Hnasko reported to the Board that admissions will begin September 15, 2010. At that time the Admissions Application and Inquiry Form will be posted on the website. The timeframe of deadlines was presented to the Board by memorandum indicating the applications are due November 15, 2010, with auditions beginning the first week of February, 2011. Auditions can be conducted at NMSA school campus and possibly Las Cruces to help build a diverse student body. Notification of acceptance to NMSA is scheduled on March 5, 2011. Discussion ensued regarding changes to the admissions process suggesting a rolling enrollment with auditions to permit flexibility until the particular discipline is filled.
- NMSA open house is scheduled on October 15<sup>th</sup>.

- Residential Program. Adelma reported on the residential program informing the Board that students seem to be happy with the accommodations. More than 25 NMSA families have agreed to host residential students for weekends. This is an ongoing process and still being coordinated.
- Legislative packets were discussed. JD Bullington requested this still proceed as discussed. Adelma, Jim Ledyard and JD Billington attended the LESC meeting on August 25<sup>th</sup> in Albuquerque, where Jim testified and answered questions. JD reported the legislatures were very receptive. The LESC requested their September 29, 2010 meeting include a visit to NMSA to involve lunch and a tour.

There being no further business of the Board, the meeting was adjourned at 8:10 PM

Submitted By:



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