

New Mexico School for the Arts  
MINUTES  
Wednesday, February 16, 2011

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

Meeting was called to order by Catherine Oppenheimer at 5:34 p.m.

In attendance were NMSA Council Members:

Catherine Oppenheimer  
Sherry Thompson  
Garrett Thornburg  
Cynthia Montoya

In attendance were SA-NM Board members:

Tom O'Connor

NMSA Staff present:

Head of School, Jim Ledyard  
Executive Assistant, Christina Aranda Martinez  
Director of Admissions, Adelma Hnasko  
Business Manager, Charles Galbraith  
Faculty, Dr. Roxanne Seagraves  
SA-NM Development Director, Julie Gomez

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 and Cindy Montoya made the following requested changes to the February 1, 2011 Board meeting minutes:  
**Head of School Report**, page 2, Educational Plan for Student Success, sentence 2, amend sentence to read: "NMSA submitted its EPSS to PED for Reading, Math and Parent Involvement on October 27, 2010".

Sentence 7, amend sentence to read: "...Traditional EPSS Review Checklist' document (make available to the Council Members)."

- **Sherry Thompson made a motion to approve the February 1, 2011 minutes with the requested changes. Cindy Montoya seconded the motion. The motion passed with a unanimous vote.**

#### HEAD OF SCHOOL REPORT

- **EPSS updates.** Jim Ledyard informed the Council Members that Dr. Roxanne Seagraves was present to answer questions regarding the updated EPSS reports. Discussion ensued regarding students in credit recuperation, advising Council Members that transcripts are more easily created for incoming freshmen where incoming juniors' transcripts require more evaluating. Some students will need to attend summer school to recover credits. There is no social promotion at NMSA. NMSA has dual credit enrollment with Santa Fe Community College. Other summer school options were discussed. Dr. Seagraves informed the Council Members that there is frequent communication among faculty regarding progress for students in difficulty. Discussion ensued regarding the Annual Measurable Objective ("AMO"). These are test score goals annually established by PED in reading and mathematics. They are automatically the "Overall Goal" in preparation of the EPSS.

Discussion ensued regarding the inclusion of all groups (parent, faculty, sub-committee Board) in the development of the EPSS for 2011-12. The assistance of a facilitator was discussed. Chair Oppenheimer requested a master calendar of deadlines regarding EPSS Compliance be obtained and other members would like to see the EPSS checklist that was sent from PED. Vickie Sewing will assist Jim in obtaining this information or documentation.

- **GPA and Reenrollment Data.** A memo was presented giving information on Grade Point Averages for the First Quarter and First Semester, in addition to the Art Chairs recommendation for the 9 students being placed on an intervention plan. Letters have been sent to the parents of these 9 students informing them of the intervention plan being put in place and to support the student's efforts in reaching the level of satisfactory progress. The students have been spoken with and meetings will be scheduled with each student, parent(s), Art Chair, Head of School, Director of Admissions, and Dr. Seagraves. These students will have until mid-May to achieve the target plateau.
- **PowerSchool.** Suggested improvements for 2011-12 school year regarding information being entered in PowerSchool by faculty were discussed. Parameters and guidelines regarding the amount of information entered for parent information should be discussed with teachers and implemented.
- **PED Audit.** Jim informed the Council Members that PED will be conducting a Program Audit II on March 15, 2011 at 1:15 p.m. Karen Ehlert (PED) will be providing a checklist to Jim for this audit.

- The Annual Self Report, which is a new Charter report form, is due to the PED in September.
- Legislative Updates. Jim reported on several bills currently under consideration in the State Legislature.

### ACTION ITEMS/COMPLIANCE REPORT

- Outreach. Adelma Hnasko is working with the Art Chairs and Annica Graham on the Outreach programs that will be conducted this summer.
- Parent Survey. A Parent Survey has been sent out to all parents. Included in the survey is an inquiry asking if their child plans to return to NMSA for the 2011-2012 school year. Survey Monkey was used to distribute the parent survey but problems with a number of bounced back e-mails have been received, indicating the survey was not received by a number of parents. Administrative staff will troubleshoot the problem and resend to those parents who have not received the survey.
- Pre-9<sup>th</sup> Grade Summer Course. Planning and discussion of the proposed Pre-9<sup>th</sup> Grade Summer Course was held. Discussion with faculty members needs to take place to determine who will teach the course and the length of the course. The Council requested an initial plan and budget be submitted for planning purposes.
- SBA Testing. Discussion ensued regarding SBA testing and the possibility of encouraging incoming freshmen to take the SBA tests in March or April to aid in developing intervention strategies. This could possibly be addressed in the acceptance letter. Additional discussion ensued on how to create benchmark data for NMSA incoming students

### COMPLIANCE

- Abuse Training. Training of faculty on abuse issues was discussed. Faculty needs to be able to identify abuse and know the reporting procedure to follow. The process to ensure training should go to the policy meeting for discussion and then be implemented by the Head of School. Jim advised the Council Members that all suspected abuse is reported directly to the Head of School. This criterion is contained in the HR manual.
- Complaint Procedure/Policy. Council Members requested a flow chart be created and presented for review. The approved flow chart should be posted on the NMSA website. There should be a set of instructions for parents, faculty and students to follow.
- Remaining policies needing review. Discussion ensued regarding the remaining policies the Council Members needs to approve and adopt. Council Members requested a meeting be scheduled to review the remaining policies.
- Amended Memorandum of Understanding (NMSA and SA-NM). The Council Members reviewed and approved the document as presented.
- **Garrett Thornburg made a motion to approve the Amended Memorandum of Understanding (NMSA and SA-NM). Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

## FINANCE REPORT

- Charlie Galbraith presented his Business Manager Report to the Council Members. Documentation was presented, explained and an update on the expense overview and budget of NMSA and SA-NM was given. Discussion ensued. Chair Oppenheimer requested that the documentation provided be sent to the SA-NM Board Members for their review and information.
- Charlie presented to Council Members for review and approval the following Budget Adjustment Requests (“BARs”) and supporting documentation:
  - Bar # 509-000-1011-0012-I, \$2,494, to budget rental revenue received; Bar # 509-000-1011-0013-I, \$401,813, to record budget increase for funds provided by SA-NM; Bar # 509-000-1011-0014-I, \$50,000, to provide an estimated revenue for E-Rate; Bar # 509-000-1011-0015-T, \$0, realigns budget in operational funds, transfers from instruction to support services and operation and maintenance of plant; Bar # 509-000-1011-0020-M, \$0, maintenance Bar, transfers funds among line items to meet budget needs; Bar # 509-000-1011-0021-I, \$7,846, increases revenue for food service operations

After detailed information was provided by the Business Manager, review of supporting documents and discussion was held, the Council Members approved the BARs presented.

- **Garrett Thornburg made a motion to approve all the BARs as presented by Charles Galbraith. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- Charlie informed the Council Members of two leaks which occurred during the recent record cold weather. Pipes burst in the kitchen and in the outside storage occupied by the Archdiocese. Plumbers were called and the leaks were repaired.
- Council Members inquired about health insurance eligibility for NMSA employees. Charlie provided information to the Council Members and a discussion ensued.
- Charlie informed the Council Members that the SEG budget for FY 2011-12 is due May 9, 2011. The budget is reviewed on May 21, 2011. A waiver process may need to be considered to get funding at the beginning of the 2011-12 school year for additional students. Charlie’s SEG projection of growth units was presented and discussed.

## ADMISSIONS REPORT

- Adelma Hnasko provided a memorandum giving an admissions update, providing a report for the Council Members review. Adelma reported the panels ranked all applicants and provided their admissions recommendations for the 2011-2012 school year. Discussion ensued regarding the proposed acceptance letter presented, the number of possible students being accepted, the increase of staff required, the number of residential students, and the salary cost. Discussion and recommended changes to

the admissions letter were made by the Council Members. Adelma will make the requested changes and mail out the revised letter on February 25, 2011.

- Discussion ensued by the Council Members regarding the cost of the residential program. NMSA has a 3-year contract with New Mexico School for the Deaf ("NMSD"). Council Members requested Jim and Adelma schedule a meeting with the NMSD to discuss possible amendments to the lease contract, to include the food services and the NMSD school calendar.

#### SCHOOL FOR THE ARTS-NM

- Chair Oppenheimer inquired about the activities planned by the Art Chairs and the cost of the activities. Adelma Hnasko informed the Council Members of the planned activities and advised that fund raising is being conducted by the Art Departments. Council Members stated procedures are needed to control cash receipts, parameters need to be established, guidelines created on what can and cannot be done, and discussion held on how to raise funds.
- Council Members discussed SA-NM medical benefits being offered employees and salary schedules. Recognition of years of teaching, experience and level of responsibility need to be considered. A new salary chart will be created and considered for 2011-2012 School year.

#### EXECUTIVE SESSION

- **Sherry Thompson made a Motion to move into Executive Session. Cindy Montoya seconded the motion. The motion passed with a unanimous vote.**

Roll call was taken by Christina Aranda Martinez at 8:04 p.m. to move into Executive Session.

Catherine Oppenheimer

Sherry Thompson

Garrett Thornburg

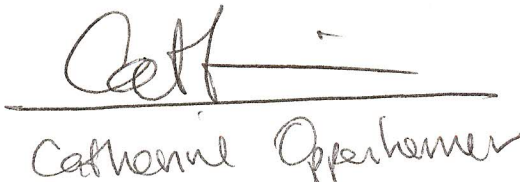
Cynthia Montoya

There being no further business of the Council Members, the meeting was adjourned at 8:45 p.m.

Submitted and Approved By:

---

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



Catherine Oppenheimer