

New Mexico School for the Arts
MINUTES

Friday, March 4, 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
J.D. Bullington

No SA-NM Board members were present:

NMSA Staff present:

Head of School, Jim Ledyard
Director of Admissions, Adelma Hnasko
Business Manager, Charles Galbraith
SA-NM Development Director, Julie Gomez

PUBLIC FORUM

- Catherine Oppenheimer asked if there were any individuals requesting a Public Forum. Dr. Roxanne Seagraves, NMSA faculty member, signed in for a Public Forum.

APPROVAL OF MINUTES

- **J.D. Bullington made a motion to approve the February 16, 2011 minutes. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

NMSA BOARD AGENDA

- Chair, Catherine Oppenheimer requested the wording of "Action Items" be changed to "Administrative Tasks".
- **Sherry Thompson made a motion to amend the wording in the standard agenda to Administrative Tasks. J.D. Bullington seconded the motion. The motion passed with a unanimous vote.**

- PowerSchool. Discussion ensued regarding consistency by Teachers of information entered into PowerSchool. Council Members requested that standards be discussed, created, implemented and established for Faculty so all information provided by each Teacher has consistency. This will be addressed with Faculty at the next academic meeting.
- J.D. Bullington requested an update on the Human Resources Manual. Jim Ledyard informed the Council Members the HR Manual has been through several iterations, with Cindy Montoya's suggestions and revisions incorporated and his final editorial suggestions. The HR Manual is in penultimate form, and Ledyard will finalize it. The HR Manual will be sent to the Policy Review Committee and JD Bullington on March 7, 2011 for review and editing. Garrett Thornburg suggests that Sean Lee of Thornburg also review the HR Manual.
- The Internal Controls document was presented to the Council Members, with hand-written changes incorporated by the Policy Review Committee. Discussion ensued. The Internal Controls document as presented was approved by Council Members. Catherine suggested the document be sent to Sean Lee of Thornburg for review.
- Catherine requested the remaining Administrative Tasks be addressed at the next Board meeting, including credit recovery.
- A policy needs to be drafted and presented to the Council Members addressing financial responsibility by students for summer school classes.
- **Sherry Thompson made a motion made to approve the Internal Controls Document as presented with the hand-written changes. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**
- The Financial Management Policy was presented to the Council Members for review. Discussion ensued. Council Members requested the language contained in Section 3.3, Budget Reporting, "...the Finance Committee and subsequently to" be deleted.
- **Garrett Thornburg made a motion to approve the Financial Management Policy, with the requested deletion of language in Section 3.3. Sherry Thompson seconded the motion. The motion passed to amend and adopt the Financial Management Policy with a unanimous vote.**

COUNCIL MEMBER RESIGNATION:

- Cindy Montoya's Letter of Resignation from the NMSA Board was presented for review by the Council Members.
- **Sherry Thompson made a motion to accept the Resignation Letter of Secretary Cindy Montoya. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

HEAD OF SCHOOL REPORT

- Dr. Ledyard gave a report on his meeting with Richard Gorman of NMSD, stating that NMSA can set its own academic calendar; Residential Students have more food choices; and our Lease will be amended to reflect these changes.
- PED First Year Site Visit that was scheduled for March 15th has been rescheduled for April 19, 2011 at 1:00 p.m.
- Ledyard and Seagraves attended the Web EPSS training. They were disappointed by the training and the poorly functioning technology.
- Seagraves reported that the faculty is meeting with students who are struggling academically or in their arts training. Seagraves sees that 3 out of 9 are responding positively to the staffing. 6 of the 9 are meeting the standard. Seagraves explains that this is done on a student by student basis because our School is so small.
- Seagraves discussed IEP accommodations with the Council Members. She meets with all students with IEPs on a regular basis to discuss the accommodations NMSA is making for each student's plan. Discussion ensued. Catherine Oppenheimer requested that "Student Achievement" be a standing Administrative Item on the Agenda for ongoing meetings.

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.
- Charlie reported unencumbered funds of \$51,000 to last until the end of the fiscal year. \$45,000 of these funds are in the General Fund. Transition of employees to SA-NM is in process. Arts Chairs have signed Cobra Agreements. Disability Insurance for SA-NM employees is being researched.
- Facility issues, including the boiler and toilet issues are being addressed with the assistance of Thornburg maintenance.
- BARs approved at the February 16, 2011 meeting have been forwarded to PED. All BARs were approved except the \$400K BAR. Charlie proposed a new Fund – Contributed Money Fund. Discussion ensued. Charlie is working on streamlining a year-on-year budget of the School. A timeline for completion of the 2011-2012 Budget for the Council Members to review was presented stating an advanced preliminary budget will be presented for review by March 21, 2011 to be reviewed at a Finance Committee meeting scheduled on March 24th at 9:00 a.m. Discussion ensued. As required, announcement of the budget discussion needs to be advertised for public and parent input. Charlie suggested advertisement and discussion of the upcoming school year budget occur at the April 12th Board meeting.
- Charlie and Cindy Montoya will be attending the Spring Budget Meeting in Albuquerque on April 6, 7, and 8, 2011.

- Charlie informed the Council Members that the budget is due to PED Budget Analyst on May 9, 2011 and a Board meeting should be scheduled on May 23, 2011 to approve the final budget which will be submitted to PED for Budget Review.
- Garrett Thornburg informed the Council Members of a meeting he had with Suzanne Kalangis Barker to discuss facilities. He requested an Executive Session be scheduled to discuss facilities. An Executive Session meeting is scheduled on March 25, 2011 at 9:00 a.m. to discuss facilities.

ADMISSIONS REPORT

- Adelma Hnasko provided a memorandum giving an admissions update, providing a report for the Council Members review. Adelma reported admissions status progress.
- Catherine Oppenheimer requested a commitment form be sent to NMSA current students and parents so we are aware of who will be returning for the 2011-2012 academic school year.
- Adelma reported that Outreach will be conducted in July, in the next fiscal year.
- The 2011-2012 academic calendar is being reviewed and requires Board approval prior to the March 19th scheduling meeting. Catherine asks that this issue be tabled.

SCHOOL FOR THE ARTS-NM

- Garrett Thornburg requested the Development Director Report submitted be stricken. Development Director, Julie Gomez's report should be submitted to the SA-NM Board.
- Catherine Oppenheimer reminded that all names of donors, etc. should not be shared at Board and Council meetings and should only be discussed internally at Development meetings. Financial reports of donors should only include total amounts received.

EXECUTIVE SESSION

- **J.D. Bullington made a motion to move into Executive Session to discuss personnel matters. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

Roll call was taken by Adelma Hnasko at 7:50 p.m. to move into Executive Session.

Catherine Oppenheimer

Sherry Thompson

Garrett Thornburg

J.D. Bullington

Executive Session concluded at 7:05 p.m.

- Catherine Oppenheimer handed out packets to all Council Members which included Jim Ledyard's resignation letter, Principal Job description, and Cindy Montoya's employment documentation. The Council Members expressed its gratitude to Dr. Ledyard.

- **J.D. Bullington made a motion to accept Dr. Ledyard's resignation. Sherry Thompson seconded the motion. The Council Members voted unanimously to accept Dr. Ledyard's resignation.**
- **Sherry Thompson made a motion to accept the job description of Principal. Garrett Thornburg seconded the motion. All Council Members voted unanimously to accept the job description.**
- **Sherry Thompson made a motion to accept the contract for Cindy Montoya, effective April 4, 2011. Garrett Thornburg seconded the motion. The Council Members voted unanimously to accept Cindy Montoya's contract as Principal.**
- **Garret Thompson made a motion to nominate Sherry Thompson as Secretary of the NMSA Board. J.D. Bullington seconded the motion. The Council Members voted unanimously that Sherry Thompson serve as Secretary of the NMSA Board.**
- Discussion ensued regarding PR and marketing for the leadership transition. Jim Ledyard suggested information be placed on the NMSA website. Garrett Thornburg suggested information be sent to new students highlighting changes in leadership that have taken place at NMSA. Adelma Hnasko will post the information on the website.

There being no further business of the Council Members, the meeting was adjourned at 7:15 p.m.

Submitted and Approved By:



Christina Aranda Martinez, Executive Assistant/Sherry Thompson, Council Member New Mexico School for the Arts