

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

MINUTES OF JOINT MEETING

**Tuesday, April 20, 2011
Inn on the Alameda
303 E. Alameda
Santa Fe, NM 87501**

Meeting was called to order by Catherine Oppenheimer at 11:02 a.m.

In attendance were NMSA Board members:

Catherine Oppenheimer
Sherry Thompson
Garrett Thornburg
Greg Hunt

In attendance were SA-NM Board members:

See list above
Lee Berk
Thomas O'Connor
Edwina Milner
Tom Ageson

NMSA Staff present:

Principal Cindy Montoya
Business Manager Charles Galbraith
Executive Assistant Christina Aranda Martinez

SA-NM Staff present:

Executive Director Adelma Hnasko
Development Director Julie Gomez
Development Assistant Nicholas Kunz

Absent NMSA/SA-NM Board Member:

JD Bullington

Members of the Public Present:

Executive Director of Thornburg Foundation, Suzanne Barker Kalangis

PUBLIC FORUM

- Catherine Oppenheimer asked if there was any individual requesting a Public Forum. No one signed in for a Public Forum

CALL TO ORDER

- Catherine Oppenheimer gave an introduction to the Council and Board Members (hereinafter referred to as "Members") advising the need of the combined meeting. The process continues to be a work in progress and combined meetings can address governance, policy making and the school.

APPROVAL OF MINUTES

- **Sherry Thompson made a motion to approve the NMSA March 4, 2011 Minutes. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**
- **Sherry Thompson made a motion to approve the NMSA March 25, 2011 Minutes. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**
- **Tom O'Connor made a motion to approve the SA-NM January 13, 2011 Minutes. Lee Berk seconded the motion. The motion passed with a unanimous vote.**
- **Tom O'Connor made a motion to approve the SA-NM February 28, 2011 Minutes. Tom Aageson seconded the motion. The motion passed with a unanimous vote.**

ELECTION OF NMSA COUNCIL MEMBER

- Catherine Oppenheimer introduced Gregory X. Hunt to the Members. Catherine discussed Mr. Hunt's resume presented to the Members and how his experience and background will be helpful with the finance committee and the complexity of the Apta program. Mr. Hunt provided a verbal background of his background and experience to the Members. All present made an introduction to Mr. Hunt, providing their role and reason for participation in the organizations.
- **Sherry Thompson made a motion to elect Gregory Hunt as a NMSA Council Member. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

ORGANIZATIONAL RESTRUCTURING

- Cindy Montoya presented the new organizational chart created by Adelma Hnasko and Cindy, with the assistance of Catherine Oppenheimer and Sherry Thompson. Discussion ensued. In addition to her role as Administrator and Superintendent of NMSA, it was recommended that Principal Cindy Montoya be in charge of all the day-to-day functions of the School, including HR management of all employees for both NMSA and SA-NM. Cindy Montoya will be compensated by SA-NM at \$1 a year for this work that will include reporting at SA-NM Board meetings.

As the SA-NM Executive Director, Adelma Hnasko will be responsible for the residency program, fundraising, the financial management of SA-NM, summer and outreach programs, as well as evaluating the quality of the arts programming and curriculum, and having a final say on performance opportunities. In addition Adelma will oversee and support the activities of the SA-NM Board and its committees.

For NMSA, Adelma Hnasko will oversee the admissions process for NMSA. Ms. Hnasko will be compensated by NMSA at \$1 a year for this work that will include reporting at NMSA Governing Council meetings.

The organizational chart will be updated to reflect this new structure .

NMSA/SA-NM VISIBILITY PLAN

- Catherine Oppenheimer presented a possible logo created by Lee Berk showing a symbol that explains the public and private partnership between NMSA and SA-NM. The logo presented, just in a picture, explains that the two organizations are intricately linked. Garrett Thornburg suggested the logo clearly state Art, Heart, Smart and be a logo developed for both schools. Administration will develop the concept and present it to the Members for approval.

AMENDED MEMORANDUM OF UNDERSTANDING NMSA/SA-NM

- Catherine Oppenheimer presented the Amended Memorandum of Understanding between NMSA and SA-NM that amends the statement that one person had to serve as head to both organizations.
- **Garrett Thornburg made a motion to approve the Amended Memorandum of Understanding on behalf of NMSA with the requested changes. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- **Lee Berk made a motion to approve the Amended Memorandum of Understanding on behalf of SA-NM with the requested changes. Tom O'Connor seconded the motion. The motion passed with a unanimous vote.**

CHARTER AMENDMENT APPROVAL

- Cindy Montoya reported to the Board on the Public Education Department's First Site visit which occurred on April 19, 2011. A memorandum summarizing the meeting was presented to the Members. Overall the PED was pleased with our work. Discussion ensued regarding the areas PED identified needing improvement.
- Catherine Oppenheimer presented four Charter Amendments to the Members for review, discussion and approval. Discussion ensued regarding each Charter Amendment presented. The following vote was recorded:

Governance/Management Plan re: Partners

- **NMSA Governing Member Garrett Thornburg made a motion to approve the Governance/Management Plan regarding Partnerships so that one person does not have be the leader for both NMSA and SA-NM. NMSA Governing Member Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- **SA-NM Board Member Lee Berk made a motion to approve the Governance/Management Plan regarding Partnerships. SA-NM Board Member Tom Aageson seconded the motion. The motion passed with a unanimous vote.**

Governance/Management Plan re: Description of School's Organization and Personnel

- **NMSA Governing Member Garrett Thornburg made a motion to approve the Governance/Management Plan re: Description of School's Organization and Personnel to update the charter with an accurate organizational chart. NMSA Governing Member Greg Hunt seconded the motion. The motion passed with a unanimous vote.**
- **SA-NM Board Member Tom O'Connor made a motion to approve the Governance/Management Plan re: Description of School's Organization and Personnel. SA-NM Board Member Tom Aageson seconded the motion. The motion passed with a unanimous vote.**

Governance/Management Plan re: Governance Structure

- **NMSA Governing Member Garrett Thornburg made a motion to approve the Governance/Management Plan re: Section A Governance Structure so that all NMSA Governing Council Members do not have to also sit on the SA-NM Board of Directors. NMSA Governing Member Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- **SA-NM Board Member Sherry Thompson made a motion to approve the Governance/Management Plan re: Description of School's Organization and Personnel so that all NMSA Governing Council Members do not have to also sit on the SA-NM Board of Directors. SA-NM Board Member Tom Aageson seconded the motion. The motion passed with a unanimous vote.**

Financial Plan re fundraising

After a lengthy discussion and suggested changes to the document, the Members made the decision to table the Financial Plan re: Budget Amendment Request Form. The Policy review committee will incorporate the recommended language discussed and present the Financial Plan re: Budget Amendment Request Form to the Members at the next Board meeting.

PRINCIPAL REPORT

- NMSA Administrative Tasks were reviewed.
 - Cindy Montoya reported that there was 100% participation in the SBA testing. The testing occurred April 11-April 19, 2011.
 - A long range planning committee needs to be formed to address the upcoming EPSS deadline as well as the long-term needs of NMSA and SA-NM. The EPSS needs to be completed and filed by June 15, 2011. EPSS will include specific goals and measures outlined by PED. Other areas of the plan will include facilities and fundraising goals. Sherry Thompson, Lee Berk, and Catherine Oppenheimer volunteered for this committee.
 - Credit Recovery. Cindy stated that NMSA is not responsible for credit recovery payment but suggested that NMSA might offer scholarships to assist in paying summer school tuition. If credits are not recovered during the summer, the student will have an opportunity to make them up during the school year. Cindy will create a policy for Credit Recovery to present to the Governing Council for review and approval.
- Grade Policy. Suggested changes were discussed. The Chair instructed the requested changes be incorporated in the Policy and the Policy be presented at the next Board meeting for review and approval.
- 2011-2012 Academic Calendar. Cindy Montoya informed the Members that Santa Fe Public Schools 2011-2012 Spring Break changed from March 5-9, 2012 to March 12-16, 2012. To be aligned with the Santa Fe Public School Calendar, the draft 2011-2012 Academic Calendar previously presented to the Members has been amended to reflect the date change of Spring Break, making NMSA's Spring Break also March 12-16, 2012. In addition, the end of the Third Quarter has been changed from March 16th to March 23, 2012.
- **Garrett Thornburg made a motion to approve the 2011-2012 Academic Calendar with the requested changes. Greg Hunt seconded the motion. The motion passed with a unanimous vote.**
- Enrollment Summary. The Members were advised that NMSA is preparing to enroll 189 students for SY2010-11. A table was presented showing 2010-2011 NMSA enrollment of 137 students on August 15, 2010 and 129 students as of April 15, 2011. Discussion ensued. The board requested Cindy provide the history behind each of the students that withdrew.
- HR Manual. A meeting was scheduled for May 5, 2011 to review and discuss the HR manual.
- Teacher Evaluations. Evaluations will be complete by May 1. Target date for sending out letters of intent is May 15, 2011.
- Staff needs to be trained, possibly in June. Discussion will be on what our goals are and what system will be used to help NMSA students academically.

- Parent Survey. The Parent Survey response and results were presented to the Members. Cindy Montoya informed the Board that the parent survey response and results were also sent out to all parents *via* I-contact electronic communication.
- Short Cycle Assessments. Cindy reported to the members that the second assessment will be given to the students May 27, 2011. The assessments will be used to measure the students' progress over the year.
- Pre-registration. A meeting with every student before the end of the year will be scheduled in order to create a master schedule, room assignments and hire additional staff.
- Kay Ryan, sixteenth Poet Laureate of the United States, from 2008 to 2010, and recently awarded the Pulitzer prize, visited with students in Dr. Monika Cassel's 10th grade English class. Through the generosity of the Lannan Foundation, NMSA received 35 copies of Ms. Ryan's book *The Niagra River*, which was used in class instruction the weeks leading up to Ms. Ryan's visit.

ADMISSIONS REPORT

- Adelma Hnasko presented to the Board an admissions report. She reported 60 new students will be joining NMSA; 7 of which will be sent residential applications.
- Adelma reported that the Scanlan fundraiser to generate support for the lunch program was a success. Next school year's lunch program is being researched.
- Adelma reported on the library build-out. The Lannan Foundation grant money is being used to develop a circulation system for our library and to purchase books. A Library Committee of faculty and staff will help develop a three-year plan for the library using NM Library Standards and utilizing resources available from the NM State Library and PED funds for book purchases. Cindy Montoya is also researching GoBond, an additional resource for purchasing books.

EXECUTIVE DIRECTOR REPORT

- SA-NM Administrative tasks were reviewed.
- Executive Director Report. Adelma Hnasko discussed the draft of the proposed "arts fee" for students and families, to begin during the 2011-2012 school year. Catherine Oppenheimer suggested that an attorney be consulted.
- Discussion was held regarding the careful use of the word "outreach". NMSA must never use public funds for outreach. All outreach activities must be paid for by SA-NM. Garrett Thornburg clarified that the 2011 Summer Intensive, held at NMSA, should not be referred to as "Outreach". In previous years, the summer program was called "Go Beyond."
- No discussion was held regarding SA-NM Outreach or the Residential Program, but these topics were included in the Executive Director Report.

- Development Report. The report was not discussed, but Catherine Oppenheimer asked all Board members to bring any interested contacts to the school for a tour and to invite them to “BRINK” in May.

FINANCE REPORT AND FACILITIES REPORT

- A Banking Resolution was presented to the SA-NM Board, to remove Dr. Ledyard and add Cindy Montoya, Principal, as a signatory on the checking account; and, to remove Dr. Ledyard and add Julie Gomez, Development Director on the SA-NM credit card account.
- **Lee Berk made a motion to approve the Unanimous Written Consent in Lieu of Special Meeting of Directors of School for the Arts – NM. Tom O’Connor seconded the motion. The motion passed with a unanimous vote.**
- Charlie Galbraith, Business Manager, presented to Council Members for review and approval the following Budget Adjustment Requests (“BARs”) and supporting documentation:
 - Bar # 509-000-1011-0022-IB, \$465,698, new fund which is funded through grants from School for the Arts-NM; Bar # 509-000-1011-0023-D, \$197,980, to record salary and benefit appropriation deductions in the operating fund; Bar # 509-111-1011-0024-D, \$267,718, represents other than salary and benefit appropriation deductions in the operating fund;
 After detailed information was provided by the Business Manager, review of supporting documents and discussion was held, the Council Members approved the BARs presented.
- **Greg Hunt made a motion to approve all the BARs as presented by Charles Galbraith. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

EXECUTIVE SESSION

- **Garrett Thornburg made a Motion to move into Executive Session to discuss a long-term facility option for the School. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

Roll call was taken at 1:04 p.m. to move into Executive Session.

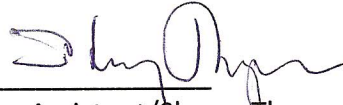
Catherine Oppenheimer
 Sherry Thompson
 Garrett Thornburg
 Greg Hunt

END EXECUTIVE SESSION

The discussion in Executive Session focused on a long-term facility option and no action was taken.

There being no further business of the Council Members, the meeting was adjourned at 1:35 p.m.

Submitted and Approved By:



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



Nicholas Kunz, Development Assistant/Lee Berk, Secretary, School for the Arts-NM