

**New Mexico School for the Arts
MINUTES
Tuesday, May 10, 2011**

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

Meeting was called to order by Catherine Oppenheimer at 12:55 p.m.

In attendance were NMSA Council Members:

Catherine Oppenheimer
Sherry Thompson
Garrett Thornburg
Greg Hunt

NMSA Council Members Absent:

JD Bullington

NMSA Staff present:

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

SA-NM Staff present:

Executive Director, Adelma Hnasko

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

APPROVAL OF MINUTES

- **Greg Hunt made a motion to approve the April 20, 2011 minutes. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

PRINCIPAL REPORT

- Administrative Tasks. The organizational chart was revised and reviewed as instructed at the April 20, 2011 Board meeting. Chair Oppenheimer requested an additional change be made to the organizational chart under Executive Director to read "Arts,

Outreach and Residential". The requested change will be made and the organizational chart will be posted on the NMSA website.

- HR Manual. A meeting was scheduled on May 20, 2011 at 10:00 a.m. to review the revised HR manual.
- EPSS. Cindy Montoya reported the deadlines scheduled on the EPSS plan. Updates are currently in progress.
- Policy meeting. Review of remaining policy updates has been scheduled on May 31, 2011 from 1-3 p.m.
- PED reports. Cindy reported on the upcoming deadlines of reports due to the PED/PEC. Cindy is capturing and charting out all reports due.
- Preregistration. Discussion and scheduling with faculty is in process for scheduling preregistration in order to create the 2011-2012 master schedule. Included with this process is the next step plan, required by PED.
- NMSA Charter Goals. Discussion ensued regarding the NMSA Charter Goals. Cindy advised that the EPSS will reflect the Charter Goals and will, over time, show progress toward both academic and artistic goals. Bar graphs, tables, etc. will be prepared to demonstrate the achievement of the measures. The Governing Members suggested a subcommittee be created to review the goals and measures and define the financial goals of SA-NM. Discussion ensued regarding refining the goal process. NMSA is a unique learning environment and connection with the arts. Refining of the goals will begin at the end of June, 2011 by the subcommittee created.
- 2011-2012 Board Meeting Dates. The 2011-2012 proposed meeting dates were presented, discussed and modified. The requested date changes will be posted to the NMSA website.

FINANCE REPORT

- 2011-2012 NMSA Budget. Charlie Galbraith presented his Business Manager Report to the Council Members. Details were provided regarding the applications completed that will be submitted with the 2011-2012 Budget, providing explanation of the applications, details of the NMSA cash flow presented and the 2011-2012 Budget. Presentation of the Budget was discussed at the All School Committee meeting on May 7, 2011. Details of the 2011-2012 Budget information were presented, discussed and information was provided regarding the special education programs, Title I and the 2011-2012 Calendar with Article 10A School Personnel Act verification for Council Members review. Charlie informed the Council Members that there is an allocation in instructional services contracted services for Art Department Chairs from the non-profit, SA-NM, to teach an elective every semester. Contracts will be created, defining the school day. Hiring will be critical and analyzed. After review of supporting documents and in depth discussion, approval and authorization was received by the Council Members to sign and submit the 2011-2012 NMSA Budget as well as the following applications:
 - 2011-2012 Application for IDEA-B Funding
 - 2011-2012 ESEA Consolidated Application
 - 2011-2012 Calendar with Article 10A School Personnel Act verification

- **Garrett Thornburg made a motion to approve the following:**
 - 2011-2012 NMSA Budget,
 - 2011-2012 Application for IDEA-B Funding,
 - 2011-2012 ESEA Consolidated Application, and
 - 2011-2012 Academic Calendar and Article 10A School Personnel Act Verification.

Garrett Thornburg also motioned that if after submission of the documents to PED, PED recommends any changes, the Governing Members will accept the changes made by PED subject to approval of the changes by Chair Catherine Oppenheimer and Principal Cindy Montoya. Greg Hunt seconded the motion stating approval of any recommended changes by PED be acceptable and approved by Chair Catherine Oppenheimer and Principal Cindy Montoya. The motion passed with a unanimous vote.

- Charlie provided the Governing Council with his list of items to do by the end of year. Direct Deposit will be set up, payroll, fixed assets and depreciation vacation accrual will be address, SA-NM accounting will be moved in-house with the assistance of Accountant Carolyn Gonzales, letters of agreement and job descriptions will be created for SA-NM, benefits will be presented to all faculty and staff and new forms completed, and work in preparation for the PBC audit will begin.
- §125 Plans. Charlie presented the §125 Plans for the remaining 2010-2011 school year and the 2011-2012 school year informing Governing Council that SA-NM documents will be parallel to the NMSA §125 Plans. Chris Giron, representative of Legacy Financial Group who will administer the plans, will give a presentation on May 18, 2011 to the Faculty and Staff. Discussion ensued. Governing Council approved the §125 Plans.
- **Sherry Thompson made a motion to approve the NMSA §125 Plan as presented. Greg Hunt seconded the motion. The motion passed with a unanimous vote.**
- 2011-2012 Salary Schedule. Charlie presented and explained the salary schedule for the NMSA 2011-2012 academic school year. He advised Council Members that the salary schedule was discussed with the faculty and staff at the May 4, 2011 faculty/staff meeting. Benefits were discussed with Council Members. Cindy advised that Attorney Patty Matthews has been consulted regarding the letters of intent and termination. Discussion ensued. Governing Council approved the 2011-2012 Salary Schedule.
- **Garrett Thornburg made a motion to approve the NMSA 2011-2012 Salary Schedule as presented. Greg Hunt seconded the motion. The motion passed with a unanimous vote.**
- 2011-2012 Lease Assistance Grant Application. Charlie presented the Lease Assistance Grant Application for approval. Charlie informed the Governing Counsel the submission of the Application is due the Public School Capital Outlay Council on June 17, 2011 and awards will be announced at the PSCOC meeting scheduled on July 28, 2011. Discussion ensued regarding the process, possible award amount and payment dates. Charlie

informed the Board this amount is not included in the 2011-2012 Budget. Governing Council approved the 2011-2012 Lease Assistance Grant Application.

- **Garrett Thornburg made a motion to approve the NMSA 2011-2012 Lease Assistance Grant Application. Greg Hunt seconded the motion. The motion passed with a unanimous vote.**
- **BARs.** Charlie presented to Council Members for review and approval the following Budget Adjustment Requests ("BARs") and supporting documentation:
Bar # 509-000-1011-0026-I, \$41,000, increase contribution revenue; Bar # 509-000-1011-0027-D, (\$15,116), decrease lunch revenue; Bar # 509-000-1011-0028-M, \$0, decrease Food Appropriation, increase Contracted Services Appropriation; Bar # 509-000-1011-0030-I, \$13,000, contracted Revenue Food-Operating Fund; Bar # 509-000-1011-0031-D, (\$40,000), decrease E-Rate Revenue.
After detailed information was provided by the Business Manager, review of supporting documents and discussion was held, the Council Members approved the BARs with the stipulation that \$4,000 be reduced in contribution revenue so that the estimated revenues increase only \$50,000 - \$37,000 in Bar 26 and \$13,000 in Bar 31.
- **Garrett Thornburg made a motion to approve all the BARs as presented with the above stipulation and authorizes Charlie Galbraith to make the adjustment. Greg Hunt seconded the motion. The motion passed with a unanimous vote.**

EXECUTIVE SESSION

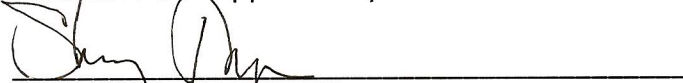
- **Sherry Thompson made a Motion to move into Executive Session to discuss facilities. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**

Roll call was taken by Christina Aranda Martinez at 3:04 p.m. to move into Executive Session.
Catherine Oppenheimer
Sherry Thompson
Garrett Thornburg
Greg Hunt

END OF EXECUTIVE SESSION AT 3:33 p.m. No action taken.

There being no further business of the Council Members, the meeting was adjourned at 3:33 p.m.

Submitted and Approved By:



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