

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

MINUTES OF JOINT ANNUAL MEETING

**Thursday, June 30, 2011
Inn on the Alameda
303 E. Alameda
Santa Fe, NM 87501**

Meeting was called to order by Catherine Oppenheimer at 1:00 p.m.

In attendance were NMSA Board members:

Catherine Oppenheimer
Sherry Thompson
Garrett Thornburg
Greg Hunt
JD Bullington

In attendance were SA-NM Board members:

See list above
Lee Berk
Thomas O'Connor
Tom Ageson

NMSA Staff present:

Principal Cindy Montoya
Business Manager Charles Galbraith
Office Manager Christina Aranda Martinez
Visual Arts Chair Cristina Gonzalez
Theater Chair Joey Chavez

SA-NM Staff present:

Executive Director Adelma Hnasko
Development Director Julie Gomez

Absent SA-NM Board Member:

Edwina Milner

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") informing that this meeting was the first Annual meeting where the School has actually been up and running. Ideally we want to "look forward to a new year and establish what we want to achieve." Being such it was important to combine the meetings. It is important to also conduct a combined Board meeting in December 2011.

APPROVAL OF MINUTES

- **Greg Hunt made a motion to approve the NMSA May 11, 2011 Minutes. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

EXECUTIVE DIRECTOR REPORT

- Executive Director Adelma Hnasko thanked the Members for their rigor in guiding the School during its first year. It is because of their dream we have NMSA. It continues to be a work in progress. The report Adelma provided to the Members was discussed, reporting:
- Residential Program Report: Adelma reported on the changes that will be implemented to the Lease with NMSD. The minimum number of residents has been reduced from 20 to 17 thereby reducing the required rent amount; the meal plan will be modified by extending evening hours, modifying/altering breakfast arrangements, and decrease the price per student. Also a salad bar will be provided.

15 students will participate in the Residential program. 100% have applied for and will receive financial assistance. Cost per residential student is \$9,500.00. SA-NM will need to generate \$115,100.00 for students' room and board. For this financial reason, students living within a 60+ radius are being requested to commute daily to school, taking advantage of the Railrunner.

Catherine Oppenheimer expressed that it will take time and diligence to build up the Residency Program and earlier projections of the number of Residence paying for room and board was estimated at 50%. Discussion ensued on ways to help financially support the Residential Program, possibly through legislation.

- Summer Intensive is scheduled on July 25-29, 2011. Registration response has been very good.
- Arts Program Update: Sherry Thompson stated the Art Chairs reports' describing what has been going on in their departments is fantastic and thanked them for their reports.

Discussion ensued regarding ideas and suggestions on a budget building process. Possibly at the September meeting the Art Chairs can report on what is being planned, etc., for aligning the plans in the budget. The Board would also like to make more of a funding raising event out the end-of-year All School Performance. Lee Berk also suggested some students share their experiences with the Board.

Outreach. Discussion and ideas are being discussed with Art Chairs, with the possibility of student program mentors who will be trained by the Art Chairs.

Culture of academics vs. arts and connection to traditional New Mexico Art forms. Discussion ensued regarding the integration of academics and arts and how can we support each of them. The Board would like to be informed on how the connection to traditional New Mexico Art forms relate to the Charter and how they relate to the goals, performances, new teachers, etc. Cindy Montoya reported measures of implementation will be created in addition to showing progress. Also at the June 2011 Teacher work week, review, discussion and suggestions will be held on how to integrate academics and arts and work together to support each of them.

- SA-NM Budget still needs some additional discussion before the Board will vote for approval. The chart of accounts will be modified for easy and constant information and communication. Adelma Hnasko will tighten up the budget and present to the board within a 3 week period at a Finance Committee meeting.
- NMSA/SA-NM Visibility Plan. Adelma Hnasko informed the Members that a presentation meeting with Cisneros Design is scheduled on July 11, 2011.
- SA-NM Employee Handbook: Adelma Hnasko requested the Board vote on the SA-NM Employee Handbook presented.
- **Lee Berk made a motion to approve the SA-NM 2011-2012 Employee Handbook. Tom Aageson seconded the motion. The motion passed with a unanimous vote.**
- New Mexico Community Foundation Donor Advised Fund. Adelma informed the Members that there are still funds in the NMCF Donor Advised Fund established on behalf of NMSA with funding from 2 foundations for the purpose of supporting the School for the Arts-NM. As both schools are now fully established, the fund can now be closed and the monies deposited in the SA-NM account. A letter will be sent to NMCF making this request.
- **Garrett Thornburg made a motion to approve sending the letter requesting closing of the Donor Advised Fund at New Mexico Community Foundation and depositing the remaining funds in the SA-NM account. Tom Aageson seconded the motion. The motion passed with a unanimous vote.**

SA-NM DEVELOPMENT REPORT

- Julie Gomez reported on the SA-NM Overview FY 2010-11 information provided to the Members showing the year-end review of SA-NM revenue. Discussion ensued. As cash flow is weaker during the 1st quarter, a suggestion was made to possibly start a "First

Quarter Club.” Lee Berk also discussed suggestions/ideas for an event at La Posada. A meeting will be scheduled with SA-NM board members within the next 2 months to discuss a plan.

UPCOMING EVENTS AND PROPOSED MEETINGS

- Date Brook Delaney will be hosting a funding raising event for the Theater Department. Chair Joey Chavez will speak at the function. Catherine Oppenheimer requested the Development department send out a SAVE THE DATE notification.
- Adelma Hnasko will host an event at her residence on August 11, 2011 to introduce the new Music Chair, Steven Redfield.
- The Board Meetings Schedule presented was discussed. Recommendation was made to have the Annual Combined Meeting of NMSA/SA-NM scheduled in June rather than July. The Annual meeting can be a reflection time. Decision was tabled for further discussion at the next meeting.
- SA-NM Audit. Sherry Thompson informed the Board that non-profits valued at a certain dollar amount and who raise a certain dollar amount is required by statute to have an audit. Recommendation was to have an audit done starting in the first year. Tom Ageson stated an audit is also a good marketing tool. Charlie Galbraith was asked to follow up on this and the terms of process to get the audit done.
- The Committee Meetings Schedule presented was discussed. Catherine would like to consolidate the committees a bit—to many committees. Tom Ageson suggested 1 hour long meetings once a month.

FINANCE REPORT

- Business Manager Charlie Galbraith reported to the Members that we will end the year solvent. He has hired a part-time person to help with the payroll process. The SA-NM files have been moved from our Accountant’s office to NMSA campus. We are moving to a stable system and looking forward to next year.
- SA-NM Budget. As the SA-NM Budget will be worked on a little more by Executive Director, Adelma Hnasko, Charlie requested a meeting be scheduled to approval the SA-NM budget for the year. The meeting has been scheduled on July 25, 2011 at 12:00 – 1:00 p.m. to take place at the Thornburg Offices.
- Voluntary Art Fee letter and documentation was presented for discussion. The art fee letter will be sent out with the registration packet mid-July. Discussion ensued.
- **Lee Berk made a motion to approve the Voluntary Art Fees concept. Tom O’Connor seconded the motion. The motion passed with a unanimous vote. The Board agreed that the Art Fee language would be revised and voted on at an upcoming meeting.**
- Charlie reported that there is no Budget Adjustment Requests needing review or approval.
- Charlie reported to the Members that notification has been received from e-rate informing that NMSA has been approved in the amount of \$13,950.

ADMISSIONS REPORT

- Adelma Hnasko presented to the Members an admissions report. She reported 59 new students will be joining NMSA. Of our current 128 students, 4 will not be returning next year and 2 are uncertain. These projections are pretty accurate. The wait list numbers were given to the Members.
- Students with academic problems will be contacted and meet with Cindy Montoya. A mentoring program will be launched SY 2011-2012. The idea is to have every new incoming student linked with an existing student. We are in the process of creating an ambassador program also, which will be a good development tool.

PRINCIPAL REPORT

- HR Manual. Cindy reported that she is incorporating additional language to include language and benefits for 9, 10, and 11 month employees. The manual currently has for defined school year employees only. The Manual will be sent to the policy review committee once these changes have been incorporated.
- Academics. The Short Cycle Assessment was received today. No analysis has been done. There are some at risk students for academic failure. Cindy will be contacting these students to try and help them get their resources to get their credits. An intervention plan is being created now for these students (response to intervention)
- Opening Day. Last year NMSA invited Shirley MacLaine as the guest speaker. Discussion ensued regarding a guest speaker for Opening Day SY 2011-2012. Suggestions were made, follow up will be done on the suggestions.
- Education Plan for Student Success (EPSS). Cindy reported to the Members that what NMSA will focus on for EPSS is the frame work. The two top focuses will be Social and Emotional Learning and Integration of Arts and Academics. Cindy reported that Adelma Hnasko has published some articles in Learning in the Arts, which will be integrated into NMSA's focus.
- Staff Updates: Cindy reported that Dan Newell has joined our staff in Math. Interviews continue for hiring of the additional faculty needed.
- Pre-registration and technology survey. Cindy reported that the pre-registration was conducted on June 3. A tech survey was taken during pre-registration, which shows that all but approximately 8 NMSA students have access to computers, smart phones or ipads.
- PED/PEC. Cindy reported that the PEC presentation/report of June 10, 2011 went well. The PEC was provided with supporting documentation on the School. Several questions were asked of Cindy and Adelma.

The NMSA Charter Amendments approved at the NMSA/SA-NM April 20, 2011 Board meeting have been submitted to PED. Due to the change in office personnel, PED has not yet reviewed the amendments. In addition, several reports have been submitted to PED, meeting their deadline dates. Several additional reports are being worked on and

will also be submitted to PED. A list of the reports submitted to PED and being worked on were provided to the NMSA/SA-NM Board Members.

- Long Range Planning: Approximately 30 people will be attending the Long Range planning meeting following this June 30, 2011 Board meeting. Toby Hertz will be conducting this first meeting.

NMSA/SA-NM COMPLIANCE

- Grade Policy. Cindy Montoya informed the Members that the grade change process needs integrity in the system so that no grade can be changed unless a form is filled out; this affords the system checks and balances. Procedural documentation was presented to the Members, along with the revised Grade Change Policy. Discussion ensued. Garrett Thornburg requested no individual's name be listed in the procedural documents; it should be office personnel or principal.
- **Sherry Thompson made a motion to approve the Grade Change Policy as presented and requested the suggested change be made in the procedural documentation. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**
- Unanimous Written Consent in Lieu of Special Meeting of Trustees of the New Mexico School for the Arts [re-election of the Governing Council Members]. The NMSA Unanimous Written Consent regarding re-election of NMSA Governing Council Members was presented by Catherine Oppenheimer. Catherine requested the following changes be made to the document:
 - (1) the title of the document and the language in the first paragraph be corrected to reflect that the document is a resolution being voted on in an open meeting and not a "Written Consent in Lieu of a Special Meeting of Trustees", and; (2) the term "Officers" contained in paragraph 3, be changed to "Council Members"
- **Sherry Thompson made a motion to approve the Resolution of New Mexico School for the Arts regarding re-election of the Governing Council Members with Catherine Oppenheimer's requested changes. Greg Hunt seconded the motion. The motion passed with a unanimous vote.**
- Unanimous Written Consent in Lieu of Special Meeting of Trustees of the School for the Arts-NM [re-election of the Board of Trustees]. The SA-NM Unanimous Written Consent regarding re-election of SA-NM Board of Trustees was presented by Catherine Oppenheimer. Catherine requested the following changes be made to the document:
 - (1) the title of the document and the language in the first paragraph be corrected to reflect that the document is a resolution being voted on in an open meeting and not a "Written Consent in Lieu of a Special Meeting of Trustees", and; (2) the term "Officers" contained in paragraph 3, be changed to "Trustees"
- **Lee Berk made a motion to approve the Resolution of School for the Arts-NM regarding re-election of the Board of Trustees with Catherine Oppenheimer's**

requested changes. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.

There being no further business of the Council Members, the meeting was adjourned at 3:15 p.m.

Submitted and Approved By:



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



Lee Berk, Secretary, School for the Arts-NM