

**New Mexico School for the Arts  
Meeting Minutes**

**Wednesday, September 14, 2011 @ 1:00 PM**

**Inn on the Alameda  
303 East Alameda  
Santa Fe, NM 87501**

Meeting was called to order by Catherine Oppenheimer at 1:01 p.m.

**In attendance were NMSA Council Members:**

Catherine Oppenheimer  
JD Bullington  
SherryThompson  
Greg Hunt  
Garrett Thornburg  
Vickie Sewing

**NMSA Staff present:**

Principal, Cindy Montoya  
Business Manager, Charles Galbraith  
Office Manager, Christina Aranda Martinez

**SA-NM Staff Present:**

Executive Director, Adelma Hnasko

**Members of the Public Present:**

NMSA Faculty, Dr. Roxanne Seagraves  
NMSA Student, Gabriel Lenetsky  
NMSA Student, Zachary Krasnow  
Executive Director of Thornburg Foundation, Suzanne Barker Kalangis  
Public Person, Lillymae Ortiz

**PUBLIC FORUM**

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

**APPROVAL OF NMSA MINUTES**

- Sherry Thompson made a Motion to approve the August 9, 2011 Board Minutes. Greg Hunt seconded the Motion. The motion passed with a unanimous vote.

## STUDENT COUNCIL PRESENTATION

- 2010-2011 Student Council Co-Presidents Gabriel Lenetsky and Zachary Krasnow reported to the Council Members the status and activities of the Student Council. The Council Members were informed that the Student Council for SY 2010-2011 began on or near the 1<sup>st</sup> of February, 2011. The experience was fun and exciting. The first year was a building year. Student Council coordinated the end of year School Dance and Family Picnic, both successful events. Approximately 20 NMSA students participated in the planning and production of the events.

More students are interested in Student Council this year as evidenced by the large increase in the number of students running for office. Students are interested in having a voice in the School. A strong sense of community exists. Students feel like a family and really know each other, especially after last year. Elections for Student Council were held this morning (9-14-11). Shortly we will know who will be helping shape the plans for this year. Dr. Roxanne Seagraves informed the Council Members that it has been a very rich experience leading the meetings. Students are following the Robert's Rule of Orders. Bylaws are being revised. Leadership is being provided to the poetry club and the theater club.

Council Members were informed that this year's plans include exploring ways to build the community. Every department has plans to be exposed to different people. Yearbook activities will involve more students, a carnival is being planned for Halloween, pep rallies are being discussed, and integration of all departments is being discussed and planned. There is a great sense of unity of NMSA students. Zach informed the Council Members that being on the Student Council has been a great experience and feels such respect from NMSA students for his work on the Student Council. He loves the school, community, teachers and the entire faculty. NMSA gives him a real sense of being cared for and looked after.

Catherine Oppenheimer asked the Council Members and Board Meeting participants to introduce themselves and highlight their areas of expertise:

- JD Bullington, Council Member, lobbyist and a professional musician.
- Greg Hunt, experience in finance and part of the Finance Committee.
- Charlie Galbraith, Business Manager.
- Adelma Hnasko, Executive Director of SA-NM.
- Christina Aranda Martinez, Office Manager.
- Zach Krasnow, Theater Major. Stated NMSA is his dream school.
- Gabe Lenetsky, Student Council, Chief Justice of the Honor Court, which is ran by students that enforces NMSA rules and regulations with the participation of 10 jurors.
- Roxanne Seagraves, academic faculty. Stated NMSA is a dream job. It is exciting to be part of something that is extraordinary from the start. She sponsors student council and co-sponsors Honor Court with Joey Chavez.

- Suzanne Barker Kalangis, Executive Director of Thornburg Charitable Foundation. Lends and gives assistance to NMSA and SA-NM.
- Vickie Sewing, proposed Council Member.
- Sherry Thompson, part of the founding committee, Executive Director of Thaw Charitable Trust.
- Lillimae Ortiz, visitor, former school board member of Pojoaque, has experience in the state department of finance. She is visiting and is excited to see students being represented and reporting to the Board. Possible outside person on the audit committee.
- Cindy Montoya, Principal. Stated she is absolutely honored to be Principal of NMSA.
- Catherine Oppenheimer, NMSA Governing Council Chair and SA-NM Board Chair.

### **ELECTION OF NEW COUNCIL MEMBER**

- **JD Bullington made a Motion to modify the Agenda to move to the election of Vickie Sewing as a new Council Member. Greg Hunt seconded the Motion. The motion passed with a unanimous vote.**
- Cindy Montoya advised the Council Members of Vickie Sewing's experience and expertise informing the Council Members that she was a former Principal of Agua Fria Elementary School, Salazar Elementary School, and Alvord Elementary School. Ms. Sewing has great experience attracting partners and resources into the schools she has run as well as mentoring new school leaders. She is a person who really understands education. She began her career as a special education teacher. She will assist NMSA in meeting the demands of PED. Cindy recommends Vickie Sewing highly. Greg Hunt also highly recommended Vickie, speaking of her talents and expertise. Catherine Oppenheimer stated that her expertise will also assist the Council Members with the principal's evaluation process.
- **JD Bullington made a Motion to nominate Vickie Sewing as an NMSA Council Member. Sherry Thompson seconded the Motion. The motion passed with a unanimous vote.**

### **PRINCIPAL REPORT**

- Principal Cindy Montoya presented a Power Point Presentation to the Council Members, with the assistance of Dr. Roxanne Seagraves, who with Cindy assists on the SBA leadership team. The presentation was on the following:
- Standard Based Assessment (SBA) and Annual Yearly Progress (AYP). Standard Based Assessment is the test which determines if a School meets AYP. The presentation included an explanation of the Annual Measurable Objective (AMO). AYP Goals and AMO targets were discussed and NMSA's data was distributed, explained and discussed. Requirements of the Short Cycle Assessments (SCA) and SBA were explained. Dr. Seagraves informed the Council Members that the SCA rule has been rescinded, giving districts the option to do or not do. Dr. Seagraves is NMSA's test coordinator. Dr.

Seagraves attended an SBA requirements training last Thursday, September 8, 2011. Dr. Seagraves reported that Students have to take the SBA in the spring of their junior year. Passing is required to graduate. In order to pass, students have to test proficient or advanced. Students can retake those sections they fail to pass April in September and January of their senior year. If they do not pass, students can retake the test for have five (5) years in order to receive their diploma.

Ideas of meeting AYP were shared and discussion ensued regarding next steps. NMSA will develop smart goals that target reading and math proficiency. Differentiated instruction, Student Engagement, Technology, Social Emotional Learning, and the Educational Plan for Student Success (EPSS) are all being integrated. School wide strategies are being developed and Responses to Intervention processes are being created. Barriers, such as reporting requirements, lack of a registrar, and limited space were discussed. A brief discussion focused on ideas to address these barriers. On-line registration is needed and the master schedule needs to be redone. An ELL licensed parent has volunteered to assist with the ELL.

EPSS goals will be revised for presentation to the Members at the October Governing Council meeting for review and approval.

Cindy has created a plus/delta tool in an effort to continuously help improve the procedures and processes at NMSA.

#### **REVIEW OF OPENING MEETING ADMINISTRATIVE TASKS:**

- Cindy reported that parents are joining forces on the science side. A series of lectures will be scheduled by 2 parent scientists.
- Admissions: Council Members requested NMSA help students to be involved, asking if disciplines can accommodate those students who may want to get involved in their discipline by learning about other aspects of their discipline such as a stage manager, back stage positions, play writer, etc. This is all part of mastery of their art form.
- HR Manual: Discussion ensued regarding the latest version of the HR Manual revised September 10, 2011. Incorporation of the document has been very complicated as there are two organizations, two sets of faculty, two sets of policies. The latest NMSA version is moving in the right direction and is acceptable. An HR attorney has been consulted and legal advice will continue to be sought regarding possible questions and changes. Council Members stated that if significant improvements are needed, the Council Members can review and approve those changes as needed within 30 days.
- **Garrett Thornburg made a Motion to approve the NMSA September 10, 2011 revised HR Manual with the condition that if significant improvements be needed and made, the document be reviewed and re-voted on by Council Members within 30 days of**

**updating. JD Bullington seconded the Motion. The motion passed with a unanimous vote.**

- **Volunteer Policy:** Catherine Oppenheimer informed the Council Members that Volunteers are covered by the New Mexico School Insurance Authority (NMSIA) if the school has a volunteer policy in place. The Volunteer Policy was discussed and changes were suggested. Discussion ensued regarding volunteers having to complete a form/questionnaire inquiring about criminal history, have a criminal background check done, references be provided, and an interview process be completed. There were several suggested changes and additions made to the Volunteer Policy. Council Members requested the presented policy be tabled, suggested changes be incorporated and presented to Council Members for consideration at the next Board meeting.

### **BUSINESS MANAGER REPORT**

- Business Manager Charlie Galbraith reported to the Council Members:
- The following Budget Adjustment Request (BARs) and documentation were presented to the Governing Counsel for review and approval:

Bar # 1: Fund 31200, \$95,702, approval of lease reimbursement Grant from PSCOC; Bar #2: Fund 24154, \$5,648, Title II Professional Development Budget carryover unexpended funds from prior year; Bar #3: Fund 24120, \$274, IDEA-B Risk Pool budget carryover unexpended funds from prior year.

After detailed information and review of supporting documentation was provided, the Council Members approved the BARs presented.

- **Greg Hunt made a Motion to approve the BARs as presented by Charlie Galbraith. Garrett Thornburg seconded the Motion. The motion passed with a unanimous vote.**
- Charlie presented to the Council Members a Balance Sheet Report and Statement of Revenues Expenditures and Change in Fund Balance as of August 31, 2011. Discussion ensued regarding the report and how reimbursement was calculated.
- **Internal Controls Policy:** The presented Internal Controls Policy was reviewed. Charlie informed the Council that the document was reviewed at the recent Finance Committee meeting. The suggested revisions of the Finance Committee were incorporated into the document. With systems still being developed, as we improve our system and train employees, the document will continue to be updated as needed. Council Members will be presented for review and approval of any significant changes.
- **Garrett Thornburg made a Motion to approve the Internal Controls Policy presented. Greg Hunt seconded the Motion. The motion passed with a unanimous vote.**

- Audit Committee: Charlie Galbraith requested Greg Hunt, Catherine Oppenheimer, Shelly Felt, parent and CPA, and public person Lillimae Ortiz be elected as members of the Audit Committee. Discussion ensued. Council Members approved the proposed individuals as the members of the Audit Committee.
- **Garrett Thornburg made a Motion to approve the above-named individuals as the NMSA audit committee. JD Bullington seconded the Motion. The motion passed with a unanimous vote.**
- **Garrett Thornburg made a motion to go into Executive Session to discuss facilities. JD Bullington seconded the Motion. The motion passed with a unanimous vote.**

**Roll Call was taken by Christina Aranda Martinez at 2:44 pm to move into Executive Session:**

JD Bullington  
 Greg Hunt  
 Garrett Thornburg  
 Vickie Sewing  
 Sherry Thompson  
 Catherine Oppenheimer

**END EXECUTIVE SESSION.**

The discussion in Executive Session regarding facilities concluded at 3:15 pm. No action and no votes were taken.

- Cindy Montoya presented the photo of NMSA dance students which may possibly be the cover page of the New Mexico Coalition for Charter Schools 2012 Guide to NM Charter Schools. The photograph was taken by a NMSA student and features 5 NMSA dance students. The Guide will also feature interviews of 2 NMSA teachers and 2 NMSA students.

There being no further business of the Council Members, the meeting was adjourned at 3:25 p.m.

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Christina Aranda Martinez, Office Manager/Sherry Thompson, Council Member, New Mexico School for the Arts