

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

Wednesday, October 12, 2011 @ 1:00 PM

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

Meeting was called to order by Catherine Oppenheimer at 12:59 p.m.

In attendance were NMSA Council Members:

Catherine Oppenheimer
JD Bullington
SherryThompson
Greg Hunt
Vickie Sewing

NMSA Council Member(s) absent:

Garrett Thornburg

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, Joey Chavez
NMSA Student, Gabriel Lenetsky
NMSA Student, Malia Byrne
Executive Director of Thornburg Foundation, Suzanne Barker Kalangis
Public Person, Lilliema 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

- **Vickie Sewing made a Motion to approve the September 14, 2011 Board Minutes. Greg Hunt seconded the Motion. The motion passed with a unanimous vote.**

HONOR COURT PRESENTATION

- Chief Justice Gabe Lenetsky and Co-Justice Malia Byrne made a presentation to the Council Members informing of the function of the Honor Court. Department chairs chose four (4) students to serve on Honor Court. The Honor Court is established to help in developing a "culture of honesty" for our school. They will try cases which are not obvious or blatant infractions covered by the student code of conduct. The Honor Court aids in those gray areas related to honesty, integrity and behavior such as bullying and plagiarism. Teachers, students and staff make referrals to Honor Court; the Honor Court hears the case. Consequences are different for first, second, etc. offenses. Gabe stated he felt the process worked very well. A basic rubric was created with the assistance of a lawyer, who is a NMSA parent, to guide the Honor Court.
- Catherine Oppenheimer informed the students that NMSA is beginning the long range planning process and would like NMSA students and the Honor Court to weigh in on the goals so all are working towards the same ideals.
- Joey Chavez informed the Council Members that he sponsors the Honor Court. He informed the Council Members that the students are a very motivated and dynamic group. He explained that when the students identified by the art chairs were chosen, they had the choice to stay on or move off. Dr. Seagraves and Joey researched different charters from different schools and created a charter for NMSA. Students gave a presentation to the school body about the Honor Court, stressing that teachers are the first line. The process and system are not secretive and the teachers help them decide what the consequences should be.
- Governing Council inquired about the bullying infraction. Gabe advised that there has only been one infraction and it is a matter that is in the beginning phases.

TRIPLE R COMMITTEE

- The Triple R Committee was an idea developed by the students. Triple R represents respect, responsibility and rewards. The idea is to maintain positive student behavior, positive attitudes and overall appearance of the school. The Committee would like all NMSA students to pledge to an agreement to keep their area clean and to be trustworthily. Gabe expressed he does not want to be in a school where you cannot trust your fellow students. The plan is to distribute rubber bracelets with RRR to be distributed to the students upon signing a pledge.

PRINCIPAL EVALUATION

- Catherine Oppenheimer informed the Council Members that the Principal Evaluation is moving forward. Vickie Sewing is participating in the evaluation, meeting with Cindy. The principal PDP was discussed, on which Cindy is evaluated and is part of her continuing licensure. The statute provides that by the 40th day a professional development plan (PDP) should be developed, in addition to a job description and a master plan Vickie explained that this is a very comprehensive and massive process, advising that she is not sure everything can realistically be completed. If the deadline is not met, we will continue working on it. It is a master plan and a strategic document we can continually look at. Vickie believes Cindy has clear ideas about academic achievement. It was stated that the document would not include items beyond Cindy's control by virtue of

lack of resources. Goals and values in the Charter are being discussed and worked on in terms of bring this out three (3) years. This is what has been defined by the Council Members, the how is the principal's job, being developed by Cindy. Vickie reported there are six goals. Goal 1 is to establish learning community and culture; design a model on what it will look like at NMSA. Goal 2 is to solidify goals for graduation. Goal 3 is technology, needed at NMSA. Goal 4 is to create an at-risk advisory board. Goal 5 is to spend more time on the key core message when conducting outreach and admissions. Goal 6 should be continuous improvement. We need to establish what our design model is and look at the benchmarks and standards. Year 1 was our developing year; year 2 will be about creating a sample notebook. Vickie and Cindy would like to provide the entire idea to the Board in November. The committee structure was discussed, in particular having parents more involved in our budget process. We need to look at what the function is of the finance committee; have a parent on the audit committee. Vickie advised that at the end of the day the Principal is the one who determines the money goals and objectives.

PRINCIPAL REPORT

- Principal Cindy Montoya reported on the following items:
- Admissions. Janey Potts has been hired as an independent contractor to work on admissions. She is doing a great job and is responding to all admissions inquiries, totaling 49 to date, and scheduling interviews and student shadowing appointments.
- Student Workload: Cindy reported that no student has a free period. Honors classes have been added to the course schedule. Feedback, however, has been received from parents and students that the work load is extensive. A survey was conducted regarding the number of hours spent on homework each night. A chart was presented to Council Members demonstrating the results showing 1 ½ hours to 3 hours are spent on homework. Faculty is now posting big assignments and tests on a big chart in Cindy's office to help coordinate major assignments and tests. Discussion ensued regarding informing incoming NMSA students in the admissions process of what the expectations are regarding homework, practice time and performances. Cindy is working with Faculty to build in a time between 8:30 am-9:00 am to have teachers available to provide assistance to students.
- Graduation: Seniors are being informed of what the graduation requirements are and if they are in jeopardy of failing. A letter should be sent out with the first quarter grades informing the student and guardians/parents that their child is at risk for failing a course(s). A decision needs to be made by Council Members if a senior can or cannot walk with their class if they do not meet the credit graduation requirements. Discussion ensued.
- **Sherry Thompson made a motion to approve Cindy Montoya preparing a letter informing seniors that they are at-risk of not meeting the graduation requirements and thus may not walk with their class for graduation if they do not meet the credit graduation requirement. Greg Hunt seconded the Motion. The motion passed with a unanimous vote.**

- Further discussion ensued regarding assistance for at-risk seniors. Council Members suggested assigning a student mentor to assist an at-risk student. Council Members stated that 2 notifications need to be provided to guardians/parents and acknowledgement of the guardians/parents should be obtained. A policy needs to be developed regarding Graduation requirements. Cindy informed the Council Members that all seniors are taking a senior seminar course which is preparing them for college. Discussion ensued regarding what it means to graduate with honors and receiving a 4.0 GPA. Further discussion and presentation was requested by Council Members on this subject.
- Incoming freshmen. Council Members discussed the need for an orientation being conducted for all incoming freshmen. Discussion also ensued regarding a class that would cover topics such as note taking and how to write a paper.
- Core Values. Cindy informed the Council Members that the Long Range Planning Committee has been working to review and revise the Core Values. Cindy presented the proposed Core Values. Catherine stated that the Core Values are the “goals” of NMSA. The Core Values were discussed and suggested revisions were as noted:
 - Paragraph 1, the word “education” should be changed to “learning”.
 - Paragraph 3, the word “curriculum” should be changed to “curricula, both in Arts and Academics” based on classical... and the word “techniques” should be change to “skills and” including...
- Name Change: Cindy and Catherine Oppenheimer presented to the Council Members the proposed logo changes created by Cisneros Design. Discussion ensued. It was decided that the current NMSA logo with the original colors remain the same and the telephone number be added to the logo. Council Members requested the School for the Arts-NM name be changed to NMSA Art Institute, adding a simplified version or tag line of NMSA Art Institute to the NMSA logo. Council Members requested an amendment be drafted to change School for the Arts-NM to NMSA Art Institute for simplification and clarification.
- **JD Bullington made a motion to keep the NMSA logo as is, adding a tag line of Art Institute to the logo. JD Bullington also made a motion to change the SA-NM name to NMSA Art Institute for simplification and clarification and an amendment be drafted to change School for the Arts-NM name to NMSA Art Institute. Greg Hunt seconded the motions. The motions passed with a unanimous vote.**
- Calendar Change. Cindy informed that the Master Calendar indicated that the Parent-Teacher Conferences were to be determined. Parent-Teacher conferences are proposed on November 4-5, 2011 and two (2) In-Service Days, one requested on November 7th and an undetermined date. Discussion ensued. Council Members approved the Parent-Teacher conferences dates and in-service days to be determined at the discretion of the Principal, Cindy Montoya.
- **Catherine Oppenheimer made a motion approve the Parent-Teacher Conference dates and In-Service Days which will be at the discretion of Principal Cindy Montoya. Greg Hunt seconded the motion. The motion passed with a unanimous vote.**

- Volunteer Policy and Voluntary Release Form. Cindy presented the revised Volunteer Policy, Voluntary Release Form and presented the Confidentiality Agreement for the Council Members review and approval.
- **JD Bullington made a motion approve the Volunteer Policy, Voluntary Release Form and Confidentiality Agreement as presented. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- Attendance Policy and Procedure. Tabled.
- PE Waiver for Dancers. Cindy presented the PE Waiver for Dancers to the Council Members for review and approval.
- **Catherine Oppenheimer made a motion approve the PE Waiver for Dancers as presented. JD Bullington seconded the motion. The motion passed with a unanimous vote.**

BUSINESS MANAGER REPORT

- Business Manager Charlie Galbraith reported to the Council Members:
- Budget Adjustment Requests (BARS). There are no bars to approve this month. BARS will be presented for review and approval at the November 2011 Board Meeting.
- Charlie presented to the Council Members a Balance Sheet Report and Budget Report as of September 30, 2011. Financial status was provided to the Council Members. Discussion ensued regarding the goals to build a surplus this year. Funds are available to deploy as planning gets in place. Charlie informed the Council Members he is working to increase the level of understanding of federal programs. He also informed that the 40th day enrollment slightly exceeds the budgeted SEG projection.
- HB 33 and SB 9. Charlie presented his understanding of HB 33 and SB 9 after review of the bills. HB 33 renews February 20th and SB 9 renews in February. Charlie informed the Council Members that NMSA is eligible. The distribution of funds is over 5 years. The Santa Fe Public Schools staff is putting together their plan now, which will be reviewed and approved in November. Vickie Sewing and Greg will be meeting with Bobbie Gutierrez. October 13, 2011. Charlie recommended the Council Members pass a vote to authorize the administration to pursue SB9 funds and submit an application to the Santa Fe Public Schools for technology or submit a letter from NMSA for the record. This was not listed as an action item on the Board Agenda, therefore no action was taken.
- Audit. Charlie reported to the Council Members on the audit conducted October 3, 4, and 5, 2011. Charlie reported there were 3 auditors conducting the NMSA audit. The auditors are still requesting information, which is being provided. The State protocol is that the audit remains confidential until released. Charlie reported that he thinks the audit will be received within 2 weeks.
- The next audit committee meeting is scheduled on November 3rd. Charlie we will put a schedule on-line listing the dates of the audit committee meetings which are Thursday, November 3rd; December 1st and January 3 at 9:00.

EXECUTIVE SESSION

- **Sherry Thompson made a motion to go into Executive Session to discuss facilities. JD Bullington seconded the Motion. The motion passed with a unanimous vote.**

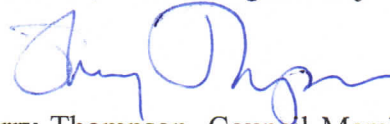
Roll Call was taken by Christina Aranda Martinez at 2:35 pm to move into Executive Session:

JD Bullington
Greg Hunt
Vickie Sewing
Sherry Thompson
Catherine Oppenheimer

END EXECUTIVE SESSION.

The discussion in Executive Session regarding facilities concluded at 2:56 pm. No action and no votes were taken.

There being no further business of the Council Members, the meeting was adjourned at 3:00 p.m.



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