

Approved

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

**Tuesday, August 9, 2011 1:00 PM
New Mexico School for the Arts
275 East Alameda**

Meeting was called to order by Catherine Oppenheimer at 12:57 p.m.

In attendance were NMSA Council Members:

Catherine Oppenheimer (via telephone)
JD Bullington (via telephone)
SherryThompson
Greg Hunt

NMSA Staff present:

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

SA-NM Staff Present:

Executive Director, Adelma Hnasko

Absent:

Garrett Thornburg, NMSA Council Member

Members of the Public Present:

Executive Director of Thornburg Foundation, Suzanne Barker Kalangis
(via Telephone)

PUBLIC FORUM

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

REVIEW OF APPROVAL OF NMSA MINUTES

Noted: The July 14, 2011 NMSA Minutes were approved electronically by all Council Members.

PRINCIPAL REPORT

Principal Cindy Montoya reported to the Council Members on the following:

- HR Manual: The HR Manual was distributed for review by Cindy Montoya at the Board Meeting. Cindy reported that after review by the Council Members, the document should be ready for approval by the Governing Council at the September Board Meeting.

- Staff Update: A part-time counselor and a Spanish teacher have been hired. An Assistant to the Executive Director for SA-NM, Emily Brownold, has been hired. There is a great team in place.
- Congressional Representation: There are 14 students in the residential program. They represent Abiquiu, Anthony, El Prado, Farmington, Las Vegas, Roswell, Silver City, Taos, Pueblo of Taos, and Velarde. Every parent has been contacted and linked with a Santa Fe family. A major effort has been made to improve the residency program and start the year with positive energy and “get-to-know-each-other” activities. NMSA has 18 commuting students from Albuquerque, 4 from the Espanola Valley, 2 from Las Vegas, and 4 from Los Alamos.
- Education Plan for Student Success: Teachers were scheduled to review student achievement data and update the EPSS plan during the week of on August 8th, 2011. EPSS will align with the Long Range Plan and revised Charter goals. EPSS will include parent involvement. The committee will meet again to review the data and prepare a final draft which will be brought to the Governing Council.
- Technology Committee: A meeting is scheduled on August 11th. The Technology Committee will create a one-year and three year plan. Cindy also informed the Council Members about a meeting scheduled for August 10, 2011 with Microsoft representative.
- School Grounds: The All School Committee has a gardening day scheduled on Saturday, August 11th. A parking lot fundraiser has also been scheduled.
- In-Service Week: In-Service Week with Faculty and Staff is scheduled for the week of August 8th, 2011. A great team has been hired. The Academic faculty and Arts faculty are very strong.
- Federal Programs: Two program documents related to **Title II, Part A** were submitted to PED on July 29, 2011. Charlie and Cindy will begin meeting on a monthly basis to ensure NMSA is in compliance with Federal Programs.
- Student IDs: NMSA and SA-NM have shared the \$1,370.00 cost of a student I.D. machine. All students will have a photo identification badge that is laminated.
- Parking Passes: Parking Passes will be created for all staff and Governing Council members.
- Locks: Students will be encouraged to put locks on their lockers. We are investigating the possibility of purchasing locks and assigning them to students.
- Registration: Monday, August 15th, 2011 begins registration and orientation. Registration packets were mailed out to 188 students.

- Opening Ceremonies: Opening Ceremonies are scheduled on August 17th with the Keynote speakers Jimmy Santiago Baca and Mayor Coss. Governor Martinez, Hannah Skandera and Veronica Gonzales have also been invited to participate. Invitations will be sent out to all legislators.
- PowerSchool: PowerSchool problems have been resolved. Data is accurate. Discussion ensued regarding the need for a registra, who will also be responsible for PowerSchool entry.
- Donations: Stone Forest donated a beautiful stone bench that has been placed inside the school building due to security.
- Partnerships: Director of Development, Julie Gomez is working very diligently on establishing community partnerships, including several programs with community vendors.
- AYP: NMSA met AYP SY 2010-2011 and met the No Child Left Behind Goals for reading, and math. 100 % of our junior class participated in the test.
- A NMSA student has been accepted to and will attend OXBOW.
- Rolling Enrollment: This school year, 2011-2012, rolling enrollment will be executed.
- NMSA Volunteers: Discussion ensued regarding policy and procedure for volunteers of NMSA. Documentation needs to be created to ensure that NMSA and volunteers are properly insured, confidentiality matters are addressed, proper training is administered and background checks are obtained. Catherine Oppenheimer requested procedures and policy be put in place for NMSA Volunteers.

Opening Meeting Administrative Tasks:

- Credit Recovery: Cindy Montoya reported that every student who failed classes has been contacted. Approximately 90 percent of these students have paid for their own credit recovery during summer school. Ideal NM has agreed that Paul Pogorzelski can be our portal person as soon as Ideal NM gets their funding in place.
- Internal Controls Document. Charlie Galbraith reported that this document is comprehensive but he would like to revisit it after the beginning of the school year. He will present it at the next finance committee meeting scheduled on September 2, 2011 for further review.
- Dress Code. Discussion ensued regarding the amended Dress Code. Suggestions were made by Council Members regarding the written policy.

- External studies. Cindy Montoya reported that 2 students will be studying abroad this year.

Finance Report:

Business Manager, Charlie Galbraith reported to the Governing Council:

- Audit. The Auditors are scheduled to be here on October 3, 4, and 5, 2011 (M, T, W). A meeting of the Audit Committee is scheduled for Friday, September 30, 2011. The Audit committee will include at least 1 parent, 2 trustees and 1 additional person. Charlie asked if there are 2 trustees available to serve. Greg Hunt and Catherine Oppenheimer volunteered. Charlie will identify a parent with financial expertise.
- Financial Meeting. NMSA has a financial meeting scheduled on September 1 at 9:00 a.m.
- Requisitions. Teachers and faculty have been asked to submit a requisition prior to any purchase. They have been informed of the NMSA's Purchase Order procedures and have been advised that payment will be declined if prior approval is not obtained.
- Accounting Support: An employee will need to be hired for accounting support. Charlie is creating a job description for the position.
- BARs. No bars are being submitted for approval this meeting. BARS will be submitted for consideration and approval at the September meeting.

Other Items:

- NMSA Website. Catherine Oppenheimer inquired who is responsible for updating the NMSA website. Discussion ensued regarding the website architecture and costs. A website meeting is scheduled on August 22nd or 24th, 2011. Catherine requested the website be updated with current information and will work on this and get her comments to Adelma and Julie.

Executive Session:

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

Roll call was taken by Christina Aranda Martinez at 2:10 p.m. to move into Executive Session.

Sherry Thompson

Greg Hunt

Catherine Oppenheimer

JD Bullington

END OF EXECUTIVE SESSION AT 2:25 pm. No action taken.

There being no further business of the Council Members, the meeting was adjourned at 2:30 p.m.

A handwritten signature in cursive script, appearing to read "Sherry Thompson", written in dark ink.

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