

**New Mexico School for the Arts
Governing Council
Meeting Minutes
Approved
November 6, 2012**

NMSA-Art Institute Site
131 Nusbaum
Santa Fe, NM87501

Catherine Oppenheimer called the meeting to order at 1:03 pm

In attendance were NMSA Council Members:

Catherine Oppenheimer, Chair
Sherry Thompson, Vice Chair
Vickie Sewing
Greg Hunt, Treasurer

NMSA Council Members Absent:

None

NMSA Charter School Staff present:

Christina Yamashiro, Business Manager
Cecile Hemez, Registrar
Gayle McGuiness, School Secretary/Office Manager
Cindy Montoya, Principal

NMSA Art Institute Staff:

Riis Gonzales, Director of Art Institute

Approval of Agenda

- **Greg Hunt made a motion was made to amend the Agenda to include a “Farewell and Thank You” to Charles Galbraith, and to move Sonja Houpt to the first part of agenda. Vickie Sewing seconded the motion. The motion passed with a unanimous vote of 4-0.**

Student Poem

Sonja Houpt, Visual Arts, recited her poem, *Precedence*. She along with two other students won awards through IAIA for their poetry work.

Public Forum

Catherine Oppenheimer asked if there were any individuals requesting a Public Forum. Charles Galbraith and Peg Galbraith were in attendance but did not speak during the Public Forum.

Farewell and Thank You

On behalf of the NMSA Governing Council and staff, Catherine Oppenheimer thanked Charles Galbraith for his service to NMSA as the Business Manager and presented him with a gift basket. Mr. Galbraith

thanked the Governing Council for their support of the two years of his time with NMSA, and wished the school continued success.

Approval of October 9, 2012 Minutes

- **Greg Hunt made a motion to approve the October Minutes. Vickie Sewing seconded the motion. The motion was passed with a unanimous vote of 4-0**

School Grade/Report Card Update

Cecile Hemez, Registrar and Data Specialist, reported the Report Card uses a College and Career readiness indicator which more comprehensive than AYP rating. Statistically, PED is using longitudinal student data to rate schools rather than demographic data.

Action Items

- **Vickie Sewing made a motion to approve Paula Tackett as a Governing Council Member. Greg Hunt seconded the motion. The motion was passed with a unanimous vote of 4-0.**
- **Greg Hunt made a motion to move into Executive Session. Vickie Sewing seconded the motion. A roll call vote was taken by Gayle McGuiness.**

Catherine Oppenheimer	Yes
Vickie Sewing	Yes
Greg Hunt	Yes
Sherry Thompson	Yes

The Governing Council moved into Executive Session at 1:20 pm to discuss a parent request to meet with the Governing Council regarding discipline procedures.

Discussion in Executive Session related to parent request and a review of school policies concluded at 1:35 p.m. No actions and no votes were taken during Executive Session.

- **Sherry Thompson made a motion to decline the parent request to meet with the Governing Council. Vickie Sewing seconded the motion.** Discussion followed regarding NMSA school policies. It was noted that the disciplinary action was related to a short-term suspension. School Policies state that the Governing Council does not address short-term suspensions. **The motion was passed with a unanimous vote of 4-0.**

Greg Hunt and Vickie Sewing requested that a review of both grievance and disciplinary policies be completed by the January meeting.

Business Manager Finance Report

- a. General Information – met with finance committee regarding this year’s budget projection. Christina Yamashiro will work with the Finance committee and Cindy Montoya will report to the Board.
Hired assistant Business Mgr. – Loretta Armstrong
- b. Financial Statements – closed out Sept, working on October
- c. **Action Item: Approval of BARS** – BAR 509-000-1213-0011-I for ‘Top Growth Award. BAR 509-000-1212-0012-IB for Dual Credit instructional materials. Greg made a motion to

approve BARS 509-000-1213-0011-I and 509-000-1212-0012-IB – Greg, Vickie. There as a 4-0 unanimous vote.

There was a discussion regarding Peas n Pods and what they have had to go through for USDFA Lunch Program Certification. The Board will look at this closer for next year.

Principal's Report

- Cindy Montoya reported on the Blended Learning Model of instruction. A recent visit to Shattuck St. Mary's, as well as a discussion with NMPED technology specialists, supports the efficacy of this model. Cindy has presented this model to staff. She has identified resources within PED that are available to NMSA at not cost. NMSA will move forward with including Blended Instruction.
- Joey Chavez is leading NMSA's first Arts Exchange Day, which is scheduled for December 3.
- Weekly Bulletins were shared with the Governing Council. Digital copies will be sent to them.

Discussion Items

- a. Programs – no discussion
- b. Policies – no discussion
- c. Goals – no discussion
- d. School Funding Formula – no discussion

Approval of Consent Agenda

- a. **Addendum to Student Handbook/Attendance Codes.** Greg Hunt questioned the requirement of calling in absences by noon or identifying the absence as unexcused. Cindy reported that NMSA Office understands the needs of each individual student and takes into consideration specific or unique circumstances when coding attendance.
- **Vickie Sewing made a motion to approve the revised section of the Student Handbook related to attendance and attendance codes, and to change the wording from *Principal to Principal or Designee*. Greg Hunt seconded the motion. The motion was passed with a unanimous vote of 4-0.**

Art Institute Report

Riis Gonzales shared a PowerPoint presentation sharing the progress toward Recruitment Goals by discipline. Admissions and Outreach information was also provided.

Residential Program

Riis reported that NMSA can tentatively stay at the NM School for the Deaf next year. Riis will investigate other options if additional housing is required.

Residential policy update

A revised Residential Policy will be distributed to all Board Members in an upcoming Governing Council meeting.

Executive Session

- **Catherine Oppenheimer made a motion to move into Executive Session for the purpose of discussing personnel and facilities. Greg Hunt seconded the motion. A roll call vote was taken by Gayle McGuiness**

Greg Hunt	Yes
Catherine Oppenheimer	Yes

Vickie Sewing Yes
Sherry Thompson Yes

The Governing Council moved into Executive Session at 2:45 pm to discuss facilities and personnel issues.

Discussion in Executive Session related to facilities and personnel concluded at 3:00 p.m. No actions and no votes were taken during Executive Session.

Adjournment:

Sherry Thompson made a motion to adjourn the meeting. Greg Hunt seconded the motion. The motion passed without opposition with a vote of 4-0.

Catherine Oppenheimer adjourned the meeting at 3:02 pm

Gayle McGuinness 12/11/12

Gayle McGuinness, Secretary/Date
Secretary/Date

Sherry Thompson

Sherry Thompson, Governing Council,

November 6, 2012 NMSA Charter School Governing Council Minutes

Date Approved: 12/11/12 Signatures: ✓
Web page Post: _____