

**New Mexico School for the Arts and School for the Arts – NM**

**MINUTES**  
**Monday, November 16, 2009**

Meeting was called to order by Sherry Thompson at 8:36 AM.

In attendance were NMSA Board members:

Julia Barnes  
J.D. Bullington  
Catherine Oppenheimer  
Sherry Thompson  
Garrett Thornburg

In attendance were SA-NM Board members:

See list above  
Tom O'Connor

Consultants present:

Consulting Head of School, James Ledyard  
Administrator, Janey Potts  
Director of Admissions, Adelma Hnasko

APPROVAL OF MINUTES

The minutes of the October 16, 2009 Board meeting were deferred to the December 8, 2009 Board meeting.

ELECTION OF OFFICERS

- **Julia Barnes moved to elect Catherine Oppenheimer as Chair of the Governing Board of New Mexico School for the Arts and Chair of School for the Arts – NM. Garrett Thornburg seconded the motion. The motion passed with a unanimous vote.**
- **Garrett Thornburg moved to elect JD Bullington as Vice Chair of the Governing Board of New Mexico School for the Arts and Vice Chair of School for the Arts – NM. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**
- **Garrett Thornburg made a motion to elect Cindy Montoya to Governing Board of New Mexico School for the Arts and to the Board**

**of School for the Arts – NM. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

**Garrett Thornburg made a motion to elect Lee Berk to the Board of School for the Arts – NM. Sherry Thompson seconded the motion. The motion passed with a unanimous vote.**

#### COMMUNICATIONS

Catherine Oppenheimer presented a communications protocol that included the following points:

- Board members should refer questions regarding School business, employment, admissions, and communications to the Head of School;
- Per the Open Meetings Act, no decisions will be made via email;
- A weekly update will be sent to the Board each Friday;
- If Board members have questions or concerns about anything, they should call the Head of School, or the Chairman of the Board.

#### FINANCE / BUSINESS REPORT

Janey Potts presented the Combined NMSA Stimulus and SA-NM actuals for October and cash flow through June 2010.

Garrett again requested the 2010-2011 NMSA draft budget from Michael Vigil.

Stimulus fund update was presented by Jim Ledyard. The second needed form was submitted to PED; Michael Vigil to contact regarding status.

The Board assessed the current arrangement with Michael Vigil and the Charter School Association.

- **Garrett Thornburg made a motion to contract with a full-time Business Manager consultant as soon as possible. JD Bullington seconded the motion. The motion passed with a unanimous vote.**

The Business Manager will work closely with Garrett on financials.

The Internal Controls document and Open Meetings Act policy will be put on the Board's February Action Items list.

#### PUBLIC SCHOOL COMPLIANCE

A standing committee was established for Public School Compliance. Members include Catherine Oppenheimer; Julia Barnes; Jim Ledyard; Cindy Montoya and

the Business Manager when he/she is contracted. The committee will meet every three weeks.

### MARKETING REPORT

Jim gave an overview of the Marketing and Recruitment Team which includes Adelma Hnasko, Nik Cecere and Janey Potts.

The Board reviewed and commented on the 2009 – 2010 Recruitment Campaign Document, stressing the December 1<sup>st</sup> target date, the need for Internet Marketing, and the need to have the plan tied to actual budget numbers.

### EXECUTIVE SESSION

Personnel discussion  
Facilities discussion

### END EXECUTIVE SESSION – TEMPORARY ADJOURNMENT OF NEW MEXICO SCHOOL FOR THE ARTS MEETING

### CONVENE SCHOOL FOR THE ARTS – NM BOARD MEETING

### SCHOOL FOR THE ARTS- NM BOARD MEETING ADJOURNES

### RECONVENE NEW MEXICO SCHOOL FOR THE ARTS MEETING

### OPEN SESSION

Garrett and JD will work as an ad-hoc committee on long-range facility options for the School

### ADMISSIONS PROCESS AND APPLICATION PROCEDURES

Discussion of Application Procedures document.

- **Sherry Thompson made a motion to approve the Process and Application Procedures document. JD Bullington seconded the motion.**

**Roll Call:**

**Julia Barnes – Nay**  
**JD Bullington – Aye**  
**Catherine Oppenheimer – Aye**  
**Sherry Thompson – Aye**  
**Garrett Thornburg – Aye**

**The motion carried.**

## CURRICULUM OVERVIEW AND AUDITION PROCESS

The Board reviewed and commented on the Curriculum Overview and Audition Process document.

Additional feedback from the Board to Jim should occur by Noon tomorrow (Tuesday, November 17, 2009)

- **Garrett Thornburg made a motion to approve the Curriculum Overview and Audition Process document subject to revisions being submitted by the Board. JD Bullington seconded the motion. The motion passed with a unanimous vote.**

## ACTION ITEMS LIST

Julia updated the action items list which is attached. Staff will be responsible for maintaining this list from this point forward.

The meeting was adjourned at 11:40 AM

Submitted by:



~~Janey Potts, Administrative Manager~~  
New Mexico School for the Arts / School for the Arts – NM

Julia Heford Barnes, Treasurer