

New Mexico School for the Arts and School for the Arts—NM

MINUTES

Wednesday, December 16, 2009

Meeting was called to order by Catherine Oppenheimer at 5:20 p.m.

In attendance were NMSA Board members:

Catherine Oppenheimer
Sherry Thompson
Julia Barnes
JD Bullington (*via* teleconference)

Absent were NMSA Board Members:

Garrett Thornburg
Cynthia Montoya

In attendance were SA-NM Board members:

See list above
Tom O'Connor
Lee Berk

Consultants present:

Consulting Head of School Jim Ledyard
Administrator Janey Potts
Administrative Assistant Christina Aranda Martinez
Marketing Consultant, Nik Cecere
Arts Enrichment Program Producer, Annica Graham

Members of the Public Present:

Executive Director of Thornburg Foundation, Suzanne Barker Kalangis

APPROVAL OF MINUTES

- **The minutes of the October 16, 2009 and November 16, 2009 Board meetings were approved after a motion by Sherry Thompson, seconded by Julia Barnes. The motion passed with a unanimous vote.**

BOARD ACTION ITEMS

- Presentation of Cynthia Montoya as a candidate for Secretary of the Board of New Mexico School for the Arts and School for the Arts – NM.

- **Julia Barnes moved to elect Cynthia Montoya as Secretary of NMSA. Sherry Thompson seconded the motion. The motion carried unanimously.**

OPEN MEETING ACTION ITEMS

- Catherine Oppenheimer led a discussion of "open meeting" procedures and the need for careful adherence to relevant regulations. For the future, all School for the Arts--NM business will be conducted during the executive session break of the NMSA Board meeting.

COMPLIANCE COMMITTEE REPORT

- Catherine Oppenheimer requested the Compliance Committee Report be discussed later in the meeting. See, Minutes below.

FINANCE REPORT AND FACILITIES REPORT

- Catherine Oppenheimer requested that facilities issues be placed in Executive Session.
- 2010-2011 School year budget. Topic postponed until next Board meeting. Catherine Oppenheimer suggested that Jim Ledyard talk with David Vigil of PED for approval on internal controls procedures. Internal controls policy was placed on Compliance list. Discussion held on the business management issues and how to proceed. Jim Ledyard is conducting a search for a full time business manager.
- Janey Potts reported the funds for library books received from the State of New Mexico were returned on December 14, 2009.
- E-Rate. Jim Ledyard reported he has spoken with the consultant and most of what the consultant discussed and informed Jim about does not apply to NMSA at this time. January 10, 2010 is the deadline for E-Rate grant. Catherine Oppenheimer asked if it was feasible to make this deadline. Discussion held. It was decided that it may not be feasible this year.
- Computer infrastructure in the St. Francis School building. Discussion was held. Jim Ledyard will hire an IT consultant to assist in this area.

RECRUITMENT REPORT

- Nik Cecere was introduced by Jim Ledyard as the Marketing consultant. Nik presented his marketing ideas. Nik reported the NMSA post card presented at the Board meeting will be mailed the 1st week in January to households with children in the targeted grade

levels. Nik informed the Board the campaign is designed to get kids to go online and apply. A major feature of the campaign is radio. NMSA will start running a radio advertisement on the 5th of January. Jim Ledyard reported he had an interview today with KUNM and reported a press release and conference with the two local newspapers was scheduled.

- Jim Ledyard reported the web based marketing is moving forward. Adelma Hnasko, Director of Admissions, met with the consultant, Nellie Price. Nik reported the School will have a MySpace/Facebook presence before December 25. Jim Ledyard will work out with Nellie Price to what extent she will maintain the MySpace and Facebook sites. He has a meeting scheduled with her on Thursday, December 17th.
- Student Inquiries List. Catherine Oppenheimer would like future reports to indicate where students are attending school and the breakdown of public, charter, private and home-schooled inquiries. Discussion ensued regarding various marketing strategies. Jim Ledyard predicted that approximately 200 applications would be received by the deadline.
- Jim Ledyard gave recognition to Janey Potts and Adelma Hnasko for their efforts on marketing and recruitment.
- **Sherry Thompson moved to approve the student recruitment plan. JD Bullington seconded the motion. The motion carried unanimously.**

COMPLIANCE COMMITTEE REPORT

Julia Barnes reported to the Board: A meeting was held on December 10, 2009 with the Compliance Committee. In attendance were Julia Barnes, Cynthia Montoya, Jim Ledyard and Christina Aranda Martinez. The Compliance Committee discussed members' desire not to deal with finance issues at this time. The Committee went over the PED checklist and planning year checklist. Discussion was held about getting advice from an expert in Special Education. The Committee will meet two weeks before the Board meets. This will afford the Compliance Committee time to discuss and act on issues that need to be addressed in order to report progress to the Board. Next Compliance Committee meeting is scheduled on January 5, 2010.

REVIEW OF ACTION ITEMS

The Action Items list was reviewed and discussed by the NMSA Board. Catherine Oppenheimer requested the compliance items be moved to their own list to be addressed and reported on by the Compliance Committee. Action Items completed will be removed from the Action Items list.

- Subcommittee for compliance. Completed--Julia Barnes, Cynthia Montoya, Jim Ledyard and Christina Aranda Martinez.
- Standard Board Agenda. Completed--Posted to NMSA website.
- Policy Review/Open Meeting Act. In process.
- Change of Address. Janey Potts reported this will be done in January.
- New Contractor List to Board. Completed.
- Jim Ledyard has obtained his Administrative License. Catherine suggested a copy of Jim's license be sent to Dr. Don Duran, Assistant Secretary of Education.
- Stimulus Funds have been received and deposited.
- School Budget 2010-2011. In process.
- Internal Controls policy. Move this item to the Compliance List.
- CES Agreement. Janey Potts will resend the correctly executed CES Agreement.
- Audition Packet. Completed.
- Student Recruitment Plan & Budget. Completed.
- Adelma/Jim business cards to the Board. Completed.
- Audition Schedule. Completed.

Catherine Oppenheimer raised the importance of the parameters of the audition process being fully understood, published and followed. Further discussion ensued.

Catherine Oppenheimer raised the residential program application and discussion followed.

HEAD OF SCHOOL'S DELIVERABLES

- Catherine Oppenheimer reviewed and discussion was held on the November 16, 2009 Memo to NMSA Board regarding Head of School deliverables.
- Julia reported there is not a Special Education plan due as shown on the deliverables.
- Discussion was held on the plans to get ready for June and the projected hiring of a facility manager.
- Catherine asked what is the process for changing deliverables. Julia reported the deliverables can be changed by the Board.
- December's deliverables are the arts chairs and a facilities plan.
- Catherine requested a review of the deliverable list by Jim Ledyard at the next Board meeting.
- Further discussion on student recruitment and auditions.
- Master Schedule. Annica Graham made recommendations for summer outreach. Summer = June, July August. Further details will be presented at the next Board meeting.
- Annica reported the Las Cruces Master Class was successful on several levels. The December 2009 Report on the Las Cruces Master Class was distributed to the Board.

EXECUTIVE SESSION

Facilities discussion

EXECUTIVE EXECUTIVE SESSION

Personnel discussion

END EXECUTIVE 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 ADJOURNS

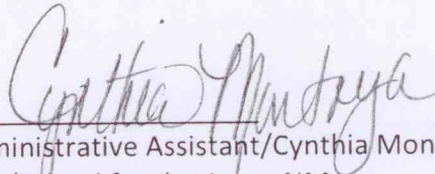
RECONVENE NEW MEXICO SCHOOL FOR THE ARTS MEETING

CURRICULUM DEVELOPMENT AND STUDENT PERFORMANCE EXPECTATIONS

- Jim Ledyard reviewed his memos to the Boards regarding educational philosophy and school operations. A discussion was held comparing these positions with the founding principles as stated in the Charter. Board members felt that there was congruence between Jim Ledyard's views and the original positions taken in the Charter application.
- Mission statement. Discussion was held regarding Tom O'Connor's suggested mission statement. No vote was taken.

There being no further business of the Board, the meeting was adjourned at 8:00 PM

Submitted By:



Christina Aranda Martinez, Administrative Assistant/Cynthia Montoya, Board Member
New Mexico School for the Arts/School for the Arts—NM