

**\*\*D R A F T\*\***

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

**Tuesday, April 10, 2012 @ 1:00 PM**

**NMSA—Art Institute Administrative Annex  
131 Nusbaum  
Santa Fe, NM 87501**

Meeting was called to order by Catherine Oppenheimer at 1:08 p.m.

**In attendance were NMSA Council Members:**

Catherine Oppenheimer  
SherryThompson  
Greg Hunt  
JD Bullington  
Lilliemaë Ortiz

**NMSA Council Members absent:**

Vickie Sewing

**NMSA Charter School Staff present:**

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

**NMSA Art Institute Staff Present:**

Director, Adelma Hnasko

**APPROVAL OF APRIL 10, 2012 AGENDA**

- **JD Bullington made a motion to approve the April 10, 2012 Agenda. Sherry Thompson seconded the motion. The motion passed with a unanimous vote of 5-0.**

**PUBLIC FORUM**

- Catherine Oppenheimer asked if there were any individuals requesting a Public Forum. No public in attendance.

**APPROVAL OF NMSA CHARTER SCHOOL FEBRUARY 7, 2012 MINUTES**

- **Greg Hunt made a motion to approve the February 7, 2012 Minutes. JD Bullington seconded the motion. The motion passed with a unanimous vote of 5-0.**

## **BUSINESS MANAGER REPORT**

- Budget Adjustment Request (BAR). Business Manager Charlie Galbraith reported on the six BARs presented for approval. Explanation of and discussion ensued.

BAR 509-000-1112-0012-I [increases Estimated Unrestricted Cash carried over from last fiscal year by \$2,081. Ties carry over funds to audit.]

BAR 509-000-1112-0013-IB [increases its initial budget for the 2012 Final SB9 State match guarantee in the amount of \$2,871.]

BAR 509-000-1112-0014-I [to budget carry over funds in IDEA-B funding for this year in the amount of \$9,139.]

BAR 509-000-1112-0017-I [increases fund 29102 by \$3,152. Last year the Art Institute made unrestricted grants to the Charter School. This BAR carries over the surplus from last year.]

BAR 509-000-1112-0018-M [maintenance BAR that moves appropriations within the Instruction Function of the operating budget]

BAR 509-000-1112-0019-M [maintenance BAR that moves appropriations within the Student Support Function.]

- **Sherry Thompson made a motion to approve the 6 BARs as explained and presented. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.**
- Social Security Determination. Charlie advised the Governing Council that Social Security coverage in New Mexico charter schools is optional. NMSA must execute its own coverage agreement to obtain Social Security Coverage. Explanation and differences of the two coverages available were provided and discussed--Majority Vote Referendum or Individual Vote Referendum. After extensive discussion, the Governing Council recommended the Individual Vote Referendum. This will be placed on the May Agenda for Governing Council's vote. Council's approval of a resolution authorizing a Referendum Committee of employees on the question of whether employees want to be covered by Social Security for the Individual Vote election is required. Charlie recommended Christina Yamashiro, Dan Newell, and Acacia McCombs as the Referendum Committee. Charlie informed the NMSA employees will vote on their election of Social Security coverage in August, 2012. This will be placed on the May Agenda for Governing Council's vote.
- GASB 54. Charlie explained the GASB 54 is to provide clearer fund type definitions and fund balance reporting, which is already in effect. The fund balance reporting and fund type definitions will be placed on the May Agenda for Governing Council's vote.
- Salary Schedules. Charlie presented the SY 2011-2012 and SY2012-2013 salary schedules for Administrative Staff and Faculty. Discussion ensued regarding teachers hired SY2010-2011 being grandfathered in due to contract negotiated when hired. Discussion ensued. Governing Council requested a third (3<sup>rd</sup>) salary scheduled be created to show grandfathered salaries. This will be presented at the May Governing Council meeting. Discussion ensued regarding the non-instructional salary schedule range presented. Principal compensation will be discussed at the next Council meeting. Greg Hunt was asked to provide recommendations on principal compensation. After lengthy

discussion, Charlie requested Governing Council ratify the salary schedule presented for SY2011-2012 and approve the SY 2012-2013 salary schedule.

- **JD Bullington made a motion to ratify the SY2011-2012 Salary Schedule presented and approve the SY2012-2013 Salary Schedule presented. A third (3<sup>rd</sup>) salary schedule on grandfathered salaries will be prepared. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.**
- SY2012-2013 Budget Preparation. Charlie presented a Budget Summary as of 4/9/12. Explanation and discussion ensued. The SY2012-2013 School Calendar presented is required submission with the Budget packet. Governing Council was informed that the number of instructional days, 183, may not change as required by PED. Discussion ensued regarding the SY2012-2013 School Calendar to be included in the Budget packet presented to the PED. After discussion, the Governing Council recommended the presented SY2012-2013 School Calendar for submission with the budget. The SY2012-2013 School Calendar will be circulated to NMSA families for comment and approval and placed on the May agenda for Governing Council's vote.
- Status of Lease Extension. Charlie reported that the Lease Agreement from the Archdioceses has not been received but he has received verbal confirmation that the lease agreement as discussed with the Archdioceses will happen. The lease agreement ends in 2014.

### **PRINCIPAL REPORT**

- Principal Cindy Montoya reported on the following items:
- Approval of Governing Council SY2012-2013 Meeting Dates presented.
- **Sherry Thompson made a motion to approve the SY2012-2013 Meeting dates. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.**
- Graduation Update. Cindy reported that the Graduation arrangements are proceeding. A venue to accommodate the number of possible attendees is being researched. 100 percent of seniors are on track to graduate.
- PED Update. Work continues on PED deadlines. Teacher evaluations are in process and almost completed, T&E verification is being worked on, on-line classes are being researched, reports due to PED/PEC are being prepared and are due at the end of June, the Safety Plan is being worked on with the assistance of Dr. McLeod.
- A-F Grading Report. Cindy reported the new grading system will be critical to the next 2 years. Informing there are no more full academic years, no more annual measureable objective, no more annual yearly progress. Student achievement will drive everything. In high schools 50% of a teacher's evaluation will be based on SBA results.
- Technology update. The Technology Committee continues to meet and evaluate needs and proposed progress of technology moving forward.

### **ADMISSIONS REPORT**

- Admissions. Adelma Hnasko reported 90% (54 students) of the students that were offered placement at NMSA have accepted. Admissions strategy for next year was discussed, focusing on other cities in New Mexico. Enrollment numbers for next year will be approximately 190. Residential costs and host families were discussed. This is

part of our long term planning process. Approximately 14 residential students will be housed SY2012-2013.

- Transportation. In order to start the school day earlier for SY 2012-2013, transportation options have been researched. Transportation by a private company for students living South of Santa Fe range in the approximately amount of \$38,000. However, Parents prefer the train due to safety concerns.

Council Members discussed an option of 3 days a week where school starts at 8:00 a.m. and 2 days a week where school starts at 9:20 a.m. Further research and consideration will be given to this option.

### **EXECUTIVE SESSION**

- **JD Bullington made a motion to go into Executive Session to discuss facilities and personnel. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.**

Roll Call was taken by Christina Aranda Martinez at 3:00 p.m. to move into Executive Session:

Lilliemae Ortiz  
Catherine Oppenheimer  
Sherry Thompson  
Greg Hunt  
JD Bullington

### **END EXECUTIVE SESSION**

- **JD Bullington made a motion to end Executive Session. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.**

Discussion in Executive Session regarding facilities and personnel concluded at 3:20 p.m. No action and no votes were taken during Executive Session.

- **JD Bullington made a motion to adjourn the Meeting. Greg Hunt seconded the motion. The motion passed with a unanimous vote of 5-0.**

There being no further business of the Council Members, the meeting was adjourned at 3:22 p.m.

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