

**New Mexico School for the Arts  
Head of School Report: August 2016  
Report by Cindy Montoya**

*NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.*

**Facilities Issues**

The fence that separates the two parking lots has fallen down and needs to be repaired. Joey is gathering quotes and we expect it to be fixed in the next week or so.

**Ed Technology Note Funds**

SFPS has developed a process to distribute the funds. The details of the MOA will be reviewed during the GC meeting on the 8<sup>th</sup>.

**Staff Changes**

We have a number of new faces joining NMSA this year. Each new faculty and staff member is highly qualified and passionately committed to the positive school culture and rigorous mastery arts and academic program at NMSA.

- Garrett Anderson – Dance Department Chair
- Jennifer Black – Science Teacher (Int. Science; Chemistry; 9th Grade Academy)
- Dr. Diana Boyd – Math Teacher (Algebra I, Pre-calculus, Calculus)
- Lisa Collins – Applied Cello
- Tychiko Cox – Applied Voice
- James Durnin – English Teacher (English III & IV; 9th Grade Academy)
- Michael Garasi – Applied French Horn
- Stephanie Kirchoffer – School Secretary/Front Office
- Kathryn Klein – Art History
- Janine Johnston – Special Education/9th Grade Success Teacher
- Jenna Kuiper – Visual Arts Instructor
- Darci Lobdell – Applied Voice
- Kim Martinez – Social Studies Teacher (World History)
- Chris Ogden – Applied Saxophone, Applied Clarinet, Theory
- Tina Sandoval - Choir
- Jennifer Shouse – Health/PE Teacher

We also have some familiar faces in new or expanded roles:

- Karina Hean – Visual Arts Department Chair
- Cecile Hemez – Director of Data and Compliance
- Denise Hinson – Testing Coordinator/Curriculum Specialist for Technology
- Melanie McKinley – Algebra II Teacher

**Daily Schedule**

The daily schedule has been changed to reflect an A/B block. The rolling block, while effective, made it impossible to fill part-time positions with the most qualified candidates as the class schedule changed daily. A schedule is attached to this report

**Graduation**

The Convention Center has informed us that the date of May 23<sup>rd</sup> is no longer available. The only available dates are May 18<sup>th</sup> and Monday, May 29<sup>th</sup> through June 1. We will choose Monday, May 29<sup>th</sup> unless we want to change graduation venues.

**Audit**

NMSA's 2016 audit is scheduled for August 15th - August 19th at NMSA.

**Blue Ribbon School**

It has been recommended to NMSA that we plan to attend the Blue Ribbon Schools Conference, November 7<sup>th</sup> and 8<sup>th</sup>, in Washington, D.C. Final decisions will be based on the School Grade Report.

**Edutopia**

We continue to await word on the posting of the NMSA video.

**Back to School Documents**

Attached you will find the back-to-school letters to students and staff.

**In-Service**

This year marks the first time that four (4) in-service sessions were held at NMSA. The details of these sessions can be found in the Staff Welcome Back Letter.

August 1 – Leadership Planning (Joey, Cindy, Eric, Larry and Julie)

August 2 – Leadership and Art Chairs

August 3 – New Staff

August 4 and 5 – All Staff

**PEC Annual Update in WEBEPSS**

The final updates are in process with a completion date scheduled for August 11. The due date for completion is August 15<sup>th</sup>.

**Training Opportunity August 25th**

Fiscal Oversight and Making Hard Decisions Training is available to all Charter Leaders and Governing Council members. A copy of the email will be shared at the meeting.

*We hope you will all join us for the next Charter Schools Division, Governing Body Fiscal Oversight and Making Hard Decisions training which will include a presentation by Deputy Secretary Paul Aguilar on **Thursday, August 25, 2016.***

*The training will be from 8:00 PM - 1:00 PM. and will be held at Cooperative Educational Services, Albuquerque. The address is as follows:*

*Cooperative Educational Services, Albuquerque  
4217 Balloon Park Rd NE  
Albuquerque, NM 87109*

**Instructional Materials Report**

The report was submitted to NMPED on July 29, 2016.

### **Quality of Ed Survey**

The results of the survey are included in the packet. The number one concern among respondents is the condition of the building.

### **Audit Response**

NMSA was required to send an explanation of all audit findings to NMPED's Finance and Operations on May 8<sup>th</sup> and again on July 21. We have received acknowledgement of the May 8<sup>th</sup> submission. We have not received acknowledgment of the July 21 submission.

Jolene Jaramillo's July 21 response.

*Ms. Saiz,*

*Attached for your review are the financial policies for NMSA along with the documented procedures for Accounts Payable/Purchasing per your request in a letter dated 07/13/16. Also included are documents specific to the findings as follows:*

*Finding 2015-001:*

*\* Attached is the deposit support for the hotel refund.*

*\* Also attached is the information that will be provided to staff during in-service along with the sample sign-in sheet. The business office will provide a training to all staff during this time regarding business office procedures which includes purchasing.*

*Finding 2015-002*

*\* Attached is the Missing Receipt Affidavit form along with the Travel Reimbursement forms (in-state and out-of-state and mileage log).*

*Please let me know if you have any questions or concerns.*

### **Supply Card**

NMSA must submit records for the supply card use of two staff members. It must be noted that the procedures regarding supply cards included that the maintaining of records for five years was the responsibility of the teacher. The request was made a few days in advance of the first day of in-service. We will reply no later than August 12<sup>th</sup>.

### **Indicator 9 Response**

By August 22, NMSA must reply to the Special Education department regarding Indicator 9 and a possible disproportionate representation or over-representation of a particular subgroup.

### **ACD Waiver Policy**

Under the direction of Patty Matthews, we crafted a waiver policy regarding Alternative Demonstration of Competency. Please review the policy and send comments to Cindy no later than August 22<sup>nd</sup>. The policy will be presented for Governing Council approval at the September GC meeting.