

**New Mexico School for the Arts (NMSA)  
Parent Association  
NMSA-PA**

**Meeting Minutes**

August 4, 2012

**I. Call to order**

**President Cathy Weber** called to order the regular meeting of the **All School Committee (ASC)** at **11:08 am** on **August 4, 2012** at the school's location.

**II. Roll Call Sheet**

Sherry Garcia, Secretary asked those in attendance to sign in so. Principal, Cindy Montoya explained that the school must be able to document volunteer involvement and asked that the sign in sheet be available for photocopying at the end of the meeting. According to the sign in sheet, the following persons were present:

Jake Cohen	Ray Griffin	Sherry Garcia
Renee Martinez	Jeanie Hart	Nancy Bowman
Trina Raper	Tammy Orr	Cydney Martin
Sabin Bailey	Katharine Gates	Holly Phillips
Steven Marble	Chriss O'Neill	Tracy Howell
John King	Soledad King	Stephen Koehler
Cathy Weber	Christi Hield	Cheryl Gardopee
Megan Stavrowsky	Roni Rohr	Annica Graham
Karen Conley	Jesse Koehler	Cindy Montoya
Bob Davis	Mariana Civale	Leonardo Civale
Manvendra Dubey		

**III. Introductions**

Cathy Weber requested that everyone introduce themselves and identify their student and their area of study. Introductions were completed.

**IV. Review and Approval of minutes from June Meeting**

President Weber explained that to save time, the new procedure is that draft minutes are available before the meeting by emailing any one of the following individuals, Cathy Weber, Chriss O'Neill or Sherry Garcia. Reading the minutes is too time consuming to do at the meeting. A limited number of copies will be available at the meeting. For today, approval of

the minutes will be moved to the end of the meeting to give everyone a chance to read the minutes from the last meeting.

#### V. Review and Approval of the Agenda

A comment from Jake Cohen and a comment from Karen Conley were added to the agenda under item 12. No other changes were suggested so the agenda stood as prepared.

#### VI. Explanation of the ASC Structure

President Weber briefly described the All School Committee Structure and the need to clarify the name of the ASC under NMSA.

**MOTION:** Trina Raper moved that the name of the ASC be changed to the "NMSA Parent Association". Steven Marble seconded the motion. The motion passed unanimously.

**ACTION ITEM:** Staff was asked to change the name and references on the NMSA website to the new name.

#### VII. Assign a Timekeeper

President Weber explained the need to keep the meetings within 1.5 hour time limit. Jake Cohen agreed to become the designated timekeeper. Times were allotted for presentation of each type of item on the agenda.

#### VIII. Old Business

a) **First week of school schedule/event update:** *Before this discussion, it was requested that chairs of committees obtain a list of names from every meeting or event held and provide it to Principal Montoya. Principal Montoya indicated that a volunteer log will be created for this purpose.*

- Principal Montoya: The first day of school and orientation is Monday August 13. It will be a full day schedule. August 14 at 9:30 are opening ceremonies with various dignitaries. Registration should not take longer than 15 minutes because packets were mailed ahead of time and forms can be prepared before that day. Parents are welcome on both days but are not required to attend as long as they have signed all the forms.

b) 2011/12 Yearbook: It will be available the first two weeks of school at a cost under \$30.

- Question on changing classes: Students will have the opportunity to change classes on the 15<sup>th</sup>. Current student schedules of classes are available by logging into Power School.

#### IX. New business

a) ASC Name Change Discussion: This was already conducted under agenda item #6.

- b) Review of Master Calendar Dates: Principal Montoya presented the following events from the master calendar.
- 8/31 Can transfer one time to a new discipline
  - 9/21 Back to school night from 6-8 p.m.
  - 9/29 No school for in-service
  - 10/25 & 26 Teacher/Parent conferences
  - 11/9 Fall Dance
  - 12/21 First coffeehouse at the school
  - 3/1 Second coffeehouse at the school
  - 5/31 Third coffeehouse at the school
  - 5/18 Prom at the Santa Fe Country Club
  - 6/3 Graduation at the Convention Center
- Exams are before vacation this year and art juries and portfolio reviews are before academic finals this year.
- NOTE:** The full calendar is on the NMSA website.
- c) ACT/SAT Preparation: Katharine Gates stated that while arts schools don't required these tests for admission, scores are needed for financial aid. Josh Rappaport will provide the preparation classes again this year at the school and there will be 2 ACT and 2 SAT courses, one set in the fall and one in the spring. Both the SAT and ACT will be comprised of 8 class meetings on Saturdays for a total of 16 hours of preparation. The cost of each course is \$150 plus gross receipts tax. The first ACT course begins Saturday August 25<sup>th</sup> because the first test is October 27. The fall SAT starts on September 29.
- NOTE:** Katharine will be at registration on 8/13 to provide information and packets.

## **X. Officer Committee Task Force Reports**

- a) Parent Volunteer Coordination: Christi Heild & Nancy Bowman: They are creating a database to capture information provided on volunteer forms. They do not yet have the volunteer forms as these are in the registration packets. Once this information is available and the database populated, it can be used by the chairs to obtain the contact information for volunteers indicating interest in those events.
- b) Student Social Events Committee: Nancy Bowman and Chriss O'Neill: Dates for the prom and coffeehouses were already covered above. Nancy will review the forms to find out who volunteered for parking event for Indian Market. Stephen Koehler is coordinating the parking event for Indian Market. He indicates that he needs 4-5 volunteers parking cars (no valet just showing cars where to park). He passed around a sign in sheet. The cost is \$9.99 and gives volunteers an opportunity to talk to people parking about the school by asking if they want to donate their penny to the school. **NOTE:** They can also use

volunteers to bring refreshments (water/snacks) for the volunteers working the parking. Please get a ride to the school to help to save parking spaces for the paying public.

- c) Parent Fundraising Committee: Laurie DeDomenico: Katharine Gates presented that this committee had a meeting about the Hahn Ross event for the visual arts program. They believe more publicity would improve revenues for the event. They would like to place an advertisement in the Pasa Tiempo but the cost is \$6-800. There were several motions and seconds and discussion that led to rescinding the motions because the parent fund/checkbook and structure for making a request is not yet available. Also discussed was an idea to partner with a group and have a cooperative advertisement so the cost of the ad can be split among the group.  
President Weber stated that by the September meeting the structure for requesting funds from the NMSA-PA will be in place so that funds can be requested at that meeting.
- d) School Community Events (Teacher & Staff Appreciation): Christi Hield: The appreciation for teachers and staff falls in May. Last year more than \$3,000 was donated in gift certificates. This will be scheduled so there is no conflict with school production and a date will be finalized by the next meeting. Jesse Koehler, acting student council president, asked that the committee communicate plans with the student council so that students can participate more fully with the event this year. As last year, another individual suggested that student art work be part of the gifts given. Christi was commended for the excellent outcome to this event with short notice.
- e) Residential and Out of Town Student Outreach Committee: Lois Harvey: Chriss presented for Lois and stated that Riis and Stephanie Wilton (?) coordinate for meals and other items such as this. This year meals for residential students will be catered. **So there may not be a need for volunteers to bring in meals for residential students.** Information will be in the newsletter. There are 5-6 residential students. The residential students stay the dorms at the New Mexico School for the Deaf. They would like to have families volunteer to take students for the weekend when they can't go home. There is one student in particular that needs a place to stay on weekends. The mother of this student is interested in meeting the families that are interested in hosting this student for the weekend. Contact President Weber if you are interested.
- f) Grounds/Maintenance/Landscaping Task Force: Steven Marble, Jake Cohen, Cheryl Gardopee: Steven Marble commended Principal Montoya for having the gardening done this summer. She indicated that she had a budget and was able to get the watering system fixed. She is awaiting a decision from the Archdiocese regarding moving the fence so the picnic tables can be relocated. There will be a volunteer

day on Saturday August 11 starting at 8:30 am to finish mulching and putting in weed barriers.

## **XI. Administration/Staff Reports**

President Weber asked that questions not affecting all students or parents be reserved for a privately scheduled meeting with Principal Montoya and not asked during the following report.

- a) Principal's Report: Principal Montoya provided the names and discipline of the new teachers and staff hired over the summer. A sample of a school agenda notebook was shown that will be provided to all students, so no agenda will need to be purchased. There was no program development or new campus report provided because Riis had an emergency and could not be here.

## **XII. Departmental Parent Liaison Reports**

- a) Dance Department: Shelley Robinson: No report
- b) Theater Department: Nancy Bowman: Joey (Dept. Chair) will provide a list of what he needs in a letter to parents. He will have a meeting of theater parents. If parents want information they can email Nancy at [NancyBowman3@gmail.com](mailto:NancyBowman3@gmail.com)
- c) Music Department: Cheryl Gardopee, Jake Cohen, Karen Conley: Jake reported that he had met with the new Music Chair and she is dynamic. He will need help to research programs for music student resources. They would like to develop a unique fund raiser like having a real coffee shop at the school each morning. The owner of Java Joe's is willing to train parents to make specialty coffee and tea drinks. Principal Montoya noted that she will check to make sure that we would not be in violation of the federal lunch program.
- d) Visual Arts: Susan & Warren Steinman, Katharine Gates: Katharine provided an update regarding the letter she spearheaded that is intended to introduce the NMSA program to colleges nationally. This is important so our students can be recruited by good colleges and so that these institutions are aware of the stature of NMSA. The letter is printed on letterhead with the names of the founders and board. The letter includes a copy of the DVD about the school. A database has been created for 200 colleges (both general and department-type). The first 130 letters will go out today. **ACTIONS:** It was requested that parents be provided a copy of the letter. Katharine noted that department liaisons need to work with their department chairs to develop a similar database for the students in the other departments. Send these to Katharine and she will incorporate into the database. Send information for Theater to Charles and Elizabeth. Katharine also spoke about a list that has been developed and will be posted on the school's website of extracurricular opportunities for visual arts students (jobs, internships, awards, performances, etc.). Parent liaisons for other

departments will want to put together similar lists for students in the other disciplines.

NOTE: Katharine Gates moved that the meeting end time be extended five minutes so that business could be completed. Steven Marble seconded and the motion passed unanimously.

Principal Montoya underscored the importance of the letter to colleges by relating a story about a visual arts student that was accepted to college but did not receive much financial aid. The college was contacted and after re-evaluation of the NMSA program, he received a full scholarship. College can't keep up with all the new charter schools which are started, so this information campaign is important to our students.

### **XIII. Parent Comments**

Jake Cohen commented that he has heard concerns from students that because of so much turnover in staff they believe the school is going to be shut down. Principal Montoya indicated that this will be addressed with students as best it can be to protect staff confidentiality on the 13<sup>th</sup>. In addition, Riis is working with Principal Montoya on a retention plan. There was discussion that turnover may be the nature of a start up and has happened in other schools. Additional discussion occurred about our responsibility to help our students understand and embrace change. Principal Montoya conveyed that NMSA has an amazing governing council and board. The founding members have been doing this for six years. The final comment was that kids deal with loss differently with adults and we need to pay attention to their concerns.

There was a note that an alumni pass is being arranged that would allow past students to come to any function of the school as a means to keep people "connected".

Karen Conley commented that in the arts there is a tendency to experience an "imposter syndrome". Essentially, students don't believe they are good enough to be at the school and that others are more talented than they. She suggests that we make a concerted effort to embrace new students and insure they feel part of the community. Principal Montoya stated that there are several mixing activities planned for the first week of school and these will be across department lines. Further discussion was that we need to keep NMSA a non competitive environment where we bring out the best in each other and support one another rather than being competitive.

### **XIV. Approval of June Minutes**

Steven Marble moved to accept the minutes of the June 9, 2012 ASC meeting as written. Bob Davis seconded. The motion passed unanimously.

**XV. Future Agenda Items**

No additional agenda items were discussed.

**XVI. Next Meeting**

There was discussion and a rescinded motion to move the next meeting from the first Saturday of the month because of the Labor Day Holiday. However, other conflicts were noted and it was decided to keep the next date of September 1 at 11 a.m. Chriss or Laurie will run the meeting because President Weber cannot be in attendance.

**XVII. Adjournment**

Karen Conley moved that the meeting be adjourned. The motion was seconded by Cheryl Gardopee. The motion passed unanimously and President Weber adjourned the meeting at 12:44 pm.

Minutes submitted by: Sherry Garcia, Secretary