

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

Meeting Minutes Final

September 1, 2012

I. Call to order

President Cathy Weber called to order the regular meeting of the NMSA-PA at 11:03 am on September 1, 2012 at the school's location. She reminded the group about the name change from All School Committee to New Mexico School for the Arts Parent Association.

II. Roll Call Sheet

Those in attendance were asked to sign in. According to the sign in sheet, the following persons were present:

Robin Evans	Cara Even	Sherry Garcia
Cindy Montoya	Susan R Cort	Stephen Koehler
Rick Sanders	Tracy Howell	Lauren Smith
Cathy Weber	Christi Hield	Nancy Bowman
Katherine Gates	Manvendra Dubey	Shelley Robinson
Gayle McGuinness	Wanicha Burapa	Kyle Smith
Tom Osgood	Inez Russell Gomez	Megan Stravrowsky
Trina Raper		

III. Introductions

Cathy Weber requested that everyone introduce themselves by only identifying their student and the students area of study. Introductions were completed.

IV. Review and Approval of minutes from June Meeting

President Weber reminded the group 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. Approval of the minutes is on the agenda at the end of the meeting to give everyone a chance to read the minutes from the last meeting.

V. Review, Additions and Approval of the Agenda

The following items were added to the end of the agenda for today:

Discussion about colleges coming to NMSA
First all school gathering
Carpooling/ride sharing
Parent Directory
the name and references on the NMSA website to the new name.

VI. Assign a Timekeeper

Rob Evans agreed to be today's timekeeper. Times were allotted for presentation of each type of item on the agenda.

VII. Old Business

a) Treasurer's Report and Reimbursement Policy(New)

Christina Yamashiro, Accountant for NMSA has provided a spreadsheet for the Parent Association account activity and fund balance. A copy of the report was circulated among those present. The current balance is \$5,043.85 and that is after a \$15,000 donation to the NMSA Art Institute. Adding the funds that were raised from the Indian Market Parking Lot event of \$2,573.00, the total balance will be \$7,616.85.

The new procedure to obtain funds is to use a pink form that will be made available to either request funds in advance or request reimbursement. The process was outlined as follows:

1. Talk to Cathy Weber as President or Chriss O'Neill as Treasurer or your committee chair about the expenditure needed for pre payment.
2. Fill out the pink form with the amount and submit it to Chriss O'Neill to sign off and it will be given to Christine Yamashiro who will provide a check.
3. Please talk to your committee chair before making an expenditure for which you will want to be reimbursed. Once the expenditure has been made, fill out the pink slip, attach the receipt and submit for reimbursement. (To Chriss O'Neill for sign off and then to Christine Yamashiro?)

There were questions about requesting money to support department events. However, this is a different process. The NMSA-PA provides funds from fund raising events to the school and the school distributes the money to the departments. Work with your department heads to determine events, money needed for events and the department heads work with development, treasurer and Principal Montoya to decide what can be funded.

b) Status of ACT/ SAT Prep Course:

Katherine Gates reported that 9/1 was the first day of the ACT preparation course. The courses must have 15 students or they will be cancelled. A registration form and payment is needed to hold a space in the course. The cost is \$150 plus GR Taxes for a total of \$162.29. SAT course is half booked and starts of September 29. Four students have been given a

small reduction in the fees and received a guide book. Josh Rappaport, the tutor for these courses is donating part of his fee to help provide a student fund for students that cannot afford the course. For the future, the school may take over these ACT/SAT preparation courses but for now another parent lead is needed to learn about this project to take over from Katherine.

- c) **Report and Thank You to Steven Koehler & Team for Indian Market Parking:** \$2,573.00 was earned over Indian Market weekend. He had over 30 volunteers and actually had to turn some folks away. They had drinks and snacks donated and had extra.
 - d) **Advertising for Visual Arts 11/9/12 Event:** Katherine Gates presented about the visual arts event that used to be called 99 for \$99. It will now be called Birch because the art will be developed on pieces of birch. The committee would like to have more visibility to raise awareness of the event in the community. She and her committee are requesting funds to pay for a quarter page advertising in the New Mexican. There was discussion about the cost; about repayment of the funds dependent on the amount raised at the event and other ways to reduce the costs to advertise and get as much as possible for the money. It was agreed that NMSA information should be in the advertisement along with the event information. It was agreed that if money were used from the Parent Fund for advertising this event, it would not need to be "repaid".
Birch Event: The format of the Birch event was also discussed at this point (9B from agenda). The event will be held at the College of Art and Design on Cerrillos Road which will allow more people and parking at the event. There will be an auction now, every piece will have a minimum bid for \$99 and bid sheets will be used. Bidding will be by sections of art. Adult artists will also contribute but there will be no names on the pieces.
- MOTION:** Katharine Gates moved that we use up to \$1,000 from the Parent fund for the advertising of the Birch Visual Arts event of November 9, 2012 at the College of Art and Design in Santa Fe. Trina Raper seconded. The motion passed unanimously.

VIII. New business

- a) **Lensic Samsara movie Event:** Katharine Gates presented that Steven Marble has donated 50 preferred seating tickets to this event which is scheduled for Monday September 24 and NMSA is to receive 100% of the proceeds to create a financial needs fund for students who do not have the funds to participate in the ACT/SAT preparation courses. In addition, the Lensic is donating \$8 of the sale of 50 designated tickets also. Steven will sell tickets at the school for \$20 per ticket. This event has sold out in NY and LA.

MOTION: Katharine Gates moved that the 100% of the funds raised by Steven Marble Samsara Film fund raiser go to SAT/ACT financial needs preparation class for only NMSA students and reside as a line item in the budget. The motion was seconded by Rob Evans.

MODIFIED MOTION: Financial need defined to receive a reduction in price and to provide required study guide. If the school takes over the courses a discussion of how to use the funds will be held at that time. Katharine Gates agreed to the modification and Rob Evans agreed to second the modification. Motion passed unanimously.

A Big Thank you to Steven Marble!

- b) **Call for Committee Co-Cordinators for Fundraising Events:**
Co chairs are needed for all fund raisers from now on. The idea is to have parents with younger students as co-chairs to be mentored by the parents who are currently chairs but whose students will graduate. If you are interested please let someone know.

Applebee's Event: Cara and Rob Evans have agreed to coordinate this event. Thank you to them.

Nancy Bowman indicated that they are calling all parents of the theater department. Cara discussed that Flying Star has a passive fund raiser where on a specific night a percentage of all meals purchased would be donated to the school.

IX. Officer Committee Task Force Reports & Updates

- a) **Parent Volunteer Coordinators:** Christi Heild & Nancy Bowman:
The status of incoming 2012-2013 parent volunteer and parent directory forms is that 147 parents responded and they listed multiple areas of interest across departments. They are completing the database to capture information provided on volunteer forms. The Parent/Student Directory is being alphabetized and by Monday it will be given to Principal Montoya. It was delayed because of changes to the student body in the first weeks of school.
- b) **Parent Fundraising Events:**
Music- Christi Hield presented that they are still considering the coffee bar every morning. Principal Montoya has obtained the nutrition program rules and will meet next week to determine if we will be allowed to have a coffee bar under the rules. This could easily be a \$15,000 per year fund raiser. It would be run by parents but could also be an apprentice program for students. The equipment is low cost or donated.
Visual Arts – Katharine Gates already discussed the 11/9 Birch Event.
Theater - Applebee's was already discussed but the date on the agenda is incorrect. It is scheduled for December 8. The dessert

theater is being considered for 2/23/13. Leanore Lorenzo is the chair and needs a co-chair to be trained to take this over.

- c) **Student Social Event Committee**: This was skipped
- d) **Parent Fundraising Committee Chair/Vice President of NMSA-PA Replacement**: Laurie DiDomenico is no longer at the school so there is a need to replace her as VP of the NMSA-PA and as the chair of the fundraising committee. A discussion ensued regarding the duties of the VP.

MOTION: Christi Hield moved that Lauren Smith be elected as VP of the NMSA-PA. Susan Cort seconded. Passed Unanimously.
Congratulations VP Smith!

- e) **School Community Events (Teacher & Staff Appreciation)**: It was agreed to skip this item today.
- f) **Residential and Out of Town Student Outreach Committee**: Lois Harvey was not here today but she has a website where volunteers can sign up for dates to provide meals to the 5 students and 2 adults staying at NMSD's dormitories. [Http://www.bit.ly.com/dormmeal](http://www.bit.ly.com/dormmeal) Note there are no food allergies that need to be considered.
- g) **Grounds/Maintenance/Landscaping Task Force**: Steven Marble could not be here. Principal Montoya stated that she had approval from Chuck to move the fence so the picnic tables can be relocated. Steven Marble will send out an announcement of when volunteers are needed to do this work.

X. **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:**

- a. Status of 2011-2012 Yearbook- It is 80% completed. Megan is assisting this project. FY 13 not started yet and may need a new format. There was a question about whether we could sell ads to raise money for the yearbook. The answer was yes. However, from now on yearbook orders will have to be pre-paid.
- b. New Messaging system- The school has obtained a new messaging system to get information to parents and students. It is the Bright Arrow system and it will send text messages; voicemail and email messages regarding delays and other information.

b) **Program Development Report:**

- a. Next time, Riis could not be here.

XI. **Departmental Parent Liaison Reports**

- a) Dance Department: Shelley Robinson: There have been no fund raisers yet for the dance department. Adam McKinney has provided a list of performances from month to month. There was discussion about possible events like a dance-a-thon; dancing with the stars, marathon run; Flying Star; sale of bottled water at Indian Market, etc.
- b) Theater Department: Nancy Bowman: Suggested that perhaps dance students could be part of the dessert theater.
- c) Music Department: already discussed
- d) Visual Arts: already discussed

XII. Additional Agenda Items

A) **College Recruiters-** Principal Montoya reported that over 200 letter and DVDs were sent to colleges. Eleven schools have responded so far. They will begin to visit on Fridays at 9:30 a.m. The newsletter will have this information in more detail. She says that the colleges are very interested in New Mexico students and are coming with significant scholarship money. Parents are welcome to come on Fridays when the colleges are here. There was a request to help provide information to parents about getting into these colleges. There will be a college night soon. Principal Montoya will include parent liaisons on information about the meetings. Sarah Lessor (sp?) the new counselor has information in her office and has a senior guide to college available. She is working on a junior guide.

NOTE to visual arts parents: Very few art schools accept the common application they want individual forms and essays. Start now.

B) **Social Gathering:** The date for this has not yet been set. We need this type of event to create community at the school since we have no football games or other types of way to create social connections. Jesse is working with Principal Montoya to create an event prior to the end of the first third of the school year.

It was proposed that we add a new agenda item each month about developing a social connection at the school. Principal Montoya discussed junior and senior privileges for meeting responsibilities. She also discussed the four goals of the school approved by the Board one of which is related to this issue. These include:

School Culture: She is working with Joey Chavez about how to tie privileges to responsibilities

Technology: using in real ways starting with visual arts portfolios

Charter Renewal: How to capture and better tell our story and what we don't do at NMSA.

A-F Report Card: Working with expert to crate curriculum framework to integrate with humanities and reduce workload. They need parents to be part of this effort.

All of this information will be in the next newsletter.

C) **Carpooling/Ride Sharing:** Principal Montoya will talk to people and this idea will be placed on the form next year.

XIII. Future Agenda Items

Riis Gonzales will address the NMSA-PA at the next meeting re: New Building location & NMSA Development.

XIV. Approval of Minutes

Manvendra Dubey moved to accept the minutes of the August 4, 2012 meeting as written. Nancy Bowman seconded. The motion passed unanimously.

XV. Next Meeting

The next meeting is Saturday October 6, 2012 at 11:00 a.m.

XVI. Adjournment

President Weber adjourned the meeting at 12:40 pm.

Minutes submitted by: Sherry Garcia, Secretary