

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

Meeting Minutes

March 2, 2013

I. Call to order

President, Cathy Weber called to order the regular meeting of the NMSA-PA at 11:08 am on March 2, at the school's location.

II. Sign Roll Call Sheet

Roll Call Sheet

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

Cathy Weber	Sherry Garcia	Lauren Smith
Warren Steinman	John King	Shelley Robinson
Stephen Koehler	Leonora Lorenzo	Jake Cohen
Susan Steinman	Tom Osgood	Karen Conley
Megan Smith Stavrowsky	Wanicha Burapa	Charles Hoy

III. Introductions

Introductions were completed. President Weber indicated that we may have name tags at the next meeting.

IV. Distribution of minutes from February Meeting

To save time, the draft minutes are sent to those providing a readable email address next to their name on the sign in sheet or are available before the meeting by emailing any one of the following individuals, Cathy Weber, Chriss O'Neill (chrissoneill@gmail.com) or Sherry Garcia (sherry_711@msn.com) . A limited number of copies will be available at the meeting. Approval of minutes is at the end of the meeting to give everyone a chance to read them.

V. Review, Additions and Approval of the Agenda

An item was added on Music Dept. pay back of money for uniforms- Jake Cohen

VI. Assign a Timekeeper

President Weber acted as timekeeper.

VII. Treasurer's Report

Chriss O'Neill was unable to attend this meeting due to NMSA auditions/portfolio reviews. She sent a written balance sheet which was reviewed for the additions and reductions to the account balance. This report showed a balance of \$17,478.77 as of February 19, 2013.

VIII. Old Business

- a. Draft Bylaws for Parent Association: Several copies of draft by-laws were distributed as drafted by Sherry Garcia, NMSA-PA secretary. Other school parent association by-laws (especially charter schools) were researched and this format/content template was selected from the New York City Department of Education, Office for Family Engagement and Advocacy due to its similarity to the way this Parent Association operates and because of the section on financial responsibility. Ms. Garcia explained that those portions of the by-laws that were a change to the way the NMSA-PA operates or might need additional information added had been highlighted in red for input from a committee. Christi Schackel (previous to the meeting) and Lauren Smith offered to assist with finalization of the by-laws and Tom Osgood and Charles Hay obtained copies of the by-laws to provide input.
- b. The presentation by Christina Yamashiro was postponed until later in the meeting so that she could be present.

IX. New business:

- a. Video Presentation: A presentation of NMSA pictures was shown as a promotion for yearbook sales and participation by President Weber. This video will be shown at assembly to get more involvement. Megan Stavrowsky talked about the need for more pictures for the yearbook and they will be providing disposable cameras again to obtain more pictures. They have sold 50 yearbooks but need to sell 100. The students working on the yearbook have been selling advertisements but still need \$2800 and only have 3 weeks to raise the money and complete the yearbook. There was discussion about building the funds for the yearbook into the budget as this is the school's alumni for fund raising. There was also discussion about the NMSA-PA purchase of an advertisement in the year book.

MOTION: Charles Hoy moved that the PA cover outstanding amount needed for the yearbook until it's paid if needed. Stephen Koehler seconded. Passed unanimously.

MOTION: Jake Cohen moved that the PA buy a full page advertisement in the yearbook. Leonara Lorenzo seconded. Discussion: The PA ad will congratulate the seniors from the PA and use a senior photo to be taken by Cathy Weber. The ad will also indicate that we are here to support the school and have the mission of the PA in small letters at the bottom. Passed Unanimously.

Further discussion ensued regarding the need to have yearbook order forms in the registration packet and the need for liaisons to reach out to parents to sell more

yearbooks. Megan and Cathy will write something and send it to the parent liaisons to send to parents in their departments and add information that all students will appear in the yearbook. It was noted that the LifeTouch pictures are not being used for the senior pictures, instead a senior student is taking the pictures.

- b. Need Volunteer to Draft Financial Procedures for PA Account: President Weber indicated that this will be part of the by-laws instead of being separate and she will handle this.

X. Officer/Committee/Task Force Reports and Updates

a. Parent Fund Raising Events:

Debrief Dessert Theater: Leonara Lorenzo stated that \$2,200 was earned on this event. In addition, there was discussion about contacting vendors and that due to lack of a “plan” different groups at NMSA are contacting the same vendors repeatedly. Some vendors have a set amount that they will provide to any one group and “standing” commitments could be jeopardized. We need a way to coordinate and share information about donations solicited. There was discussion about the fact that the NMSA-PA had a fund raising chair and this could be one of their responsibilities. There was a suggestion to delegate this responsibility year by year and a department isn’t going to use a vendor, the vendor goes back into a “pool” for use by others. There was also a suggestion that this could be part of the functions of the Development Department. Tom suggested that this issue be on the agenda for a future meeting to develop a simple process. Departments have the same events each year, so document them and identify the vendors that are used for the events. This documentation could be used from year to year to help us work together at the beginning of the year and not “lose” the information when the PA committee changes.

- b. **Student Social Events Committee:** It was reported that the prom will be held at the Country Club again this year due to price and containment. There will be a photobooth and chocolate fountain. The Student Council is having a juniors/seniors-only “mocktail party” ahead of the prom. It will end at 11:00 p.m. Dr. Seagraves will be sending out an email about volunteers.

- c. **Yearbook Update:** Completed earlier in the agenda.

- d. **PR Report:** Charles Hoy indicated that Judy had created an advertisement for the Music Department (two copies were passed around for review). He also indicated that NMSA has hired someone who will be in charge of PR/Marketing. They are trying to make sure that there is the same look and feel to advertising for the school and its various departments.
There was a question from John King about how the school could have an approved poster with the correct logo available for use on activities so that it didn’t need to be approved each time needed and miss important opportunities to advertize events. It is important to “fill seats” at our events to raise money. The

idea of banners outside the school was also discussed as has been done in the past.

ACTION: Tom Osgood volunteered to spearhead looking into what is needed from school, art department, historic society and the Archdiocese regarding the banners...as a moveable piece of art.

e. **Residential/Out of Town Committee Report:** No report.

f. **Graduation Committee:** No report.

XI. Administration/Staff Reports

a) **School Culture and All School Arts Day 3/28/13:** A letter from the Student Advisory Board through Joey Chavez notified the parent association that the next Culture Day is scheduled for March 28, one half day in the afternoon. Students will have lunch together from 12-1 and then John Morello a one man show called "I Am Dirt" has been scheduled. From 2-2:30 p.m. they will talk to an artist and from 3-4 pm there are group activities and an culminating event from 4-4:30 pm. The cost is \$2,800 and the SAC is seeking \$750.00 from PA to contribute \$750.00 for this event. There was discussion about who the Student Advisory Board is and whether the PA can give money to an unknown group of students.

MOTION: Charles Hoy moved to find out who the Student Advisory Board is but withdrew the motion.

MOTION: Leonara Lorenzo moved that the NMSA-PA donate \$750.00 to the Student Advisory Board overseen by Joey Chavez, Theater Head for the Art Exchange Day. Stephen Koehler seconded. Passed unanimously.

b) **Principal's Report:** NOTE: At this point the PA returned to agenda item 8b previously postponed. Christina Yamashiro reported that the amount of money discussed at last month's meeting had been paid by the parent and all was resolved. She then discussed her role as head of the safety committee at the school. She indicated that they are getting input from the PA. Also she reviewed some of the activities in which they have already invested for safety such as the window coverings on each of the classroom doors; new locks for the classroom doors that lock from the inside; training for all staff on procedures for evacuation and sheltering in place during a lockdown; participating in online training in the vernacular used by safety personnel; having two-way radios in all classrooms and the office; someone sitting at back door to have people sign in; installation of security cameras and managing parents related to safety issues (such as not coming through back door without signing in). Communication methods were discussed related to possible future safety events. It was suggested that she have a meeting with parents to get their input and will call the meeting through newsletter; Bright Arrow and Icontact. It was also suggested that the school webpage could have a place for input or a button to remind everyone about this issue.

NOTE: At this point the PA skipped to item 13 on the agenda:

Jake Cohen brought up the discussion from the previous month's meeting regarding a request from the Music Dept. for money to buy uniforms for the chorus. He indicated that there were questions regarding the need to pay back these funds to the PA and what the purpose of paying it back would be. There was discussion about whether the PA had "required" that the money be paid back or were suggesting that there be intent to pay it back. There was also discussion about why some department's fund raisers went into the PA account and why some event's funds were provided directly to development and that this isn't clear about why/when the funds are into one pot or another.

MOTION: Charles Hoy moved that this topic (clarification of how funds raised are dispersed and how funds come to the PA) be added to the next meeting's agenda. Stephen Koehler seconded. Discussion that Cathy will invite Riis to come to the next meeting. Passed unanimously.

Tom Osgood suggested that the PA consider having mission statement incorporate all departments.

NOTE: The PA returned to item XI b Principal's report at this point.

XI. b. Attachment: Cindy Montoya's letter to the PA was read and is incorporated into these minutes as an attachment. . The letter responds to the master schedule and the daily/weekly schedule remaining the same for next year. The last paragraph indicates that the school would like to have one lunch period for all students but that it is impossible.

Discussion that lunch is a big issue and some possible suggestions would be to have it in the gym instead of the lunch room and have either the Student Council set up/clean up or have some way to do that...everyone clean up after themselves. Cathy will send an email on behalf of the PA.

XII. Departmental Parent Liaison Reports

- a. Dance: No new information due to lack of time.
- b. Theater: No new information due to lack of time.
- c. Music: No new information due to lack of time.
- d. Visual Arts: No new information due to lack of time.

XIII. Additional Agenda Items:

Already discussed regarding pay back of uniform funding to music department.

XIV. Set Future Agenda Items:

- a. By laws.

- b. Fund Raising Plan and Parents to develop notebooks to pass along regarding events.
- c. Revisit mission statement about fund raising.
- d. Riis about funds and disbursement.
- e. Budget at beginning of the year.

XV. Approval of Minutes from February, 2013

MOTION: Jake Cohen moved to approve the February 2013 minutes. Shelley Robinson seconded. The minutes were approved unanimously.

XVI. Next Meeting

The next meeting is Saturday April 13th at 11:00 a.m.

XVII. Adjournment

Vice President, Lauren Smith adjourned the meeting at 12:40 pm.

Minutes submitted by: Sherry Garcia, Secretary