

NMSA All-School Committee Meeting
Final Minutes for 2/5/2011

Call to Order 11:43AM

Roll Call Those who attended and signed in included Catherine Oppenheimer (Governing Board Chair), James Ledyard (Head of School), Michele Ortega (Co-chair), Trina Raper (Co-chair) Jaffa Frank (Secretary), Tom Osgood, J Ortiz, Kurt Faust, Steven Marble, Marcie Brooks, Aviva Faust, Julie Gomez (Director of Development), Adelma Hnasko (Director of Admissions), Cathy Weber, Petra Lang O'Brien, Tamara Lichtenstein, Tevis Baier, Cameron Murdock, Steve Ediger, Alex Giorgio, Bruce Berlin, Leonora Lorenzo, and Shelly Felt.

Approval of the Agenda Bruce Berlin moved that it be possible to add additional items to the agenda for discussion at the end of the meeting. Steve seconded and it was unanimously approved. With that addition the agenda was approved.

Approval of the Minutes There was discussion about including the names of those present in the minutes under "Roll Call" and not including names in the comments and discussion sections except in the case of motions. Bruce Berlin so moved, Leonora Lorenzo seconded and it was unanimously approved. A sheet will be passed around each meeting and those attending who want their names listed on the minutes will sign in.

I. Parent Comment

Appreciation was expressed for the prompt response by the administration and faculty in addressing the A/B week concerns previously expressed by parents. The switch to the A-A-A/B-B-B weekly schedule has been implemented and will be monitored for academic effectiveness.

Thanks was expressed to Adelma Hnasko for her work on the e-newsletter and communications about the NMSA All-School Committee meeting. Ways to continue to improve communication between all members of the school community were discussed.

There was discussion about the need to create a subcommittee to formulate a **mission statement for the All-School Committee**. The school charter provides some criteria.

It was discussed that in addition to final minutes, **NMSA newsletters should be posted on the website**.

PE graduation requirement was discussed. One credit (one year) is required. PE is currently available zero hour (8:15AM), but hopefully next year will be offered during the regular school day. Dr. Ledyard will look into possible alternatives for students to fulfill the requirement including classes at the Community College, 3 years of varsity level participation in one sport, and/or lobbying the state to allow dance as PE. Capoeira training and other activities not taught by a state licensed teacher do not count.

The desire for more opportunities for students to explore arts outside of their chosen departments was expressed. The school hopes to provide more **cross-over arts opportunities** in the future.

Changing the meeting time of this committee was discussed and moved to "Action Items."

II. Action Items

Block scheduling: A change was made as discussed above. Dr. Ledyard reported that the faculty is happy with the change and preferred it to alternating days as this schedule allows for intensive units that span more than one class period. They will continue to monitor the schedule.

All-School Committee Meeting time change: Bruce Berlin moved to change the meeting to 10AM-12PM. Steve Ediger 2nd. Discussing led to an amended motion for the meetings to continue on the 1st Saturday of the month but to run from 11:00AM-12:30PM. This motion passed unanimously.

Tracking volunteer time and donations: Tamara Lichtenstein brought up the need for parents to keep track of their time, money and in-kind donations to report to the school. This information is needed for grants and other development activities. Julie Gomez will work on a reporting format to facilitate this process for parents and other volunteers.

III. Reports

1. **Board:** Catherine Oppenheimer shared information on organizational structure, funding and programs. While there are two separate boards over the charter/academic school and the arts school the intention is for NMSA to function as one unified entity. Catherine announced that **Adelma Hnasko will be promoted to Executive Director** of the arts school and will work in tandem with Dr. Ledyard, Head of School of the charter/academic school. This will provide more emphasis on the fundraising needed to run the arts program since it is not state funded like the academic program. It will also assist with proper reporting and compliance with state requirements. There will not be duplication in the two roles.

The need for a long-term approach to funding the school was discussed. Steve Ediger shared that he has a national school funding study he will send Dr. Ledyard. Catherine shared that many public arts high schools have non-mandatory, sliding scale arts fees that can be paid in installments. Scholarships could be created. This could be part of a total funding approach along with department and school-wide fundraising efforts. The goal is to create a sustainable funding model that allows NMSA to fulfill its mission of providing creative mastery to deserving New Mexican students regardless of their economic background.

A **parent survey**, which is a start charter school compliance requirement, will go out next week via email. It will give parents a chance to give input on the school and headmaster.

2. **Administration:** Changes to the A/B schedule and Adelma's promotion were discussed briefly. A school-wide communication has already been sent out about the new schedule.

3. **Subcommittees:**

- **Head of School Evaluation:** Cathy Weber and Dave Jansen have been working on this. Cathy reports that the form is written and she is working on an interactive format to send it out and get it back via email. Cathy and Dave are testing it and may use "survey monkey." Dr. Ledyard has reviewed the form. It will be ready to send out next week. The need for a printed version including a self-addressed stamped return envelope was discussed.

- **Newsletter:** Cathy Weber has been working with staff on the newsletter and progress is being made. The need to include those families that don't have email was discussed. Archiving the newsletters on the website was also discussed. Newsletter items go to Julie Zimmer.
- **Technology Issues:** the **Master contact list** is kept by Adelma. It needs checking and updating and to be moved onto "*i contact.*" Cathy Weber will follow up on trying to clean this up. Steve Ediger will come in and work with Cathy and Dr. Ledyard on getting things fixed up on **Power School**. The need to contact families who do not have access to the internet was also discussed.
- **Junior Class Camping Trip:** Dr. Ledyard will contact Marcelle Grant and Petra Lang O'Brien to get this organized.
- **Fundraising:** Julie Gomez was welcomed as the new Director of Development. Parents who were interested in helping with fundraising will work with her.
- **Legislative Affairs:** The dance and music departments are performing collaborative works in the House Chamber on Feb 14th at 10am.

IV. Discussion Items

1. **Protocol for communication** between board members and for meeting minutes: The need to streamline and standardize communication and to include the larger school community was discussed. A trial protocol was determined as follows.

Monday, 12 days prior to the meeting

- Agenda items are due to Michele Ortega at mortega@sfpf.info
- Dates need to be shared with school community (*February 21, March 21, April 25, May 23*)

Wednesday, 10 days prior to the meeting

- Michele emails agenda to Cathy Weber and Julie Zimmer (for newsletter), Trina Raper, Jim Ledyard, Adelma Hnasko, and Jaffa Frank.
- Jaffa sends draft minutes of previous meeting to Michele Ortega, Trina Raper, Jim Ledyard, Adelma Hnasko, Cathy Weber and Julie Zimmer (*February 23, March 23, April 27, May 25*)

Friday, 8 days prior to the meeting

Agenda and draft minutes are emailed out to all parents, students and staff by Adelma (*February 25, March 25, April 29, May 27*)

Thursday, 2 days prior to the meeting

- Reminder notice to be emailed to all parents, students, and staff by Adelma (*March 3, March 31, May 5, June 2*).

1st Saturday of the month

- All-School Committee meeting 11-12:30 (*March 5, April 2, May 7, June 4*)

Following the meeting, the approved "Final Minutes" will be posted on the website.

2. The pace and content of the committee meeting was discussed with some feeling that it could be streamlined and others expressing satisfaction. It was recognized that the committee is a work in progress and will require some time to become more efficient.

3. **Next All-School Committee Meeting is Saturday, March 5th at 11:00AM.**

Adjournment Meeting adjourned at 1:30PM

Respectfully Submitted
Jaffa Frank, Secretary