

NMSA All-School Committee Meeting

Final Minutes for 3/5/2011

Call to Order The meeting was called to order at 11:05 A.M.

Roll Call Those who attended and signed in included Michele Ortega (Co-Chair), Trina Raper (Co-Chair), Jaffa Frank (Secretary), Ann Scheller, Julie Zimmer, Nancy Bowman, Dave Jansen, Christine Biree, Michelle Rosen-Hatcher, Steve Ediger, Tamara Lichtenstein, Steven Marble, Shelly Felt, Robin Ediger-Seto, Cathy Weber, Laurie De Domenico, Jim Ledyard (Head of School), Karima Alavi, Joey A. Chavez, Jackie Mathey, Christi Schackel, Cameron Murdock, Penny Bird, Catherine Oppenheimer (Board Chair), Julie Gomez (Director of Development)

Approval of the Agenda In an effort to be more inclusive and responsive to participants, “Parent Comment”* was moved to the top of the agenda. Each item raised was moved to “Action Items,” “Reports,” or “Discussion Items” by consensus.

**After adjournment, it was requested by a student present to the secretary that the comment period be renamed to include students.*

Approval of the Minutes Julie Zimmer moved that the draft minute highlights be included in the e-newsletter identified as “DRAFT” and then hard copies would be reviewed and corrections made at the All-School Committee meeting with the approved “FINAL” minutes archived on the website. Steven Marble seconded and the motion carried unanimously. Dave Jansen moved, Ann Scheller seconded and the February 2011 minutes were then approved as corrected.

Parent/Student/Staff Comments

Student photos have been available on the photographer’s website for all to view and purchase. This is a privacy concern. **Moved to Action Items.**

A staff retreat regarding next year’s schedule including block and arts/academic issues is March 19th and parent/student input is sought. **Moved to Discussion Items.**

Thanks was expressed to Dr. Ledyard and the staff for their speed and flexibility in addressing the block schedule issue.

Concern over inconsistency in the posting of grades and assignments on Power School was expressed. **Moved to Discussion Items.**

Concerns over anonymity on the school survey were raised. **Moved to Reports.**

Appreciation for the responsiveness of staff in solving problems and addressing needs was expressed. Seemingly small things can make a major difference in a student’s day.

It was noted that the All-School Committee minutes need to be posted on the website and not only in the e-newsletter as highlights. **Moved to Reports.**

A question regarding a parent member on the Governing Board was raised. Dr. Ledyard explained that the meeting times are posted on the website and are open to parents (except for Executive Sessions). Catherine Oppenheimer added that the meetings follow the requirements of the "Open Meetings Act" so the agendas are posted in advance and there is a public forum during which comments can be heard for inclusion on the next meeting's agenda.

The desire to find ways to include parents throughout NM in the All-School Committee meetings was expressed. **Moved to Discussion Items.**

Concern about the need for lockers was expressed. **Moved to Discussion Items.**

Reports

1. Head of School: Dr. Ledyard read his letter of resignation. The letter is being sent to all parents and a school-wide assembly will be held Monday. Catherine Oppenheimer expressed her own and the Board's great appreciation for Dr. Ledyard's hard work and expertise. She also shared that Cindy Montoya, a Governing Board member and Assistant Principal at Los Alamos High, will step in as Head of School. Ms. Montoya will attend the 3/19 staff retreat, the May All-School Committee meeting, staff/curriculum meetings, and will be spending time working with Jim Ledyard and Adelma Hnasko to smooth the transition. A packet describing the NMSA and SA-NM Leadership Team including Dr. Ledyard's letter and Ms. Hnasko's and Ms. Montoya's resumes was distributed. This information will also be on the website.

Appreciation and regret were expressed by meeting participants to Dr. Ledyard.

2. Fundraising: Julie Gomez, Director of Development, provided a preliminary form for volunteers to use to keep track of the hours they donate to the school. She is working on an online procedure which would be more efficient. It was recommended that she include a place for volunteers to include in-kind donations (such as baked goods for a reception) as well. She will include that on the online version. Volunteerism and donation information is necessary when applying for grants, etc. **All parents who donate time are encouraged to track it and turn it in to Julie Gomez monthly using the form for now.**

The need for a **comprehensive, long term, strategic fundraising plan** that addresses issues including equity, reporting, art-discipline-specific and general SA-NM fundraising was discussed. A plan is needed that supports the total school program *and* the individual arts departments. To move forward on this, two separate committees were suggested. The first is the **Development Committee, which is a standing committee that meets at 10AM every other Wednesday. Parents interested in participating should contact Julie Gomez at jgomez@NMSchoolforthearts.org.** The second is a taskforce that will create a strategic plan and set policy for fundraising. **Julie Gomez will contact the Arts Chairs** and they will each select one parent who will agree to represent their department on a task force.

Tamara Lichtenstein and Cathy Weber expressed interest in assisting with fundraising.

3. Head of School Evaluation/School Survey: Dave Jansen expressed appreciation to Cathy Weber and Julie Zimber for assisting with the development and execution of the survey. He addressed the confidentiality issue raised during the Comment period which was that participants were asked their

names on the survey. Dave said that the names only appear in the raw data and only two people on the Governing Council will see that unless there was an audit at some point. **The summary report is what will be viewed and used and it contains no names.**

Some technical problems with the survey were discussed and will be considered for future planning. The concern remains that because the survey was not anonymous some parents did not participate.

4. Newsletter: The e-newsletter is up and running thanks to Julie Zimmer, Cathy Weber, and Adelma. It is a work in progress and **Julie Zimmer asks that feedback and ideas be emailed to her at JulieZimmer@gmail.com.** The primary function of the e-newsletter is to provide information to school constituents. It is an internal document for parents, students, teachers, staff, and the Boards.

The need to **develop a second newsletter** which functions as a public relations tool for marketing and establishing a “brand” for the school was discussed. This newsletter would be sent to “Friends of NMSA/SA-NM”, would be fundraising-focused, and feature news such as awards and events. This newsletter would be generated by the Julie Gomez and the Development Department.

Anyone who has contacts who would be appropriate for a “Friends of NMSA/SA-NM” list should send those names to Julie Gomez.

5. Parent Education: Nothing to report at this time.

6. Junior Class Camping Trip: No report at this time. The scheduling of this activity and others like it (arts fieldtrips, performances, exhibitions, etc.) impacts the academic schedule. The issue of how to balance these excellent opportunities with essential classroom time will be discussed at the mid-March teacher retreat.

Discussion Items

1. All-School Committee Mission Statement Subcommittee: Trina Raper, Dave Jansen, Christi Schackel, and Nancy Bowman volunteered to serve on this subcommittee.

2. All-School Committee Outreach: The importance of reaching out to all parents and students to participate in the Committee meetings as part of NMSA’s mission as a statewide school was discussed. This is a long-term project. Skype or teleconferencing are options. Participation could be solicited using the e-newsletter. Steve Ediger volunteered to assist with this project.

Once this is worked out, the same technology could be used by the Governing Board for meetings and fundraising activities.

3. Reception for Out-of-Town Families: A reception could be hosted in conjunction with another event that brings out-of-town families to the school premises. There is a general desire to make families of students living outside of Santa Fe feel welcome and included. Christi Schackel moved that a committee to look into hosting a reception be formed. Nancy Bowman seconded and the motion carried unanimously. Christi volunteered as temporary chair. Nancy Bowman, Lauri De Domenico, and Ann Scheller, who serves as “Mom” to the boarding kids, volunteered to serve. **Moved to Action Items for April meeting.**

4. Power School: Dr. Ledyard shared that there is a meeting this week during which the use of Power School is to be standardized so that all teachers are posting grades and assignments regularly.

Action Items

1. Student Photos Online: In response to the concern about anonymity of students raised at the beginning of the meeting, Adelma contacted the photographer and the link is now “dead.” She expressed the school’s apology for the mix-up which was an effort on the photographer’s part to make it easier for parents to purchase photos. Appreciation was expressed for Adelma’s quick response.

2. Lockers: The need for lockers was discussed. The current lockers were salvaged from a remodel. NMSA still needs 200 more which could run \$50,000 to \$60,000 new. A call for donations of more lockers could be put in the e-newsletter and/or Capital Outlay could be lobbied. The fact was raised that for many students lockers are inadequate for storing all their stuff (art portfolios, dance clothes, props, etc.). **More consideration and discussion would be helpful so that a solution that truly meets the students’ needs can be found.**

3. Wish List: Including a “Wish List” of school needs in the e-newsletter was suggested.

4. Scheduling Retreat: the teachers, staff, and administrators will meet on March 19 to discuss scheduling issues for next year including arts and academic schedules and block scheduling. **Parents and students are encouraged to send comments, issues, and ideas via email or in writing to Adelma by Tuesday, March 15 so that they can be considered at the meeting. *The meeting itself is a working NMSA staff-only retreat.***

The students will also have the opportunity to share their ideas about the schedule during their regular Advisory Group Meetings.

5. Physical Education Requirement: No update at this time. (Per February’s meeting - 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.)

6. The next All-School Committee meeting is scheduled from 11:00 A.M. to 12:30 P.M. Saturday, April 2, 2011 in the NMSA conference room. Those attending may bring snacks to share if desired.

Adjournment Dave Jansen moved the meeting be adjourned. Julie Zimmer seconded and it was approved unanimously. The meeting was adjourned at 12:40 P.M.

Respectfully submitted
Jaffa Frank, Secretary