

**NMSA All-School Committee Meeting**  
Minutes for September 3, 2011

**Call to Order** The meeting was called to order at 11: 15 AM. By co chair Trina Raper. (The meeting on October 1 will start at **11:00 a.m.**)

**Roll Call** Those participants signed in who attended the meeting:

|                                 |                       |                          |
|---------------------------------|-----------------------|--------------------------|
| Cindy Montoya, Principal        | Nancy Marie Mithloe   | Sherry Garcia, Secretary |
| Cathy Weber                     | Trina Raper, Co Chair | Inez Russell Gomez       |
| Steven Marble                   | Susan R. Cort         | Steve Ediger             |
| Charles Hoy                     | Susan Steinman        | Janey Potts              |
| Susan Magestro                  | David Gomez           | Michele Ortega Co Chair  |
| Stephen Koehler                 | Stella Magestro       | Leonardo Civale          |
| Mariana Camionschulde<br>Civale | Julie Zimber          | Manvendo Dubey           |
| Karen Conley                    | Craig Conley          | Shelly Robinson          |
| Michael Rodriguez               |                       | Kathleen Murphy          |
| W. Mettemman                    |                       |                          |

NOTE: Please remember to sign in and please print clearly so correct spellings of names can be achieved.

**Approval of Minutes:** Due to confusion about the minutes, the minutes for August and September will be approved at the October meeting. Meeting minutes will be sent prior to the meeting.

**Creation of Agenda: Discussion or Action Items**

|                                     |                                    |
|-------------------------------------|------------------------------------|
| Methods of Communication            | Senior College Application Support |
| Landscaping                         | AP Classes/School Partnerships     |
| Change of Train Time /Passing Times | Student Parking                    |
| Fees                                | Daily Schedule                     |
| Meeting Schedule Time               | Wiki Spaces                        |
| Lunch                               | Committee Reports                  |

**I. Reports**

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**1. Principal’s Report: by Cindy Montoya**

- As a charter we are a school and a district and Public Education Department (PED) expects us to do both. We are trying to find that balance between the paperwork of a district and the must of being with the students as a school.
- The Development Office has moved into the conference room. The current Development Office will be a Career Center.
- We are hiring a registrar.

- The long range planning began in July and we are now moving into specifics.
- We are working at combining our charter school goals with our Educational Plan For Student Success (EPSS). The EPSS is required by PED. We are working on creating one document that will meet the all the requirements.
- This year we are focusing on social/emotional learning and technology.

**2. Parking Lot Fund Raiser:** Reported that they made \$2,265 parking cars for Indian Market. 30 people volunteered time. The lot was full by 8 a.m. both days. There wasn't much of a turnover of cars. Perhaps all day should cost more. We can't use the lot for Fiestas.

**3. Library:** Reported that there are new books in storage at NMDS. Library is being used as a classroom. We need more media.

**4. Parent Directory:** Reported that we need one because it would be easier to get in touch with parents and volunteers. We can't publish information without approval from the individuals listed. The form was given out at registration but there was no information that it would be published and no permission to publish. Chris has 120 forms that were turned in. The school will send out an email asking parents to give permission.

**5. Volunteers:** It is really important that volunteerism is focused. People signed up for specific events at the beginning of the year but parents are being asked to volunteer for each event anyway. We need to get the volunteer information to the Chairpersons of each activity so they can use the information to contact volunteers. Also we don't want multiple parents contacting businesses for the same events. ACTION: Cindy, Trina, Michele and Julie will get together to discuss this.

**6. Student Social Events:** Reported that this is on hold until Student Council elects their officers on the 13<sup>th</sup>. It is through the Student Council that this committee learns what the student social events will be and what the requests for support will be. It was suggested that the committee work with Roxanne Seagraves.

**7. Newsletter:** Reported that there have been issues with key folks dropping off the email list and the newsletter participant list. The newsletter gives everyone a chance to provide input about their events (Teachers, Board, Student Council, Administration, Committees). The goal is that by the 15<sup>th</sup> the group will be ready to receive information; the deadline for submissions will be by the 25<sup>th</sup> and out to the entire school by the 1<sup>st</sup> of the month. Then the Administration will use this information to send out reminders on Tuesdays, a week before each event. Julie Gomez is creating a fundraising wish list.

**8. Communication:** It was suggested that we give people the opportunity to submit agenda items for this meeting. Items on the fly can still be added but if some key agenda items were known ahead of time, people could plan to come for items in which they have interest. There was some discussion that last year there were no submissions which is why the agenda is

developed at the meeting. However, there was agreement to give it a try again. The minutes will be posted on the website.

Steve Edigar and Charles Hoy will set up a WIKI on line discussion board that anyone with a password can participate in and generate ideas. There are lots of issues that parents want to discuss and this 1.5 hour meeting isn't enough. WIKI space would permit these discussions. NMSA cannot be involved in the maintenance of additional communication methods like blogs and WIKI space as their resources are being stretched too thin and there are too many places to update information. ACTION: Establish an Ad Hoc Committee to set this up.

**9. Grounds Committee Report:** Steven Marble reported that the planned student area on the east side (Paseo de Peralta) is moving forward with donations of time and equipment. Picnic tables and a vegetable garden are planned. \$2,500 is needed and \$500 has been raised and spent on 5 picnic tables. The tables are assembled and installed. Whole Foods has a \$2,000 grant available and a small hoop garden can in with raised beds as there is no conflict with city code.

The assistance of a plumber is needed to hook into the sprinkler line to water the garden with its own shut-off valve. The permit will cost \$63. Also needed is 1,600 sq. feet of bark for ground cover is needed which would cost about \$650. There is a donation of moss rock from Pojoaque. We have railroad ties and could use straw bales to hold beds in place next to the wall. Money and grant writing would help.

They want to start a gardening club where individuals can adopt the garden beds on campus, plant and take care of them. There was discussion about whether we should be making improvements to the school when we don't know how long NMSA will be there. The outcome was that this area is a good idea to protect students who are congregating now on the front lawn which makes supervision and safety more difficult.

It was also suggested that tubing be run for watering instead of hiring a plumber.

## **II. Discussion Items**

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- **Senior Application Support:** Discussion about how much homework AP and Honors classes are requiring which is making it difficult for students to prepare college application essays. The school counselor is planning senior night the week of the 12th. Dr. Cassel is dedicated to helping students learn to write senior essays and faculty will be available to review essays. NMSA is making computers available for this activity and filling out FASFA. Every day in third period, seniors are working on applications and portfolios and keeping track of deadlines for ACT/SAT. The school is monitoring by student and prioritizing seniors relative to transcript development. Right now Ms. Montoya is meeting with Dept. Chairs to determine how to capture the unique classes at NMSA appropriately on transcripts. NMSA has hired someone to enter senior information and someone to develop the registration process in Power School. The counselor is inviting colleges into our school. There was discussion about a parent

meeting to discuss the homework and support issues around AP classes. ACTION: Hold senior night meeting.

- **AP Classes:** This is year two and it is going more smoothly than in year one but there is still need for better communication between teachers regarding homework. There was discussion about partnerships with other schools to obtain teaching of Honors courses needed. NMSA is working with SFCC and IAIA. Working on getting arrangements with UNM, Highlands, College of Art & Design, UNM-LA. Suggested that we offer the music to other charter schools and prep schools to get courses like Physics.
- **Student Sharing Art:** WIKI could be used for students to publish their performances or art. It was also suggested that a coffee house be set up as a venue for student performance. ACTION: This group will meet with Ms. Montoya and Julie Gomez to discuss moving forward.
- **Student Parking Fees:** A parent asked if there were others interested in getting together to discuss getting better fees for students parking. An explanation about the limited parking around the school. What is available is from the Archdiocese. The other side of the fence is leased to the City and they cannot NMSA use it or reduce the fees. Cathy Weber talked to the city and he indicated that he would work with other lots to reduce the fees. Someone suggested that students park at PERA building for free and walk to school. The problem is during the Jan-March legislative session when parking isn't as available.
- **Daily Schedule:** The changes in the train schedule significantly impact the schedule at NMSA from start time to lunch. NMSA is making another schedule change because of the recent change to the train. Discussion ensued was around not forgetting the students that ride the bus from Los Alamos; not making announcements before all students arrive; and the fact that classroom doors are locked and late students have trouble getting in. It is a rule that the classrooms are locked for safety and it is across all schools.
- **Grade Level Traditions:** A short opinion that we need to make sure that grade level traditions are allowed. We need seniors to feel that their senior year is special and that the traditional events are available.
- **Lunch:** There isn't enough food. The discussion was that the servers were giving a lot of food to the first students through, leaving less food available for later students. In addition, some students are very active (dance) and need more food, possibly seconds. Some parents would be willing to pay more for more food. Ms. Montoya will check into the lunch issue.

### **III. Action Items**

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- **Communication:** Steve Edigar will work with his group of parents to develop a WIKI Space for parents to have discussion. There will be sub pages for the committees to communicate with their volunteers. This will be maintained by this group. This motion was made by Steve Edigar and seconded by Mr. Dubey. Passed Unanimously.

**Adjournment and next meeting:** The meeting was adjourned at 12:40 PM. The next meeting is Saturday **October 1 at 11:00** at NMSA.

*Respectfully Submitted,*

*Sherry Garcia, Secretary*