

**New Jersey Music Administrators
Minutes of the General Meeting
October 5, 2001
East Brunswick BOE**

Welcome and Introductions: Michele Yampolsky

After welcoming remarks, introductions, and reports the formal presentation began.

Treasurer / Membership Report: Joe Akinkas

Joe reported that the current balance as of 10/5/01 is \$515.46. At present, there are 26 paid members. Membership cards were distributed.

Secretary's Report: John Iatesta

Minutes from previous meeting distributed via mail. John reminded the members present that future mailings will be in the form of a post card only, with reference to our website njmaa.org for all other information.

Liaison to AAE/NJ: Tom Maliszewski

The organization will be meeting on October 15.

Liaison to AANJ: Richard Haas

The AANJ met Tuesday at the NJ Art Conference. A job fair was organized and successful. There is interest in running a combined job fair with NJMAA at the March In-Service Conference. Details of the student art show the AANJ sponsors at the Zimmerli were given; for more information, contact Chris High.

Main Topic: Mentoring Strategies – Support and Guidance for new teachers

Guest Presenter: Summit Schools Assistant Superintendent Dr. Carolyn Deacon
Human Resources Director Dr. Lynn Pombonyo

Co-Chairs: Tom Maliszewski and John Iatesta

The slide show and discussion included certification requirements, recruitment and hiring information, the case for being pro-active recruiters (especially in light of the continual need for new teachers due to retirements, increased enrollment, etc.), and requirements and strategies for mentoring, training, and retaining new teachers.

Highlights of the presentation include:

- The process of mentoring must include a long-range plan to insure that new/novice teachers become the experienced teachers with the skills and qualities needed to be successful educators.
- The process needs to be organized and utilize all available resources.
- A systematic approach to gathering and tracking data on qualified candidates is essential to the on-going challenge of full staffing.

- Active recruitment using both established procedures (i.e. advertising, tracking resumes, accumulating resumes even when there is no current opening, and networking), AND new techniques (i.e. the Internet, focused job fairs) are critical and must be on-going.
- Providing as much information about the District, the position, and even the contract should encourage candidates who are highly valued. Questions/information that previously may not have been discussed in the early stages of the interview process (i.e. salary, benefits) is not only appropriate, but “smart” recruiting.
- Personal attention is vital to successfully recruiting and retaining good candidates. Inviting candidates to faculty meetings before they begin contractual employment, assisting with information relative to housing for out-of-area candidates, and other “person touches” are support services that let candidates know that you are interested in them while creating a positive and supportive atmosphere for new candidates.
- Six New Jersey colleges now offer programs in Mentor Training. The program is highly recommended for Mentors. Other recommended resources include “How to Help Beginning Teachers Succeed” (ASCD) and “Developing a Plan for Mentoring” (NJEA).
- WATT: Welcome Aboard Teacher Training. Summit provides a 4-day workshop for all new hires, focusing on district initiatives, instructional strategies, Time Management, Communication and a “Buddy Day”. The new teacher is assigned a veteran “buddy teacher” to assist in the orientation process. In addition, there is a needs assessment for planning future support and training for non-tenured staff, and especially novice teachers.
- Before receiving tenure, teachers are required to attend several workshops on brain research and technology (after school) and a two-day session on Cooperative Learning. All teachers must achieve at least the first of a two level “competency” standard in technology, and depending upon assignment, must achieve the second level.
- Additional Professional Development: Nearly the entire 100-Hour requirement is provided by in-district programs. This allows a unified approach to over-all PD that is specific to the district’s needs. Summit offers two full-days and two single-session days of In-service. In-service programs are: 1) Focus on district and building objectives; 2) New program initiatives and instructional strategies; 3) Specific, job-embedded training; 4) Follow-up to previous in-services.
- Individual Professional Development and Leadership Opportunities include: 1) District-wide Committees; 2) Curriculum Development; 3) Training for Trainers (in-district AND especially out-of-district); 4) an Alternative Evaluation Program; 5) Out-of-district Professional Development.
- Recruiting with Pre-Service Opportunities: 1) Student Teacher Placement; 2) Seton Hall University Challenge. The Challenge is a cooperative partnership that provides training for college junior education majors and placement working in the school district in areas of need (i.e. dis-affected students). The combined exposure and opportunity to observe candidates in the Challenge and then as student teachers provides excellent information about novice candidates not otherwise available.
- Financial support is critical to success. Summit funds many of these initiatives with grants. Re-imbusement for teachers’ college courses is only given after one year in the

district, unless the course is part of a district initiative approved on an individual basis.

New Business

njmaa.org: Michele thanked Peter Crosta for his work to create and maintain a super website.

Recruitment Initiatives: Michele announced that brochures be distributed at the School Boards Convention via the AAE/NJ and NJMEA booths, courtesy of the NJMEA.

MENC National Conference/National Network of Music Administrators: At the MENC National Assembly the National Council of Supervisors of Music Education was established at the Assembly. There will be a meeting at MENC National (Nashville) (probably Wednesday) to introduce the new organization. Nick offered the services of NJMAA as panel members, leaders/participants, or any other capacity. NJMAA is one of only a few such state organizations in the country.

Topic Change: Peter announced a change in the year's schedule of meeting topics. The Assessment session will be presented in April, and the Software session will be presented in December.

Message Board: Peter encouraged members to access and use the message board on our website.

Job Fair: Tom announced that he and John Iatesta will be again hosting a job fair at the NJMEA conference.

Core Standards Revision: The Core Standards were revised in June/July. Participants from all disciplines expressed the need to extensively revise the Standards relative to reader friendliness and relevance. They are in draft form at this time, but finished. The next step is to distribute the draft for public feedback/recommendations; final form is expected to be adapted by the State Board in late Spring 2002. Standard #6 (Design) has been eliminated. Benchmarks have been re-organized on a smaller grade basis i.e. K-2, 3-4, 5-6, etc. NJMAA will try to post the draft on our website.

Job Postings: Peter requested that job postings for the website be emailed to him in the exact form to be posted.

Roundtable

A job roundtable and some brief announcements concluded the meeting.

The next General Meeting of the 2001-2002 year will be:
Music Software: A Visual Survey of K-12 Music Resources

December 7, 2001
East Brunswick Schools Administration Building

Respectfully Submitted,

John Iatesta, Secretary

**New Jersey Music Administrators
Minutes of the General Meeting
December 7, 2001
East Brunswick BOE**

Welcome and Introductions: Michele Yampolsky

Donna Serio and Nick Santoro opened the meeting in Michele's absence. After welcoming remarks, introductions, and reports, the formal presentation began.

Treasurer / Membership Report: Joe Akinkas

Bob Frampton gave the Treasurer's report in Joe's absence. At present, there is \$537.00 in the treasury with 39 paid members.

Secretary's Report: John Iatesta

Minutes from the previous meeting are posted on the website. Postcards announcing today's meeting date, time, location, and topic were sent to members in lieu of the usual mailing, directing members to reference the website for the additional information formerly included (map, minutes, President's Letter, etc.). This practice will be followed for most future mailings for both cost savings and to encourage use of the website.

Liaison to AAE/NJ: Tom Maliszewski

Tom attended a recent AAE/NJ meeting with the State Council on the Arts. There was no new information to report.

Liaison to AANJ: Richard Haas

Chris High reported that the Emerging Artists Exhibit has 45 entries and will be displayed at the Zimmerli Museum. The work will be presented at the end of December through January 21. Entries are still being accepted. For more information see the website: www.aenj.org/aanj.

Main Topic: **Music Software: A Visual Survey of K-12 Music Resources**

Co-Chairs: Peter Crosta and Joe Akinkas

With both presenters absent, Nick chaired a discussion including an overview of software packages for music instruction. Demonstration copies, printed information, and catalogues were distributed. Highlights included:

- A free demo copy of Finale is available from codamusic.com. It is a limited version, but very useful for use by students for theory and composition. It is easy to download and use.
- Electronic Courseware Systems offers free demo software (cd distributed).
- MENC has a partnership with Notation Station. Information is available on the menc.org website. Teachers can log on, create assignments for students, and have students work from any web-connected pc to work on the assignments. For a fee, (\$500/day, plus \$1 per mile round trip from Ohio) there is a tour bus outfitted with a complete midi lab that can be brought to your school, featuring the latest hardware and software available.
- Sound Tree has successfully designed, set-up, installed, and serviced labs in several NJ school districts.
- Sibelius offers free workshops to districts that purchase their software. The presenters (in particular, Robin Hodson) are reported to be very good.
- Two excellent resources with loads of links are: <http://www.nyphilkids.org/index.html> (the New York Philharmonic) and WGUC.com. Musical sound clips, theory, history, and creative exercises are just some of the things resources available.
- Practica Musica software has both a written and aural component and is reported to be very good.
- JW Pepper offers an extensive music technology catalogue and sampler cd that includes

information about many popular software packages.

- Software titles being used and recommended for music labs by Sharon Austin (Pingry) are: Band in a Box, Music Ace 2, Smartmusic, Music Time, Professor Piccolo, Rock, Rap, 'N Roll, Accent on Activity.

New Business

DOE News: Nick reported on recent news of professional licensing changes, new requirements for professional development for administrators, and a discussion of ideas relative to Practical Arts requirements; Nick provided copies of a discussion paper distributed by the DOE. Nick shared concerns with current on-going discussions relative to graduation requirements that potentially impact Arts education by allowing student choice relative to areas of the curriculum **other than** Math, Science, Social Studies, Language Arts, and Physical Education. Rather than requiring course work in the Fine/Performing Arts, Practical Arts, and World Language, these disciplines might become part of a "Chinese menu" of options for students (and districts?) to choose.

Recruitment Initiatives: A future mailing by the NJMEA to all school districts will contain information about NJMAA in an effort to reach out to new members.

MENC Nashville: National Council of School Music Administrators. Focus groups for Music Administrators will be featured at the National Conference (likely on Wednesday night of the conference). Nick Santoro is a possible candidate for the Chair-Elect of the new organization.

Revised Core Content Standards (all areas) will be seen for the first time by the State Board of Education on December 19. The draft documents will be posted on the NJDOE website and there will be various public forums used for feedback on revisions prior to formal adoption.

Roundtable

A job roundtable and some brief announcements concluded the meeting.

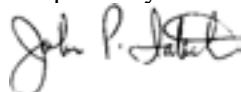
The next General Meetings of the 2001-2002 year will be:

February 1, 2002
East Brunswick Schools Administration Building
"Integrating the Arts: Are Humanities the Answer?"

- - and - -

February 22, 2002
New Brunswick Hilton
Breakfast Meeting at the NJMEA Conference

Respectfully Submitted,



John Iatesta, Secretary

**New Jersey Music Administrators
Minutes of the General Meeting
February 2, 2002
East Brunswick BOE**

Welcome and Introductions: Michele Yampolsky

Greetings and brief announcements were made; Michele welcomed the Art Administrators to this joint meeting. Nick Santoro briefed everyone on the recent NJMEA mailing that included information about NJMAA.

Treasurer / Membership Report: Joe Akinskas

At present, there is \$735.50 with 41 paid members.

Secretary's Report: John Iatesta

Minutes from previous meeting were posted on the website. Today's meeting announcement and Job Fair info were sent out first class mail. Job Fair info and forms were also posted on the website. Tom contacted MENC Student Chapters with Job Fair information, as well.

Liaison to AAE/NJ: Tom Maliszewski

AAE/NJ is currently focusing on "Advocacy Alerts"; a \$10 fee will get you these alerts faxed or emailed direct (without going through other organizational channels) relative to current advocacy programs.

Liaison to AANJ: Richard Haas

Emile Talarico (AANJ President) reported in Richard's absence. The recent Emerging Artists Exhibition was very successful. Also see below.

Main Topic: Integrating the Arts: Are Humanities the Answer?

Presenters: Janet Koenig, East Brunswick HS and Sarah Lawler-Cooper, Montville HS

Co-Chairs: Donna Serio and Dotty Kuhn

The two presenters described successful Humanities courses they have created. In addition, several examples of Humanities courses (both successful and those that have since been dropped) were described by the general membership during the discussion. "Dos and Don'ts" based on the experience of all participants were also discussed.

Highlights included:

- These programs have been teacher driven in terms of concept, development, and curriculum design. The models are "original", based on creative ideas stemming from teacher interest, expertise, and personality. Successful teachers are also self-starters, creative problem solvers, not easily discouraged, and have good inter-personal skills. The uniqueness of the teacher or teachers needed was a common theme in every example

given in the discussion, both by the presenters and the membership.

- Humanities courses include literature and history as well as visual and performing arts.
- In some cases, a cooperative team of more than one teacher teaches the course; in other cases, there is a single teacher who teaches the course.
- Most students are often not enrolled in the “typical” Art or Music programs. These programs reach these “other” students.
- Credit for the course fulfills Arts requirements relative to graduation.
- Personnel issues (cost, expertise, certification) and scheduling are perhaps the biggest challenge in creating and sustaining such programs.
- Common planning, a common curriculum, and common goals are essential – especially if the Humanities course is organized as an inter-departmental, team-taught program.
- Funding for trips (a very common and necessary component of a Humanities course) is essential.
- Veteran teachers with a wide range of experience, expertise, and interests make the best teachers.
- Support from the Board is also critical to the success of the program.
- Connections with elementary / middle school quasi-humanities experiences that co-teaching / team-teaching were discussed relative to making progress toward developing a humanities program.
- The impact of curriculum mapping and development of thematic units of study are more common to the lower grades, more easily scheduled, and often more readily supported. “Special area teachers” (Art, Music, Librarian, PE) with unscheduled, contractual, teacher-student contact time (available in buildings with less than maximum enrollment?) may be another way to create and promote humanities programs.

New Business

NJMEA Survey: Joe Akinskas introduced a 3-level survey (administrators, cooperating teachers, higher ed. Participants) to gather information for discussion about the NJMEA’s Teacher Recruitment-Retention Initiative. **The survey will be emailed to members; response is requested.**

Arts Survey: Joan Conway distributed a survey from the AANJ to collect data about curricular programming relative to middle school Arts programs. Questions can be directed to Joan at 732-981-0700 x 2252 or jmconwayphs@yahoo.com.

Practical Arts Update: Emile Talarico reported that there are several (unknown) recommendations in front of the State committee (Senator Malone) which is debating and will eventually make recommendations relative to the Practical Arts graduation requirements. This discussion must be monitored closely, as there are “political affiliations” and certain “pre-dispositions” among the participants that may produce a biased decision.

Core Content Revisions: The draft version of the revised Visual and Performing Arts Standards was distributed by Emile. This version, released recently by the DOE, **was changed from the Revision Committee's original version.** The word "and" was changed to "and/or" in the requirements relative to individual disciplines within the Arts. This means that only one Art form (i.e. Art, Music, Dance, Drama) would be required in a child's education – K through 12. A district could select one Arts discipline and eliminate all others – even at the elementary level. **The Arts Standards were the only Standards that were revised after submission by the Revision Committee to the DOE.** Emile distributed additional information with the dates for public testimony / feedback for all content areas. This information is available at www.state.nj.us/njded/news/standards/. All members were encouraged to attend / give testimony to have this change be rescinded. The leadership of the AANJ and the NJMAA will coordinate a schedule of member testimony; refer to the NJMAA website for info and/or the schedule. NOTE: Neither the NJMAA or the AANJ can schedule anyone for testimony; this must be done through the STATE]. RSVP to the State (Stacy Tooker) at 888-694-9900 to become part of the All Content Area Feedback Sessions; RSVP to Irma Camilo at 609-886-1115 if you want to be part of the Visual and Performing Arts (specific) feedback session.

Marching Band: Nick reported that the NJMEA will be sponsoring a statewide Marching Band Festival. This is still in the planning stages. A questionnaire will be emailed to all HS band directors prior to the February 2002 Conference with an email address in the NJMEA database.

Student Teachers: Anyone interested in a Visual Art student teacher should contact Richard Siegel at Kean College: raysiegel@aol.com or 908-527-2307. Several members endorsed the quality of Kean's Visual Art student teachers.

Roundtable

A job roundtable and some brief announcements concluded the meeting.

The next General Meetings of the 2001-2002 year will be:

Breakfast Meeting at the NJMEA Conference

February 22, 2002

New Brunswick Hilton

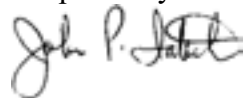
- - - *and* - - -

Assessment and Grading (Part Deux)

April 5, 2002

East Brunswick Board of Education

Respectfully Submitted,



John Iatesta, Secretary

New Jersey Music Administrators
Minutes of the General Meeting
April 5, 2002
East Brunswick BOE

Welcome and Introductions: Michele Yampolsky

Treasurer / Membership Report: Joe Akinkas

At present, the balance in the treasury is \$596.70 with 49 paid members.

Secretary's Report: John Iatesta

Minutes from previous meeting were posted on the website. Today's meeting and 2002-03 Meeting Topic Survey were announced via postcard. The Survey form was also posted on the website and distributed via email. In John's absence, Tom distributed hard copy of the Survey to all members present. Information will be tabulated so the Executive Board can plan the 2002-03 meetings.

Liaison to AAE/NJ: Tom Maliszewski

Tom has been emailing the executive board with constant reminders of the time, date, and location of the public hearings on the Standards Revisions. The latest news is NJMAA members can join up as a professional individual member for \$10. It helps the alliance financially because they depend on grant money that goes to dedicated projects and they have few unrestricted funds and depend heavily on membership fees. This enables the alliance to quickly sum up support with emerging issues.

Liaison to AANJ: Richard Haas announced that the May 8th AANJ meeting is one o'clock at the Morris Museum with high school art exhibits chosen by competition.

Main Topic: Assessment and Grading (Part Deux): Assessment of student performance in elementary and middle school general music programs.

Presenters: Michelle Yampolsky, Natalie Ernstes and Meredith Rymer.

Chair: Michele Yampolsky

Natalie (Randolph Elementary Music Specialist) explained her assessment techniques and handed out a scoring grid. She introduced her topic by having the audience assume the role of an elementary general music classroom. Cards with sample rhythms on them were passed out to all in attendance. After a practice round we played a rhythm reading and listening game that even challenged veteran supervisors! After we successfully completed the game we watched a video of an actual second grade class playing the same game. A discussion of the assessment techniques, the pacing of the learning and the ability of the staff to adjust to the new system was discussed. This was followed by an in depth discussion of the scoring guide and how student self-assessment can be incorporated into the normal day to day teaching.

Meredith (Randolph Middle School Choral and General Music Specialist) introduced her topic by showing a video of a student composition project inspired by the Broadway play Stomp. The students are introduced to varying topics of musical composition and form by a “hands – on” method. The students self evaluate using teacher generated forms with cleverly designed questions that test the students grasp of the musical topic and their ability to self evaluate. These projects and performances are some of the basic instructional strategies used in teaching Meredith’s sixth grade music cycle. Meredith stressed that music is a performance art and the evaluative tool should be performance based and reflective in nature. A brief question and answer period dwelled on the challenges of embracing this system of assessment and the teacher preparation work involved.

Michelle (Randolph Music Supervisor) completed the presentation by giving the supervisor’s perspective to authentic assessment. A sample lesson planning form with a bubble checklist for assessment was handed out and discussed. The concept of journal self-assessment and its use particularly in performance ensembles was discussed in detail. The difficulty in getting veteran faculty to embrace the new system was also discussed. All in attendance were very appreciative of this well thought out and timely presentation.

Old Business

Topics 2002-2003: Forms were handed out and filled out at the meeting. The executive board will collate and formulate next year’s topics.

Advocacy Efforts: Nick reiterated the need to join AAE/NJ as a professional member. Flyers and sign up sheets were distributed.

Annual Luncheon: There is still not a definite place for the June Luncheon. Details will follow.

New Business

MENC Nashville: Nick Santoro is in the running for the national supervisor’s association secretarial position. There will be focus groups / meetings for Supervisors of the new National Council for Music Supervisors in Nashville on Wednesday and Thursday of the Conference. NJMAA members attending the conference are encouraged to attend.

Schedule of Meetings for 2002-03: As indicated in the March Executive Board minutes, the schedule of meetings for 2002-03 is as follows:

- General Meetings will again be held at the East Brunswick BOE offices, with the Annual Meeting tentatively scheduled for the Rutgers Club. Tentative dates are: October 4, December 6, February 7, February 21 (NJMEA Conference/ East Brunswick Hilton), April 4, and June 6 (Annual Luncheon Meeting).
- Executive Meetings are tentatively scheduled for September 13, November 1, January 10, March 14, and May 2.

MENC Eastern 2003: MENC is currently accepting proposals for conference sessions. Proposal forms are available on-line.

Roundtable: A job roundtable and some brief announcements concluded the meeting.

The next General Meeting will be:

Annual Luncheon Meeting and Elections

Topic: The Fulbright Experience

June 7, 2002

Location: TBA

Respectfully Submitted on Behalf of the Secretary by,

Tom Maliszewski

New Jersey Music Administrators
Minutes of the Annual Luncheon Meeting
June 7, 2002
Shogun 27, Kendall Park, NJ

Welcome and Introductions: Michele Yampolsky

Welcoming remarks and greetings were made; each attendee introduced themselves. Michele announced tentative to have Danny Rocks, clinician and speaker for Alfred Music present at next year's luncheon. Michele reviewed highlights of the year's accomplishments, and reviewed several new initiatives including: the Job Fair and other conference presentations, the Website, districts approaching the NJMAA relative to assistance with program evaluation and curriculum revision, our representation on the national level with Nick Santoro's election as Secretary of the NCSME, efforts to create a Tri-State Music Supervisor's organization with New York and Connecticut, the NJMEA/NJMAA Teacher Recruitment and Retention Initiative, and our representation with the various Arts Education associations and discuss concerns relative to the current state of the Arts Standards revisions, just to name a few.

Treasurer / Membership Report: Joe Akinskas

At present, there is \$1,090.00 with 49 paid members.

Secretary's Report: John Iatesta

Minutes from the previous meeting were posted on the website. Today's meeting announcement with information about the luncheon, dues, and elections were sent out first class mail to all database listings and were also posted on the website. A list of Meeting Topics for 2002-03 was distributed to all in attendance at the Luncheon.

Liaison to AAE/NJ: Tom Maliszewski

Tom reminded all members that support for the AAE/NJ and faster communication relative to important Arts initiatives can all be had for \$10 by getting on the AAE/NJ email alert list.

Liaison to AANJ: Richard Haas

Richard had nothing new to report at this time.

Old Business

Joe Akinskas related background and gave an update the NJMEA/NJMAA Teacher Recruitment and Retention Initiative. Joe distributed a list of workshops and topics for novice and second year teachers. Joe put the call out for presenters from the membership and their staff/contacts, making particular emphasis on the need for practical presentations, not philosophical discussions saying "we need to give them tools that they can take back and use in their immediate work with children". The workshops and call for presenters will be made through the NJMEA and NJMAA websites and other communications. It is envisioned that the workshops will be presented at locations in the north and south of the state.

Elections

Nick Santoro managed the Order and Procedures of the Elections. Three former Past-Presidents (Haas, Serio, Santoro) were appointed to count the votes.

As per the By-Laws, a Special Election was held to elect a President Elect to finish Peter Crosta's term until July 1, 2002. There was a motion to have a single vote cast by the Secretary for the Nominating Committees recommendation for President-Elect. The motion passed unanimously on a voice vote.

Next, a slate of officers for the President-Elect, Secretary, and Treasurer was presented. There was a motion to have a single vote cast by the Secretary for the Nominating Committees recommendations. The motion passed unanimously on a voice vote.

The new Officers of the NJMAA as of July 1, 2002 are:

President: John Iatesta

President Elect: Joe Akinskas

Secretary: Tom Maliszewski

Treasurer: Bob Frampton

Donna Serio, outgoing Past President, presented a plaque and a gift to Dr. Michele Yampolsky (outgoing President) with thanks for her service and leadership to the NJMAA.

Lunch

Main Topic: The Fulbright Experience

Presenters: Joe Akinskas, Visual and Performing Arts Coordinator, Cherry Hill Schools

Chair: Bob Frampton

Joe presented information about his personal experience in Tokyo-Hashimoto, Japan, and also about the process of becoming a Fulbright Scholar. Joe's project was to experience first-hand Japanese education and culture, and to compare and contrast Arts education in America and Japan.

Roundtable

A job roundtable and some brief announcements concluded the meeting.

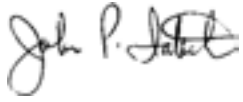
The first General Meeting of the 2002-2003 year will be:

Brass Workshop for Non-Brass Majors

Friday, October 4, 2002

East Brunswick Administration Offices

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John P. Iatesta". The signature is written in a cursive style with a large initial "J" and a distinct "I" for the first letter of the last name.

John Iatesta, Secretary