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MEDIA ARTS COLLABORATIVE CHARTER SCHOOL GOVERNING BOARD MINUTES

August 8th, 2017 7:30pm

4401 Central Ave NE Building #2 Albuquerque, NM 87108

1. Quorum Call
 - a. Michael called the meeting to order at 7:29pm
 - b. Board Member Quorum Call
 - i. Michael Trujillo – Present
 - ii. Ted Cloak – Present
 - iii. Jake Lopez – Present
 - iv. Jim Gale – Present
 - v. Miles Tokunow – Present
 - vi. Carolyn Carlson – Present
 - vii. Malinda Menke – Present
 - viii. A quorum is present
 - c. Staff Present: Jonathan Dooley, Patrick Kelly and Anthony Conforti
 - d. Foundation Members Present: None
 - e. PAC Members Present: None
 - f. Public Present: Marvin Gladstone and Trish Meyer

2. Approval of Agenda
 - a. John made a motion to approve the agenda
 - b. Miles seconded
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - e. Motion Passed 6-0

3. Approval of Minutes
 - a. July 2017 Minutes
 - i. Carolyn made a motion to approve the July 22nd, 2017 minutes
 - ii. Malinda seconded
 - iii. There was no discussion
 - b. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - c. Motion Passed 6-0

4. Committee of the Whole
 - a. John mentioned that Michael’s, as president, vote should not be listed unless there is a tie. Minutes going forward should reflect this change.
 - b. Malinda brought up the requirements of board member trainings and what is required of current and new board members.
 - i. Miles will distribute the email to board members regarding the new requirements

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5. Public Comment
 - a. No Public Comment

6. Reports
 - a. Principal Report
 - i. Jonathan gave an overview of how the jump start day and the first days of school have gone.
 1. A lot of excitement
 - ii. Charter Renewal Trainings and CSD Site Visit
 1. Thank you to Mike, Jim and Carolyn for attending the recent CSD training
 2. Testing and Media goal data has been updated
 3. Last week at professional development, Jonathan gave the teachers the data over the past years to analyze
 - a. Teacher gave input on why things happened
 4. Jonathan discussed that new requirements will make the school explain F's and D's in the school grading system with the various components and not just the overall grade
 5. Michael asked how many parents have signed the petition in support of the school
 - a. Current percentage is at 66% (requirement is 75%).
 - b. Only have been collecting for 3 days
 - c. All staff have signed the staff petition
 - iii. Staffing for 2017-2018
 1. Completely staffed
 2. Part-time special education teacher was hired through the Michael Padilla job fair
 - iv. Enrollment and First Days of School
 1. Currently 268 students
 2. We have a waiting list for all grades right now, first time ever
 - a. Some spots may open up if student don't show up by the 10th day
 - v. Teacher Professional Development & Larry Myatt
 1. Teachers
 2. Focus on project based learning
 - a. Teacher collaboration on classroom projects
 - b. Teachers asked for more planning time and Jonathan has made accommodations for that
 3. Larry Myatt discussed with teachers to look past the
 - vi. Jump Start Day
 1. Jonathan distributed the student "survival guide" which was geared mostly to new middle school students

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2. Cell phone policy was a focal point
 - a. Mr. Conforti commented that he hasn't seen a cell phone the first two days
 3. Community building was also a focal point
 - a. Jonathan distributed our student planner
 - b. Bringing middle school and high school together
 - vii. PARCC Results
 1. Jonathan distributed the graphs comparing our PARCC scores vs the statewide scores
 - a. He discussed math and reading scores at our grade levels
 - viii. Portfolium
 1. New cloud based software to store student work so that they can have a portfolio
 - a. Students can keep using into college
 2. Teachers can also use for their class projects
 - ix. Update: PAC Meeting regarding unpaid Meal Charges
 1. PAC is supporting a fundraising activity to help with the unpaid lunch bills
 - x. MACCS Mission Statement
 1. Jonathan distributed a worksheet showing our mission
- b. Financial Report
- i. Pat reported on the finances for July 2017
 1. There are not a lot of operational expenditures
 - a. This is due to teacher and other staff contracts not starting until August
 - b. Discussed the potential savings from new staff not taking insurance (~\$16,000)
 - c. Discussed the potential costs of employees moving up in licensure levels
 - i. These were budgeted for (~\$62,000)
 2. Discussed various funds and their balances
 3. Reviewed the disbursements and deposits for the month
 - ii. Pat presented five BARs
 1. Capital Outlay Increase BAR (\$1,147)
 2. High Schools That Work Initial BAR (\$61,510)
 3. Capital Outlay Maintenance BAR
 - a. Move \$50,000 from facility purchase to construction services for Portables divider project, server room wall and network wiring
 4. Operational Carryover Increase BAR (\$31,285)
 5. Instructional Materials Carryover Increase BAR (\$4,897)
 - iii. Pat discussed the new copier lease

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1. Received quotes from 5 vendors, of which 3 were CES approved companies
 2. Contract has been awarded to Konica (same company)
 3. Prior lease was a 5 year term, we have reduced to 4 years
 - a. Current machines started to wear down more frequently
- iv. Capital Outlay Project Update
1. New Room Dividers in Portables
 - a. Support for Curtains will be completed this week
 - b. Folding curtains should be installed by the end of the month
 2. New network wiring in main building
 - a. All new wiring has been completed
 3. Server room relocation
 - a. Brandon (IT) is now hooking up new wiring to switches
 - b. Should see significant increase in network and internet speeds
 4. Projects to be paid from past legislative appropriations
 5. May need to schedule a capital outlay meeting to discuss the needs and requests for the 2018 legislative session
 - a. Also, to come up with a plan for current awards
 - i. Re-appropriation for HVAC project
- v. Finance and Audit Committee Meetings and Vacancy
1. Would like to schedule meeting for Tuesday, August 22nd at 7:00pm prior to board meeting
 - a. Discuss upcoming audit
 - b. Filling vacancy
 - c. Mike suggested possibly finding another date
 2. We have some teachers that are parents that may want to serve or we will solicit to other parents
- vi. Lease Reimbursement Grant
1. Pat discussed the possible 20% cut to the grant for FY2018.
 2. This could affect the school by about \$31,600
 3. There is a PSCOC meeting this Friday to discuss any cuts
- vii. Approval of Financial Report
1. John moved to approve the presented July 2017 financial report
 2. James seconded the motion
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”

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5. Motion Passed 6-0

- c. Media Coordinator
 - i. First week of school reflection
 - 1. Cell phone use was none existent
 - 2. Seemed to be a smooth start to the school year
 - a. Technology worked
 - 3. Enrollment
 - a. We have more siblings this year than in previous year
 - ii. Film and Media Industry Conference
 - 1. August 25th and 26th and MACCS will have a table
 - iii. NM Commission of Community Volunteerism
 - 1. Would like to have a film festival focusing on films that have volunteering as a theme
 - 2. September 2nd at the KIMO
 - iv. Mayoral Forum
 - 1. At Nob Hill Studios, September 26th
 - 2. MACCS students will crew and will be presented on ProView Networks
 - a. Possible streaming on MACCS TV
- d. PAC Report
 - i. No report given
 - ii. Noted that Ice Cream Social is on August 22nd
- e. Foundation Board
 - i. No report given

7. Action Items

- a. BARs Approval
 - i. John moved to approve the presented five BARs
 - ii. Miles seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
- b. Review of School Mission
 - i. No motion was presented
 - ii. There was discussion regarding the worksheet that Jonathan distributed to go over the mission statement
- c. Governance Council By-Laws
 - i. John moved to table the By-Law approval
 - ii. Malinda seconded the motion

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- iii. There was discussion that John and Malinda will meet next week to go over them with the former governing council president to finalize
- iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
- v. Motion Passed 6-0
- d. Principal Evaluation
 - i. Malinda moved to table the principal evaluation
 - ii. Carolyn seconded the motion
 - iii. Discussion was to move it to the August 22nd board meeting agenda
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
- e. Lunch for Unpaid Meal Charges Policy
 - i. Miles moved to approve the Unpaid Meal Charges Policy
 - ii. John seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
- f. Prospective Board Members
 - i. Marvin Gladstone and Trish Meyer introduced themselves and their desire to serve on the board. They both discussed what skills they have that can aide the schools.
 - ii. Marvin Gladstone
 - 1. John moved to add Marvin Gladstone to the Governance Council
 - 2. Ted seconded the motion
 - 3. Marvin noted that the school has an existing lease with Nob Hill Studios (who leases from West Highland LLC) for studio/media space. His wife is a partner of Nob Hill Studios and wanted to disclose that to the board. He was not involved in any way with the current lease and will recuse himself on any future votes, although, the school is looking at purchasing the building from West Highland LLC this school year so there most likely will not be any future lease with Nob Hill Studios.
 - 4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - 5. Motion Passed 6-0
 - iii. Trish Meyer

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1. Malinda moved to add Marvin Gladstone to the Governance Council
 2. Carolyn seconded the motion
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 5. Motion Passed 6-0
- g. Board Member Positions
- i. John moved that as per the bylaws the MACCS Governance Council will consist of no less than 5 members and no more than 9 members with current membership being 9 members.
 - ii. Miles seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
- h. School Performance Goals
- i. No motion was presented
 - ii. It was discussed to leave the goals as is for now
- i. Board Representation at October Site Visit
- i. There was discussion that tentatively Mike, Miles and Carolyn will be there
 - ii. Miles made a motion to strike this item from the agenda
 - iii. John seconded the motion
 - iv. There was no discussion
 - v. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - vi. Motion Passed 6-0
8. Old Business
- a. None
9. New Business
- a. None
10. Adjournment
- a. John moved to adjourn the meeting
 - b. Malinda seconded the motion
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - e. Motion Passed 6-0
 - f. Meeting adjourned at 9:27pm