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MEDIA ARTS COLLABORATIVE CHARTER SCHOOL
GOVERNING BOARD MINUTES
December 12th, 2017 7:30pm
4401 Central Ave NE Building #2 Albuquerque, NM 87108

1. Quorum Call
 - a. Michael called the meeting to order at 7:31pm
 - b. Board Member Quorum Call
 - i. Michael Trujillo – Present
 - ii. Ted Cloak – Absent
 - iii. John “Jake” Lopez – Present
 - iv. James Gale – Present
 - v. Miles Tokunow – Present
 - vi. Carolyn Carlson – Present
 - vii. Malinda Menke – Present
 - viii. Trish Meyer – Present
 - ix. Marvin Gladstone - Present
 - x. A quorum is present
 1. Miles made a motion to excuse Ted Cloak
 2. John seconded
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 5. Motion Passed 7-0
 - c. Staff Present: Jonathan Dooley, Patrick Kelly, Anthony Conforti, Maureen Johnson, Alicia Faulds, Michael Dolce and Jessica Vierra
 - d. Foundation Members Present: None
 - e. PAC Members Present: None
 - f. Public Present: Steven Milner and Steve Eiland
2. Approval of Agenda
 - a. John made a motion to approve the agenda
 - b. Carolyn seconded
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - e. Motion Passed 7-0
3. Approval of Minutes
 - a. Carolyn made a motion to approve the November 14th minutes
 - b. Trish seconded
 - c. There was no discussion

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- d. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
- e. Motion Passed 7-0

- 4. Committee of the Whole
 - a. No comments

- 5. Public Comment
 - a. None
 - b. Introduction of the staff members present to the board

- 6. Board Member Candidate
 - a. Steve Eiland introduced himself to the board. He discussed interest in serving on this board and his background in film, legislative work and education. The board introduced themselves to Mr. Eiland as well.

- 7. Reports
 - a. Principal Report
 - i. Charter School Division Renewal Update
 - 1. Recommendation for 5 years
 - a. Need to focus more on media in classrooms and project based learning
 - 2. PEC Meeting on December 14th or 15th
 - a. There was discussion regarding our presentation and what we will focus on
 - ii. Staffing for 2017-2018
 - 1. Special Education Teacher position is filled
 - a. Dora Sheer has started here as of Monday
 - 2. HS Math Positions filled
 - iii. Enrollment
 - 1. Currently 246 students
 - a. New interview and reflection process for new applicants
 - b. Get specific with what we do with media here
 - 2. Attendance is still at 99%
 - iv. SREB Site Visit and Progress Monitoring
 - 1. Reinvigorate the Advisory Classes
 - a. HSTW Grant is helping with this
 - 2. Encouraging Advisory Attendance?
 - v. Referrals and Observation Update
 - 1. Focus on disruptions and defiance
 - 2. Lockdown was safe and secure
 - vi. Middle School and Presentations of Learning Assemblies
 - 1. Ask kids ‘what kind of community they want’
 - a. No tolerance for drugs in the school

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2. MS Rights and Responsibilities
- vii. NM Coalition of Charter Schools Conference
 1. Performance Framework Revisions (Tiered System)
 2. Not a concern until we renew in 5 years
- viii. Visit from Turquoise Trail Charter School
 1. Currently an elementary school moving to add a middle school
 2. Media Arts curricular focus
- ix. Science Fair Last Wednesday
 1. Big thanks to Rachel Benner and Vary Coates
 - a. Also to Jim Gale for judging
 2. Science Fair Awards Assembly this Friday (along with Talent Show)
- x. Fundraisers
 1. MACCS PAC – Papa John’s
 2. Student Government – Dion’s Pizza
- xi. Daedalus Daily Newspaper
 1. Distributed December edition
- xii. Leadership Council Organizes
 1. Reach out to Foundation Board to assist with fundraising and promotion of school
 2. Putting together January 2nd Professional Development around staff needs and interest

b. Financial Report

- i. Pat reported on the finances for November 2017
 1. Discussed various funds and their balances
 - a. Approximately \$238K of deposits and \$226K of expenses
 - b. Noted that operational budget balance will go down in December and January due to hiring of new staff at higher levels than previous
 - i. Will present a BAR in January for these changes
 2. Reviewed the disbursements and deposits for the month
- ii. Presentation of Budget Adjustment Requests (BARs)
 1. Golden Apple Grant \$883
 2. SB-9 State Match Bond -\$6,224
 3. Target School Grant \$700
- iii. Parent on Audit Committee
 1. Pat presented that we found a parent to be on our Audit Committee
 - a. Ryan Salway (parent of 7th grader) has agreed to serve
- iv. NM Finance Authority Legislative Authorization

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1. Pat received confirmation that MACCS has been included in the NMFA bill for this session
- v. Facility Financing Meeting
 1. Start negotiations for Bank of America building over the next few weeks
 2. Keep in mind a probable 20% cut to our Lease Assistance Grant next school year (\$36,000)
- vi. Legislative Appropriation Request
 1. Still need to schedule a meeting to come up with our requests
 - a. Not sure of process
- vii. Capital Projects and Expenditures
 1. New window to be installed next week ~\$5K
 2. New Mini-Split System in Server Room to be installed next week ~ \$7K
 3. Current balances of appropriations:
 - a. Facility (14-1468) - \$6,415.69
 - b. Activity Vehicle (15-0233) - \$14,784
 - c. HVAC (15-0234) - \$36,000
 - d. HD Cameras (15-0243) - \$0
 - e. Classroom Technology (16-2050) - \$1,153
- viii. Disposal of Supply Assets
 1. Will be presented for January's board meeting
 - a. IT contractor and staff are going through some obsolete computer equipment to determine what works (for donations) and what doesn't (for recycling)
- ix. Approval of Financial Report
 1. Jim moved to approve the presented November 2017 financial report
 2. John seconded the motion
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 5. Motion Passed 7-0
- c. Media Coordinator Report
 - i. Thursday MACCS is hosting the Film Advisory Board meeting
 1. Andrew Barrow and Anthony Conforti have been attending over the years
 2. In Nob Hill Studios at 3:30pm
 3. Anthony suggested
 - ii. We had one entry in the most recent 48 hour film festival

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1. Did not place but it was chosen to be screened at the KIMO theatre
 - iii. MACCS still has not received the approximately \$22,000 check from the Dusk 'til Dawn that we have been expecting
 1. We did receive another \$1,700
 - iv. Legislature Media Visits
 1. Late January or early February for possible visits
 - a. Anthony extended an invitation to the board
 2. Possible other visits other than Media Day
 - v. Began shooting with the Habitat for Humanity project
- d. PAC Report
- i. No report given
- e. Foundation Board
- i. No report given
- f. Leadership Council
- i. We have done some grant research and found some that may be a fit for our school.
 - ii. Some grants are only for non-profit organization so the Leadership Council wanted to approach the foundation and the governance council on how to promote and fundraise for the school
 1. Mr. Dolce mentioned that staff doesn't know the governance council and foundation board and vice versa.
 - a. There is a need to work as a "tripod" to help the school and its students
 - b. Help with promotion, recruitment and fundraising
 - i. Film Festivals, etc
 - ii. Finding the students that want to do media
 2. Data collection and analysis
 - a. With the increase importance of data collection, discussion has started around possibly hiring someone for that position
 3. There was discussion regarding how to collaborate and join forces and how all groups can help each other
 - a. Possible standing reports on monthly agendas
 - b. Discussion from Marvin about creating a Collaborative or Liaison Committee that consists of a Governance member, Foundation Member, Administration and Faculty maybe to meet monthly

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- g. Internship Coordinator (Maureen Johnson)
 - i. Maureen discussed her background and her experiences as an intern and how that she was a counseling intern at MACCS prior to joining our staff
 - 1. There are two classes that focus on upper classmen (Senior Leadership and Community Leaders) and how she can collaborate with those teachers to promote internships
 - a. In the Senior Leadership class, finding a mentor is a requirement
 - i. Finding a field that the student is interested
 - ii. 30 hours of mentorship time required
 - iii. Creation of resume, professional emails and interview with mentor
 - iv. Presentation of Learning requirement
 - b. Internship Path
 - i. 60 hour requirement
 - ii. POL is not requirement, but encouraged
 - iii. Receive HS credit for it
 - 2. Michael discussed how the board can help with internships and the connections the board has with different industry
8. Action Items
 - a. BARs Approval
 - i. John made a motion to approve the three presented BARs
 - ii. Malinda seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
 - b. Vote on Officers for Governance Council
 - i. Miles was nominated by Michael to become Vice President
 - ii. Carolyn made a motion to approve Miles as Vice President
 - iii. Malinda seconded the motion
 - iv. There was discussion that per the new by-laws all positions are up for appointment at the July meeting
 - v. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - vi. Motion Passed 7-0
 - c. Internship Committee Formation
 - i. John made a motion to create an Internship Committee

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- ii. Miles seconded the motion
 - iii. There was discussion to have Miles, Carolyn and Trish serve on the committee
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
 - d. Accept resignation letter from John Jake Lopez
 - i. Marvin moved to accept resignation letter from John Jake Lopez
 - ii. Miles seconded the motion
 - iii. There was discussion that John received an opportunity to teach another class at Luna Community College and that he wishes the board and the school the best
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
 - e. Accept Steve Eiland to the Governance Council
 - i. Marvin moved to accept Steve Eiland as a member of the Governance Council effective January 9th, 2018.
 - ii. John seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
- 9. Old Business
 - a. None
- 10. New Business
 - a. There was discussion of a possible Christmas party or a renewal party in January, more information will be emailed out
 - b. Trish brought up the 2018 Motion conference and that tickets are available soon
- 11. Adjournment
 - a. John moved to adjourn the meeting
 - b. Carolyn seconded the motion
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - e. Motion Passed 7-0
 - f. Meeting adjourned at 9:11pm