

MEDIA ARTS COLLABORATIVE CHARTER SCHOOL  
GOVERNING COUNCIL MINUTES  
December 11<sup>th</sup>, 2018, 2018 7:30pm  
4401 Central Ave NE Building #2 Albuquerque, NM 87108

1. Quorum Call
  - a. Michael called the meeting to order at 7:30pm
  - b. Board Member Quorum Call
    - i. Michael Trujillo – Present
    - ii. Ted Cloak – Absent
    - iii. Steve Eiland – Absent
    - iv. Carolyn Carlson – Present
    - v. Malinda Menke – Present
    - vi. Trish Meyer – Present
    - vii. Donna Williams - Absent
    - viii. A quorum is present
  - c. Staff Present: Jonathan Dooley, Patrick Kelly, Anthony Conforti, Allie Coleman (Internship Coordinator) and Michael Dolce (Leadership Council)
  - d. Foundation Members Present: None
  - e. PAC Members Present: None
  - f. Public Present: Marvin Gladstone, Richard Romero and Michael Chavez
  
2. Approval of Agenda
  - a. Carolyn made a motion to approve the agenda
  - b. Malinda seconded
  - c. There was no discussion
  - d. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
  - e. Motion Passed 4 to 0
  
3. Approval of Minutes
  - a. November 13<sup>th</sup>, 2018 Minutes
    - i. Malinda made a motion to approve the November 13<sup>th</sup> minutes
    - ii. Trish seconded
    - iii. There was no discussion
    - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
    - v. Motion Passed 4 to 0
  
4. Committee of the Whole
  - a. Michael mentioned that Ted Cloak has notified him that he will be resigning. Mike has asked for a resignation letter and acceptance of

his resignation will be on the January 2019 action items. Mike mentioned that he does have a lead on a replacement member.

5. Public Comment
  - a. Richard Romero, Lobbyist Michael Chavez, Lobbyist, and Marvin Gladstone, Founder and former council member were given the floor by Mike
  - b. Marvin introduced Richard and Michael since we are in need of assistance with the legislature this year. Due to the expected amount of capital outlay funds, we don't want to get left behind
  - c. Richard discussed his lobbying business and how he can help the school
    - i. There will be a lot of capital money at this year's legislative session, a lot of one time money
    - ii. Lobbying services will cost \$6,000 for a year round contract
    - iii. At least 20 Albuquerque charter schools
      1. Normal years \$70K to \$100K is a good year
      2. This year should exceed those numbers
    - iv. 60 Day session starts January 22<sup>nd</sup>
    - v. The board was in consensus to retain Mr. Romero's lobbying services. Mr. Romero will send a contract to Mr. Dooley.
6. Reports
  - a. Principal Report
    - i. Current Enrollment and Attendance Update
      1. Currently 249 students
        - a. We had 3 more students that December of last year
      2. 97% Attendance Rate
        - a. Still have some chronically absent students
        - b. Our attendance coach is working with those families
    - ii. NM Teach Observation Results
      1. Jonathan presented on his recent teacher classroom observations
      2. Discussed Domain 1
        - a. Planning and preparation – Lesson Plans
        - b. Jonathan showed charts documenting the teachers' progress over the last 3 years
      3. Domains 2 and 3
        - a. Domain 2 is creating a learning environment and 3 is the actual teaching
        - b. All teachers are at least "effective" in these categories and that is what the PED likes to see
    - iii. Discipline Referrals

1. Jonathan presented the current status of student referrals
2. Ditching, Disruptions and Defiance are still the three major ones
- iv. Comprehensive Support and Improvement Grant Site Visit
  1. Jonathan presented on the grant focus of making meaning and managing learning through meaningful feedback, use of technology and the need to differentiate
- v. Presentations of Learning Rollout
  1. 9<sup>th</sup> through 11<sup>th</sup> graders will do projects through their media pathway classes
  2. Seniors will do a capstone project reflecting on their career at MACCS
- vi. Advisory Council Meeting
  1. Was well attended and focused on exploring careers in the media industry
  2. May have developed internship opportunities for our students
- vii. SREB School Visit
  1. Math teachers will be attending their conference in July 2019
  2. The Skills for Success is going to create a video of the first semester as a MACCS freshman
- viii. Regulatory Child Abuse Trainings
  1. Staff is required to do the training each year
  2. Almost all staff has completed the training
- ix. Opportunity to Learn Surveys
  1. Students take 10 questions
  2. Results of the survey affect the teachers' summative evaluations
- x. NM Coalition of Charter Schools Legislative Summit
  1. Even was postponed due to lack of attendance
  2. It will cover bill overviews and small school size defense

b. Financial Report

- i. Pat reported on the finances for November 2018
  1. Discussed various funds and their balances
    - a. Approximately \$271K of deposits and \$261K of expenses
  2. Reviewed the disbursements and deposits for the month
  3. Pat discussed the bond revenue from HB-33 and SB-9 funds

- a. Stated that the APS Bond election is coming up in February and this will raise property taxes for the first time in many years
- ii. Presentation of Budget Adjustment Requests (BARs)
  - 1. Pat had no BARs to present
- iii. Facility Projects
  - 1. Pat discussed the upcoming projects that we are currently obtaining quotes for or proceeding with
    - a. AC Compressor Breakdown
      - i. We had another company come in to assess our system and will be submitting a quote to fix AC along with a possible boiler replacement
  - 2. Capital Outlay Asks
    - a. Building Down Payment
      - i. Need approximately \$400K to complete building purchase
    - b. Classroom Technology
      - i. Animation Studio computers are approximately \$75,000
    - c. HVAC Upgrades
      - i. Approximately \$150K-\$200K
- iv. Facility Masterplan Update
  - 1. Pat presented the final version of our five year facility masterplan amendment
  - 2. There was discussion regarding student growth and the how we can accommodate it with our current and future facility plans
- v. Lease Purchase Offer
  - 1. Pat presented West Highland's conditional offer to lease purchase the northern portion of the Bank of America building
    - a. Pat discussed the terms and showed a graph of the monthly savings and the payoff plan
    - b. It was suggested by Marvin to add an option to purchase the Bank of America side when that property becomes available and the council agreed
- vi. Approval of Financial Report
  - 1. Carolyn made a motion to approve the November 2018 Financial Report
  - 2. Malinda seconded
  - 3. There was no discussion
  - 4. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
  - 5. Motion Passed 4 to 0

- c. Media Coordinator Report
  - i. Legislative Lobbying Strategy
    - 1. Students will be working on stories about the legislature
      - a. Ask legislators for sound bites
      - b. Board members will call various legislators to get them to come by
    - 2. Phyllis Kennedy is going to speak at the LESC regarding art education
      - a. 4:45 on Thursday
  - ii. Netflix Update
    - 1. Besides NY and Hollywood, Georgia has been the main competitor to NM for film
      - a. Film may be leaving Georgia due to physical and political climate
      - b. Marvel may follow
      - c. Studios tend to cluster
  - iii. CTE Update
    - 1. Exposing students to the industry professionals
      - a. One student wants to do makeup in the movies
        - i. Two calls came back to do a demo at school
      - b. Contacting professionals to discuss the film industry jobs
      - c. How do we access the executives
        - i. Professional IMDB membership \$200/year
        - ii. The board agreed this is an expense the school should pursue
  - iv. Yoga approach to discipline
    - 1. Head-Space one of the biggest apps and is a meditation app for the phone
- d. Leadership Council Report
  - i. Ryan Salway, who is one of our teachers is leaving at the end of this semester.
    - 1. Leaves a big hole in our high school elective schedule
    - 2. He helped develop our EWS GoogleDoc
  - ii. NWEA Test
    - 1. Short Cycle Winter assessment is this Thursday
    - 2. Is a growth assessment to determine the students' progress and their skill gaps
    - 3. Next assessment is in the spring
    - 4. Attendance is a focus, MS in morning with supervision after test

5. Creating culture of making the NWEA a big deal
- e. Internship Coordinator
    - i. Allie Coleman reported on how the internship program is progressing
      1. Twenty students have started the program
        - a. Compared to 10 last year
      2. Most internships are media based
        - a. Some are non-profit work
      3. Looking to get ten more students for next semester
    - ii. We may want to look at getting the union to drop the 18 year or older requirement for interns
7. Action Items
    - a. BARs
      - i. None presented
    - b. Use of NM DASH
      - i. Malinda made a motion to approve the use of NM DASH
      - ii. Trish seconded
      - iii. There was no discussion
      - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
      - v. Motion Passed 4 to 0
    - c. West Highland Rental Agreement
      - i. Carolyn made a motion to approve the rental agreement with West Highland LLC to rent a room in the upstairs of the northern part of the bank building
      - ii. Trish seconded
      - iii. There was no discussion
      - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
      - v. Motion Passed 4 to 0
    - d. Facility Masterplan 2018 Amendment Approval
      - i. Malinda made a motion to approve the 2018 amendment to MACCS’ Five Year Facility Masterplan
      - ii. Carolyn seconded
      - iii. There was no discussion
      - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
      - v. Motion Passed 4 to 0
    - e. Resolution to Accept Conditional Lease Purchase Offer
      - i. Malinda made a motion to approve the resolution to accept the conditional offer to lease purchase Unit B of the Bank of America building from West Highland, LLC
      - ii. Trish seconded
      - iii. There was no discussion

- iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
      - v. Motion Passed 4 to 0
    - f. Student Art Board
      - i. Trish made a motion to not allow a student art board on campus
      - ii. Malinda seconded
      - iii. There was no discussion
      - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”
      - v. Motion Passed 4 to 0
- 8. Old Business
  - a. None
- 9. New Business
  - a. None
- 10. Adjournment
  - a. Agenda complete
  - b. Meeting adjourned at 9:25pm