

# DRAFT

MEDIA ARTS COLLABORATIVE CHARTER SCHOOL  
GOVERNING COUNCIL MINUTES  
March 19<sup>th</sup>, 2019, 2018 7:30pm  
4401 Central Ave NE Building #2 Albuquerque, NM 87108

1. Quorum Call
  - a. Mike called the meeting to order at 7:32pm
  - b. Board Member Quorum Call
    - i. Michael Trujillo – Present
    - ii. Steve Eiland – Absent
    - iii. Carolyn Carlson – Present
    - iv. Malinda Menke – Present
    - v. Trish Meyer – Present
    - vi. Donna Williams - Present
    - vii. A quorum is present
  - c. Staff Present: Jonathan Dooley, Patrick Kelly, Anthony Conforti, Allie Coleman (Internship) and Vary Coates (Leadership Council)
  - d. Foundation Members Present: None
  - e. PAC Members Present: None
  - f. Public Present: None
2. Approval of Agenda
  - a. Malinda made a motion to approve the agenda
  - b. Carolyn seconded
  - c. There was no discussion
  - d. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Donna Williams “AYE”
  - e. Motion Passed 5-0
3. Approval of Minutes
  - a. February 12<sup>th</sup>, 2019 Minutes
    - i. Carolyn made a motion to approve the February 12<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”; Donna Williams “Abstain”
    - v. Motion Passed 4 to 0 with 1 abstention
4. Committee of the Whole
  - a. None
5. Public Comment
  - a. No public input

# DRAFT

6. Approval of New Council Member
  - a. Carolyn made a motion to approve Channing Concho as a member of the Governing Council
  - b. Malinda seconded
  - c. Donna noted that she will abstain since she missed the meeting that Channing was introduced and fielded questions. Mike reiterated the qualifications that Channing has.
  - d. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Donna Williams “Abstain”
  - e. Motion Passed 4 to 0 with 1 abstention
  
7. Reports
  - a. Leadership Council Report
    - i. Vary Coates presented that the LC has set the graduation details
      1. Ceremony is May 20<sup>th</sup> at 2pm at National Hispanic Cultural Center
    - ii. Discussing possible pathway lab fees up to \$20 with sliding scales
    - iii. Working on alumni relation building and finding them how they are up to
    - iv. CTE moving to the upstairs of Nob Hill Studios was discussed and how that transition will work
    - v. Students in cars privilege at lunch has been taken away due smoking and other behaviors
    - vi. 2019-2020 Calendar was discussed with the Boot Camp being part of the calendar
      1. Teachers are coming back a week earlier than this year but will not have PD in June
  - b. Internship Coordinator Report
    - i. Allie Coleman reported that we have 19 of 40 seniors doing an internship with another that may have one by graduation
      1. Our goal was 50%, so we may just meet our goal
      2. Juniors have completed 8, Sophomores 1 and a Freshman has started one
    - ii. Mike brought up that our negotiated charter goals was to meet the minimum requirement and believes that there should be discussion around making it a graduation requirement to entice students so we are around 75% to 80%
    - iii. Anthony noted that at the NM Film Office has been so reliant on interns that we should pursue opportunities there
      1. He also discussed other opportunities
    - iv. Pat noted that we have over \$7,000 in our Internship Grant for student travel to get to their internships

# DRAFT

- c. Principal Report
  - i. Current Enrollment and Attendance Update
    - 1. Currently 242 students (was at 234 last year)
    - 2. 97% Attendance Rate
  - ii. Discipline Referrals
    - 1. Increase of 35.2%
    - 2. Ditching, defiance and disruptions are still the most referred discipline
      - a. Electronics saw a large increase
    - 3. Jonathan showed a chart on the various referrals for this year
    - 4. Some staff is reading “Difficult Conversations” book and discussing it on Monday afternoons
  - iii. NMTeach Domains and COMI Walkthroughs
    - 1. Focus on Growing and Developing Professionally since it is one of our lowest categories
      - a. Domain 4 results are due this week
    - 2. Walkthroughs showed needed work on Procedures and Routines
      - a. Getting better as we have focused on it
      - b. Group Work & Independent Work needs to get better
  - iv. Legislative Lobbying
    - 1. Jonathan showed pictures and discussed our school visit to the legislature on NM Film Day
    - 2. \$175,000 for HVAC Projects was passed
    - 3. CTE meeting to plan transition to Nob Hill Studios
  - v. Charter School Division Site Visit
    - 1. Visit went really well and thank you to Carolyn for being there and being interviewed
      - a. Need to work on identifying our English Language Learners properly
      - b. Creation of an ELL coordinator next year as a per student stipend to support students and teachers
  - vi. Charter School Leadership Meeting
    - 1. Improved working relationship with PED
      - a. Staff is a lot of former educators
    - 2. Financial concerns were brought up
      - a. Lease Reimbursement Decrease
      - b. Small School Size Phase Out
      - c. Technology/APS Bond
  - vii. Active Shooter Training
    - 1. Given by our insurance company, Poms and Associates
    - 2. Goals: Good Mindset, Training and Practice
    - 3. Jonathan shared our Security Risk Assessment Results
  - viii. Math Student/Parent Nights

# DRAFT

1. One-third of students invited show up
2. This week we are adding our 6<sup>th</sup> graders to the invite list
- ix. Parent-Teacher Conferences
  1. Held on Friday, March 8<sup>th</sup>
  2. Attendance was 78.3%
  3. Returning student registration form was handed out to determine how many spots we have open in the lottery
- x. Recruitment Open Houses
  1. Jonathan discussed that we currently have 38 applications
    - a. We had 48 at this time last year
  2. Upcoming Open Houses
    - a. Will be on March 27<sup>th</sup> and April 4<sup>th</sup> all at 5:30pm
- xi. Jani-King Cleaning
  1. Vanguard was placed on notice and their last day is April 5<sup>th</sup>
  2. Jani-King will start on April 8<sup>th</sup>
    - a. They have a communication pad to support a good working relationship
- d. Financial Report
  - i. Pat reported on the finances for February 2019
    1. Discussed various funds and their balances
      - a. Approximately \$251K of deposits and \$285K of expenses
    2. Reviewed the disbursements and deposits for the month
    3. Pat discussed the cash balance history from Operational and the HB-33 and SB-9 bond funds
      - a. Pat presented a chart on where operational dollars are being spent
        - i. Over 71% spent on student classroom and support expenses
  - ii. Presentation of Budget Adjustment Requests (BARs)
    1. Pat presented seven BARs
      - a. 31600 – Maintenance BAR - \$0
      - b. 31701 – Maintenance BAR - \$0
      - c. 31600 – HB-33 Carryover Increase - \$1,973
      - d. 31701 – SB-9 Carryover Decrease – (\$4,450)
      - e. 24190 – CSI Transfer BAR - \$0
      - f. 24190 – CSI Maintenance BAR - \$0
      - g. 24190 – CSI Maintenance BAR - \$0
  - iii. Facility Projects
    1. AC Compressor Breakdown
      - a. Was installed over Spring Break

# DRAFT

- b. Will not be filled with refrigerant until we change over to AC
    - 2. We will have approximately \$25,000 left in our HVAC capital project that expires June 30<sup>th</sup>
      - a. Looking at insulating building
      - b. Removing boiler
      - c. Mini-Split Systems
  - iv. Lease Purchase Update
    - 1. Pat has worked with the PSFA to get their director's approval letter to proceed with our Lease Purchase
    - 2. Goal would be to have that completed with a draft Lease Purchase Agreement for approval at our April meeting to then submit to PED for an estimated May or June closing
    - 3. Pat presented on the purchase scenario with a \$300,000 down payment
  - v. Audit Update
    - 1. Pat presented that the FY2018 audit has been released by the State Auditor
    - 2. FY2018 Corrective Action Plan Update
      - a. Pat presented the CAP on how the school is monitoring its findings regarding purchase orders and how administration continues to educate staff how to avoid them in the future
  - vi. Legislative Update
    - 1. Education Funding
      - a. Licensure minimums were increased to \$40K-\$50K-\$60K
      - b. Minimum of 6% raise to all staff
        - i. Costs are estimated to be around \$200K
      - c. Revenue numbers will be given at next week's Spring Budget Workshop
    - 2. Pat gave an update on the SB1/HB5 revenue projections due to the loss of the Small School Size Adjustment
      - a. Small School Size accounts for approximately \$631,000 per year or 25% of our budget
      - b. 5 year phase out was amending into bill (20%-40%-60%-80%-100%)
      - c. At Risk funds are estimated at \$86,000
    - 3. SB245
      - a. Bill to help charters fund facility acquisitions stalled in committee
  - vii. Approval of Financial Report
    - 1. Donna made a motion to approve the February 2019 Financial Report
    - 2. Trish seconded

# DRAFT

3. There was no discussion
  4. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Donna Williams “AYE”
  5. Motion Passed 5 to 0
- e. Media Coordinator Report
- i. Film and Media Day at the NM Legislature – Feb 25<sup>th</sup>
    1. Anthony and Jonathan took over 20 students up to Santa Fe
      - a. MACCS had a table and student initiated a lot of interviews with legislators and other political figures
      - b. Alicia Keys, Secretary of Economic Development talked to our students and wants to visit our school
    2. NM Film Office Education Conference
      1. Was a lot smaller than in years past
        - a. There are a lot of vacancies in the office
      2. Hopefully new administration will enhance the conference
        - a. Looking to enhance NM based production and increase above the line jobs
    - iii. PED Art in Education Conference
      1. March 7<sup>th</sup> and 8<sup>th</sup>
      2. Ryan Salway’s class did the artwork for invitations
      3. There was a panel discussion that Jonathan participated in
      4. Emphasis on STEAM, using art to teach science and math
8. Action Items
- a. BARs
    - i. Trish made a motion to approve the seven presented BARs
      1. 1100600 – Maintenance BAR - \$0
      2. 31701 – Maintenance BAR - \$0
      3. 31600 – HB-33 Carryover Increase - \$1,973
      4. 31701 – SB-9 Carryover Decrease – (\$4,450)
      5. 24190 – CSI Transfer BAR - \$0
      6. 24190 – CSI Maintenance BAR - \$0
      7. 24190 – CSI Maintenance BAR - \$0
    - ii. Carolyn seconded
    - iii. There was no discussion
    - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Donna Williams “AYE”
    - v. Motion Passed 5 to 0

# DRAFT

- b. Approval of FY2018 Audit Corrective Action Plan
  - i. Malinda made a motion to approve the FY18 Audit CAP
  - ii. Carolyn seconded
  - iii. There was no discussion
  - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Donna Williams “AYE”
  - v. Motion Passed 5 to 0
- c. Approval of 2019-2020 School Calendar
  - i. Trish made a motion to approve the 19-20 School Calendar
  - ii. Malinda seconded
  - iii. There was no discussion
  - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Donna Williams “AYE”
  - v. Motion Passed 5 to 0
- d. Approval of the Gun Free Schools Act Policy
  - i. Donna made a motion to approve the Gun Free Schools Act Policy
  - ii. Carolyn seconded
  - iii. There was no discussion
  - iv. Roll Call Vote – Malinda Menke “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Donna Williams “AYE”
  - v. Motion Passed 5 to 0
- 9. Old Business
  - a. None
- 10. New Business
  - a. None
- 11. Adjournment
  - a. Agenda complete
  - b. Meeting adjourned at 9:33pm