

MEDIA ARTS COLLABORATIVE CHARTER SCHOOL
GOVERNING COUNCIL MINUTES
March 19th, 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 12th, 2019 Minutes
 - i. Carolyn made a motion to approve the February 12th 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

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 20th 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

- 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

1. One-third of students invited show up
 2. This week we are adding our 6th graders to the invite list
- ix. Parent-Teacher Conferences
1. Held on Friday, March 8th
 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 27th and April 4th all at 5:30pm
- xi. Jani-King Cleaning
1. Vanguard was placed on notice and their last day is April 5th
 2. Jani-King will start on April 8th
 - 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

- 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 30th
 - 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

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 25th
 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
 - ii. 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 7th and 8th
 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

- 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