

MEDIA ARTS COLLABORATIVE CHARTER SCHOOL
GOVERNING BOARD MINUTES
November 14th, 2017 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 – Present
 - iii. John “Jake” Lopez – Absent
 - iv. James Gale – Present
 - v. Miles Tokunow – Present
 - vi. Carolyn Carlson – Present
 - vii. Malinda Menke – Present
 - viii. Trish Meyer – Absent
 - ix. Marvin Gladstone - Absent
 - x. A quorum is present
 1. Malinda made a motion to excuse Trish Meyer, John Lopez and Marvin Gladstone
 2. Miles seconded
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; Ted Cloak “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”;
 5. Motion Passed 5-0
 - c. Staff Present: Jonathan Dooley, Patrick Kelly and Anthony Conforti
 - d. Foundation Members Present: None
 - e. PAC Members Present: None
 - f. Public Present: Steven Milner and Glenna Voigt

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 – Miles Tokunow “AYE”; James Gale “AYE”; Ted Cloak “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”;
 - e. Motion Passed 5-0

3. Approval of Minutes
 - a. Miles made a motion to approve the October 10th minutes
 - b. Carolyn seconded
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; Ted Cloak “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”;

- e. Motion Passed 5-0
- 4. Committee of the Whole
 - a. No comments
- 5. Public Comment
 - a. Glenna Voigt presented that she is planning on running for District 3 Public Education Commission
 - i. She distributed nomination forms for signatures
- 6. Board Member Candidate
 - a. Steve Eiland has submitted a letter of interest and resume for review and vote next month
- 7. Reports
 - a. Principal Report
 - i. Charter Renewal Site Visit
 - 1. Jonathan discussed the timeline of the initial submittal at the beginning of October and the site visit on October 24th.
 - 2. He thanked the board members that took the time to be interviewed, along with parents, staff and over 20 students
 - 3. Jonathan discussed the response from our site visit that will be submitted on Friday that will focus on making sure the CSD has the evidence they requested regarding our performance frameworks
 - ii. Staffing for 2017-2018
 - 1. A special education position opened up as our new hire had to resign due to health reasons. We have already hired a new one to start in mid-December
 - 2. One of our part-time Mid School math teachers is going full time as the other is resigning to take care of her family
 - 3. We need a High School math teacher as ours is resigning for 2nd semester for personal reasons
 - iii. Enrollment
 - 1. Currently 249 students
 - 2. Attendance is 99%, thank you to our Social Worker, Stephanie Molina
 - iv. Mission: Graduate
 - 1. Surveying other schools what are the successful strategies that are working
 - v. After School Tutoring
 - 1. Jessica Mares and Pat Kelly have been tutoring targeted middle schoolers in math every Tuesday

- 2. October's Saturday School had over 50 students
 - a. Mr. Dooley accidentally invited the whole school, not just those targeted for extra help
 - vi. High Schools That Work Graduation Counts
 - 1. Creation of Mentor and Mentee Club
 - a. Peer-to-Peer tutoring at lunch time by the Community Leaders class
 - 2. The goal is to make a strong freshman class
 - vii. NM Teacher Liaison Network
 - 1. Michael Dolce is our MACCS representative
 - a. He is getting to see education and politics in actions
 - b. Discussion on how charters outperform traditional schools and how they are innovative
 - viii. True Kids 1
 - 1. Mission is to get more media arts into school with a focus on internships
 - 2. Jonathan has joined their board
 - ix. Teacher Observations and Student Referrals
 - 1. Jonathan distributed observation graphs showing that the classes are getting more rigorous.
 - 2. Student referrals from teachers have gone down
 - x. Spaghetti Dinner and Pie Auction
 - 1. MACCS PAC had a successful and fun event
 - 2. Raised about \$1,700
 - xi. Honor Roll Potluck
 - 1. 61 students had A's and B's to make honor roll
 - 2. Lunch was Italian themed
 - xii. Community Outreach
 - 1. Middle school students have been going to the Storehouse
 - a. Counselor Maureen Johnson and Special Education teacher Jessica Mares led the trips
 - 2. Community Link (volunteer organization) will help MACCS beautify the campus
 - xiii. English Language Learners Workshop
 - 1. Jonathan attended the workshop up in Santa Fe today
 - 2. Focuses on identifying, serving and exiting the English Language Learners at MACCS
 - xiv. School Newspaper
 - 1. Ms. Coleman's group has created the 2nd Daedalus Daily
 - 2. Mr. Dooley distributed a copy to the board members
- b. Financial Report
- i. Pat reported on the finances for October 2017
 - 1. Discussed various funds and their balances

- a. Noted that all lease payments are now encumbered out of the Lease Assistance Grant
 - i. Freed up operational funds, now estimated at a \$260,000 carryover
 - 2. Reviewed the disbursements and deposits for the month
- ii. Presentation of Budget Adjustment Requests (BARs)
 - 1. Operational Transfer BAR
 - 2. IDEA-B Maintenance BAR
 - 3. SGA Reduction BAR
 - 4. Library Bond BAR
 - a. Last one was disapproved due to wrong account code
- iii. FY2017 Audit
 - 1. Pat discussed that the FY2017 audit has been finalized
 - a. Exit Conference was held on October 26th
 - b. Will be submitted to the State Auditor for approval in December
 - 2. Findings (if any) will be discussed in an upcoming audit committee meeting and presented to the board when the audit is public (usually February/March)
- iv. NM Finance Authority Legislative Authorization
 - 1. Pat discussed what this was and if the school wanted to be included in this year's bill
 - 2. Pat discussed the advantages to being included
- v. Legislative Appropriation Request
 - 1. Schedule a meeting to come up with our requests
- vi. Facility Masterplan Grant was submitted, thank you to Steven Milner.
 - 1. Have not received word if we received the grant
 - 2. Received quotes for the masterplan
- vii. Capital Projects and Expenditures
 - 1. Approval to proceed with new windows ~\$5K
 - 2. Mini-Split System in Server Room ~ \$7K
 - 3. Contract for Facility Masterplan ~ \$20K
 - 4. Completed the room dividers in the portables
- viii. MACCS PAC Fundraiser
 - 1. Papa John's 11/24 Friday
 - 2. 20% of sales if you mention MACCS
- ix. Approval of Financial Report
 - 1. Jim moved to approve the presented October 2017 financial report
 - 2. Ted seconded the motion
 - 3. There was no discussion

4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; Ted Cloak “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”;
 5. Motion Passed 5-0
- c. Media Coordinator Report
- i. Last month reported that we had submitted 3 entries to the Rocky Mountain Emmys
 1. We won two awards
 - a. Best PSA “Breaking Good” piece from a local contest – team project
 - b. Best Photographer – Caleb Schuh “Little Talks”
 2. It was requested that a Press Release is done for these awards
 - ii. NM Media and Film Incentive Program
 1. MACCS will receive \$22,000 from Robert Rodriguez’ “From Dust til Dawn” series
 2. MACCS also will receive approximately \$1,700 from another project called “Rookies 2”
 3. Jim mentioned that we need to get “thank you’s” out to the individuals associated with them
 - iii. MACCS will host the bi-annual Film Advisory Board meeting next month
 1. More a forum for media educators
 2. Typically Mr. Conforti and Mr. Barrow attend
 - iv. Community Outreach
 1. Earlier in school year we were invited to a Commission of Volunteerism event
 - a. That entity would like to help us with access to Community Link, which can help our school with various beautification projects
 2. Habit for Humanity needs some media for their promotion
 - a. Our students will help and possibly may film a documentary as well
 3. PB&J Group is wanting similar promotion materials
 - a. Possibly film with a c
 4. UNM Health Science Center – Dr. Anne Simpson
 - a. They want some media to put on the AMA website
 - v. SMPTE Conference
 1. Took four students and three chaperones
 2. The theme was new technology (A.I., Cloud-Based Tech, 4K & 8K, etc.)
 - a. Most of the material was over the students (and even the teachers) heads

- b. Was not geared as much to the production of media but the delivery platform
 - 3. Question of how relevant is it to our students
 - a. Film contest was more professional than we are used to
 - b. Perhaps we should initiate a conversation with SMPTE of what they may want to do to tailor part of the conference to high school students
 - i. Jim Gale stated that SMPTE is wanting a student focus and will be interested in our ideas
 - c. Next year we should evaluate costs and relevance if we want to attend or not
 - i. May look at going to other media events
 - 1. NAB, Student Emmy, South by SW, etc.
 - d. PAC Report
 - i. No report given
 - ii. Noted that their Papa John's fundraiser is on Friday, November 24th. Pat will distribute information to the board.
 - e. Foundation Board
 - i. No report given
- 8. Action Items
 - a. BARs Approval
 - i. Miles made a motion to approve the four presented BARs
 - ii. Jim seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; Ted Cloak “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”
 - v. Motion Passed 5-0
 - b. Approval of Glenna Voigt 2017 Evaluation
 - i. No motion was presented
 - ii. It was discussed to make sure that Glenna's 2017 evaluation was completed and it was in May 2017
 - c. Wellness Policy/Governing Board member on Committee
 - i. No motion was presented and action was tabled
 - ii. Jonathan presented what the Wellness Policy was and that a board member is required to be on the committee
 - 1. Michael noted that board members should think over the next month if they want to be on it
 - 2. Miles offered that he could be on the committee if needed
 - d. Approval of Principal Evaluation Committee

- i. Miles moved to establish the Principal Evaluation Committee with Mike, Jim and Malinda being on the committee
 - ii. Ted seconded the motion
 - iii. There was discussion that the committee should meet soon to do a mid-year review
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; Ted Cloak “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”
 - v. Motion Passed 5-0

- 9. Old Business
 - a. None

- 10. New Business
 - a. It was noted that the PED is having a hearing Thursday up in Santa Fe regarding the Social Studies standards that will be eliminated from the End of Course Exams
 - i. Historical events such as some Martin Luther King events, Rosa Parks and Atomic Bomb may be eliminated

- 11. Adjournment
 - a. Carolyn moved to adjourn the meeting
 - b. Miles seconded the motion
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; Ted Cloak “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”
 - e. Motion Passed 5-0
 - f. Meeting adjourned at 9:00pm