

# DRAFT

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

1. Quorum Call
  - a. Michael called the meeting to order at 7:32pm
  - b. Board Member Quorum Call
    - i. Michael Trujillo – Present
    - ii. Ted Cloak – Present
    - iii. John “Jake” Lopez – Present
    - iv. Jim 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
  - 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
  
2. Approval of Agenda
  - a. John made a motion to approve the agenda
  - b. Ted seconded
  - c. There was no discussion
  - d. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
  - e. Motion Passed 6-0
  
3. Approval of Minutes
  - a. No motion was presented as the August 8<sup>th</sup> Minutes were approved at the August 22<sup>nd</sup> meeting
  
4. Committee of the Whole
  - a. John wanted to recognize Carolyn Carlson as a winner in the NM Press Women 2017 Awards. She also took 3<sup>rd</sup> at the national level
  - b. It was asked to add “Board meeting day/time” to the New Business portion of the agenda
  
5. Public Comment
  - a. No Public Comment
  
6. Reports

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- a. Principal Report
  - i. Charter Renewal Training #4
    - 1. The last training was this past Wednesday.
    - 2. Received good feedback on school's portion of the renewal
      - a. PEC likes 'straight to the point' narratives
    - 3. Jonathan discussed Part A and Part B of the renewal (copies were emailed out)
    - 4. PED site visit is on October 24<sup>th</sup>, board members are invited for 9:45am discussion and interviews
  - ii. Staffing for 2017-2018
    - 1. Still need a Full-Time Special Education teacher
      - a. Advertisements have been placed in various places
      - b. One candidate would like to change schools, but is hesitant mid-year
      - c. Jim brought up the idea of incentives for a teacher to sign (need board approval)
  - iii. Enrollment update
    - 1. 254 current students
    - 2. We were up to 268 but some have left.
    - 3. New Leadership classes have students already planning recruiting events at International District schools
  - iv. NM Teach Certification
    - 1. Jonathan passed the test with 90% accuracy
    - 2. Jonathan distributed graphs comparing 15-16 and 16-17 school year teacher evaluation and observation results
      - a. He has had good dialog so far with the teachers regarding their evaluation results
  - v. NWEA (Short-Cycle Testing) results
    - 1. Distributed charts show that we are very strong in reading and still challenged in math
      - a. Using results to drive our Goal team strategies to target students in need
      - b. Part of our Early Warning System procedures
    - 2. Jonathan distributed our school report card with "C" grade
      - a. There was discussion over the various components of the grade with most focused on graduation rate
      - b. Marvin asked if a "C" grade will adversely affect our renewal. Jonathan did not think so since we are averaging a "C" over the course of the term
      - c. It was brought up that it was curious how we can achieve an "A" in 'Opportunity to Learn' and

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'College and Career Readiness', yet our  
Graduation grade is an "F"

- vi. Mission Graduate
  - 1. Jonathan and our Social Worker, Stephanie Molina attended a recent workshop
  - 2. Our attendance rate is now at 99%
- vii. Ice Cream Social
  - 1. Had a decent turnout
  - 2. We are up to 84% on our parent petition to be renewed (required at least 75%) and trying to get to 100%
  - 3. A parent volunteer is calling home to make sure all know that they can sign
- viii. International District Meeting
  - 1. Jonathan commented that it is a great, positive, involved and active group
  - 2. Recruitment ideas involve Rosetta Stone and MACCS being able to offer up to 24 languages
  - 3. Mike made a comment that we should all go to our neighborhood association meetings to promote the school as some areas of town may have potential families that don't know MACCS exists
    - a. Miles has a contact at the NM Asian Family Center
- ix. NM Film and Media Conference
  - 1. We had a table to promote MACCS with students attending
  - 2. Mr. Conforti was able to get them free passes to conference
- x. High Schools that Work Trainings
  - 1. Alicia (counselor) and Jonathan attended a recent training on graduation initiatives
    - a. There is going to be a focus on Freshman classes
      - i. Get the students off to a strong start so that they are successful and stay at MACCS
  - 2. Teachers will be attending upcoming trainings on various topics
- xi. Early Warning Systems Goal Teams
  - 1. Scheduled for Friday afternoons
    - a. Designed to identify students that need interventions and construct classroom assessments that help them learn
- xii. Student Clubs
  - 1. Jonathan discussed the various student clubs that have formed and their activities
- xiii. Upcoming Events

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1. Jonathan discussed the Open House, Pennies for Patients, Portfolium Software and Parent-Teacher Conference (October 12<sup>th</sup>)
- xiv. Charter School Renewal Presentation
  1. Jonathan went over a PowerPoint presentation that discussed the components of Part A and B of the Charter Renewal
  2. Items discussed were:
    - a. State Report Cards and their component grades
    - b. Performance Framework Goals and our results
    - c. Financial Compliance and narratives
    - d. Material Terms of the Charter
    - e. Charter Renewal Narratives
  3. The board was grateful for the presentation and thanked Jonathan for putting it in this form
- b. Financial Report
  - i. Pat reported on the finances for August 2017
    1. Discussed various funds and their balances
      - a. Noted that all lease payments are currently encumbered out of operational until we receive the Lease Assistance Grant
        - i. At that point, expenses/encumbrances will transfer to that grant
    2. Reviewed the disbursements and deposits for the month
  - ii. Pat presented his version of Part C of the Charter Renewal
    1. This spreadsheet is to be completed by the Charter School Division for our review, but MACCS hasn't received it yet
    2. Pat discussed the various data and graphs on the worksheet regarding fund balances, expenditure trends, teacher contract amount, teacher experience, etc.
  - iii. Pat presented the narrative items in the Financial Section of Part B of the Charter Renewal
    1. The board was in agreement with the narrative
  - iv. Presentation of Budget Adjustment Requests (BARs)
    1. No BARs
  - v. FY2017 Audit
    1. Pat discussed that the finance and audit committee met prior to the meeting to go over our Financial Performance Frameworks and to discuss the upcoming FY2017 audit
    2. Audit is scheduled for next week
  - vi. Lease Reimbursement Grant

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1. Pat discussed that it looks like the possible 20% cut to the grant for FY2018 may not happen
2. There is a PSCOC meeting tomorrow to discuss various scenarios and it looks as though none of the scenarios will adversely affect MACCS' grant
- vii. Pat discussed that our 5 Year Facility Masterplan expires towards the end of this school year
  1. Need to contract with an architecture firm to update/revise our current plan
  2. There is a grant through PSCOC/PSFA to help with the costs which is due October 13
    - a. Mike suggested sending the grant info to Steven Milner to possibly work on
- viii. Approval of Financial Report
  1. Marvin moved to approve the presented August 2017 financial report
  2. Jim seconded the motion
  3. There was no discussion
  4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
  5. Motion Passed 6-0
- c. Media Coordinator Report
  - i. NM Media and Film Conference
    1. State less and less of a presence due to budget cuts
    2. Kids had a great time
  - ii. Give Back Program
    1. Statutory requirement for productions to give to entities in New Mexico
    2. Primarily focused on higher education historically
      - a. Moved to secondary education schools
      - b. MACCS is on or near the top of the list
      - c. We want relationships with these production entities, not just their money
  - iii. Anne Heche was there as she is filming “The Brave”
  - iv. Invited to show some work at the KIMO two weeks ago NM Commission for Community Voluntarism
    1. 20 minutes for the showing, Habitat for Humanity had commercially done videos, but everyone liked the MACCS student productions
      - a. May lead to entities requesting our students' services
  - v. Rocky Mountain Student Emmy Awards – October
    1. 4 entries – 2 nominations
    2. Only NM high school to get

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- a. Best Camerawork
    - b. Best PSA
  - vi. SMPTE Next Month October 23<sup>rd</sup>-26<sup>th</sup>
    - 1. Taking 3-6 students
      - a. Criteria or essay to apply
      - b. Must join the SMPTE club
    - 2. Look for connections to help the school at a high level
    - 3. Bill Miller – Anthony will connect with Jim on who to try to connect with
    - 4. One high school student has submitted to the film festival
  - d. PAC Report
    - i. No report given
    - ii. Noted that Open House is tomorrow
  - e. Foundation Board
    - i. No report given
- 7. Action Items
  - a. BARs Approval
    - i. No Bars
  - b. Board Membership Specification
    - i. Marvin moved that the MACCS Governance Council shall designate nine member positions for the 2017-2018 school year
    - ii. Ted seconded the motion
    - iii. There was discussion in regards to John “Jake” Lopez letting the board know that he has accepted a teaching position that will prevent him from attending meetings on Tuesday, Wednesday or Thursday nights after December. There was discussion of possible moving days and times of the meeting or finding a replacement at that time. Some board members noted that they may have candidates for the position if needed.
    - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
    - v. Motion Passed 6-0
  - c. Approval of Governance Council Bylaws
    - i. John moved to table approval until the September 26<sup>th</sup> meeting
    - ii. Malinda seconded the motion
    - iii. There was discussion on the revision comments from Patty Matthews and revisions will be entered by Pat Kelly
    - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”

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- v. Motion Passed 6-0
    - d. Approval of Principal Evaluation
      - i. Marvin moved to table the principal evaluation until the September 26<sup>th</sup> meeting
      - ii. Carolyn seconded the motion
      - iii. John commented that the Bylaws and Principal Evaluation should be the only agenda items. Marvin commented that he would like a copy of the new evaluation
      - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
      - v. Motion Passed 6-0
- 8. Old Business
  - a. None
- 9. New Business
  - a. Discussion regarding new day/time for board meetings was discussed in item 7.b
- 10. Adjournment
  - a. John 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”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
  - e. Motion Passed 6-0
  - f. Meeting adjourned at 9:34pm