

MEDIA ARTS COLLABORATIVE CHARTER SCHOOL  
GOVERNING COUNCIL MINUTES  
September 11<sup>th</sup>, 2018 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. Steve Eiland – Present
    - iv. Carolyn Carlson – Present
    - v. Malinda Menke – Absent (excused)
    - vi. Trish Meyer – Present
    - vii. Donna Williams - Present
    - viii. A quorum is present
  - c. Staff Present: Jonathan Dooley, Patrick Kelly, Anthony Conforti, Jessica Vierra (Leadership Council) and Allie Coleman (Internship Coordinator)
  - d. Foundation Members Present: None
  - e. PAC Members Present: None
  - f. Public Present: None
  
2. Approval of Agenda
  - a. Carolyn made a motion to approve the agenda
  - b. Trish seconded
  - c. There was no discussion
  - d. Roll Call Vote – Ted Cloak “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Stephen Eiland “Abstain”; Donna Williams “Abstain”
  - e. Motion Passed 4 to 0 with 2 abstentions
  
3. Approval of Minutes
  - a. August 14<sup>th</sup> Minutes
    - i. Carolyn made a motion to approve the August 14<sup>th</sup> minutes
    - ii. Ted seconded
    - iii. There was no discussion
    - iv. Roll Call Vote – Ted Cloak “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Stephen Eiland “Abstain”; Donna Williams “Abstain”
    - v. Motion Passed 4 to 0 with 2 abstentions
  
4. Committee of the Whole
  - a. None

5. Public Comment
  - a. None
  
6. Reports
  - a. Principal Report
    - i. Jonathan gave an update on the air conditioning system breakdown
      1. He discussed the evening the AC compression broke and how the fire department handled the situation
      2. It was discussed the options from Travers Mechanical on the possible repair or replacement of the compressor
      3. Due to the assessment, it has been determined that replacement may be the best option
        - a. Awaiting an initial quote
    - ii. Enrollment and Staffing Update
      1. Current enrollment is at 257
      2. We are fully staffed
        - a. Searching for a temporary councilor to fill in for our middle school counselor while she is on maternity leave starting in October
    - iii. Attendance and Mission: Graduate
      1. Jonathan and Dan Frampton attended a PED regarding our attendance grant
      2. Our attendance rate is 97% however we have a few chronically absent students that we are working with
      3. Jonathan distributed a postcard he created for parents that emphasized the importance of school attendance
    - iv. Mission-Specific Goals
      1. Jonathan reviewed in detail through a PowerPoint presentation what our mission-specific goals are and how the current class of 2019 is doing
        - a. 95.1% are already completing a Career Pathway
          - i. Satisfies the goal requirement
        - b. 51.2% have completed or are completing an internship
          - i. Need to grow to meet goal
      2. Council will vote to approve the goals in the Action Items
    - v. School Grade
      1. MACCS received a grade of “B” for the 2017-2018 school year
        - a. Overall score was 66.02 points
      2. Jonathan presented the progress of the school grade and its components since 2014
        - a. School has had an “F” in our graduation rate but this was up to a “D” for 2017-2018

- b. Still cleaning up data and creating interventions such as after school credit recovery class for seniors to improve graduation grade
  - vi. NM Teach Summative Teacher Evaluations
    - 1. Jonathan presented the results of the teacher evaluation results over the past few years
      - a. We did not have any exemplary teachers in 2017-2018
  - vii. NWEA Short Cycle Testing Results
    - 1. MACCS administered our fall NWEA the first Friday of the school year
      - a. Make ups are taking place now
    - 2. Jonathan presented on the results of those tests
      - a. NWEA proficiency rates
        - i. Reading – 60.7%
        - ii. Math – 48.1%
      - b. CSI Grant Goals
        - i. 80% Math proficiency and 80% of graduates completing 3 or more PBLs
    - 3. Charter School Division site visit scheduled for February 15<sup>th</sup>, 2019
      - a. Will review the current status of these testing results
      - b. Retest in December and April
  - viii. Fire Drills
    - 1. We have had a fire drill during each of the first four weeks of school
    - 2. Have gotten our evacuation time down to 2:05
    - 3. Had the AC compressor gone down during school hours we would have had a fire evacuation and possibly been asked to move to St. Timothy's due to carbon monoxide levels
  - ix. UNM Work Study Program
    - 1. Jonathan discussed that he attended an event to try to recruit tutors at UNM
    - 2. He also created a flyer to post on campus
- b. Financial Report
  - i. Pat reported on the finances for August 2018
    - 1. Discussed various funds and their balances
      - a. Approximately \$214K of deposits and \$253K of expenses
    - 2. Reviewed the disbursements and deposits for the month

3. Payroll for teachers for this school year is included on this report. This report shows a more accurate picture of this school year's salary and benefit line items.
  - a. There has been a saving in the health insurance line items due to the school budgeting family plans for all new staff however, some new staff elected to not have insurance through the school
  - b. There are a few teachers/staff that may move up in licensure level before our 40<sup>th</sup> Day (mid-October)
    - i. After that contracts will be finalized and Pat will report what savings are made in salary and benefit line items
- ii. Presentation of Budget Adjustment Requests (BARs)
  1. Capital Outlay 31400 Increase - \$19,622
  2. Dual Credit Initial Budget - \$4,527
  3. Operational Transfer - \$500
- iii. Cash Transfer
  1. Pat explained that the cash transfer for the two funds, 27112 and 27154 (total of \$841), that we asked to transfer to operational at last month's meeting has been denied and the PED asked that the \$841 be refunded back to them
- iv. Facility Projects
  1. Pat discussed the upcoming projects that we are currently obtaining quotes for or proceeding with
  2. Firewall Replacement ~ \$11,000
    - a. Lighting strike in area damaged some of our network equipment and needs to be replaced
  3. AC Compressor Breakdown ~\$20,000
    - a. Awaiting quote from Travers Mechanical for a possible newer technology system to replace old system
      - i. Repair of old compressor is not feasible as the technology is so out dated and the refrigerant for it is \$50 per pound compared to \$15 per pound for newer equipment
  4. Traffic Study/Curb Cut ~\$8,000
    - a. Looking at options to help with traffic flow at drop-off and pick-up times
  5. Handicap Access ~\$12,000
    - a. Received quote to add push button to HS Science classroom and to faculty restroom doors
  6. Portables Door Access ~ \$7,000

- a. Looking at adding key card access to the four portable classrooms
- v. FY2018 Audit
  - 1. Happened last week, September 6<sup>th</sup> & 7<sup>th</sup>
  - 2. It went well and we are expected to have an exit conference in early November
  - 3. Pat reported that findings cannot be discussed at open board meeting until the state auditor releases the entire PED audit (usually February/March)
- vi. Outstanding Lunch Bills
  - 1. Currently have under \$3,000 in outstanding lunch bills from 2017-2018 school year.
  - 2. 8 families still owe over \$100 and 2 of them are not returning next year
  - 3. We eliminated our salad bar and sack lunches on Fridays to help make the program more sustainable, seems to be working so far
- vii. Facility Update
  - 1. PSCOC has yet to vote on the lease grant and the possible 20% cut
  - 2. Pat reported that the only development on this grant is that the PSFA sent a generic email regarding what they are considering allowable square footage for the grant
    - a. Only allowing classroom and administrative space to be counting (no bathrooms, hallways or common areas)
    - b. This will result in a drop in revenue
- viii. Approval of Financial Report
  - 1. Ted made a motion to approve the August 2018 Financial Report
  - 2. Trish seconded
  - 3. Mike had a couple questions regarding some disbursements to CDW-G and South Valley Economic Development Center and Pat answered
  - 4. Roll Call Vote – Ted Cloak “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Stephen Eiland “Abstain”; Donna Williams “Abstain”
  - 5. Motion Passed 4 to 0 with 2 abstentions
- c. Media Coordinator Report
  - i. Anthony reported that this has been the smoothest start to a school year and the seems to be best group of students that we have had
    - 1. Two brand new middle school students that really hadn’t known each other, but realized they worked on a film together (both SAG actors)

- 2. It lets us know that the word of our school is out in the industry
  - ii. Rocky Mountain Emmys
    - 1. Finalizing travel plans to attend the workshops and awards ceremony in Phoenix on September 22<sup>nd</sup>
  - iii. Anthony commented that one of our new teachers is a veteran and suggested that possible projects revolve around stories or projects regarding the military
    - 1. A lot of students have ties to the military and one is even related to General Patton
      - a. Trish knows the coordinator of the Veterans Art Show here in Albuquerque
- d. Leadership Council Report
  - i. Jessica Vierra discussed what has gone on in discussion in the Leadership Council
    - 1. Talked about diving into the data and student specific issues
    - 2. She discussed the cultural transition as we are trying to re-brand MACCS as not only a safe school but also with academic rigor
      - a. These cultural shifts have seen positive results but are cautious due to the fact that it is only four weeks into the year
        - i. Jonathan recognized Jessica as one of the leaders that has brought on this shift that we do have high academic standards
- e. Internship Coordinator
  - i. Allie Coleman introduced herself to the board and discussed how the internship program is going and what changes she has made since last year
    - 1. Trying to take burdens off of the mentor and more onto the students
    - 2. 60 hour requirement doesn't necessarily have to fall into a semester time frame, can extend if needed
  - ii. She discussed how the media project (hopefully aligned with the student's pathway) will be a part of their internship
    - 1. Their presentation cannot be just a PowerPoint presentation
  - iii. Michael discussed how important this internship is to our charter contract
    - 1. He would like a report and evaluation by the end of the semester to assess the status of the program

- iv. There was brief question and answer session regarding the requirements that the students have to meet to participate in this internship program
7. Action Items
- a. BARs
    - i. Carolyn made a motion to approve the three BARs
      - 1. Instructional Materials Carryover - \$19,622
      - 2. Dual Credit Initial Budget - \$4,527
      - 3. Operational Transfer - \$500
    - ii. Trish seconded
    - iii. There was no discussion
    - iv. Roll Call Vote – Ted Cloak “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Stephen Eiland “Abstain”; Donna Williams “Abstain”
    - v. Motion Passed 4 to 0 with 2 abstentions
  - b. Mission Specific Goals
    - i. Jonathan reviewed the academic performance goals of our charter contract that was presented in his report
    - ii. Carolyn made a motion to approve the presented Mission-Specific Goals outlined in the Academic Performance Framework for the current charter contract
    - iii. Ted seconded
    - iv. There was no discussion
    - v. Roll Call Vote – Ted Cloak “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Stephen Eiland “Abstain”; Donna Williams “Abstain”
    - vi. Motion Passed 4 to 0 with 2 abstentions
  - c. Traffic Study for Curb Cut Proposal
    - i. Ted made a motion to approve the proposal for a traffic study for our surrounding area
    - ii. Trish seconded
    - iii. There was no discussion
    - iv. Roll Call Vote – Ted Cloak “AYE”; Carolyn Carlson “AYE”; Trish Meyer “AYE”; Mike Trujillo “AYE”; Stephen Eiland “Abstain”; Donna Williams “Abstain”
    - v. Motion Passed 4 to 0 with 2 0
8. Old Business
- a. None
9. New Business
- a. None
10. Adjournment

- a. Ted mentioned that the agenda has been completed and that no vote needs to be taken to adjourn
- b. Meeting adjourned at 8:57pm