

# DRAFT

MEDIA ARTS COLLABORATIVE CHARTER SCHOOL  
GOVERNING COUNCIL MINUTES  
March 8<sup>th</sup>, 2022 10:00am  
Virtual Meeting via Zoom Platform

1. Quorum Call
  - a. Mike called the meeting to order at 10:01am
  - b. Board Member Quorum Call
    - i. Michael Trujillo – Present
    - ii. Carolyn Carlson – Present
    - iii. Malinda Menke – Present
    - iv. Channing Concho – Present
    - v. Faith Toledo – Present
    - vi. A quorum is present
  - c. Staff Present: Jonathan Dooley, Anthony Conforti and Patrick Kelly
  - d. Foundation Members Present: None
  - e. PAC Members Present: None
  - f. Public Present: Tom Carroll and Andrea Brown from Carroll Strategies and Missy Brown from PED’s Charter School Division
  
2. Approval of Agenda
  - a. Malinda made a motion to approve the agenda
  - b. Channing seconded
  - c. There was no discussion
  - d. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
  - e. Motion Passed 4-0 with one abstention
  
3. Approval of Minutes
  - a. February 8<sup>th</sup>, 2022 Minutes
    - i. Carolyn made a motion to approve the February 8<sup>th</sup>, 2022 minutes
    - ii. Malinda seconded
    - iii. There was no discussion
    - iv. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
    - v. Motion Passed 4-0 with one abstention
  - b. February 22<sup>nd</sup>, 2022 Minutes
    - i. Channing made a motion to approve the February 22<sup>nd</sup>, 2022 minutes
    - ii. Malinda seconded
    - iii. There was no discussion

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- iv. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
  - v. Motion Passed 4-0 with one abstention
4. Media Coordinator Report
- a. Anthony reported that Jim Graebner was the long time head of the CNM film school who recently retired
  - b. Film Academy Update
    - i. The state announced it and had no details at that time
    - ii. Member of local IASTE 480, new president seems good, driving force behind CNM’s program
      - 1. New leader is Puck Starr
      - 2. New academy would be another hurdle for students to accomplish before a student can get into the film workforce or join the union
        - a. Below the line
        - b. May limit union membership
    - iii. Tomorrow is the film advisory board meeting for CNM, Anthony attending
    - iv. Yesterday Mayor Webber of SF, midtown development plan, Garson Theatre, intending to expand the Garson studio, may be location of new academy
    - v. Promote students to join and to buy into the program at an early age
    - vi. We need to be ready to jump if the Governor starts to allocate funds
5. Internship Coordinator Report
- a. Tom Richardson was not able to attend but sent the following as a report on the current status of our internship program
    - i. *Internship Coordinator Report out for 3/8/2022*
      - 1. *Seniors are inching closer to completing their internships. I’m hopeful we will be around 45% completion mark by May. More and more underclassmen are getting involved in internships and this is good to see as we work to establish the internship as a normal part of the academics at NMAMA.*
      - 2. *As Spring approaches, exciting internship opportunities continue to present themselves:*
      - 3. *The Mayor’s Creative Youth Corp (paid, six weeks). Last summer we had at least one student involved in this program and they reported having a great experience. It’s my understanding that there are 20 spots available this summer. The application deadline is March 25th. I’ve sent links to teachers for them to share with their*

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*advisees. Jonathan is also sharing the information with families.*

4. *CURRENTS-Santa Fe and world renowned art and technology festival is seeking high school interns for the summer expo. Tasks range from assisting with install, running doors and docenting artist work during the festival, to tearing it all down during deinstall, Internship is paid. Applications are open to youth living in or around Santa Fe, ages 15-20. DEADLINE APR 1.*
5. *Coral Community Charter School has offered to help students with internships. This will most likely impact us for the 2022-23 school year. We have at least 1 student who is currently looking into the internship for this year.*
6. *All in all, we are moving forward with internships and internship opportunities. As the threat of COVID subsides a bit, there are more businesses looking to open their doors to students and build relationships with our school.*

6. Committee of the Whole
  - a. No comments
7. Public Comment
  - a. No comments
8. Reports
  - a. Recruitment Committee
    - i. Andrea reported that the mall advertisement ends on April 10<sup>th</sup>
    - ii. ABQ the Magazine, education profile in April
      1. Jonathan working on talking points with magazine
    - iii. Social media
      1. New photos and video
    - iv. New signs
      1. All up except for the large banner and sign on Central
    - v. Virtual Tour
      1. Filmed last week, all the teachers did interviews and voiceovers
      2. Turning into an interactive map
      3. Produced video within two weeks
    - vi. Open House on April 2<sup>nd</sup>
      1. Social Media Ads
      2. Radio ads
      3. Mailer
      4. Email for parents to share
      5. Press releases

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- b. Principal Report
  - i. Jonathan showed a few student PSA projects from that last month along with some photography about how NM has changed, visual journals, board game inventions and photos from recent activities
  - ii. Enrollment Update
    - 1. 184 -up two from last month
    - 2. 96% Attendance Rate
  - iii. New Applicants:
    - 1. 27 new applicants
    - 2. How did you hear about our school?
      - a. Council Members - 2
      - b. School Visit -3
      - c. Student - 1
      - d. Friend - 9
      - e. Internet Search - 10
      - f. Doctor - 2
    - 3. Last month, 21 applicants
    - 4. Exit Survey Responses
      - a. Surveyed students that have left our school
        - i. Moving, Transferred, Program and COVID-19
      - b. Improvement Areas
        - i. Strong, involved teachers and staff
        - ii. Stellar communication
        - iii. Media-related classes
        - iv. Rigorous academics
        - v. Socio-emotional learning
        - vi. Field trips and hands-on experiences
        - vii. Inclusion of all students of all abilities
  - iv. COVID Case Update
    - 1. Jonathan reported that we have not had a in about four weeks
    - 2. Jonathan shared a breakdown of cases per month for the current school year
  - v. PED Response Toolkit Update
    - 1. Vaccinated do not need surveillance test if waiting for booster
    - 2. OTC rapid tests accepted if taken at school with school nurse
    - 3. Recommended unvaccinated persons wear masks outdoors
    - 4. Persons who refuse to mask are subject to disciplinary action

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5. Unvaccinated persons who have COVID-19 symptoms are taken to Isolation Room and are to home-quarantine for five (5) days
6. Employees may request leave for COVID-related reasons
7. Unvaccinated “close-contacts” may quarantine or Test to Stay

vi. NM DASH Monitoring Updates

1. Term 4 “F” Grade Report

- a. 15% Drop from Term 4 last year to Term 4 this year
- b. All but Two Grade Levels Decrease in Students from Term 3
- c. Level 1 – Graduation:
  - i. KidTalk spreadsheet includes intervention drop-down menu
  - ii. Coaches help kids 1-1, assist teachers with differentiation and PD
  - iii. Socio-Emotional support for students, teachers and families
  - iv. Credit recovery before or after school, or Saturday School
- d. Level 2 – Math:
  - i. Revisiting tutoring opportunities DURING the school day
  - ii. Reimagining Mentorship Program thru cross-collaboration
  - iii. Continue inclusion as SPED modifications also help general ed kids

e.

	Term 1	Term 2	Term 3	Sem. 1	Term 4
<b>2018-19 “F” Grades</b>	272	189	188	132	244
<b>249 Students</b>	127 (51%)	86 (35%)	83 (33%)	64 (26%)	110 (44%)
<b>2019-20 “F” Grades</b>	136	239	212	158	158
<b>224 Students</b>	71 (32%)	117 (52%)	102 (46%)	83 (37%)	80 (36%)
<b>2020-21 “F” Grades</b>	264	270	304	159	309
<b>190 Students</b>	85 (45%)	110 (58%)	117 (62%)	72 (38%)	108 (57%)
<b>2021-22 “F” Grades</b>	92	192	147	61	200
<b>184 Students</b>	62 (33%)	88 (47%)	79 (43%)	43 (23%)	77 (42%)

vii. 2022 Legislative Session

- a. Media Arts Capital Outlay – \$110,000. Romero Group will let us know who gave, why we received one-fourth of request.
- b. Increase Salary for Licenses Teachers – Salary scale for teachers \$50K/\$60K/\$70K. All school employees increased.

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- c. Educational Retirees – Returning to work after 90-day retirement, but only for 36 months. ERB funds increased.
  - d. Charter School Facilities – Lease assistance changed to per student instead of square footage, revolving loan funds, mill levy deadlines and districts to offer unused facilities
- viii. 2022-2023 Reduction in Force Plan
  - 1. This is partially due to a decrease of state funds from the elimination of the small school size adjustment
  - 2. The bigger loss of revenue is due to a decrease in SPED population and overall school enrollment
  - 3. The goal is keeping mission and vision at the core of the plan
  - 4. Staff positions reduced:
    - a. One Humanities Instructor,
    - b. One STEM Instructor,
    - c. Two CTE Instructors,
    - d. One Counselor and
    - e. Two SPED Instructors
  - 5. Staff positions continuing:
    - a. Two Humanities Instructors (Humanities Coach)
    - b. Two STEM Instructors (STEM Coach)
    - c. Two CTE Instructors
    - d. One-half Spanish Instructor and One-half PE Instructor
    - e. One Counselor and One Social Worker
    - f. Two SPED Instructors and One-half SPED Director
    - g. Two EAs, One Food Service Provider and One Facilities Manager
    - h. One Administrative Assistant and One Business Manager
    - i. One Administrator
  - 6. Jonathan shared what the master schedule would look like if this plan is approved
- ix. Equity Council Update
  - 1. The Forgotten Slavery of Our Ancestors
    - a. “As you watched the film, what surprised you about it?”
      - i. How extensive slavery was, 90% of the people died in Alaska.
      - ii. Not learning history at all. Still fairytale of today.
      - iii. Need for the full story.

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- iv. Sad that we still have to keep having these conversations, but nothing has really changed.
      - v. Tribes you didn't know were forgotten
    - b. "Why is it important to tell a more inclusive history of slavery?"
      - i. People need to tell the truth, to know the story, to affirm people.
      - ii. So we never forget and repeat the atrocities. Everybody's story matters.
      - iii. Slavery has existed everywhere, with all cultures.
      - iv. Native ancestry. We don't forget and it doesn't happen again.
      - v. More unified understanding of truth.
    - c. "As you watched this story unfold, what films came to mind?"
      - i. Smoke Signals, Dances with Wolves.
      - ii. Gone With the Wind, Amistad, Ben-Hur, Gladiator, Roots, Papillion
      - iii. Pocahontas, Windtalkers, Cabela de Vaca, Australian Aboriginal films
      - iv. Island of the Blue Dolphins, Last of the Mohicans, Yellowstone, Indian in the Cupboard, Black Robe, The New World, Sing Down the Moon
  - x. Upcoming Events
    - 1. PAC Meeting/Town Hall – March 8<sup>th</sup>
    - 2. 2022 Legislative Session Recap – March 16<sup>th</sup>
    - 3. Parent-Teacher Conferences – March 17<sup>th</sup> and 18<sup>th</sup>
    - 4. Special GC Meeting – March 22<sup>nd</sup>
    - 5. Recruitment Open House – April 2<sup>nd</sup>
    - 6. PED Spring Budget Workshop – April 6<sup>th</sup> – 8<sup>th</sup>
    - 7. 2022-2023 Lottery – April 12<sup>th</sup>
  - xi. Questions from the Council
    - 1. Malinda requested that Jonathan email out the master schedule to the council
    - 2. Carolyn asked if the eliminations of positions that were presented would cause a change in focus from the school's mission
      - a. Jonathan replied that we have had collaboration with core classrooms and they have implemented media into their classes and trying not to rely on media teachers
- c. Financial Report

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- i. Pat reported on the finances for February 2022
  1. Discussed various funds and their balances
  2. Reviewed the disbursements and deposits for the month
  3. There was \$295K of receipts and \$243K of expenditures
    - a. There is an expected \$311K of receivables from PED
      - i. Down about \$5K from last month
- ii. Cash Balance and Budget Trends
  1. Pat presented charts on our history of cash and budget balances for both operational and bond funds
    - a. Large increase in bond revenue due to property taxes paid in January
- iii. Categories of current Operational Expenditures
  1. Classroom and Student Support – 68%
  2. Testing and Services – 1%
  3. Administration – 9%
  4. Admin Support – 4%
  5. Business Office – 5%
  6. Facility – 12%
  7. Food Service – 1%
- iv. Presentation of Budget Adjustment Requests (BARs)
  1. Pat presented the following BARs
    - a. #31 – E-Rate Reimbursement \$54,000
    - b. #32 – 3% Raises for 4<sup>th</sup> Quarter \$15,274
    - c. #33 – 1% ERB Increase \$14,077
    - d. #34 – Food Program Equipment \$9,400
- v. FY2021 Audit Update
  1. Pat reported that the State Auditor has release the PED (and MACCS) audit for FY2021
  2. Happy to report that there were no findings
    - a. Two years in a row
  3. Pat will distribute the financial statements to the council
  4. Next Audit Committee meeting will be on a Wednesday, May 4<sup>th</sup> at 3:30pm
- vi. SY2023 School Calendar
  1. Pat presented the calendar for next school year
    - a. Staff returns on August 2<sup>nd</sup>
    - b. Students start on Friday, August 5<sup>th</sup> as a “Jump Start” day
    - c. Transition from six 6-week terms to 4 quarters
      - i. Two planning days prior to each quarter
    - d. Last day for students is May 25<sup>th</sup>
      - i. Teachers last day is May 26<sup>th</sup>
    - e. 173 instructional days for a total of 1,093 hours

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- i. 1,080 is the minimum
      - f. Staff on a 185 day contract (same as this year) that includes 12 non-instructional days
    - vii. SY2023 Budget Update
      - 1. Staff Raises
        - a. 3% raise for the last quarter of this year (0.75% raise)
          - i. This raises the base for next year's 4% raise
        - b. Teacher minimums move up to \$50K for level I, \$60K for level II and \$70K for level III
          - i. Most teachers will see about a 10% raise
        - c. Does not cover federal employees
          - i. Need to budget those out of grant or cover more from operational
      - 2. Retirement and Insurance Increases
        - a. ERB employer portion will increase by 2%, up to 17.15%
        - b. Medical insurance will increase by 6% for both the school and the employee
      - 3. Revenue Increases
        - a. Early estimates are that the Unit Value will increase about 10%
        - b. Projections show that increased revenue will not cover the additional costs
      - 4. Reduction in Force Questions
  - viii. Bank of the West Account
    - 1. Pat presented that there is currently \$50,000 in the account
    - 2. No activity on the account since the initial deposit that was done in the hope that Bank of the West would finance the purchase of the CTE building
    - 3. With revenue decreasing, Pat would like to pool the funds into our US Bank account thus closing the Bank of the West account
  - ix. Approval of Financial Report
    - 1. Malinda made a motion to approve the February 2022 financial report
    - 2. Carolyn seconded
    - 3. There was no discussion
    - 4. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
    - 5. Motion Passed 4-0 with one abstention

## 9. Action Items

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- a. Approval of Budget Adjustment Requests (BARs)
  - i. Channing made a motion to approve the presented BARs
    1. #31 – E-Rate Reimbursement \$54,000
    2. #32 – 3% Raises for 4<sup>th</sup> Quarter \$15,274
    3. #33 – 1% ERB Increase \$14,077
    4. #34 – Food Program Equipment \$9,400
  - ii. Malinda seconded the motion
  - iii. There was no discussion
  - iv. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
  - v. Motion Passed 4-0 with one abstention
- b. Approval of SY2023 Reduction in Force Plan
  - i. Malinda made a motion to approve the proposed SY2023 Reduction in Force Plan with the elimination of six positions
  - ii. Channing seconded
  - iii. There was no discussion
  - iv. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
  - v. Motion Passed 4-0 with one abstention
- c. Approval of SY2023 School Calendar
  - i. Carolyn made a motion to approve the presented SY2023 School Calendar
  - ii. Channing seconded
  - iii. There was no discussion
  - iv. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
  - v. Motion Passed 4-0 with one abstention
- d. Approval of New COVID Response Guidebook
  - i. Channing made a motion to approve the new COVID Response Guidebook
  - ii. Malinda seconded
  - iii. There was no discussion
  - iv. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
  - v. Motion Passed 4-0 with one abstention
- e. Approval of Closing Bank of the West Account
  - i. Malinda made a motion to approve closing the Bank of the West account
  - ii. Carolyn seconded
  - iii. There was no discussion

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- iv. Roll Call Vote –Mike Trujillo “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Channing Concho “AYE”; Faith Toledo “Abstain”
  - v. Motion Passed 4-0 with one abstention
10. Old Business
- a. Council Training Update
    - i. Charter Renewal Trainings
      - 1. Rescheduled for April 4<sup>th</sup>, 1pm-4:30pm
      - 2. Missy Brown (PED) gave some insights into the trainings and stated that it would be great for council members to attend
        - a. They will hopefully be awarding training credit to those that attend
    - b. Council Member Change Documents
      - i. Have been submitted to PED and will be on the March PEC agenda
        - 1. Name change will be submitted in April
        - 2. Missy informed the council that Faith can vote even though she hasn't completed all 10 of her hours
11. New Business
- a. None presented
12. Adjournment
- a. Agenda complete
  - b. Meeting adjourned at 11:10am