New Mexico Academy for the Media Arts
4401 Central Ave NE, Albuquerque, NM 87108
Governing Council Hybrid and In Person Meeting via the Zoom Platform September 9, 2025 at 12 pm.

Governance Board Members in Attendance
Carolyn Carlson
Kendra Toth
Malinda Menke
Channing Concho

Governance Board Members Absent
Eddie Tafoya – excused absence

Others in Attendance at the Meeting

Gerald Landgraf
Anthony Conforti
Donna Wickerd
Chris Jones
Ashley Wolfel
Brian McCabe-Kelly
Mariana Vasquez
Courtney Clyne
Cecy Barfussen

Date of Meeting: September 9, 2025
Time: Called to order at 12:01 pm
Location of Meeting: 4401 Central Ave NE, Albuquerque, NM
Meeting via Zoom at:
https://us06web.zoom.us/j/89937355843?pwd=v2KrGbsi4WqTWwthtI1LmO5dsmrEhN.1

September Agenda

Carlson asked for a motion to approve or amend the agenda. Toth motioned to approve the agenda, Menke seconded the motion. A roll call vote was held and the motion passed unanimously.

August Minutes

Carlson asked for a motion to approve the minutes of the August meeting. Concho moved to approve the minutes, Menke seconded the motion. A roll call vote was held and the motion passed unanimously.

Business manager's report

Wolfel explained we had received several deposits and presented the expenditure report. Wolfel explained that the operations budget is currently at negative $124,000.

Wolfel explained that once the audit is complete the school will have more carryover than expected. Currently the budget is based on 118 students, so if the school exceeds that projection then there will be more money.

Wolful explained that there is about $44,000 in the Idea B fund, $9,500 available in Title II funds, $19,000 in Title IV funds, $4,500 in GOB Library funds, and $3000 available for instructional materials. She explained there is about $400,000 in capital outlay funds, but some projects had been submitted at the beginning of the year that will spend that down.

Regarding the pending lease purchase agreement, Wolfel explained that it is currently coded to HB33, which has $102,000 available, and another $28,000 available in SB9. She said there is $21,000 available in the State Cash Match.

Wolfel presented the bank account activity report with deposits and withdrawals made during the month and offered to answer any questions. Wolfel then presented the outstanding purchase orders.

Wolfel presented the bank reconciliation report, explaining that the ending balance, minus the outstanding checks, was $584,991.

Business Manager Action Items

Wolfel explained how she moved money around from one bar to another, in concert with the executive director, to pay for a social worker.

Carlson asked for a motion to approve bar number 501002526003 and bar number 5010002526004, both transfers with a net change of zero.

Concho moved to approve the changes, Menke seconded the motion. A roll call vote was held and the motion passed unanimously.

Executive Director's Report

Jones explained that we have the lease purchase agreement prepared to submit to the Public Education Department. He explained that they are working on facilities master planning.

Jones explained that we have a contract with First Allied Network Technologies of New Mexico for technology services that is less than the $80,000 that would require an RFP and a contract with Charter School Nursing Services that is less than $30,000.

Jones explained that the district is using software called Epicenter for charter management. He explained that he has been uploading information required by the Public Education Department so that we can have our charter renewed. He also explained that he was holding on to professional development funds for the board members to get training.

Jones explained that the school's first expo would be from 4:30 to 6:00 pm October 4, 2025. He added that the theme of the expo is Our Story and teachers have developed project-based learning activities for the expo.

Jones discussed some amendments to the school leave policy. The policy will allow the accrual of sick days and ban taking personal leave right before and right after vacations. He explained the purpose of the change in leave policy is to make sure that with our small staff size, and the vacation periods that are already built in, as well as a limited budget, that we can sustain operations.

Jones explained that he was also working on a new wellness policy and that he should have it ready to present to the board at the October meeting.

Jones explained that we were out of compliance by not doing ethical background checks in the past, but by doing them this year we received a steep discount on our 26/27 insurance premiums.

Jones explained that he had become the course manager for the teacher evaluation on Elevate New Mexico and completed all the training and we are now on track to be compliant in that area. He discussed further areas where we had not been compliant in the past but are now in compliance, including the Attendance Act requirement and emergency drill requirement.

Regarding attendance, Jones said he had been working with PowerSchool to make custom attendance reports. He said many reports require manual calculations, so that part of his report is missing but will be ready next month.

Jones said enrollment is currently at 129 students, which is 9 students above our projection for this year. He said staff is currently at 19, and they hope to increase that by 1.2.

Jones then presented the discipline numbers: 3 middle school and 2 high school referrals. He said none of them had been egregious.

Jones explained we are having biweekly parent teacher conferences. For the first round of conferences we had 2 middle school and 2 high school parents attend, while the rest were no-shows. He explained we have documentation showing the efforts we are making.

He presented the beginning of the year assessment (NWEA) map. He pointed out the large number of students who had not taken the assessment as proof that we are having an attendance problem. He said there were some notable areas that we need to address collectively. He said we had new systems in place that are designed to help get our proficiency rates up.

Cecy Barfussen, the school social worker, presented the wellness report. She said we had 28 wellness referrals in August, and 6 so far in September. She said that so far this year she had to do 1 suicide assessment and called CYFD twice.

Attorney Sue Fox then presented the lease purchase agreement to the board. She explained the purchase price is $1.2875 million and the school will be putting down a $50,000 deposit. She explained that West Highland LLC (Gerald Landgraf) will amortize the balance of

$1,150,875 over 10 years at an interest rate of 4.5%. She explained the school would pay monthly on the property.

Executive Director's Action Items

Item A: Lease purchase agreement

Fox said the resolution authorizes purchasing the building under a lease purchase agreement. It's authorizing Jones to send the lease purchase agreement to the Public Education Department, and once they approve it, it is authorizing Carlson, as chair of the board, to sign it on behalf of the board of directors. Then Gerald Landgraf will sign it on behalf of West Highland LLC and we will begin making payments.

Carlson asked for a motion to approve the lease purchase agreement. Menke moved to approve it, Concho seconded the motion. A roll call vote was held and the motion passed unanimously.

Item B: Employee Leave policy amendment

Carlson asked for a motion to approve the employee leave policy amendment. Concho moved to approve it, Menke seconded the motion. A roll call vote was held and the motion passed unanimously.

Item C: Allied Network Technology contract

Carlson asked for a motion to approve the contract with Allied Network Technology. Menke motioned to approve it. Concho seconded the motion. A roll call vote was held and the motion passed unanimously.

Item D: Nursing services contract

Carlson asked for a motion to approve the contract with Charter School Nursing Services. Concho moved to approve the contract, Menke seconded the motion. A roll call vote was held and the motion passed unanimously.

Intern Coordinator Report and Media Coordinator Report

Anthony Conforti explained that we currently have three interns, all working for the Ice Wolves.

Conforti explained that schedules are being modified for seniors to open up time during the day for them to work as interns.

The meeting was adjourned at 1:42 pm.

The New Mexico Academy for the Media Arts (f.k.a. Media Arts Collaborative Charter School) offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts. We prepare our graduates for positions in the media industries and for the rigor of postsecondary education.