



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this personnel change. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

Fully completed form

For Head Administrator:

Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered

Copy of NMPED School Administrator License for new administrator

Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For Business Manager:

Board minutes approving the business manager change

Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)

Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)

School business official license (copy of current, valid school business official license)

For Procurement Officer:

Board minutes approving the procurement officer change

Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Personnel Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Click or tap here to enter text., hereafter "the school," effective on Click or tap to enter a date..

The school is notifying the PEC of a change in personnel (check one):

Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: We currently do not have a principal

New Head Administrator/Business Manager/Procurement Officer: John Rodarte

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-440-3300 or 505-243-1957

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1

Effective Date: 8/9/2023

The school's notification is hereby submitted by:

Signature of School Representative: Courtney Clyne **Date:** 8-16-23

Signature of Governing Board Chair: [Signature] **Date:** 8-16-23

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-B PRE K-12 ADMINISTRATIVE
is issued to

JOHN RODARTE

Effective from July 01, 2022 to June 30, 2027
Licensure Number: 251674

Kurt G. Stamba
Secretary of Education



New Mexico Academy for the Media Arts
Governing Council Virtual Meeting via ZOOM Platform
Tuesday, June 13, 2023 @ 10am

MINUTES

Final

1. Quorum Call,
 - a. Mike Trujillo, Present
 - b. Carolyn Carlson, Present
 - c. Channing Concho, Present
 - d. Malinda Menke, Absent
 - e. Faith Sisneros, Absent
2. Approval of Agenda
 - a. Ms. Carlson motioned to approve; Ms. Concho seconded. Approved, 3-0. No discussion or extensions.
3. Approval of Minutes
 - a. May 9, 2023 Council Meeting
 - i. Ms. Carlson motioned to approve; Ms. Concho seconded. Approved, 3-0. No discussion or extensions.
 - b. May 23, 2023 PEC Contract Meeting
 - i. Ms. Carlson motioned to approve; Ms. Concho seconded. Approved, 3-0. No discussion or extensions.
 - c. May 25, 2023 Executive Session Meeting
 - i. Ms. Concho motioned to approve; Ms. Carlson seconded. Approved, 3-0. No discussion or extensions.
4. Committee of the Whole
 - a. No committee of the Whole
5. Public Input
 - a. Introduction of Amy Wilds, PAC Rep for IDEA-B Information.
6. [Reports](#)
 - a. Principal – Jonathan Dooley shared end-of-year stats: 184 enrollment and 95% Attendance. Mr. Dooley projected a 237 enrollment for 2023-24. He

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and registrar Courtney Clyne are currently contacting families.

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Mr. Dooley discussed the NM DASH 90-Day Report:

- Progress on Benchmark Goals:
 - 100% of Seniors on the 40th and 120th day were graduated.
 - Only 57% FAY at grade level or one-year growth in Math.
- Critical Actions:
 - Uptick in “F” Grades, but 95% Attendance, 84% Internships.
 - Freshmen made best gains in Math, 48% to 71% growth.
- Next Steps:
 - Classroom strategies, student accountability, aware of SEL.
 - PBL media focus, weekly milestones, community buy-in.

Mr. Dooley relayed information from the staff end-of-year PD week:

- 2023-24 Parent & Student Handbook
 - Again, classroom discipline is on the front burner.
 - Streamline the *Handbook*.
 - Ask: What is going on in the classroom?
 - Do teachers have a clear & consistent discipline plan?
 - How are we engaging students in learning?
- 2023-24 Master Schedule
 - Adding another Media course: Digital Arts and Animation.
 - Throughout the school year, every student will have each of the media teachers at least once.
 - CTE instructors offering a variety of media experiences.
- 2023-24 *Working* Theme for Fall
 - Strengths-based approach focuses on positive relationships.
 - Reframing our beliefs and biases about students.
 - PBL connection to SEL.
 - Self-efficacy v. self-agency.
 - Goal is to create a community of caring...

Mr. Dooley shared information from IDEA-B for Council approval:

- To improve graduation rate, Media Arts provides 1-1 high-dosage tutoring during the school day, as well as total inclusion to support students with disabilities.
- To decrease dropout rate, Media Arts will continue to focus on SEL through a Mentorship Program as data has shown improved academic achievement.
- Licensed SPED teachers and SPED instructional assistants work with SWD who have IEPs.
- Total Allocated: \$36,691.05

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Mr. Dooley highlighted the \$100,230 from the CTE NextGen Grant:

- Budget for an Internship Coordinator and stipends to assist in Media Literacy development and curriculum.
- Supplies & materials for the end-of-year celebration and for student media Exhibitions of Learning.
- Student travel stipends for bus or other transportation to get to internships.
- Technology for 1-1 laptops and software for media production, i.e. Adobe, Microsoft, etc.
- Approved Title II funds to stipend Media Literacy PD.

Mr. Dooley also shared information from Ed Secretary, Dr. Arsenio Romero:

- Legislative Priorities:
 - Universal Meals, Vo-Tech Licensure, EA Salary Increase
- School-Level Interventions:
 - *Priority Schools* receive funding to support interventions
- Chronic Absenteeism:
 - Additional funding to implement *Attendance for Success*
- Teacher Vacancies by the Numbers:



In closing, Mr. Dooley reviewed his *Head of School* 2022-23 Evaluation:

- PEC grants 5-year renewal with NO conditions
- Pathways at 100%, Internships at 84%
- Consistent discipline policies, classroom interventions
- Staff leads with Project Milestones, Expos, *KidTalks*
- CPO Certification, SEO increases lottery applicants
- Attendance Rate at 95%, Graduation Rate at 79%
- Math, Science & Reading test results surpass NM
- Media production increases, “F” grades decrease
- Diverse student population reflects NM demographics

In moving forward, Mr. Dooley targeted next steps for Media Arts that he gleaned from the recent NM Black Education Act, 2nd Annual Conference:

- Planning for Pluralism:
 - Understanding Lived Experiences
 - Seeing things from Another POV

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- Microaggressions & Implicit Bias
- SEL is a Skillset to Resiliency, Trust
- More Play, More Creativity
- Need to Reframe the Narrative
- Identity & Representation Matter

NOTE: Mr. Trujillo thanked Mr. Dooley for his work at Media Arts. Mr. Trujillo expressed gratitude and commended Mr. Dooley on the relationships he had built with the school community. Mr. Trujillo singled out the challenges during the pandemic and how Mr. Dooley moved forward with a positive attitude and constant support.

- b. Business Managers – Mike Vigil II talked about the projected carryover matched close to the actual carryover of \$487,000. Capital appropriations waiting, such as Tuff Sheds for Greenspace. Media Arts has been wise about spending and the future looks good.

Over the next few years, staff may grow as enrollment grows. However, cash flow is on the positive side. Media Arts was able to cover all reimbursed funds. In a good spot as funds come in by the end of June 2023.

Budget for 2023-24 was the first approved by PED. Thanks to everyone for their work and, especially, getting the documents signed. Media Arts is prepared for a new administrator and new fiscal year.

Ms. Carlson motioned to approve; Ms. Concho seconded. Approved, 3-0. No discussions or extensions.

7. Action Items

- a. Approval of the SY24 IDEA-B
 - i. Ms. Concho motioned to approve; Ms. Carlson seconded. Approved, 3-0. No discussions or extensions.
- b. Approval of BAR #501-000-2223-0035-I
 - i. Ms. Carlson motioned to approve; Ms. Concho seconded. Approved, 3-0. No discussions or extensions.

8. Old Business

- a. Principal Hiring Update – Mr. Trujillo mentioned that the applications have been narrowed to 15. He asked that Ms. Carlson and Ms. Concho organize two cohorts with one Council member and one staff member each. Then each cohort will interview their applicants. These interviews would narrow the applicants down to one cohort that the entire Council will interview.

Mr. Trujillo would like to have the first round of interviews of the two cohorts completed in two weeks from today, keeping the timeframe open for

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potential conflicts. The Council will still accept applications, but Mr. Trujillo mentioned to move forward with the applicants they have received. He also suggested using ZOOM to expedite the process.

Mr. Trujillo asked Mr. Dooley to help set up ZOOMs. Mr. Dooley requested the day and time for the ZOOMs, and would then designate the “Host” for the ZOOM. Mr. Trujillo recused himself from this first round, but assured the Council that he will be involved in the second round. This step-by-step process prevents any conflict with quorum according to Council bylaws.

Ms. Carlson reviewed the process: Each cohort will contact and interview their half of the applicants for the first round. Mr. Trujillo will clarify the number for the first round and for the second round.

Mr. Trujillo mentioned his appreciation for the Council’s help with the process. He also let the cohort devise their own interview questions, and asked that the questions reflect the vision and values of the school. Ms. Concho mentioned that she is available on Mondays and Tuesdays.

- b. Council Training – Mr. Trujillo commended the Council on staying up-to-date with trainings.

9. New Business

- a. No new business.

10. Adjourn, 10:46am

New Mexico Academy for the Media Arts

Governing Council Virtual Meeting via Google Meet Platform

Emergency Governing Council Meeting, July 31, 2023 @ 10am

AGENDA

Virtual Meeting Link: <https://meet.google.com/mth-bzcu-ogc>

1. Quorum Call
Mike Trujillo, Carolyn Carlson, Malinda Menke, Channing Concho, Faith Sisneros
2. Approval of Agenda
Motion to approve Channing, Second Carolyn
3. Committee of the Whole
All in favor
4. Acton Items
 - Approval of Interim Principal Very Coates
 - Approve contract for Ms. Coates
Motion to approve Channing, Second Melinda
5. Old Business
 - Principal Hiring Update
We are still in the process of getting a background check completed. Courtney Clyne checked this morning and as of yet there is nothing to report.
6. New Business
No new business
7. Adjourn
10:28 am
____Mike Trujillo
____Carolyn Carlson
____Malinda Menke
____Channing Concho
____Faith Sisneros

Any person requiring special accommodations,
please call Mike Trujillo at (505) 319-7866 at least 72 hours prior to the meeting

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