



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, March 10, 2020 5:00 – 7:00 P.M.
Santa Fe Community College – Conference Room 108
Santa Fe, New Mexico

DRAFT Minutes Rev. 2

I. Roll Call 5:04 p.m.

Governing Council members attending: Gary Clendenen, Shalimar Krebs, Marcos Maez, Lori Miller (*Faculty Representative*), Forest Nelson (*Student Representative*), Lupita Perez (*Parent Representative*), Ahlum Scarola, Kelly Smith, Lori Spillman, John Triolo

Governing Council members and staff not attending: John Bishop (*Founder, Ex-officio non-voting*), Robert Gutierrez

Guests, Faculty, and Staff: Lisa Lucas (*Business Manager*), Anne Salzmann (*Head of School*)

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

John Triolo moved to approve the agenda, second by Gary Clendenen, passed unanimously.

III. Discuss and vote on February 17, 2020 meeting minutes

Kelly Smith moved to approve the minutes as presented, second by Lori Spillman, passed unanimously.

IV. Public Comments (Up to 2 minutes per person)

None

V. Report of the Finance Committee

a. review and recommend approval or disapproval of February 2020 disbursements

The committee met in prior work session to review February disbursements. Gary Clendenen reported lower than expected expenses. Based on the committee's recommendation, John Triolo moved to approve the disbursements as presented, second by Kelly Smith, passed unanimously.

b. review and recommend approval or disapproval of BARs

Based on the committee's recommendation and following discussion, BARs were presented, moved to approve, seconded, and passed unanimously, as follows:

519-000-1920-0017-I: \$12,861	Gary Clendenen/Lori Spillman
519-000-1920-0018-I: \$509	Gary Clendenen/Kelly Smith
519-000-1920-0019-I: \$1,977	Gary Clendenen/Kelly Smith
519-000-1920-0020-D: \$25,800	John Triolo/ Gary Clendenen
519-000-1920-0021-I: \$10,504	John Triolo/Kelly Smith
519-000-1920-0022-I: \$3,129	Kelly Smith/Gary Clendenen
519-000-1920-0023-M: \$2,135	Kelly Smith/John Triolo
519-000-1920-0024-I: \$125	Kelly Smith/ Gary Clendenen
519-000-1920-0025-I: \$250	Kelly Smith/ Gary Clendenen

c. review and recommend approval or disapproval of purchase orders over \$20,000

None

Note: Shalimar Krebs reported that the Finance Committee would review all existing stipends before the April meeting, in anticipation of making recommendations for potential budget reductions.

VI. GC Hiring Committee report-back on Head of School selection process

Shalimar Krebs reported that the **incoming** Head of School was placed on TMP's salary schedule at the standard five-year mark and he has accepted the job offer. The background check is done. The contract, effective 7/1/**2020**, is all that is pending.

VII. Discussion regarding the creation of a foundation

Anne Salzmänn will reapply for a \$25,000 **Fasken** Grant, which, if awarded, would be utilized as a local grant. Discussion focused on the pros and cons of creating a foundation, which would require much work and energy to be successful. Consensus regarding the difficulties raising operating funds and getting board members resulted in tabling the idea for now.

Anne Salzmänn will follow-up with Floyd Trujillo on his offer to share their documents, bylaws, etc. TMP's business manager will archive them for possible future use.

VIII. Report of the Head of School

Anne Salzmann provided commentary for her written report, highlighting the last phase of our 5-year renewal process. We are working with SFCC to prepare as best we can for possible closure due to COVID-19 and contingencies for teaching on-line. All students and parents have been sent an email about possible potential related events.

IX. Report of the Faculty Representative

Lori Miller reported that state science testing has just finished, and she is getting the master schedule ready. Students are generally resilient and calm despite multiple issues in the collective. The **incoming** Head of School has participated in various student testing and prep for graduation activities.

X. Report of the Student Representative

Forest Nelson reported that some students are organizing this year's prom. No unusual attitude or discipline issues to report.

XI. Report of the Audit Committee

Marcos Maez reported this is TMP's second consecutive year with zero audit findings!

XII. Report of the Business Manager

Lisa Lucas reported that the draft budget, school calendar, and salary schedules (including this year's 4% increase for all employees) would be completed by the end of March. She will review with the Finance Committee at that time.

XIII. Open discussion of additional topics or issues from GC members:

None

XIV. Adjournment

Motion to adjourn the meeting by Marcos Maez, second by Ahlum Scarola, passed without dissent. Meeting adjourned at 6:03p.m.

2019/2020 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none">• No meeting in July• 8/20 (3rd Tuesday)• 9/10• 10/8• 11/12• 12/10	<ul style="list-style-type: none">• 1/14/2020• 2/11 weather cancellation; 2/17• 3/10• 4/14• 5/12• 6/9
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Minutes approved by The MASTERS Program Governance Council on April 14, 2020.

Governing Council President