



The MASTERS Program

Early College Charter High School

Governing Council Meeting

October 10, 2017 5:00 – 7:00 P.M.

Santa Fe Community College – President’s Conference Room 108
Santa Fe, New Mexico

Minutes

I. Roll Call 5:09 p.m.

Governing Council members attending: Monique Anair, John Bishop, Gary Clendenen, Amber Espinosa-Trujillo (via teleconference), Jennifer Sanchez, Kelly Smith, Cassidy Spillman (*Student Rep*), John Triolo, Scott Voorhies (*Faculty Rep*)

Governing Council members and staff not attending: Bernadette Jacobs

Guests, Faculty, and Staff: Lisa Lucas (*Business Manager*); Anne Salzmann (*Head of School*), Ahlum Scarola; Lori Spillman

Recording Secretary: Carol Witter

II. Discuss and vote to approve this agenda

Motion to approve by Gary Clendenen, second by Monique Anair, passed unanimously.

III. Discuss and vote to approve September 12, 2017 GC meeting minutes

Motion to approve by Kelly Smith, second by Gary Clendenen, passed unanimously.

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

V. None

VI. Discuss and vote on number of voting Governing Council members

After discussion of TMP’s charter, Gary Clendenen motioned to have nine voting members on the GC, second by Kelly Smith, passed unanimously.

Anne Salzmann will follow-up with TMP attorney Patty Matthews to clarify what numbers constitute a quorum and a majority vote based upon nine voting GC members.

VII. Discuss and vote on new Governing Council members

Anne Salzmann introduced Ahlum Scarola, who is in his fourth year as principal of Acequia Madre elementary school. His experience has been focused on primary education and he is interested in learning more about secondary education. His previous experience at Agua Fria and Rio Grande schools gives him a valuable perspective on the dynamics between public and charter schools. Monique Anair made a motion to approve Mr. Scarola's nomination to join the GC, second by Jennifer Sanchez, passed unanimously.

Anne Salzmann introduced TMP's new parent representative, Lori Spillman, who was selected earlier by the parents' forum. Lori is the mother of student representative Cassidy Spillman.

VIII. Review Student Travel Authorization Form for proposed TMP policy

Anne Salzmann distributed the current forms to GC members for their review before the meeting. GC members discussed the scope of TMP's liability for students on a particular trip as well as for routine Friday project activities. Anne will follow-up with TMP attorney Patty Matthews for a legal determination.

IX. Report of the Head of School

Anne Salzmann provided highlights of various forums that stimulate student involvement, specifically the Lannan Foundation public talks, the Coe Foundation, and submissions for Davis scholarships. She also reported on efforts to replace student enrollment vacancies in order to remain at 210. Cassidy Spillman reported that some students don't know about the upcoming family get-together, and Scott Voorhies offered to provide additional outreach.

X. Report of the Faculty Representative

Scott Voorhies reported that Accuplacer scores are being used to help place new students and reminded the GC of various complications and challenges with PARC and EOC testing. John Bishop suggested having students work in teams as a way to enhance learning and prepping for testing. Scott said that he uses iPads with students to foster information sharing, and teachers are working with mindfulness practices to help students quiet down and reduce anxiety. Ahlum Scarola noted that Carnegie Center has been working with his teachers to foster better understand of PARC testing.

XI. Report of the Student Representative

Cassidy Spillman reported on several topics of interest circulating among students e.g. lunch card allowances, pajama day, interest in seeing new videos, and issues with Wi-Fi service on campus. The business manager reported that internet upgrades are underway. Other topics of discussion centered on students' frustration with differing styles between students and some teachers. Anne will address the issues with faculty members.

XII. Report of the STEM Committee

No report

XIII. Report of the Finance Committee

a. review in advance and recommend approval or disapproval of September 2017 disbursements

John Triolo reported that the audit report will be coming in early 2018. Lisa Lucas reported the committee met in prior work session to review September disbursements. Based on the committee's recommendation, Monique Anair moved to approve disbursements as presented, second by Gary Clendenen, passed unanimously.

b. review in advance and recommend approval or disapproval of BARs

Lisa Lucas provided highlights of each BAR as presented. Based on the committee's recommendation, Monique Anair moved to approve BARs 519-000-1718-0012-IB: \$13,969; 519-000-1718-0013-I: \$151,685; second by Jennifer Sanchez, passed unanimously.

c. review in advance and recommend approval or disapproval of purchases exceeding \$20,000

Lisa Lucas reported on a purchase order in the amount of \$30,500 for Grand Classroom, Inc. - Grand Canyon student trip. Gary Clendenen moved to approve PO 2018-096 as presented, second by Monique Anair, passed unanimously.

XIII. Report of the Business Manager

Lisa Lucas highlighted areas of the Executive Summary and provided background for some apparent variances. She reported that more than \$3,200 has been raised toward the \$6,000 fundraising goal for the Grand Canyon student trip. Three bids came in for construction of Room 327 ("dirt room") and negotiations are underway with Lockwood. Anne Salzmann will try to arrange a site inspection for GC members during the November GC meeting. Lisa Lucas provided necessary forms and affidavits for new GC members to sign.

XIV. Open discussion of additional topics or issues from GC members

John Triolo commented on his positive experience sitting in on a recent faculty meeting and passed along his favorable observations.

XV. Adjournment

Motion to adjourn at 6:33 p.m. by Monique Anair, second by Gary Clendenen, passed unanimously.

2017/2018 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none">• July - no meeting• 8/8• 9/12• 10/10• 11/14• 12/12	<ul style="list-style-type: none">• 1/9/2018• 2/13• 3/13• 4/10• 5/8• 6/12
--	---

Minutes approved by The MASTERS Program Governance Council on 14 November 2017.

Governing Council President