



The MASTERS Program

Early College Charter High School

Governing Council Meeting

September 10, 2019 5:00 – 7:00 P.M.

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

Minutes

I. Roll Call 5:02 p.m.

Governing Council members attending: Gary Clendenen, Robert Gutierrez, Shalimar Krebs, Marcos Maez, Lori Miller (*Faculty Representative*), Ahlum Scarola, Kelly Smith, John Triolo

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

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

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

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

III. Discuss and vote on August 20, 2019 meeting minutes

Gary Clendenen moved to approve the minutes, second by Ahlum Scarola, passed unanimously.

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

None

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

- a. Update on project plan status for recruitment and hiring of Head of School

Shalimar Krebs distributed a draft job description for review and discussion by GC members and the faculty representatives who are part of the search committee. Jody LeFevers and Hillary Thompson introduced themselves and provided highlights of their careers, including their tenure and teaching roles at TMP. There was a lively discussion of give and take, with free exchange of ideas and priorities for TMP students, along with a thoughtful exchange of recommended edits.

Next step: Shalimar will incorporate feedback for the next draft and re-distribute it. Once everyone gives their OK, ads will be posted no later than October 1 and will run through November. Interviews will begin in December. Hillary will streamline the teacher questionnaire for parents to give their thoughts. Anne's communication to parents advising of her retirement will take place before any ads are released.

VI. Report of the Finance Committee

- a. **review and recommend approval or disapproval of August 2019 disbursements**

The committee met in prior work session to review August disbursements. Marcos Maez provided highlights for significant expenditures. 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 none**

Based on the committee's recommendation and following discussion, Gary Clendenen moved to approve as presented BAR 519-000-1920-0003-M: \$6,138; second by Kelly Smith, passed unanimously.

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

None

- d. **review and recommend approval or disapproval of specific items in the current budget that we will not spend this year (e.g. school trip) and make a budget adjustment request**

Topic was tabled for the regular GC meeting in October, but consensus was not to plan a trip. Anne Salzmann and Lisa Lucas will bring specific recommendations to the October meeting.

VII. Vote to confirm keeping the 2nd Tuesday for regular GC meetings, effective September 10

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

VIII. Discuss and confirm GC members' training needs and requirements

Anne Salzmann confirmed that all GC members were aware that the same training is required yearly by the PED. Anne will send the dates for a possible consolidated group training. New member Robert Gutierrez is currently completing the online training, as did other new member Marcos Maez.

IX. Discuss and vote on creating a new Mission Adherence Committee

After discussing the suggestion, GC members chose not to create a new committee and will progress with creating a task force instead. The new task force will be consolidated into the Survey Committee for evaluations of mission adherence, including by the Head of School. No vote needed.

X. Discuss and vote on High School Textbook policy

Lisa Lucas reported that TMP's current Community Handbook only has a college policy, and must include a high school policy. The High School textbook policy is required by NMSA 22-15-8B and NMSA 22-15-9 D. We are required to submit our policy with the instructional materials report due to PED in October. Gary Clendenen moved to approve the textbook policy as presented, second by John Triolo, passed unanimously.

Report of the Head of School

Anne Salzmann provided commentary for her written report, highlighting a successful start to the new semester with teachers handling higher student numbers smoothly. Enrollment is currently 38 9th graders, 68 10th graders, 85 juniors and 74 seniors = 265. Overall, things are settling down with the new 9th grade and the introduction of math circles for these younger students should accelerate the process. In addition, lots of excitement about our two National Merit semi-finalists to be announced on the 11th, as well as the first Lannan talk of the season that 20+ students and some faculty will attend together.

XI. Report of the Faculty Representative

Lori Miller reported that things with faculty are going well. She and other teachers are coaching students on their resumes, essays, and various applications, as well as increasing awareness of financial aid opportunities. Teachers are pleased with student outcomes from the more rigorous tardy policy.

XII. Report of the Student Representative

No report pending selection of the new student representative for the current year.

XIII. Report of the Audit Committee

Audit Committee members Gary Clendenen, Shalimar Krebs, Marcos Maez, Bob Shankin, Anne Salzmann, and Lisa Lucas met with auditors during the entrance conference on September 3rd to kick-off the audit process. Lisa reported that all necessary follow-up activity is currently with the

auditors, who are going through their review process. Draft financial statements will be available for GC review in the next few weeks.

XIV. Report of the Business Manager

a. Discuss and vote on the Open Meetings Act Resolution for annual meeting

Lisa Lucas distributed a copy of the Resolution before the meeting. She explained that it complies with the law and details the processes for regular and other special meetings. John Triolo moved to approve the Resolution as presented, second by Gary Clendenen, passed unanimously.

b. Vote on new check signer Marcos Maez to replace Jennifer Sanchez

Jennifer Sanchez is no longer a check signer on TMP bank accounts. We are requesting that Marcos Maez be approved as a new check signer. John Triolo moved to approve the change, second by Gary Clendenen, passed unanimously.

XV. Adjournment

Marcos Maez moved to adjourn the meeting at 6:45 p.m., second by Gary Clendenen, passed unanimously.

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• 3/10• 4/14• 5/12• 6/9
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Minutes approved by The MASTERS Program Governance Council on October 8, 2019.

Governing Council President