



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

Tuesday, July 11, 2023 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, TMP Class Room 318 – In Person Option  
Santa Fe, New Mexico

**TMP Governing Council is inviting you to a scheduled Zoom meeting**

Meeting ID: 861 8120 8268

### Minutes

#### **I. Roll Call 5:08p.m.**

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Steve Ferree, Danielle Gothie, Paul Krausman, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Melynn Schuyler

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Karla Moskowitz (*Head of School*), Tina Morris (*Assistant Head of School*)

Recording Secretary:

Carol Witter

#### **II. Approval of Agenda**

Kelly Trujillo moved to approve the agenda as presented, second by Steve Ferree, passed unanimously.

#### **III. Welcome to new Governing Council Members**

Steven Stauss welcomed Paul Krausman, Danielle Gothie, and Kelly Trujillo as the GC's newest voting members and thanked them for joining the board.

#### **IV. Discuss and vote on June 13, 2023 Governing Council Meeting Minutes**

Danielle Gothie moved to approve the minutes as presented with the amended name of Santa Fe College in Gainesville, second by Paul Krausman, passed unanimously.

## V. Report of the Governing Council President

Steven Stauss provided commentary for his previously distributed written report, including the following highlights. He underscored the importance of each members' engagement going forward, especially volunteering for committees and utilizing their extensive experience to benefit the school and provide all the support that TMP needs. Steven encouraged each member to inform themselves of PED requirements and other duties, much of which the PED supports through their required trainings. Each GC member must complete seven hours of training every year and new members have an addition three hours required. The goal is to finish all required training by end of fiscal year first quarter. Karla and Tina will coordinate a Saturday in August for group PED training and teambuilding for GC members and TMP administrators. TMP has hired an outside consultant to facilitate creation of a strategic plan for the year. We need to formalize by vote the chair and GC member make-up of the Strategic Planning Committee at the August meeting. Other priorities include adding Karla and Tina as check signers and changing the current guidelines to require a GC signature on checks over \$20,000 (agenda topic for August), and revamping TMP's website design and access.

Additional comments added by Steven Stauss: 1) I invited GC members to consider joining an ad hoc bylaws committee, which would review the bylaws as currently amended. We will need to put an item on the August agenda to establish the committee and appoint members. 2) I also commented on the importance of adding further community representation to the Board, including a voting parent representative and someone else from the SF community at large. Current board members encouraged to look for candidates.

## VI. Report of the Finance Committee

### a. review and recommend approval or disapproval of June 2023 disbursements

The committee met in prior work session to review June disbursements. Chris Gilman provided context for higher expenses and other non-recurring transactions, which included payouts for departing employees, compensation for three head administrators in June, and the hard wiring technology project. Based on the committee's recommendation, Steve Ferree moved to approve the disbursements as presented, second by Danielle Gothie, passed unanimously by roll call vote.

### b. review and recommend approval or disapproval of BARs

No Bars.

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

Chris Gilman provided highlights for three POs:

2023-203	Team 1st Technologies LLC	\$48,640.76	Interactive Board V-TL7 86"
2023-205	Team 1st Technologies LLC	\$35,586.00	Interactive Board V-TL7 86"
2023-207	The Creative Core, LLC	\$41,922.66	Strategic Planning & Implementation

Steve Ferree moved to approve the purchase orders as presented, second by Paul Krausman, passed unanimously by roll call vote.

**VII. Discuss and vote on TMP FY23-24 Open Meetings Act resolution**

Steven Stauss gave context for the OMA resolution requirement. Steve Ferree moved to approve the resolution as presented, second by Paul Krausman, passed unanimously by roll call vote.

**VIII. Discuss and vote on election of GC Treasurer and Secretary effective July 1, 2023**

Steven Stauss reviewed status of the open Treasurer and Secretary positions. John Bishop highly recommended Paul Krausman for Treasurer and Paul accepted. Danielle Gothie moved to approve the Treasurer position, second by Steve Ferree, passed unanimously by roll call vote. Steven Stauss relayed that Melynn Schuyler has agreed to continue for a second year as Secretary. No vote needed.

**IX. Report of the Head of School**

Karla Moskowitz highlighted her written report on a great first week on the job, working with Tina Morris whose knowledge of local systems and people is so helpful. They have a working list of topics they have prioritized and tag teamed. Safety/security planning is a top priority. Other key topics include collaboration on food and student lunches; identifying calendar gaps such as missing conferences, and instructional days; making sure personnel are hired and classrooms are confirmed; reviewing job descriptions, administrator and teacher evaluation tools and processes. IT resources are a priority to address. Plans are underway for a TMP social in September that will encourage family participation. Karla is meeting with Philip Crump this week. Tina Morris identified voting on the 2023-24 TMP calendar for the August meeting and reported that TMP has been designated as a spotlight school.

**X. Report of the Staff Representative**

No report.

**XI. Report of the Parent Representative**

No report.

**XII. Report of the Student Representative**

No report.

**XIII. Report of the Audit Committee**

No report.

**XIV. Report of the Business Manager**

Chris Gilman provided an overview of the YTD Financial Summary, showing the overall cash fund trending flat. It will start tapering off this fiscal year due to planned, ramped up expenditures. Operational revenues and capital outlay funds are trending as projected and expected to increase next year. Composition of expenses is on track and as expected.

**XV. Public Comments (Up to 2 minutes per person)**

No public comments.

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

None.

**XVII. Adjournment**

Motion to adjourn the meeting by Steve Ferree, second by Danielle Gothie. Meeting adjourned without dissent at 6:44p.m.

**FY2023/2024 Meeting Dates (2<sup>nd</sup> Tuesday)**

• 7/11/2023	• 1/9/2024
• 8/8	• 2/13
• 9/12	• 3/12
• 10/10	• 4/19
• 11/14	• 5/14
• 12/12	• 6/11

Minutes approved by The MASTERS Program Governing Council August 8, 2023.

Signature of Governing Council President: \_\_\_\_\_