



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

June 11, 2019 5:00 – 7:00 P.M.

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

### Minutes

#### I. Roll Call 5:01 p.m.

Governing Council members attending: Gary Clendenen, Shalimar Krebs, Ahlum Scarola, Kelly Smith, Lori Spillman, John Triolo

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

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

Recording Secretary: Carol Witter

#### II. Discuss and vote on this agenda

Motion to approve by Gary Clendenen, second by Lori Spillman, passed unanimously.

#### III. Discuss and vote on May 14, 2019 Meeting minutes

Motion to approve by Kelly Smith, second by Shalimar Krebs, passed unanimously.

#### IV. Discuss and vote on May 28, 2019 Special GC Meeting minutes

Motion to approve by Kelly Smith, second by Ahlum Scarola, passed unanimously.

#### V. Public Comments (Up to 2 minutes per person)

None

**VI. Report of the Finance Committee**

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

The committee met in prior work session to review May disbursements. Kelly Smith provided highlights for disbursements that included meal cards being higher than normal and furniture for the dirt room. Based on the committee's recommendation, Kelly moved to approve the disbursements as presented, second by Gary Clendenen, passed unanimously.

**b. review and recommend approval or disapproval of BARs none**

None

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

None

**VII. Discuss and vote on August date change for the regular GC meeting**

John Triolo requested a one-time date change to August 20 (third Tuesday) for the August meeting. Motion to approve by Gary Clendenen, second by Kelly Smith, passed unanimously.

GC members discussed the possible need to change the meeting schedule for regular meetings from the 2<sup>nd</sup> Tuesday to the 2<sup>nd</sup> Monday for next school year, effective September 9. The topic was tabled to discuss and vote at the August meeting.

**VIII. Discuss and vote on FY2019/2020 legal contract for Matthews Fox, PC**

Lisa Lucas reviewed the contract, which has minimal changes, no rate changes, and a one year-term for \$60,000. Anne Salzmann clarified a few questions and reported that she remains very pleased with Matthews Fox legal services. Motion to approve by Lori Spillman, second by Ahlum Scarola, passed unanimously.

**IX. Discuss and vote on new voting GC members**

Kelly Smith provided highlights regarding two new GC members. Marcos Maez is SFCC's director for dual credit and recruiting. Robert Gutierrez is SFCC's director for the Tutoring Center and has several TMP students. Both Marcos and Robert are Hispanic males who were locally educated. Both have with links to TMP students and are excellent fits. The two new board members are replacing Amber Espinosa-Trujillo and Jennifer Sanchez. Jennifer Sanchez served the maximum six-year term and will leave the board as of June 30, 2019. The new GC members' terms will begin on July 1, 2019. Motion to approve by Kelly Smith, second by Shalimar Krebs, passed unanimously.

**X. Discuss and vote on new Governing Council officer and committee positions**

Topic was tabled for the August meeting so that the two new GC members can participate in the discussion.

**XI. Report of the Head of School**

Anne Salzmann provided commentary for her written report, highlighting the registration process and new enrollment numbers of around 275 total students. TMP's graduation was outstanding with many students electing to speak. Anne reported on highlights and challenges regarding the up-coming five-year charter renewal process.

**XII. Report of the Faculty Representative**

No report

**XIII. Report of the Student Representative**

No report

**XIV. Report of the STEM Committee**

No report

**XV. Report of the Audit Committee**

No report

**XVI. Report of the Business Manager**

Lisa Lucas confirmed that John Triolo, Kelly Smith, and Shalimar Krebs would be available for check signing during summer break. Lisa reported that she would likely need to call an Audit Committee meeting in July or August. She is very busy with PED reporting requirements. Close out for the accounting software is labor intensive and must be completed by June 30. All contracts and POs are due July 1.

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

For discussion and possible action: Process for recruitment and hiring of Head of School for the 2020-21 school year.

John Triolo recapped the discussion from the last meeting and asked for feedback. Discussion included possibly hiring a part-time consultant with knowledge in outreach on charter schools. Anne Salzmann volunteered to write up a profile and job description. There are some concerns about the expense as well as other concerns about hiring outside consultant. There is no budget for travel expenses to bring in candidates. We need to develop a preliminary project plan to discuss at the August meeting. Lisa Lucas will provide the salary schedule to all GC members.

**XVIII. Adjournment**

Kelly Smith moved to adjourn the meeting at 6:11p.m., second by Ahlum Scarola, passed unanimously.

**2019/2020 Meeting Dates (2<sup>nd</sup> Tuesday)**

<ul style="list-style-type: none"><li>• <b>1/8/2019</b></li><li>• 2/12</li><li>• 3/12</li><li>• 4/9</li><li>• 5/14</li><li>• 6/11</li></ul>	<ul style="list-style-type: none"><li>• <b>No meeting in July</b></li><li>• <b>8/20 (3<sup>rd</sup> Tuesday)</b></li><li>• 9/10</li><li>• 10/8</li><li>• 11/12</li><li>• 12/10</li></ul>
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Minutes approved by The MASTERS Program Governance Council on August 20, 2019.

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Governing Council President