



The MASTERS Program

Early College Charter High School

Governing Council Meeting

September 11, 2018 5:00 – 7:00 P.M.

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

Minutes

I. Roll Call 5:10 p.m.

Governing Council members attending: Gary Clendenen, Shalimar Krebs, Jennifer Sanchez, Ahlum Scarola, Joel Stone (*Faculty Rep*), John Triolo

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

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

Recording Secretary: Jennifer Sanchez

II. Discuss and vote on this agenda

Motion to approve by Gary Clendenen, second by Ahlum Scarola, passed unanimously.

III. Discuss and vote on August 14, 2018 Meeting minutes

Motion to approve by Gary Clendenen, second by Shalimar Krebs 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 August 2018 disbursements

The committee met in prior work session to review August disbursements. Based on the committee's recommendation, Ahlum Scarola moved to approve disbursements as presented, second by Gary Clendenen, passed unanimously.

b. review and recommend approval or disapproval of BARs

Lisa Lucas reported on five BARs. Based on the committee's recommendation and following discussion, Gary Clendenen moved to approve as presented BARs 519-000-1819-0005-I; 519-000-1819-0006-IB; 519-000-1819-0007-IB; 519-000-1819-0008-IB; 519-000-1819-0009-M; second by Shalimar Krebs, passed unanimously.

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

Following discussion of details, Gary Clendenen moved to approve as presented PO 2018-166: \$74,045.67; second by Ahlum Scarola, passed unanimously.

VI. Review and discuss budget scenarios for taking additional students for 9th grade

Anne Salzmann and Lisa Lucas reviewed scenarios, with options for grade and teacher/student ratios.

VII. Review and discuss school grade for 2018 and our final site visit report from 2018

Topic was included in Anne Salzmann's report below.

VIII. Report of the Head of School

Anne Salzmann provided highlights and commentary for her written report, which included a review of TMP's report card and PEC goals. Attendance sheets given to TMP students in SFCC classes to document the state's requirement. The five-year PEC renewal is due in 2019. Anne will work with Karen Ehlert to complete the renewal documentation. TMP's Founder, John Bishop, recently paid a visit to the school and was introduced to students.

IX. Report of the Faculty Representative

Joel Stone discussed TMP's founding identity as a STEM school with current faculty members to determine their view. The consensus is that TMP does not have the necessary labs to identify itself as a true STEM school.

X. Report of the Student Representative

Voting will take place this Friday to select a student representative for the current academic year.

XI. Report of the STEM Committee

GC members discussed TMP’s identity as STEM. As reported above in the Faculty Representative’s report, current faculty feel that TMP is more of an Early College school vs. a STEM school.

XII. Report of the Audit Committee

Included below in the report of the business manager.

XIII. Report of the Business Manager

Lisa Lucas reported that the entrance conference with auditors and TMP Audit Committee members went well. The draft report will arrive within two to three weeks. Lisa and the Audit Committee will jointly review any findings. Lisa is looking for someone to work four hours per week to help with her load.

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

None

XV. Adjournment

Ahlum Scarola moved to adjourn the meeting at 6:19 p.m., second by Shalimar Krebs, passed unanimously.

2019/2020 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none"> • July - no meeting • 8/14 • 9/11 • 10/9 • 11/13 • 12/11 	<ul style="list-style-type: none"> • 1/8/2019 • 2/12 • 3/12 • 4/9 • 5/14 • 6/11
---------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------

Minutes approved by The MASTERS Program Governance Council on October 9, 2018.

Governing Council President