



The MASTERS Program

Early College Charter High School

Governing Council Meeting

December 12, 2017 5:00 – 7:00 P.M.

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

Minutes

I. Roll Call 5:04 p.m.

Governing Council members attending: John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Bernadette Jacobs, Jennifer Sanchez, Kelly Smith, Cassidy Spillman (*Student Rep*), Lori Spillman (*Parent Rep*), John Triolo, Scott Voorhies (*Faculty Rep*),

Governing Council members and staff not attending: Monique Anair, Ahlum Scarola; Amber Espinosa-Trujillo

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

Recording Secretary: Carol Witter

II. Discuss and vote to approve this agenda

Motion to approve by Bernadette Jacobs, second by Gary Clendenen, passed unanimously.

III. Discuss and vote to approve November 14, 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)

None

V. Report of the Finance Committee

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

Kelly Smith reported the committee met in prior work session to review November disbursements. Based on the committee’s recommendation, Kelly moved to approve disbursements as presented, second by Jennifer Sanchez, passed unanimously.

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

Kelly Smith provided highlights for each BAR. Based on the committee's recommendation and following some discussion and resolution of questions, Kelly moved to approve as presented BARs 519-000-1718-0018-M: void; 519-000-1718-0019-M: \$0; 519-000-1718-0020-I: \$191,803; second by Bernadette Jacobs, passed unanimously.

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

Kelly Smith reported on a purchase order in the amount of \$20,399.50 to Apple Computer – Tutor Table, Laptops, and iPads. Kelly moved to approve PO 2018-138 as presented, second by Gary Clendenen, passed unanimously.

VI. Discuss and vote to approve policy on students taking concurrent enrollment courses

Anne Salzmann distributed a copy of TMP's concurrent enrollment policy and presented background and overview for its role within the TMP charter. The policy details the use of courses not listed on the dual credit list and the specific instances where those courses are included on a student's schedule, including but not limited to courses needed for a certificate or degree and language courses. Gary Clendenen moved to approve the policy as presented, second by Bernadette Jacobs, passed unanimously.

VII. Discuss and vote to approve Early College status of school and relationship to college attendance and required seat time

Anne Salzmann distributed a document giving background on the topic and stressed the importance that GC members be aware of potential issues. Anne proactively consulted TMP attorney Patty Matthews regarding recent questions she has received from the PED. After discussion and resolution of questions, GC members registered support for how the Head of School is managing the situation and asked Anne to keep them informed of future events.

VIII. Discuss annual performance evaluation process for Head of School, to include goals for TMP

Bernadette Jacobs and Gary Clendenen met previously to start the evaluation process. A new component will have the Head of School identify one or two meaningful, measureable, and professional goals, and to set successive one, two, and three year milestones. They suggested setting percentages or step-progression for proficiency, possibly using Accuplacer as the standard. Other suggestions include adding a line item in the surveys related to organizational culture, doing minimal wordsmithing to the existing survey documents, and using paper surveys this year for parents and students. The survey form for parents will be available in English and Spanish. Bernadette and Gary will send the Governing Council self- evaluation document to all GC members in January. A link to Survey Monkey will be sent to faculty and staff in January.

IX. Report of the Head of School

Anne Salzmann provided highlights of a new elective math class to start in January, 2018, to support students who need extra help with math. This model may also be enhanced in the future to include English. Anne previewed with the GC her thoughts on why it is timely to consider adding 9th grade in the 2019 school year. At that time, the completed dirt room will be available to house the new students. Addition of 9th grade would help mitigate loss of small school funding, which is currently under consideration by the legislature. By catching students earlier in their high school careers, improved math proficiency and enhanced desire for learning could be expected. It would increase enrollment for SFCC and help boost TMP's enrollment cap of 210.

X. Report of the Faculty Representative

Scott Voorhies reported on business as usual semester wrap-up.

XI. Report of the Student Representative

Cassidy Spillman noted that students are happy the semester is ending; all enjoyed the talent show, especially the "yoyo." He also reported frustration among junior and senior students with immature behavior demonstrated by some sophomore students.

XII. Report of the STEM Committee to include vote on proposed name change for the committee

Tabled for January, 2018 meeting agenda.

XIII. Report of the Business Manager

Lisa Lucas' report highlighted the following status updates:

- a. Dirt room bids: base cost, plus tax and fees approximately \$362,000; we have available cash of \$365,000. SFCC plant director thinks it could come in around \$318,000, and we might be able to add some upgrades (i.e. polish floors, add windows, etc.) The final bid will be available in January, 2018, along with the contract.

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

- a. Start time of board meetings: does 5 PM work for everyone (John) - yes, works well.
- b. Board Protocol (John and entire board): no discussion

XVI. Adjournment

Meeting adjourned at 6:33 p.m.

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

Governing Council President