



The MASTERS Program

Early College Charter High School

Governing Council Meeting

February 12, 2019 5:00 – 7:00 P.M.

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

Minutes

I. Roll Call 5:10 p.m.

Governing Council members attending: Gary Clendenen, Shalimar Krebs, Esperanza Lopez (*Student Representative*), Jennifer Sanchez, Ahlum Scarola, Kelly Smith, Lori Spillman, Joel Stone (*Faculty Representative*), John Triolo

Governing Council members and staff not attending: John Bishop (*Founder, Ex-officio non-voting*), Amber Espinosa-Trujillo, Lisa Lucas (*Business Manager*)

Guests, Faculty, and Staff: Laurel Pierce (*PED Representative*), Anne Salzmann (*Head of School*)

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

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

III. Discuss and vote on January 8, 2019 Meeting minutes

Motion to approve by Jennifer Sanchez, second by Shalimar Krebs, passed unanimously.

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

Laurel Pierce from the Public Education Department attended as a guest.

V. Report of the Finance Committee

a. review and recommend approval or disapproval of January 2019 disbursements

The committee met in prior work session to review January disbursements. Kelly Smith provided highlights for disbursements there were less than typical expenditures due to a short January. Based on the committee's recommendation, Gary Clendenen moved to approve the disbursements as presented, second by Jennifer Sanchez, passed unanimously.

b. review and recommend approval or disapproval of BARs

Based on the committee's recommendation and following discussion, Kelly Smith moved to approve as presented BAR 519-000-1819-0013-IB: \$5,064; BAR 519-000-1819-0014-M: \$13,700; second by Gary Clendenen, passed unanimously.

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

None

VI. Discuss and possible action annual performance evaluation process for Head of School

John Triolo and Shalimar Krebs reported on survey collection results to date, citing a snow delay that may have affected survey distribution internally. Shalimar will send a Survey Monkey link to all voting GC members as the final step in data collection.

VII. Report of the Head of School

Anne Salzmann provided commentary for her written report, which expanded on recent recalibration training on the Danielson Framework for teacher observation and Anne's plans to share the info with faculty. Other highlights included PED updates, early planning for charter renewal, and an open house for parents, students, faculty, and GC members on April 4.

VIII. Report of the Faculty Representative

Joel Stone reported that faculty members are getting ready for testing season that runs March to April, and includes a pilot for a new field test. Some faculty have expressed interest in sponsoring a domestic student trip next year. Overall, staff members feel that active shooter drills are of more benefit to outside EMT and law enforcement personnel. Some students have expressed anxiety about the upcoming scheduled drill.

IX. Report of the Student Representative

Esperanza Lopez reported that students love their new dirt room and are happy to finally have their "own space" on campus. Everyone also enjoys working with the two new office staff. The new yoga class is getting great participation and enthusiasm from students.

X. Report of the STEM Committee

No report.

XI. Report of the Audit Committee

Lisa Lucas submitted the Audit Committee report in writing. Jennifer Sanchez referenced the items as follows: PED approved our FY19 2nd Quarter Cash Report with no findings; PED performed an audit of our Teacher Training and Experience on 1/25/2019, with the final audit report due by February 28th.

XII. Report of the Business Manager

Lisa Lucas submitted her report in writing. It highlights the tentative FY19/20 budget schedule.

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

Jennifer Sanchez reported that the mandatory annual GC training for voting members would take place on Saturday, February 23, 9am-5pm, in room LL314. Lunch will be provided. John Triolo thanked the GC members for giving up their Saturday to attend, and thanked Jennifer for coordinating the event.

XV. Adjournment

Gary Clendenen moved to adjourn the meeting at 5:55 p.m., second by Jennifer Sanchez, passed unanimously.

2019 Meeting Dates (2nd Tuesday)

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| <ul style="list-style-type: none"> • 1/8/2019 • 2/12 • 3/12 • 4/9 • 5/14 • 6/11 | TBD |
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Minutes approved by The MASTERS Program Governance Council on March 12, 2019.

Governing Council President