



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

March 12, 2019 5:00 – 7:00 P.M.

Santa Fe Community College – TMP Conference Room LL325  
Santa Fe, New Mexico

### Minutes

#### I. Roll Call 5:04 p.m.

Governing Council members attending: Gary Clendenen, Amber Espinosa-Trujillo, Shalimar Krebs, 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*), Esperanza Lopez (*Student Representative*)

Guests, Faculty, and Staff: Lisa Lucas (*Business Manager*), Lori Miller (*TMP Director Guidance Counseling*), 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 February 12, 2019 Meeting minutes

Motion to approve by Gary Clendenen, second by Kelly Smith, 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 February 2019 disbursements**

The committee met in prior work session to review February disbursements. Kelly Smith provided highlights for disbursements related to Room 327 expenses. Based on the committee's recommendation, Kelly Smith moved to approve the disbursements as presented, second by Gary Clendenen, 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 519-000-1819-0015-I: \$61,608 and BAR 519-000-1819-0016-M: \$300; second by Jennifer Sanchez, 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 2019-208: \$46,242.50 SFCC – Room 327; second by Shalimar Krebs, passed unanimously.

## **VI. Discuss and vote on revisions to the Training and Experience Credit Policy**

Lisa Lucas provided background and context for the proposed change in policy and clarified questions. Motion to approve by Gary Clendenen, second by Amber Espinosa-Trujillo, passed unanimously.

## **VII. Discuss and vote on revisions to the Employee Handbook**

Lisa Lucas reviewed the proposed revisions and reported they are primarily wording changes to the original 2010 version of the handbook. TMP attorney Patty Matthews reviewed the changes. GC members discussed and suggested minor edits to the proposed changes. Lisa will incorporate the changes and resubmit the handbook via email to all GC members and staff for a final review. Vote was postponed for the regular GC meeting in April.

## **VIII. Discuss and vote on the Volunteer Screening Policy, the Volunteer Application/Acknowledgement Form, and the Volunteer Agreement and Pledge**

Lisa Lucas reported that TMP has not used volunteers previously. TMP attorney Patty Matthews drafted the proposed new policy to align with NMAC law. After discussion and clarification, Kelly Smith moved to approve, second by Jennifer Sanchez, passed unanimously.

## **IX. Discuss and vote on Gun Free Policy**

Anne Salzmann reviewed the required policy addition that TMP's attorney Patty Matthews wrote based upon the NMAC law. Kelly Smith moved to approve, second by Jennifer Sanchez, passed unanimously.

**X. Report of the Head of School**

Anne Salzmann provided highlights for her written report, including efforts to follow up with students after the lottery, progress on interviewing teacher candidates, and ongoing planning for our upcoming charter renewal this fall.

**XI. Report of the Faculty Representative**

Joel Stone reported that faculty initiatives are generally going well, and that everyone is looking forward to a relaxing spring break!

**XII. Report of the Student Representative**

No report

**XIII. Report of the STEM Committee**

No report.

**XIV. Report of the Audit Committee**

John Triolo reported that the result of PED's audit of our Teacher Training and Experience is an estimated reduction of FY18-19 SEG of around \$15,000. Per NMAC 22-8-12.3, PED is requiring that we need to add two additional members to our audit committee - a community member with accounting or finance background and a parent representative who is not a GC member.

**XV. Report of the Business Manager**

Lisa Lucas updated February's report outlining the FY19/20 tentative budget schedule. A special meeting will be scheduled on April 9 from 4:45-5:00pm to gather public input.

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

- GC members and staff officially recognized Business Manager Lisa Lucas for her outstanding efforts on behalf of TMP.
- The annual GC training for voting members was rescheduled for April 13 due to snow cancellation in February.

**XVII. Executive Session: Discuss annual performance evaluation process for Head of School**

Only voting GC members attended this session and there was no report back indicated.

**XVIII. Adjournment**

Amber Espinosa-Trujillo moved to adjourn the meeting at 6:21 p.m., second by Shalimar Krebs, passed unanimously.

**2019 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>	<b>TBD</b>
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Minutes approved by The MASTERS Program Governance Council on April 9, 2019.

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Governing Council Vice President