



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

Tuesday, May 12, 2020 5:00 – 7:00 P.M.  
Santa Fe, New Mexico

#### TMP Admin is inviting you to a scheduled Zoom meeting.

Meeting ID: 859 7971 6794

Password: 2XUSCH

### Minutes

#### **I. Roll Call 5:00 p.m.**

Governing Council members attending: John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Robert Gutierrez, Shalimar Krebs, Marcos Maez, Lori Miller (*Faculty Representative*), Lupita Perez (*Parent Representative*), Ahlum Scarola, Kelly Smith, John Triolo

Governing Council members and staff not attending: Forest Nelson (*Student Representative*), Lori Spillman

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

Recording Secretary: Carol Witter

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

Gary Clendenen moved to approve this agenda, second by Marcos Maez, passed unanimously.

#### **III. Discuss and vote on April 14, 2020 GC Public Meeting Minutes**

Kelly Smith moved to approve the minutes as presented, second by John Triolo, passed unanimously.

#### **IV. Discuss and vote on April 14, 2020 Regular GC Meeting Minutes**

Gary Clendenen moved to approve the minutes as presented, second by Marcos Maez, 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 April 2020 disbursements**

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

### **b. review and recommend approval or disapproval of BARs**

Based on the committee's recommendation and following discussion, Gary Clendenen moved to approve as presented BARs 519-000-1920--0029-M: \$6; 519-000-1920--0030-M: \$1,525; 519-000-1920-0031-I: \$15,238; 519-000-1920-0032-I: \$26,747; second by Kelly Smith, passed unanimously.

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

PO 2020-213 – \$28,660 Apple Computer – 20 computers added to Carts 1 & 4 plus one Bretford Cart replacement funded by ETN. Gary Clendenen moved to approve the PO as presented, second by Lupita Perez, passed unanimously.

## **VII. Discuss and vote on revised FY2020-2021 School Calendar**

Lisa Lucas reported on three dates in March that had to be re-scheduled to accommodate testing. John Triolo moved to approve the revised calendar as presented, second by Gary Clendenen, passed unanimously.

## **VIII. Discuss and vote on FY2020-2021 Budget**

Lisa Lucas reviewed the sources of funds and the process for allocating them. The draft budget is based on 2019 levels plus any known increases including the state 4% salary increase. The NM Legislative special session at the end of June will likely focus on decreased revenues and cuts. The Finance Committee reviewed the draft budget on April 30, which reflects the second year of small school funds reduction. The budget must be submitted to PED on or before May 26. Motion to approve PED Budget Approval Form requires signatures of all voting members (2 originals for PED and 2 originals for TMP.) Signatures cannot be electronic. Gary Clendenen moved to approve the budget as submitted subject to any changes requested by PED, second by John Triolo, passed unanimously.

## **IX. Discuss and vote on granting Business Manager authority to Approve and Process BAR's for PED in June**

Lisa Lucas reported on the need to grant authority to the Business Manager to approve and process BAR's requested by PED in June with documented approval by the Finance Committee. PED is anticipating last minute adjustments for current fiscal year revenues, which may leave no time to post a special board meeting. Two signed originals from seven GC members are required by June 20. Anne Salzmann will facilitate collecting the signatures. John Triolo moved to approve the temporary authority as presented, second by Gary Clendenen, passed unanimously.

**X. Discuss and vote on IDEA-B FY2020-2021 Grant Application**

Lisa Lucas reported on \$79,194.14 of special education supplemental federal funds for students with individual education plans (IEP). The grant provides for .35 FTE SPED Teacher salaries and benefits, supplies for students, professional development, student career readiness, psychological evaluations, speech and other occupational therapists, social workers and other specialists. John Triolo moved to approve, second by Marcos Maez, passed unanimously.

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

Anne Salzmänn highlighted areas of her written report, including actively planning for next year, which is unlikely to be back to normal. Weekly Monday staff meetings continue on Zoom, with discussion of feedback regarding student and parent communications and support. Our working group is meeting currently to come up with plans for meeting whatever the realities are for online and classroom teaching. Incoming Head of School Reid Wessels has been very involved in staff meetings, the working group, and faculty hiring.

**XII. Report of the Faculty Representative**

Lori Miller reported that things are positive given the circumstances of COVID-19. The introverts are thriving and the extroverts struggling. Shalimar Krebs reported that SFCC is working to maximize online learning and blended classes in anticipation that all social distancing and mitigation measures will continue into the fall. TMP is looking at various alternatives to provide seniors with some type of graduation acknowledgment.

**XIII. Report of the Student Representative**

No report

**XIV. Report of the Audit Committee**

No report

**XV. Report of the Business Manager**

Lisa Lucas reported that the schedule for the audit this year is not yet available. The usual process calls for interim field-testing in June and completed in August. Reminder to all board members that FY19-20 training needs to be completed by June 30.

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

Discussion included four upcoming board vacancies and appreciation for the retiring GC members' service. Everyone will do various outreach and try to have new members by July. John Bishop congratulated Anne Salzmänn on TMP's successful charter renewal and for her outstanding tenure as Head of School. Reid Wessels expressed his appreciation for Anne's leadership and opportunity to be included in various processes leading up to his new role as Head of School.

**XVII. Adjournment**

Motion to adjourn the meeting by Marcos Maez, second by Gary Clendenen, passed without dissent. Meeting adjourned at 6:30p.m.

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

<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>	<ul style="list-style-type: none"><li>• <b>1/14/2020</b></li><li>• <del>2/11</del> weather cancellation; 2/17</li><li>• 3/10</li><li>• 4/14</li><li>• 5/12</li><li>• 6/9</li></ul>
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Minutes approved by The MASTERS Program Governance Council on June 9, 2020.

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Governing Council President