



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

September 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 5:09 p.m.

Governing Council members attending: Monique Anair, Gary Clendenen, Amber Espinosa-Trujillo (via teleconference), Bernadette Jacobs, Anne Salzmann (*Head of School*), Kelly Smith, Cassidy Spillman (*Student Rep*), John Triolo, Scott Voorhies (*Faculty Rep*),

Governing Council members and staff not attending: John Bishop, Jennifer Sanchez

Guests, Faculty, and Staff: Lisa Lucas (*Business Manager*); Beth Roop

Recording Secretary: Carol Witter

#### II. Discuss and vote to approve this agenda

Motion to approve with noted change (move up Report of the Finance Committee to topic V) by John Triolo, second by Gary Clendenen, passed unanimously.

#### III. Discuss and vote to approve August 8, 2017 GC meeting minutes

Motion to approve by Kelly Smith, second by John Triolo, passed unanimously.

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

TMP faculty member Beth Roop presented information and commentary about a proposed student travel destination, “Grand Canyon Adventure”, for 20 students (25 max) March 18-23, 2018. The fund raising goal is \$5,000-\$6,000 to supplement the approved budget amount of \$20,000.

**V. Report of the Finance Committee**

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

Lisa Lucas reported that the committee met in prior work session to review August disbursements. She provided highlights of each report as background for new GC members. Based on the committee's recommendation, Monique Anair moved to approve disbursements as presented, second by Kelly Smith, passed unanimously.

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

Lisa Lucas provided highlights of each BAR as presented. Based on the committee's recommendation, Kelly Smith moved to approve as presented BARs 519-000-1718-0006-I: Void; 519-000-1718-0007-I: Void; 519-000-1718-0008-IB: Void; 519-000-1718-0009-I: \$10,000; 519-000-1718-0010-I: \$16,115; 519-000-1718-0011-M: \$0; second by John Triolo, passed unanimously.

**VI. Discuss and vote to elect new Governing Council member**

Tabled for next meeting, along with voting on the number of voting GC members.

**VII. Discuss and vote on Governing Council President position**

After discussion of the responsibilities of the president's role, John Triolo volunteered; motion to approve by Gary Clendenen, second by Kelly Smith, passed unanimously.

**VIII. Discuss and vote on GC funding for student trip deficit above budgeted \$20K budget**

Lisa Lucas reported the trip cost will likely total \$34,000. After discussion of cost variables, GC members agreed to fund up to an additional \$5,000 toward trip costs in the event the actual amount fundraised and the student required payments do not meet the trip budget. Motion to approve by John Triolo, second by Kelly Smith, passed unanimously.

**IX. Discuss and vote on McKinney-Vento dispute policy**

Anne Salzman provided background and overview of the policy. Its purpose is to acknowledge that disputes may arise with homeless students, their parents, and the school district about the school placement for a student, and to provide procedures to resolve such disputes without discrimination. The policy protects students from having to change schools if their families change addresses. Motion to approve by Monique Anair, second by Kelly Smith, passed unanimously.

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

Anne Salzman provided highlights of student demographics for this school year, which are quite diverse. She reviewed the final NMPED school grading report card, while spotlighting individual students' stories and how they can affect results such as graduation rates.

## Report of the Faculty Representative

Scott Voorhies reported on various activities, including student clubs that included different areas of interest and grade level meetings. PLC professional learning communities are working with SFCC library on data base research. "Creativity for Peace" will be on campus 9/13. Faculty are focusing on using iPads in classrooms; we have new English and Math teachers on staff and a very positive climate.

## XI. Report of the Student Representative

Cassidy Spillman reported that some students would like to know what goes on in the GC meetings. He will put out a suggestion box to gather ideas from students. John Triolo offered to meet with student groups. Anne Salzmann reminded that students can come to meetings, not closed.

## XII. Report of the STEM Committee

No report

## XIII. Report of the Business Manager

Lisa Lucas reported that auditors were on-site last week. She can't discuss results until the final report is released but the audit went well. Draft findings will be received in three weeks, which will then be reviewed with TMP's Finance Committee.

Lisa requested new GC members to forward their training certificates to her when received.

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

Anne Salzmann will ask Beth Roop and Scott Voorhies to review the draft Student Travel Authorization form at the next meeting.

## XV. Adjournment

Meeting adjourned at 6:56 p.m.

### 2017/2018 Meeting Dates (2<sup>nd</sup> Tuesday)

<ul style="list-style-type: none"><li>• July - no meeting</li><li>• 8/8</li><li>• 9/12</li><li>• 10/10</li><li>• 11/14</li><li>• 12/12</li></ul>	<ul style="list-style-type: none"><li>• <b>1/9/2018</b></li><li>• 2/13</li><li>• 3/13</li><li>• 4/10</li><li>• 5/8</li><li>• 6/12</li></ul>
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Minutes approved by The MASTERS Program Governance Council on 10 October 2017.

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Governing Council President