



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, September 12, 2023 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, TMP Room 327A – In Person Option
Santa Fe, New Mexico

TMP Governing Council is inviting you to a scheduled Zoom meeting

Meeting ID: 861 8120 8268

Minutes

I. Roll Call 5:09p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Steve Ferree, Melynn Schuyler,
Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Guests, Faculty, and Staff:

Deyanira Contreras, Chris Gilman (*Business Manager*), Kelley Koehler, Tina Morris (*Assistant Head of School*), Karla Moskowitz (*Head of School*), Sandy Juarez (*Student Representative*), Jon Pyle, Kristin Pyle (*Faculty & Staff Representative*), Lisa Schwade, Roxanne Seagraves (*Faculty & Staff Representative*)

Recording Secretary:

Carol Witter

II. Approval of Agenda

Steve Ferree moved to approve the agenda, second by Kelly Trujillo, passed unanimously.

III. Welcome to prospective new Governing Council members and other guests

Steven Stauss welcomed all guests.

IV. Discuss and vote on August 8, 2023 Governing Council Regular Meeting Minutes

Steve Ferree moved to approve the minutes as presented, second by Melynn Schuyler, passed unanimously.

V. Discuss and vote on nominations for new Governing Council members

Steven Stauss introduced Deyanira Contreras and stated that her resume had been previously communicated to all current GC members. Deyanira gave highlights of her work and experience as the mother of two TMP graduates and current faculty member at SFCC. Steve Ferree moved to approve Deyanira’s nomination as a voting GC member, effective immediately, second by Melynn Schuyler, passed unanimously by roll call vote.

Steven Stauss introduced Lisa Schwade and stated that her resume had been previously communicated to all current GC members. Lisa introduced herself, noting that her daughter is a new sophomore at TMP this semester and her son is currently a senior at Santa Fe Prep. Lisa is educated and trained as a scientist, and has a technology background. She currently works at Sandia Labs as an engineering project leader. Steve Ferree moved to approve Lisa’s nomination as a voting GC member, effective immediately, second by Kelly Trujillo, passed unanimously by roll call vote.

VI. Nominate and vote on election of Governing Council Treasurer

Steven Stauss nominated Lisa Schwade for the office of GC Treasurer, stating they had spoken prior to the meeting. Steve also reported that he would work with Lisa to help transition her to the role, including adding her as a check signer for TMP. Steve Ferree moved to approve her nomination as GC Treasurer, second by Melynn Schuyler, passed unanimously by roll call vote.

VII. Public Comments (Up to 2 minutes per person; limited to 20 minutes)

Kelly Koehler gave highlights of her background and experience as a potential new parent representative or Governing Council member. Steven Stauss tabled the topic for the next regular meeting and called for a review of Kelly’s resume and discussion among the voting GC members.

VIII. Report of the Treasurer

a. review and recommend approval or disapproval of August 2023 disbursements

The committee met in prior work session to review August disbursements. Steven Stauss provided context for higher expenses covered under capital outlay funds, e.g. the new interactive boards and Power School, with otherwise routine expenditures and two payrolls. Based on the committee’s recommendation, Steve Ferree moved to approve August disbursements as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

c.

Steven Stauss provided highlights for Bar:
2324-0001-IB 29102 - Private Direct Grants (Categorical) Initial Budget \$30,000
Melynn Schuyler moved to approve the BAR as presented, second by Steve Ferree, passed unanimously by roll call vote.

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

Steven Stauss provided highlights for eight POs:
2024-028-1 PowerSchool Holdings LLC \$38,484.96 Annual fees
2024-059 Christine K. Johnson \$32,500.00 Executive Function Services
2024-061 Phare LLC \$23,395.51 Catalyst FY24

2024-079	Patricia S. Huddleston	\$33,000.00	Tutoring
2024-081	Follett Corporation	\$36,000.00	DC Books
2024-082-1	Genuine Food Lab, LLC	\$33,180.00	Student Meals Aug & Sept
2024-092-	Reel Fathers, Ltd.	\$25,400.00	Reel Fathers/Identify Ink Project
2024-093	Atalaya Interactive LLC	\$30,590.55	TMP Website

Steve Ferree moved to approve the eight purchase orders as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

e. Audit Committee report – CLA fieldwork

Auditors visited TMP campus and interviewed Chris Gilman, Steven Stauss, and Karla Moskowitz. Unpublished results will be available in November and made public in February 2024.

f. Internal Controls audit

Steven Stauss reported on the PED’s recommendation to conduct quarterly internal audits. The first one was completed in August, using random picks from business office to examine line by line bank transactions; no findings.

IX. Report of the Business Manager

Chris Gilman introduced himself to the new attendees as a CPA with experience in finance accounting and auditing. He is TMP’s business manager under contract with K-12 Accounting. Chris provided an overview of the YTD Financial Summary for July and August. Actuals will be continue higher than historical due to increased hiring, increases in vendor disbursements, and higher subscription costs. They will begin to trend down as the months pass. TMP maintains a strong financial position.

X. Report of the Governing Council President

Steven Stauss provided a written report with the following highlights: he and the Head of School are meeting every week, and Karla is doing a great job to mend systems and bring cooperation to TMP; TMP website redesign is underway; Tina Morris is hosting a meet and greet social event 9/23 at her home; suggestion implement Roberts Rules for conducting GC meetings was not supported – no problem with the current situation; due to Covid and other personnel related issues at the time, some TMP policies were neglected and need review; Steve is looking for someone to co-chair with the Head of School to work on the charter renewal, need response by 9/22.

XI. Discuss and vote on revised FY23-24 TMP Academic Calendar

Tina Morris cited the inclusion of erroneous holidays that changed the hours for instruction and professional development as the reason for the revised calendar. Steven Stauss moved to approve the revised calendar as presented, second by Steve Ferree, passed unanimously.

XII. Report of the Head of School

Karla Moskowitz provided an oral report with the following highlights: she has visited classrooms multiple times; the teachers have different styles but all are committed to engaging students; she has started to evaluate teachers and create goals to support them; all teachers have their own rooms now; some are teaching six classes and Karla is recommending a 15% salary increase for them; she wants the authority to negotiate teacher salaries in a different way and not use stipends; Steven Stauss asked her

to work with TMP's business manager to develop a formal proposal for the GC to review; Karla wants to hire a new IT person to come in to finalize the PowerSchool installation, which has become an overwhelming task for current staff.

XIII. Report of the Faculty & Staff Representatives

Roxanne Seagraves is TMP's new teacher for US history and philosophy. She and Kristin Pyle will serve as co-representatives. They encouraged the Governing Council members to ask for information at any time, as they seek to establish transparent communications. Roxanne reviewed highlights of their written report. John Bishop asked if any underlying problems have been raised so far. Kristen expressed concerns that PowerSchool is a huge problem, presenting serious issues for parents and students who cannot access the system's data. Everyone is being very negatively impacted in their various areas with serious consequences. Steve Stauss reinforced the need to escalate beyond local PS management for resolution.

XIV. Report of the Parent Representative

No report.

XV. Report of the Student Representative

Sandy Juarez reported that most seniors are pretty secure, but a number of junior and sophomore students feel lost, trying to navigate what steps to take for college prep. Karla said they are working on creating a process. Kristin Pyle reported that someone has just been hired whose role is to start much earlier guiding all students, not just seniors. Sandy said that being a Freedom Ambassador helped her in her sophomore year and believes having more clubs would be helpful for students. Ernest encourages students to get out of their bubbles and create their own goals. John Bishop reflected on how previously held weekly gatherings of all students helped connect the three grades and assist with culture. Karla suggested they need to figure out a better time for town meetings.

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

None.

XVII. Adjournment

Motion to adjourn the meeting by Steve Ferree, second by Steven Stauss. Meeting adjourned without dissent at 7:24p.m.

FY2023/2024 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none">• 7/11/2023• 8/8• 9/12• 10/10• 11/14• 12/12	<ul style="list-style-type: none">• 1/9/2024• 2/13• 3/12• 4/19• 5/14• 6/11
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Minutes approved by The MASTERS Program Governing Council October 10, 2023.

Signature of Governing Council President: _____