



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

November 13, 2018 5:00 – 7:00 P.M.

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

### Minutes

#### I. Roll Call 5:07 p.m.

Governing Council members attending: Gary Clendenen, Shalimar Krebs, Esperanza Lopez (*Student Representative*), Jennifer Sanchez, Lori Spillman, John Triolo

Governing Council members and staff not attending: John Bishop (*Founder, Ex-officio non-voting*), Amber Espinosa-Trujillo, Ahlum Scarola, Kelly Smith, Joel Stone (*Faculty Representative*)

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

Recording Secretary: Carol Witter

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

Motion to approve by Gary Clendenen, second by Jennifer Sanchez, passed unanimously.

#### III. Discuss and vote on October 9, 2018 Meeting minutes

Motion to approve by Lori Spillman, second by Shalimar Krebs, 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 October 2018 disbursements**

The committee met in prior work session to review October disbursements. Gary Clendenen provided highlights for two disbursements, architectural fees and construction fees, which required more information. Based on the committee's recommendation, Jennifer Sanchez moved to approve the disbursements as presented, second by Lori Spillman, passed unanimously.

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

Based on the committee's recommendation and following discussion, Jennifer Sanchez moved to approve as presented BAR 519-000-1819-0010-IB: \$104,449; second by Shalimar Krebs, passed unanimously.

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

None

**VI. Discuss and vote on Salary and Stipend Schedules for 2018-2019**

Lisa Lucas reviewed and gave background for updating the schedule with clarification in wording and elimination of unused classifications. Motion to approve by Jennifer Sanchez, second by Gary Clendenen, passed unanimously.

Lisa reviewed some salary schedules and the stipend schedule. Lisa and some GC members will review all salary schedules before the end of the year for continuity. Motion to approve by Jennifer Sanchez, second by Gary Clendenen, passed unanimously.

**VII. Discuss and vote to approve policy on Prohibition on Aiding and Abetting Sexual Abuse**

Anne Salzmann reported that this policy is a Public Education Department (PED) requirement and the GC must formally approve it. Anne will sign the required assurance form and the policy will go into TMP's Employee Handbook. Jennifer Sanchez moved to approve as presented, second by Lori Spillman, passed unanimously.

**VIII. Review and discuss PAARC information**

Topic tabled for December GC meeting.

**IX. Discuss annual performance evaluation process for Head of School**

Discussion included discussion of certain topics included in the GC survey about which GC members may not have direct information. All members agreed to review the questions on all five survey forms, make recommendations for changes and determine the timeframe to conduct the evaluation process. Feedback is due to John Triolo prior to the December 11 meeting. He will email all GC members with the information in advance.

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

Anne Salzmann provided commentary for her written report, which included highlights from the recent parent/student grade conferences, class scheduling, faculty and staff hiring, and interest in the addition of 9<sup>th</sup> grade next year. Two students received special recognition and were offered the Davis Scholarship!

Anne wrote a federal grant application for expansion of high performing charter schools and was awarded funds. The two teachers who will work with the 9<sup>th</sup> grade students, along with the head of school, will attend the Buck Institute's project-based learning workshop in February, 2019.

**XI. Report of the Faculty Representative**

None

**XII. Report of the Student Representative**

Esperanza Lopez reported that the additional math tutoring support is beginning to show positive results, with some students telling her they are bringing up their grades.

**XIII. Report of the STEM Committee**

Jennifer Sanchez requested that the proposed name change for the STEM Committee be discussed and voted on in the December meeting.

**XIV. Report of the Audit Committee**

The Audit Committee met with members of the Audit Exit Conference on Wednesday, 10/31/18. They reviewed and discussed draft financial statements and status of the audit findings.

**XV. Report of the Business Manager**

Lisa Lucas reported that she found a bookkeeping service that will come as needed, especially to help with payroll and first-of-month reports. Executive summary reports for September and October 2018, are included in the handout packets.

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

None

**XVII. Adjournment**

Gary Clendenen moved to adjourn the meeting at 6:23 p.m., second by Lori Spillman, passed unanimously.

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

<ul style="list-style-type: none"><li>• July - no meeting</li><li>• 8/14</li><li>• 9/11</li><li>• 10/9</li><li>• 11/13</li><li>• 12/11</li></ul>	<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>
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Minutes approved by The MASTERS Program Governance Council on December 11, 2018.

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Governing Council President