



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, April 14, 2020 5:00 – 7:00 P.M.
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/693642441>

Meeting ID: 693 642 441

DRAFT Minutes

I. Roll Call 5:00 p.m.

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

Governing Council members and staff not attending: Robert Gutierrez, Kelly Smith, Lori Spillman

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

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

John Triolo moved to approve this agenda with two changes (add topics IV. and VIII.), second by Marcos Maez, passed unanimously.

III. Discuss and vote on March 10, 2020 GC Meeting Minutes

Marcos Maez moved to approve the minutes as presented, second by John Triolo, passed unanimously.

IV. Discuss and vote on April 7, 2020 Special GC Meeting Minutes

Gary Clendenen moved to approve the minutes as presented, second by Lupita Perez, 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 March 2020 disbursements

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

b. review and recommend approval or disapproval of BARs

Lisa Lucas gave highlights of the newly mandated process and steps that have been taken. Based on the committee's recommendation and following discussion, Gary Clendenen moved to approve as presented BARs 519-000-1920--0020-D: Disapproved by PED, Decrease Fund 31600 HB-33 \$25,800; 519-000-1920--0026-D: Decrease Fund 31600 HB-33 \$120,347; 519-000-1920-0027-M: IDEA-B \$6,500; 519-000-1920-0028-l: Instructional Materials \$2,349; second by Ahlum Scarola, passed unanimously.

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

None

VII. Discuss and vote on amended TMP 2020 graduation requirement due to COVID-19, as follows:

"The Governing Board of The MASTERS Program, in light of the school closing/shift to online learning due to COVID-19, and in recognition of some SFCC Spring 2020 courses being a cancelled mid-semester, amend the TMP requirement of 28 credits needed to graduate to reflect 26 credits needed to graduate for the graduating class of 2020. The two credits missing shall be in the category of elective credits only; all specific academic credits requirements shall be met."

Anne Salzmann gave context for this requested change to support approximately 7-8 TMP senior students who would be adversely impacted. The PED is supportive of going beyond to help students graduate during the COVID 19 crisis. New Mexico State requirements will still be met. Gary Clendenen moved to approve the amendment as presented; second by Marcos Maez, passed without dissent.

VIII. Report of the Head of School

Anne Salzmann highlighted areas of her written report, emphasizing how positively the faculty and staff have been stepping up during the COVID-19 crisis. Everyone attends Monday staff Zoom meetings and teachers are doing well. They are using their choice of technology tools for distance learning, with Google Classroom the most familiar. The PED continues to be supportive in their messaging that students and parents are the primary focus right now. Lisa Lucas will look into the possibility of re-allocating funds from the unused \$50,000 lunch cards for other ways to give food to TMP families.

IX. Discuss and vote on FY2020-2021 School Calendar

Lisa Lucas reviewed key dates on the calendar, which she sent to the PED with budget process. It is likely that many things may change as impacts from COVID 19 play out, and we will have to adjust. John Triolo moved to approve, second by Marcos Maez, passed unanimously.

X. Discuss and vote on FY2020-2021 Stipend and Salary Schedules

Anne Salzmann noted the 4% salary increases that were approved by the legislature will undoubtedly be rescinded, but we were advised to budget based on the current law. All areas of the stipends were reviewed for proposed cuts. John Triolo moved to approve the schedules as presented, second by Lupita Perez, passed unanimously.

XI. Discuss and vote on restatement of 403b Retirement Plan

Lisa Lucas reported that the IRS amends plans from time to time and we must adopt the prescribed IRS format. This vote is to formalize that we are already in compliance. John Triolo moved to approve, second by Gary Clendenen, passed unanimously.

XII. Discuss and vote on FY20-21 Lease Assistance Application

Lisa Lucas reported the application is due next week and this vote gives her permission to file. She still needs a few pieces from Anne Salzmann and Shalimar Krebs, and Robert Gutierrez needs to sign the Conflict of Interest form. Gary Clendenen moved to approve, second by Ahlum Scarola, passed unanimously.

XIII. Discuss and vote on amendment to Section 125 Plan per the CARES Act

Lisa Lucas included language that amends the plan's flexible spending account. Anne Salzmann has signed the amendment, which needs to be sent by April 15. Lisa will then advise the affected employee. Gary Clendenen moved to approve, second by John Triolo, passed unanimously.

XIV. Report of the Business Manager

Lisa Lucas thanked board members for their support and approval of the various documents and reporting requirements! She noted a major adjustment to the education plan for coding and tracking requirements. Lisa will present the revised draft for review at the Finance Committee meeting just prior to the May 12 regular GC meeting.

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

General discussion included clarification of budget changes and their impact to the March Executive Summary. Lisa Lucas noted there will be a larger than planned cash carry over due to the budget changes. Many COVID-19 unknowns and concerns for school funding and graduation activities as we just do not know what will be possible; maybe do in June with limited attendance? Looking at gathering ideas from seniors via Zoom meeting. Students will graduate, as planned, on May 21 without a ceremony.

XVI. Adjournment

Motion to adjourn the meeting by Gary Clendenen, second by Marcos Maez, passed without dissent. Meeting adjourned at 5:56p.m.

2019/2020 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none">• No meeting in July• 8/20 (3rd Tuesday)• 9/10• 10/8• 11/12• 12/10	<ul style="list-style-type: none">• 1/14/2020• 2/11 weather cancellation; 2/17• 3/10• 4/14• 5/12• 6/9
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Minutes approved by The MASTERS Program Governance Council on May 12, 2020.

Governing Council President