



The MASTERS Program

Early College Charter High School

Governing Council Meeting

May 14, 2019 5:30 – 7:00 P.M.

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

Minutes

I. Roll Call 5:40 p.m.

Governing Council members attending: Shalimar Krebs, Jennifer Sanchez, Kelly Smith, John Triolo, John Bishop (*Founder, Ex-officio non-voting*), Joel Stone (*Faculty Representative*)

Governing Council members and staff not attending: Gary Clendenen, Esperanza Lopez (*Student Representative*), Ahlum Scarola, Lori Spillman, Carol Witter (*Recording Secretary*)

Guests, Faculty, and Staff: Lisa Lucas (*Business Manager*), Anne Salzmann (*Head of School*), Lori Miller (*TMP Director Guidance Counseling*)

Recording Secretary: Jennifer Sanchez

II. Discuss and vote on this agenda

Motion to approve by Kelly Smith, second by Shalimar Krebs, passed unanimously.

III. Discuss and vote on April 9, 2019 Meeting minutes

Motion to approve by Jennifer Sanchez, second by Shalimar Krebs, passed unanimously. John Triolo abstained due to absence at the April meeting.

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

None

V. Report of the Finance Committee

a. review and recommend approval or disapproval of April 2019 disbursements

The committee met in prior work session to review April disbursements. Kelly Smith provided highlights for disbursements that included a variance of three payrolls, Meal cards being higher than normal, construction on dirt room, Dual Credit tuition, and architect fees that made monthly expenditures higher. Based on the committee's recommendation, John Triolo 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, Kelly Smith moved to approve as presented BAR 519-000-1819-0017-T: Fund 11000 Operational BAR Voided – created in error during training; BAR 519-000-1819-0018-I: Fund 14000 Instructional Materials BAR Voided - FY18-19 Final Allocation revised by PED; BAR 519-000-1819-0019-M: Fund 11000 Operational, Function 2500 Central Services, \$6,282 reallocated between line items for year-end leave payout including taxes and benefits; BAR 519-000-1819-0020-M: Fund 29102 Davis NM Grant, \$1,687 reallocated between line items for Tutor taxes and benefits; BAR 519-000-1819-0021-M: Fund 31900 Education Technology Equipment, \$10,000 reallocated between line items for software purchase; BAR 519-000-1819-0022-I: \$825 Increase Fund 14000 Instructional Materials – FY18-19 Final Allocation; all bars have zero effect on the budget; second by Jennifer Sanchez, passed unanimously.

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

None

VI. Discuss and vote on 2019-2020 Grant Applications

Lisa Lucas reported that she submitted the signed Lease Assistance Grant. The grant will total approximately \$96,000. The lease payment to SFCC is \$10,000 per month and the grant will cover roughly 78% of the expense.

Lisa reported that the IDEA B–SPED received \$71,214 for supplies, professional development, career readiness, diagnostics, and a .4 FTE SPED teacher to meet PED requirements, which were discussed by GC members. Diagnostic testing funds are set aside in case a student is in need of testing (approximately \$600 per diagnostic.)

Motion to approve by Shalimar Krebs, second by Kelly Smith, passed unanimously.

VII. Discuss and vote on Activity Fund Guidelines

Lisa Lucas reported that Student Activity Funds have been recorded previously as fiduciary funds but are now required to be recorded as special revenue funds per GASB 84. The school sets up the District Activity Fund and we have submitted changes to the guidelines to reflect the updates. We can no longer use PTO funds to provide a Spirit award as they are considered to be “scholarships”. Payments made to an individual must be for a service. Motion to approve by Kelly Smith, second by Shalimar Krebs, passed unanimously.

VIII. Discuss and vote on FY2019-2020 Budget

Lisa Lucas reviewed the draft budget with the Finance Committee on April 24 and submitted it before the May 1 deadline. The submitted budget includes expenses for the addition of 9th grade. Motion to approve by Kelly Smith, second by Shalimar Krebs, passed unanimously.

GC members discussed two different budget scenarios:

- 1) Five-year projection with no increase for expenditures and/or revenues and without small school funding.
- 2) Five-year projection with phase out of small school funding and discussion regarding preparation for the loss of small school funding.

IX. Discuss vacant Governing Council officer, member, and committee positions

Discussion included addition of two new voting members whose terms will begin August 1, 2019. Their nominations will be an agenda topic for vote at the regular GC June meeting.

X. Report of the Head of School

Anne Salzmann provided highlights for her written report, noting that a new history teacher has been hired and we have a pending offer for the math teacher position. PARCC testing and EOCs went well. Anne is currently working on the five-year renewal of our agreement to be a charter school with the Public Education Commission. SFCC approved a small additional space to our office to accommodate additional staff. Sixteen seniors will speak at graduation, with 37% of TMP graduates also graduating with SFCC degrees. A couple of students will have two associates' degrees each!

XI. Report of the Faculty Representative

Joel Stone reported that the prom went well. This is the last week for classes and Friday projects. A write up was completed for the Audubon project. The wildlife conservation group built a new garden fence and completed work on a bird blind and trail maintenance. The group fundraised \$200 for paint and supplies to complete their projects.

XII. Report of the Student Representative

No report

XIII. Report of the STEM Committee

No report

XIV. Report of the Audit Committee

No report

XV. Report of the Business Manager

Lisa Lucas reported that she is waiting to receive the final Dual Credit allocation for FY2019/20. We may need to call a special meeting to vote on one BAR before the regular GC meeting June 11. Lisa will notify GC members if a special session becomes necessary.

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

Process and steps for recruitment of Head of School for the 2020-21 school year:

- a. Timeline
- b. Staff, school committee involvement
- c. Hire search consultant for all, part, or none of the process
- d. Other thoughts

GC members discussed the process for selecting a new Head of School with the following brainstorming ideas:

John Bishop shared the process for the initial hiring when TMP was first chartered, for which John handled all the paperwork. Joel Stone asked if there is money in the budget for a consultant, and advised that faculty and staff want to be part of the process. Faculty would like to participate in the development of the job description and in the candidate profile to ensure there is a close fit with TMP's culture. Currently we have 10 teachers and 23 total faculty and staff. Lisa Lucas stated there are places we can advertise locally and nationally at no cost. Candidates should interview with various groups and in different settings, and be provided a standardized list of questions. Two local principals at other schools are leaving at the end of next year so we should start our search now. Candidates should write about their philosophy of teaching so we can get a good perspective. We should hire a clerical person to help with paperwork and communications, including disseminating and coordinating information with the search committee. PED has recommended hiring practices that should be reviewed. Faculty will develop their top two questions for interviews and define the qualities they are looking for. Anne Salzmann will set up time at the end of this school year for faculty to discuss the process and share their ideas with GC members. John Triolo recommended that the regular August GC meeting be delayed to the third Tuesday, August 20.

June agenda items: Discuss and vote on August date change in the June meeting; vote on PED annual board report; vote on new voting GC members; develop a plan for Head of School search.

XVII. Adjournment

Kelly Smith moved to adjourn the meeting at 7:05 p.m., second by Shalimar Krebs, passed unanimously.

2019/2020 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none">• 1/8/2019• 2/12• 3/12• 4/9• 5/14• 6/11	<ul style="list-style-type: none">• No meeting in July• 8/13 TBD• 9/10• 10/8• 11/12• 12/10
---	---

Minutes approved by The MASTERS Program Governance Council on June 11, 2019.

Governing Council President