



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

November 14, 2017 5:00 – 7:00 P.M.

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

### Minutes

#### I. Roll Call 5:02 p.m.

Governing Council members attending: John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Bernadette Jacobs, Jennifer Sanchez, Ahlum Scarola; Kelly Smith, Cassidy Spillman (*Student Rep*), John Triolo, Scott Voorhies (*Faculty Rep*), Lori Spillman (*Parent Rep*)

Governing Council members and staff not attending: Monique Anair, Amber Espinosa-Trujillo

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

Recording Secretary: Carol Witter

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

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

#### III. Discuss and vote to approve October 10, 2017 GC meeting minutes

Motion to approve by Gary Clendenen, second by Bernadette Jacobs, passed unanimously.

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

Teachers Beth Roop and Hillary Hale introduced four students (Melanie Solis, Daniela Slentz, Brandon Marroquin, and Ashlyn Aguilar) who presented their personal essays expressing their appreciation for the GC’s support for the 2018 student trip, as well as why they should be chosen to participate.

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

John Triolo introduced the topic and requested a leader for the process. Bernadette Jacobs handled the evaluation last year and volunteered to do so again. Gary Clendenen will work with her. Anne Salzmann distributed the three surveys and board self-evaluation from last year to use as templates. She suggested that the Board have her evaluation ready to go for January 8, Monday, either online or on paper. It should be done early in the semester and not later.

**VI. Discuss and vote to approve proposed HIV/AIDS confidentiality policy**

TMP attorney Patty Matthews crafted wording for the policy that will be included in TMP's Community Handbook and Employee Handbook:

*"TMP will ensure that all students infected with HIV have appropriate access to public education and that their rights to privacy are protected, and further will ensure that the rights to privacy of all school employees infected with HIV are protected."*

Gary Clendenen moved to approve as presented, second by Jennifer Sanchez, passed unanimously.

**VII. Report of the Finance Committee**

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

Lisa Lucas reported the committee met in prior work session to review October disbursements. Based on the committee's recommendation, Bernadette Jacobs 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 for each BAR. Based on the committee's recommendation, Kelly Smith moved to approve as presented BARs 519-000-1718-0014-IB: \$108,961; 519-000-1718-0015-M: \$0; 519-000-1718-0016-M: \$0; 519-000-1718-0017-M: \$0; second by Gary Clendenen, passed unanimously.

**VIII. Discuss and vote on additional ADC (alternative demonstration of competency) for math**

Anne Salzmann distributed a document giving the background and need for an additional ADC for math, which is a state-mandated requirement for high school graduation. Many students across schools have difficulty with PARCC testing, which has to be taken twice and failed twice for students to be eligible for ADC. Scott Voorhies presented a master outline, with samples of actual student portfolios which TMP is currently using, as potential ADC. The new Math ADC is for those who have only taken PARCC Algebra 2 or Geometry once (because of 2 years in Applied Math) or who have taken the PARCC Algebra 2 and/or Geometry twice without passing and do not pass Algebra 2 class and Algebra 1 EOC.

ADC: Student will complete a portfolio for the first semester of Algebra 2. Portfolio to include concepts learned and applications of concepts in a format required by the math department. Portfolio will be presented to Math department and student will be required to demonstrate competence in discussion with math teachers. Portfolio and presentation will be graded on a rubric developed by math department. Passing grade will be 65.

Jennifer Sanchez moved to approve the portfolio and oral presentation model as an ADC, second by Kelly Smith, passed with one abstention (Gary Clendenen.)

#### **IX. Report of the Head of School**

Anne Salzmann provided highlights of the School District Report Card for 2016-2017, which was distributed for review and discussion. She will email her monthly report to the GC.

#### **X. Report of the Faculty Representative**

Scott Voorhies reported that some students feel that TMP is “too hard”, and they could go to another school and have an easier time. More students are leaving this year, i.e. within the first two months on enrolling, for a variety of voluntary and involuntary reasons. The Head of School and faculty are addressing the issues with students and offering guidance.

#### **XI. Report of the Student Representative**

Cassidy Spillman reported that most students are pleased with the new clubs and video. Student Activities would like prom to be held at Meow Wolf, as there is much excitement for that venue. End of semester stress is high, especially for seniors.

#### **XII. Report of the STEM Committee to include vote on proposed name change for the committee**

Jennifer Sanchez distributed a copy of TMP’s mission statement. As a result of various meetings held over the past several months, she introduced a proposal for the committee to become “mission specific”, as reflected in a name change. Three new names were submitted for consideration: Mission **Advocacy** Committee; Mission **Advisory** Committee; Mission **Review** Committee. STEM was initially perceived as lacking in focus and direction, but was always intended to be inclusive of arts, reading, service, etc. STEM Committee members would like to broaden the horizon by not limiting its scope solely to STEM. They will present a rubric after first of year. Voting on the name change was tabled for the December meeting.

#### **XIII. Report of the Business Manager**

Lisa Lucas’ report highlighted the following status updates:

- Students are close to meeting the fund-raising goal of \$6,000 related to the 2018 student trip; just need \$1,100 more,
- Education Technology Committee is currently getting estimates
- Dirt room bids will be on the December GC meeting agenda

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

- a. Start time of board meetings: does 5 PM work for everyone (John) - tabled for December agenda
- b. Board Protocol (John and entire board) - tabled for December agenda
- c. Board chair overview with feedback from entire board: John Triolo expressed his appreciation for the GC's commitment and positive way of working together.

**XV. Adjournment**

Motion to adjourn at 6:53 p.m. by Gary Clendenen, second by Bernadette Jacobs, passed unanimously.

**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 12 December 2017.

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Governing Council President