



# The MASTERS Program

## Early College Charter High School

### **Governing Council Meeting**

February 17, 2020 5:00 – 7:00 P.M.

Santa Fe Community College – **TMP Room 327LL (Dirt Room)**

Santa Fe, New Mexico

### **Minutes**

#### **I. Roll Call 5:10 p.m.**

Governing Council members attending: Shalimar Krebs, Marcos Maez, Lori Miller (*Faculty Representative*), Lupita Perez (*Parent Representative*), Lori Spillman, John Triolo

Governing Council members and staff not attending: John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Robert Gutierrez, Lisa Lucas (*Business Manager*), Forest Nelson (*Student Representative*), Ahlum Scarola, Kelly Smith

Guests, Faculty, and Staff: 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 (move up report of the Business Manager and delete Executive Session), second by Marcos Maez, passed unanimously.

#### **III. Discuss and vote on January 14, 2020 meeting minutes**

Marcos Maez moved to approve the minutes, second by Lori Spillman, 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 January 2020 disbursements**

The committee met in prior work session to review January disbursements. Marcos Maez reported no expenses were higher than normal. Based on the committee's recommendation, John Triolo 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, Lori Spillman moved to approve as presented BARs 519-000-1920-0010-M: \$17,500, net effect zero; 519-000-1920-0011-M: \$25,000, net effect zero; 519-000-1920-0012-M: Void; 519-000-1920-0013-M: \$800, net effect zero; 519-000-1920-0014-I: \$47,831; 519-000-1920-0015-IB: \$5,264; 519-000-1920-0016-I: \$31,074.72; second by John Triolo, passed unanimously.

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

None

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

Marcos Maez presented the FY20/21 Tentative Budget Schedule, outlining estimated dates for milestones leading up to a completed budget. GC members agreed that requirements can be met during regular GC meetings, without the need for scheduling special meetings in April and May.

## **VII. Discussion regarding the creation of a foundation**

Anne Salzman introduced Floyd Trujillo, a Turquoise Trail board member of 20+ years. He provided background about why they created a foundation, primarily a vehicle to offset funding cuts and gaps. The foundation does not report to the PED and is not subject to the Open Meetings Act. They hired a grants writer and have an overall budget of \$7M. Staffing and getting board members are among the biggest challenges. A non-profit over \$20K has to be a component part of the school audit and someone must do IRS filings. The foundation board and school board are separate, with one or two crossover governing council members. First step is to get the packet from the NM Secretary of State and have at least three board members identified. Then get a 501c3 packet from the IRS. It takes 3 months to get the ID number. Floyd will share all their documents, bylaws, etc., and graciously offered his help with other questions that may arise. We will have a follow-up discussion regarding next steps at the March GC meeting.

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

Anne Salzman provided commentary for her written report, highlighting results of the staff in-service review of classroom equity issues, student participation in various activities, and student recognition by the NAACP. The new Head of School is off to a positive start, participating in various meetings and events.

**IX. Report of the Faculty Representative**

Lori Miller reported on topics including a positive meeting with the equity committee regarding discrepancies in the classroom workload. They are already looking at next year scheduling. Staff is feeling good about the new Head of School, who is already getting involved. We have two National Merit scholars. Next meeting agenda topic: GC hiring committee will provide a report-back on the Head of School selection process.

**X. Report of the Student Representative**

No report

**XI. Report of the Audit Committee**

No report

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

None

**XIII. Adjournment**

Motion to adjourn the meeting by Lori Spillman, second by Marcos Maez, motion passed without dissent. Meeting adjourned at 6:08p.m.

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

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

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Governing Council President