



The MASTERS Program

Early College Charter High School

Governing Council Meeting

August 20, 2019 5:00 – 7:00 P.M.

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

Minutes

I. Roll Call 5:29 p.m.

Governing Council members attending: Gary Clendenen, Shalimar Krebs, Marcos Maez, Lori Miller (*Faculty Representative*), Ahlum Scarola, John Triolo

Governing Council members and staff not attending: John Bishop (*Founder, Ex-officio non-voting*), 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

Prior to voting on the agenda, members welcomed new GC member Marcos Maez. Marcos was able to vote at his first meeting, having completed the required training in advance! Lori Miller was welcomed as the new Faculty Representative for this year. Gary Clendenen then moved to approve this agenda, second by Shalimar Krebs, passed unanimously.

III. Discuss and vote on June 11, 2019 meeting minutes

Motion to approve by Shalimar Krebs, second by Marcos Maez, 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 June & July 2019 disbursements

The committee met in prior work session to review June and July disbursements. Gary Clendenen provided highlights for disbursements that spanned the two months, which included the fiscal year-end and comments for specific significant expenditures. Based on the committee's recommendation, Ahlum Scarola moved to approve the disbursements as presented, second by Gary Clendenen, passed unanimously.

b. review and recommend approval or disapproval of BARs none

Based on the committee's recommendation and following discussion, Gary Clendenen moved to approve as presented BAR 519-000-1920-0001-IB: \$21,135 and BAR 519-000-1920-0002-IB: \$20,000; second by Marcos Maez, passed unanimously.

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

Following discussion of details, Gary Clendenen moved to approve as presented PO 2020-005: \$37,989.70 Network 24/7; PO 2020-009: \$126,733 SFCC; PO 2020-009: \$126,733 SFCC; PO 2020-010 to 2020-012: \$35,000 SFCC; PO 2020-014 to 2020-015: \$33,000 SFCC; PO 2020-014 to 2020-015: \$33,000 SFCC; PO 2020-044: \$35,186 NMPSIA; PO 2020-059: \$30,000 SFCC; PO 2020-069: \$23,200 Roadrunner Shuttle & Charter; second by Shalimar Krebs, passed unanimously.

Following general discussion, a separate topic was identified for the September meeting agenda:

d. review and recommend approval or disapproval of specific items in the current budget that we will not spend this year (e.g. school trip) and make a budget adjustment request

VI. Discuss and vote on changing the meeting schedule for regular meetings from the 2nd Tuesday to the 2nd Monday for next school year, effective September 9

Discussion covered a range of various conflicts for both proposed dates, with no clear "winner" that would cause the least disruption for individuals and meet the overall needs of the council. With the understanding that additional information was required to make the final decision, Gary Clendenen moved to approve scheduling GC meetings for the 2nd Monday, second by Shalimar Krebs, passed unanimously.

VII. Discuss and vote on new Governing Council officer and committee positions

After a status review and discussion of the current roster of officer positions, nominations and volunteers opened for discussion. The result was as follows:

President: Shalimar Krebs
Vice President: Gary Clendenen
Treasurer: Marcos Maez
Secretary: John Triolo

The discussion of committee assignments resulted in the dissolution of the STEM committee. Anne Salzmann recommended creating a new Mission Fidelity Committee to check-in periodically on TMP's three mission components 1) Academics 2) Service 3) Conscious Community. The topic was identified for the September GC meeting agenda.

John Triolo moved to approve all as discussed, second by Ahlum Scarola, passed unanimously.

VIII. Discuss and vote on current Governing Council Bylaws

Topic was dismissed for discussion as it was determined to have been completed in 2010.

IX. Discuss TMP Five Year Charter Renewal

Anne Salzmann reported on highlights of Karen Ehlert's role in helping her with the renewal process, which is going very well. GC members have the draft of TMP's renewal application, which is due the end of September pending signatures and a required site visit. The process goes until January 2020.

X. Report of the Head of School

Anne Salzmann provided commentary for her written report, highlighting various student activities and plans for Friday projects, along with the successful start of another school year. We continue to add outstanding and caring staff, including two new tutors and a new math teacher who joined our new World History teacher who also came onboard recently. The new 9th grade was launched as planned.

XI. Report of the Faculty Representative

Lori Miller reported that the first weeks of school, including workshops and Friday projects, were smooth. She polled numerous faculty and found consistent messages regarding students' experiences orienting to their new teachers and teachers orienting to higher classroom numbers. Faculty members are somewhat anxious about hiring the new Head of School, and want to be part of the recruiting and selection process. There is high energy with students in general and especially with the new freshmen students.

XII. Report of the Student Representative

No report pending selection of the new student representative for the current year.

XIII. Report of the STEM Committee

No report

XIV. Report of the Audit Committee

Lisa Lucas presented a separate agenda with various items for discussion regarding the upcoming FY 2019 Audit. She highlighted key dates and guidelines for the process, and answered questions

to clarify GC members' understanding. Lisa reported that PED approved FY 3Q/4Q 2019 Cash Reports with no findings.

XV. Report of the Business Manager

Lisa Lucas previewed two items for the September meeting agenda:

- a. Discuss and vote on the Open Meetings Act Resolution for annual meeting
- b. Vote on new check signer Marcos Maez to replace Jennifer Sanchez

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

Discuss and finalize, if feasible, a preliminary project plan for recruitment and hiring of Head of School for the 2020-21 school year.

John Triolo reported on support and interest from TMP teacher Hillary Thompson to survey the various "stake holders" in the selection and hiring process. Anne Salzmann wrote a job description to provide a focus for recruitment advertising. GC members agreed that a sub-committee representing board members, faculty/staff, and maybe student and/or parents would be a good idea. Shalimar Krebs and Ahlum Scarola volunteered to get the initial committee together to determine a timeline and start advertising in October. Currently five faculty members have volunteered to serve on the search committee and the selection is in process.

XVII. Adjournment

Marcos Maez moved to adjourn the meeting at 7:05 p.m., second by Gary Clendenen, passed unanimously.

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• 3/10• 4/4• 5/12• 6/9
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Minutes approved by The MASTERS Program Governance Council on September 10, 2019.

Governing Council President