



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

Tuesday, August 8, 2023 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, TMP Room 327A – In Person Option  
Santa Fe, New Mexico

**TMP Governing Council is inviting you to a scheduled Zoom meeting**

Meeting ID: 821 6515 5337

### Minutes

#### **I. Roll Call 5:04p.m.**

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Danielle Gothie, Melynn Schuyler, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Steve Ferree, Paul Krausman, Tina Morris (*Assistant Head of School*)

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Karla Moskowitz (*Head of School*), Sandy Juarez (Student Representative)

Recording Secretary:

Carol Witter

#### **II. Approval of Agenda**

Danielle Gothie moved to approve the agenda with the change to the description of Topic V. to read “Report of the Treasurer and Business Manager”, second by Kelly Trujillo, passed unanimously.

#### **III. Welcome to prospective new Governing Council member and other guests**

Steven Stauss welcomed Sandy Juarez and thanked her for volunteering as the new Student Representative.

#### **IV. Discuss and vote on July 11, 2023 Governing Council Meeting Minutes**

Melynn Schuyler moved to approve Rev. 1 of the minutes as presented, second by Kelly Trujillo, passed unanimously.

**V. Report of the Treasurer and Business Manager**

**a. review and recommend approval or disapproval of July 2023 disbursements**

The committee met in prior work session to review July disbursements. Chris Gilman provided context for higher expenses covered under capital outlay funds, e.g. the new interactive boards. There were two payrolls and ERB payments were higher than prior months. Based on the committee’s recommendation, Steven Stauss moved to approve July disbursements as presented, second by Danielle Gothie, passed unanimously by roll call vote.

**b. review and recommend approval or disapproval of BARs**

No Bars.

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

Chris Gilman provided highlights for seven POs:

2024-001	ACES	\$139,240.00	K12Accounting
2024-002-1	Santa Fe Community College	\$125,433.36	FY24 Monthly Lease
2024-003	Santa Fe Community College	\$35,000.00	JC Tuition
2024-004	SFCC Bookstore	\$27,000.00	DC Books/Online Codes
2024-006	Amazon	\$25,000.00	Supplies
2024-022	Matthews Fox, PC	\$25,000.00	Legal Services
2024-028	PowerSchool Holdings LLC	\$23,979.96	Annual fees

Steven Stauss explained the increased number of POs is due to paying for annual contracts at the beginning of the new FY. Kelly Trujillo moved to approve the purchase orders as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

**d. Audit Committee report – CLA fieldwork**

Chris Gilman reported on the start of the annual audit. CLA is onsite doing internal control testing and all is going as planned. Chris outlined how the process takes place. He expects fieldwork to wrap up mid/late October with preliminary findings presented only to the audit committee. Findings are broadly released in February. Steven Stauss announced implementation of a new quarterly internal audit process beginning in September.

**VI. Report of the Business Manager**

Chris Gilman provided an overview of the YTD Financial Summary one month into the new FY. Actuals will be higher than historical due to increased hiring and increases in vendor disbursements. Cash carry over in the operational fund is significant even though some recent hires are not budgeted. The budget will be adjusted and there are no issues covering the increases.

**VII. Discuss and vote on requirement for Governing Council signatory for checks over \$20,000**

Steven Stauss reviewed the rationale for this new policy that supplements the existing guideline that allows the Head of School to sign checks up to \$20,000. Kelly Trujillo volunteered to be added as a GC

signatory, along with current signers Steven Stauss, Karla Moskowitz, and Tina Morris. Danielle Gothie moved to approve Steven Stauss and Kelly Trujillo as GC signers for checks over \$20,000; second by Melynn Schuyler, passed unanimously by roll call vote.

## **VIII. Report of the Governing Council President**

Steven Stauss provided an oral report with the following highlights:

- Paul Krausman resigned from the board effective immediately;
- GC members had a successful training session this past Saturday- new GC members will complete their additional training by yearend;
- Strategic Planning Committee met last week - Steven Stauss, the consultant, Head of School and Assistant are meeting to review next steps;
- GC are invited to back to school night next week in the campus center; a faculty/staff social mixer will take place September 23 at Tina Morris' house, invitations are forthcoming;
- working with outside vendor on website enhancements; IT has created TMP email addresses for GC members, encourage you to use;
- public comments section will be moved back to its earlier spot on the agendas with up to 2 minute per person limit/total of 20 minutes;
- please invite prospective new board members to future meetings – Steven proposed the option for students to serve on the GC as voting members provoking discussion with varying perspectives and concerns – decision was made to continue the established precedent with student representatives.

## **IX. Discuss and vote on creating a Governance Committee and appoint members**

Steven Stauss highlighted some possible areas for revision as outlined by PED are not in compliance. The Governance Committee will be tasked with reviewing and maintaining the bylaws and all written docs, e.g. various handbooks. Danielle Gothie and John Bishop recommend full GC participation, along with TMP's attorney and the Head of School. Melynn Schuyler noted the documents probably already exist with other charters and the PED. Danielle Gothie moved to establish a Governance and Policy committee that all GC members will participate in, along with TMP's attorney, Head of School, and other stakeholders as identified. Second by Kelly Trujillo, passed unanimously.

A discussion followed regarding the approach and primary accountability for driving TMP's charter renewal process upcoming in spring 2024. There are varying perspectives on the question based on the precedent set by the previous Head of School. John Bishop reported that Anne Salzmann was the driving force, that she spearheaded the structural process and got all parts of the renewal application in order for board approval. The current Head of School, Karla Moskowitz, feels she is in service to board but ultimately the accountability is up to them. Karla reported she has found in her first month in the role there are a number of roles and realms that are vague due to lack of GC policy. Steven Stauss suggested this committee and the strategic planning committee should both be driving forces. The designation of a specific individual to take the lead was left open.

**X. Discuss and vote on FY23-24 TMP Academic Calendar**

Karla Moskowitz reported that Tina Morris prepared the calendar with input from various stakeholders. Karla highlighted some changes were made for clarity and noted the focus was to review the number of hours for compliance. Steven Stauss moved to approve the calendar as presented; second by Melynn Schuyler, passed unanimously.

**XI. Report of the Head of School**

Karla Moskowitz provided an oral report with the following highlights:

- priority to balance things such as safety/security vs curriculum/schedules; Karla is now on SFCC's Safety and Security Committee;
- glitches in ordering with vendors; installing white boards; orientation needs to be profound- using funding to imprint the school year;
- students return next week; setting up Canvas classes; trying to get every teacher their own classroom but difficult with very limited space; -
- reviewing all documents and has some concerns i.e. dual credit students navigating college classes and where are the younger students all day?
- growing number of special needs students, other areas for individualized support but not all are identified as special needs;
- Monica is collecting data from parents and some teachers who have reached out since Waldorf closed; late enrollments will be waitlisted and enrollments done up to October 1<sup>st</sup>;
- John Bishop said the Head of School should present recommendations to the board for any new policies and procedures; he asked Karla if she had seen a job description and she confirmed she had.

**XII. Report of the Staff Representative**

No report. Waiting to meet with teachers.

**XIII. Report of the Parent Representative**

No report. Approach parents next week at orientation.

**XIV. Report of the Student Representative**

Sandy Juarez is a senior at TMP in her fourth year, although the first year was online. She is a Freedom Ambassador and a member of the Capitol Dance Team, and enjoys the community aspect of TMP. Sandy feels that she and some other students will be a little bit challenged to adjust to some of the new approaches such as security and individual classrooms, but it is important to give the changes a try. John Bishop told Sandy he knows of her activities through Rotary and finds her impressive. He thanked Sandy for taking on this role.

**XV. Public Comments (Up to 2 minutes per person)**

No public comments.

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

None.

**XVII. Adjournment**

Motion to adjourn the meeting by Kelly Trujillo, second by Steven Stauss. Meeting adjourned without dissent at 6:42p.m. There was no quorum for a vote by this point in the meeting.

**FY2023/2024 Meeting Dates (2<sup>nd</sup> Tuesday)**

<ul style="list-style-type: none"><li>• 7/11/2023</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>• 1/9/2024</li><li>• 2/13</li><li>• 3/12</li><li>• 4/19</li><li>• 5/14</li><li>• 6/11</li></ul>
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Minutes approved by The MASTERS Program Governing Council September 12, 2023.

Signature of Governing Council President: \_\_\_\_\_