



The MASTERS Program

Early College Charter High School

Governing Council Meeting

January 8, 2019 5:00 – 7:00 P.M.

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

Minutes

I. Roll Call 5:08 p.m.

Governing Council members attending: Amber Espinosa-Trujillo, Shalimar Krebs, Esperanza Lopez (*Student Representative*), Jennifer Sanchez, Kelly Smith, John Triolo

Governing Council members and staff not attending: John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Ahlum Scarola, Lori Spillman, Joel Stone (*Faculty Representative*)

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

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

Motion to approve by Kelly Smith, second by Jennifer Sanchez, passed unanimously.

III. Discuss and vote on December 11, 2018 Meeting minutes

Motion to approve by Amber, second by Jennifer Sanchez, 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 December 2018 disbursements

The committee met in prior work session to review December disbursements. Kelly Smith provided highlights for disbursements to complete Room 327 construction expenditures. Based on the committee's recommendation, Jennifer Sanchez moved to approve the disbursements as presented, second by Shalimar Krebs, passed unanimously.

b. review and recommend approval or disapproval of BARs

Based on the committee's recommendation and following discussion, Jennifer Sanchez moved to approve as presented BAR 519-000-1819-0012IB: \$54,706 Charter Schools – FY19 CSP Grant Allocation; second by Kelly Smith, passed unanimously.

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

None

VI. Discuss and vote to approve the federal grant money that was awarded

Jennifer Sanchez motioned to approve the total \$63,206 Charter School Expansion Grant; second by Shalimar Krebs, passed unanimously.

VII. Discuss annual performance evaluation process for Head of School

John Triolo will follow-up to ensure the surveys will be available for rollout Monday, January 14. Paper forms will be used exclusively for all participants providing feedback, and Monica McSpadden will coordinate the entire process. Results will be available at the February GC meeting.

VIII. Report of the Head of School

Anne Salzmann provided commentary for her written report, which included highlights of second semester enrollment, ongoing planning for the addition of a 9th grade, and planning for our 5-year charter renewal. Discussion included possible GC outreach participation in the legislature this session to explain how we work with and help students in a smaller campus environment.

IX. Report of the Faculty Representative

None

X. Report of the Student Representative

None

XI. Report of the STEM Committee

Topic was tabled for the February 2019 GC meeting.

XII. Report of the Audit Committee

The Audit Committee did not meet.

XIII. Report of the Business Manager

Lisa Lucas reported that executive summary reports for December 2018 and January 2019 would be distributed at next month’s meeting.

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

Jennifer Sanchez reported on an opportunity to provide consolidated training for all GC members at a cost of \$400 per person for six hours of required training in 2019. GC members present agreed upon four potential dates: 2/2; 2/23; 3/9; 4/6. John Triolo will send an email to all GC members to solicit their confirmation of the preferred training date.

XV. Adjournment

Kelly Smith moved to adjourn the meeting at 5:41 p.m., second by Jennifer Sanchez, passed unanimously.

2019 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none"> • 1/8/2019 • 2/12 • 3/12 • 4/9 • 5/14 • 6/11 	TBD
---	-----

Minutes approved by The MASTERS Program Governance Council on February 12, 2019.

Governing Council President