



The MASTERS Program

Early College Charter High School

Governing Council Meeting

October 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 5:02 p.m.

Governing Council members attending: Gary Clendenen, Robert Gutierrez, Shalimar Krebs, Marcos Maez, Lori Miller (*Faculty Representative*), Forest Nelson (*Student Representative*), Lori Spillman, John Triolo

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

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

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

Gary Clendenen moved to approve this agenda, second by Marcos Maez, passed unanimously.

III. Discuss and vote on September 10, 2019 meeting minutes

Gary Clendenen moved to approve the minutes, second by John Triolo, 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 September 2019 disbursements

The committee met in prior work session to review September disbursements. Marcos Maez provided highlights for significant expenditures: college books and classroom computers. Lisa Lucas explained how the five computer carts are utilized and maintained over a four-year shelf life, with new computers funded by the Education Technology Equipment Act. Based on the committee's recommendation, John Triolo 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, John Triolo moved to approve as presented BARs 519-000-1920-0004-IB: \$115,463; 519-000-1920-0005-I: \$161,866; 519-000-1920-0006-IB: \$25,826; second by Gary Clendenen, passed unanimously.

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

None

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

Anne Salzmann and Lisa Lucas met previously to discuss concerns about Small School Funding that will phase out over 5 years, decreasing 20% each year until zero at the 5th year.

Finance Committee members discussed eliminating the school trip that is currently budgeted for \$25,000. They also discussed reducing by \$1 each the current \$5 and \$7 student meal cards for an estimated annual savings of \$20,000-\$25,000. Marcos Maez moved to approve the proposed \$45,000-\$50,000 reduction in costs, as presented, second by Gary Clendenen, passed unanimously. All agreed that other possible reductions might be identified and discussed later.

e. review and vote on Level I SPED Teacher salary schedule

Lisa Lucas presented TMP's SPED Teacher salary schedule and explained that IDEA B federal grant will fund a new Level I part time teacher. Students are included in regular classes but the SPED teacher goes into freshman classes to support our students who are either Level 1 or Level 2. John Triolo moved to approve the schedule as presented, second by Gary Clendenen, passed unanimously.

VI. Discuss to clarify and vote, if needed, on disbanding the Survey Committee in favor of the new task force handling both the review of the Head of School as well as the Mission Adherence initiative

John Triolo moved to disband the existing Survey Committee and implement a new Mission Adherence Task Force, effective October 8, 2019; second by Gary Clendenen, passed unanimously. TMP's President and Vice President will serve on the new task force.

VII. Report of the Head of School

Anne Salzmann provided commentary for her written report, highlighting some concerns and issues with our new 9th grade and staff discussions about possible changes for the second semester. Our new tardy policy also needs further review and discussion in upcoming staff meetings. Anne submitted a grant proposal to Rotary Pancake Grants for \$12,500 for student lunch cards. TMP's 5-year charter renewal package has been acknowledged by the PED as complete. We will need GC representation at the November 6 site visit. Student portraits from Scott Hauenstein's Friday Project last spring were on display at the Roundhouse and made the news.

VIII. Report of the Faculty Representative

Lori Miller reported on highlights from teachers and students, including plans to attend an upcoming LANL public talk and the first PSAT of the school year scheduled for October 19. Forty people attended the recent financial aid workshop. SFCC is now sending attendance reports for college classes and Lori is following up with students who have missed some classes. Student accomplishments have generated excitement, including two National Merit semi-finalists and five students in the running for Davis four-year scholarships!

IX. Report of the Student Representative

GC members welcomed TMP senior student Forest Nelson as this year's student representative. Forest said he is very glad that students selected him for the role. He is also a member of the Civil Air Patrol and hopes to have a career as an Air Force pilot.

Forest asked what the board would like to hear from students. General summary of responses included any significant concerns and positives; general student morale "buzz" – what are students talking about; particularly would like students' feedback on the tardy policy and suggestions to improve it! Positive feedback about a specific teacher would also be appreciated.

X. Report of the Audit Committee

The committee did not meet.

XI. Report of the Business Manager

Lisa Lucas reported that draft financial statements from the auditors are pending and due to the PED this month. TMP's 5-year Technology Plan will come up for renewal for 2021-2025. We will need a parent and a GC member on that committee when the time comes. Other highlights include renewal of TMP's 5-year Facilities MASTER Plan and status updates on various PED reports.

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

Update on project plan status for recruitment and hiring for Head of School:

Discussion centered around possible advertising venues – New Mexican, Craig's List, NAIS, ISAS, ABQ Journal, and possibly in Las Cruces. The ads are running four weeks with open closure dates. We would like to conduct interviews as the qualified candidate pool develops.

XIII. Adjournment

Gary Clendenen moved to adjourn the meeting at 6:25 p.m., second by John Triolo, 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 • 4/14 • 5/12 • 6/9
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Minutes approved by The MASTERS Program Governance Council on November 12, 2019.

Governing Council President