



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

Tuesday, June 9, 2020 5:00 – 7:00 P.M.  
Santa Fe, New Mexico

**TMP Admin is inviting you to a scheduled Zoom meeting**

Meeting ID: 874 9978 7166

Password: OgAtkP

### Minutes

#### I. Roll Call 5:05 p.m.

Governing Council members attending: John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Robert Gutierrez, Shalimar Krebs, Marcos Maez, Lupita Perez (*Parent Representative*), Kelly Smith, John Triolo

Governing Council members and staff not attending: Lori Miller (*Faculty Representative*), Forest Nelson (*Student Representative*), Ahlum Scarola, Lori Spillman

Guests, Faculty, and Staff: Steve Ferree, Jacob Kaltenbach, Lisa Lucas (*Business Manager*), Anne Salzmann (*Head of School*), Reid Wessels (*Incoming 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 May 12, 2020 Regular GC Meeting Minutes

Gary Clendenen moved to approve the minutes as presented, second by John Triolo, passed unanimously.

#### IV. Discuss and vote on May 26, 2020 GC Special Meeting Minutes

Marcos Maez moved to approve the minutes as presented, second by Lupita Perez, passed unanimously.

#### V. Public Comments (Up to 2 minutes per person)

Jacob Kaltenbach is the father of a TMP student. He joined the meeting to thank Anne and all TMP staff for their diligence getting all students through this very difficult time of COVID-19.

## **VI. Report of the Finance Committee**

### **a. review and recommend approval or disapproval of May 2020 disbursements**

The committee met in prior work session to review May disbursements. Based on the committee's recommendation, Gary Clendenen moved to approve the disbursements as presented, second by John Triolo, passed unanimously.

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

No BARs

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

No POs

## **VII. Discuss and vote on new voting GC Members**

Four Governing Council members are leaving the board as of June 30, 2020 and will be missed! Many thanks to John Triolo, Kelly Smith, Ahlum Scarola, and Lori Spillman for your tireless efforts on behalf of TMP. The new GC members' terms will begin on July 1, 2020. Lupita Perez expressed her wish to move from TMP's Parent Representative at the conclusion of this academic year to GC member. Gary Clendenen and John Triolo introduced Steve Ferree and highlighted their work together in the community. Gary previously shared Steve's bio with the GC.

Shalimar Krebs pointed out that if we were holding an in-person meeting, the new GC member nominees would leave the room during discussion and vote. However, given the unique circumstances of having a video meeting due to the pandemic restrictions, all agreed to modify that requirement. Shalimar moved to approve Lupita Perez and Steve Ferree as new voting GC members, second by Gary Clendenen, passed unanimously. Lupita Perez abstained from the vote. Lisa Lucas will send new member paperwork to Steve, who will be a non-voting member pending completion of PED required training.

Kelly Smith will forward the name of a potential Parent Representative nominee to Reid Wessels. Anne Salzmann and Reid will work on communicating that opening and the various committee openings.

## **VIII. Discuss and vote on new Governing Council Officer and Committee Positions**

GM members reviewed the current GC roster of open officer positions and discussed duties and term guidelines for the officers, which have two-year maximum limits.

- Shalimar Krebs volunteered to serve a second year as President for the next academic year. Marcos Maez moved to approve, second by Kelly Smith, passed unanimously.
- Kelly Smith nominated Robert Gutierrez to serve as Vice President for the next academic year, second by Gary Clendenen, passed unanimously.
- Marcos Maez volunteered to serve a second year as Treasurer for the next academic year. Kelly Smith moved to approve, second by Gary Clendenen, passed unanimously.
- Gary Clendenen volunteered to serve as Secretary for the next academic year. Kelly Smith moved to approve, second by John Triolo, passed unanimously.

Discussion of committee positions was tabled for a future meeting so that additional new members can participate.

**IX. Discuss and vote on FY2020-2021 Legal Contract with Matthews Fox PC**

Lisa Lucas highlighted areas of the contract, which has no rate changes and a one-year term for up to \$60,000. Anne Salzmann said Patty Matthews is helpful to answer questions such as personnel, policy, and contractual issues, and that she remains very pleased with Matthews Fox legal services. Reid Wessels has worked with Patty Matthews at previous charter schools. Gary Clendenen moved to approve the legal contract as presented by, second by John Triolo, passed unanimously.

**X. Discuss and vote on transfer of Room 327 Buildout and Room 326 Remodel to SFCC**

Lisa Lucas gave background on the five-year project to buildout Room 327 (“dirt room”) and remodel Room 326 using HB33 Funds from property taxes. TMP will continue to lease the rooms from SFCC and we have right of first refusal ongoing for its use. Lisa presented two forms for approval. Gary Clendenen moved to approve the transfer documents as presented, second by Marcos Maez, passed unanimously.

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

Anne Salzmann highlighted areas of her written report, including the many challenges all TMP faculty, staff, students, and parents have worked through during the COVID-19 crisis. Our “drive up” graduation was lovely and obviously meaningful to the students. Everyone has done an incredible job of taking care of the usual year-end workload, along with the extraordinary pandemic related challenges.

Nota bene: This is Anne’s final GC meeting as Head of School and she will be missed **BIGLY!**

**XII. Report of the Faculty Representative**

No report

**XIII. Report of the Student Representative**

No report

**XIV. Report of the Audit Committee**

The Audit Committee did not meet. Lisa Lucas briefly reviewed the July/August timeline for the audit to take place, starting with the entrance meeting and likely two other meetings (for status findings and exit.) On site, in person meeting will occur in September. All departing GC members (voting) will need to complete a Conflict of Interest questionnaire that Lisa will provide.

**XV. Report of the Business Manager**

Lisa Lucas reported that we might need to hold a special meeting in July due to the New Mexico special legislative session in June. The process and timing for subsequent budget revisions is unknown at this time. TMP’s current check signers are Reid Wessels, Marcos Maez, and Shalimar Krebs. Lisa may need to add one more in fall. Shalimar Krebs will sign the GC New Member forms for Steve Ferree, which will need to be sent to PED within thirty days. Every GC member must sign a “Consult with PED” form by the end of July.

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

Discussion about the number of TMP graduates (69, including 24 students who also earned associates degrees and/or certificates), and included Davis scholars, Merit finalists, and LANL scholars. We have plenty of applications for the upcoming year. Three teachers and some senior students will work with incoming 9<sup>th</sup> grade students to integrate learnings from the first year of 9<sup>th</sup> graders.

**XVII. Adjournment**

Motion to adjourn the meeting by Gary Clendenen, second by Marcos Maez, passed without dissent. Meeting adjourned at 6:33p.m.

**2020/2021 Meeting Dates (2<sup>nd</sup> Tuesday)**

<ul style="list-style-type: none"><li>• <b>No meeting in July</b></li><li>• 8/11</li><li>• 9/8</li><li>• 10/13</li><li>• 11/10</li><li>• 12/8</li></ul>	<ul style="list-style-type: none"><li>• <b>1/12/2021</b></li><li>• 2/9</li><li>• 3/9</li><li>• 4/13</li><li>• 5/11</li><li>• 6/8</li></ul>
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Minutes approved by The MASTERS Program Governance Council on August 11, 2020.

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Governing Council President