



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, October 10, 2023 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, 325 TMP Main Office – In Person Option
Santa Fe, New Mexico

TMP Governing Council is inviting you to a scheduled Zoom meeting

Meeting ID: 861 8120 8268

Minutes

I. Roll Call 5:09p.m.

Governing Council members attending:

Deyanira Contreras, Melynn Schuyler, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

John Bishop (*Founder, Ex-officio non-voting*), Tina Morris (*Assistant Head of School*), Lisa Schwade

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Sandy Juarez (*Student Representative*), Kelley Koehler, Karla Moskowitz (*Head of School*), Kristin Pyle (*Faculty & Staff Representative*), Roxanne Seagraves (*Faculty & Staff Representative*)

Recording Secretary:

Carol Witter

II. Approval of Agenda

Kelly Trujillo moved to approve the agenda, second by Melynn Schuyler, passed unanimously.

III. Discuss and vote on September 12, 2023 Governing Council Regular Meeting Minutes

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

IV. Discuss and vote on nomination of Kelley Koehler as a new Governing Council member

Steven Stauss introduced Kelley Koehler and stated that her resume had been previously communicated to all current GC members. Kelley highlighted her goal to help in any way needed. As a moth of six, she hopes to mitigate struggles that students encounter and also build community. Steven Stauss moved to approve Kelley's nomination as a voting GC member, effective immediately, second by Kelly Trujillo, passed unanimously by roll call vote.

V. Nominate and vote on election of Governing Council Vice President

Steven Stauss nominated Kelly Trujillo for the office of GC Vice President, stating they had discussed this prior to the meeting; Steven moved to approve the nomination effective immediately; second by Melynn Schuyler, passed unanimously by roll call vote.

VI. Nominate and vote on election of Governing Council Secretary

Steven Stauss reported that due to commitments related to several major Youth Works projects, Melynn Schuyler is unable to maintain her current officer position as GC Secretary. Melynn offered that she would like to continue supporting TMP as a regular Governing Council member. The discussion included the overall duties for the role, as well as the immediate task of updating paperwork for PED compliance. Kelley Koehler volunteered to fill the role, at least for now. Steven Stauss nominated and moved to approve the nomination effective immediately; second by Kelly Trujillo, passed unanimously by roll call vote.

VII. Discuss and vote on disposal of aged/surplus equipment

Steven Stauss reported on the overall process and referred to the previously submitted equipment list and those involved. Steven Stauss moved to authorize TMP's business office to take appropriate actions to dispose of the equipment; second by Melynn Schuyler, passed unanimously by roll call vote.

VIII. Discuss and vote on proposal for salary supplements and stipends

Steven Stauss reported on the issue of compensating faculty and staff for taking on additional duties, including teaching dual credit classes. Karla Moskowitz shared her long-term goal is to get out of the "ad hoc" stipend business and formalize the process of compensating faculty and staff for taking on additional work. Stipends are usually payment outside and above contract hours. Supplementing salaries and paying employees stipends for performing tasks outside the scope of their normal duties honors them and fairly compensates them for their extra work. It also helps us to avoid having to hire additional staff for part-time activities. Teaching early college and 9th grade dual credit classes honors the qualifications and multiple endorsements. Chris Gilman reviewed the spread sheet and confirmed that funding is in place. Kelly Trujillo asked about a formal mentoring plan and Karla said they are currently matching new teachers with veteran TMP teachers and their processes. Kelly Trujillo moved to approve the salary supplements and stipends as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

IX. Public Comments (Up to 2 minutes per person; limited to 20 minutes)

No members from the public were present at the meeting.

X. Report of the Treasurer

a. review and recommend approval or disapproval of September 2023 disbursements

The committee met in prior work session to review September disbursements. Steven Stauss provided context for some higher expenses covered under capital outlay funds, e.g. the new interactive boards and Power School, as well as additional hiring. Based on the committee's

recommendation, Kelley Koehler moved to approve September disbursements as presented; second by Steven Stauss, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Steven Stauss provided highlights for two BARs:

519-000-2324-0003-M	Operational Maintenance	\$356,175
519-000-2324-0004-T	Operational Transfer	\$98,456

Melynn Schuyler moved to approve the BARs as presented; second by Kelly Trujillo, passed unanimously by roll call vote.

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

Steven Stauss provided highlights for two POs:

2024-108	Team 1st Technologies LLC	\$49,624.59	5 TL7 Mobile, Piolot X i5, Beamio
2024-121	Santa Fe Community College	\$157,276.00	Student Lunch

Steven Stauss moved to approve the two purchase orders as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

d. Audit Committee report – CLA fieldwork

No report.

XI. Report of the Business Manager

Chris Gilman provided an overview of the YTD Financial Summary for three months. We are carrying an excess balance of approximately \$2.5MM in the operational fund and are steadily spending it down on specific strategic expenditures. The spending-down trend will continue over the coming months. There is currently no pressure from the PED to claw our funds back. Capital outlay funds are allotted primarily from property taxes and there are plenty of funds available. New filtered-water fountains have been ordered and other such improvement expenditures will continue trending upward, as planned, year over year.

XII. Report of the Student Representative

Sandy Juarez reported that students are feeling more confident in general. Freedom Ambassadors and Friday projects are holding many events. Sandy is excited that some students from Capital have heard about them and want to get involved with various events. Classmates are planning to get the word out when things are going to be happening and some think social media is a good way to go. Sandy has some concerns about social media and thinks the newspaper is a better option. Open mike is too complicated to do every month so Ernest Kavanagh is looking at next semester. Food needs to be offered during the event to encourage participation.

XIII. Report of the Governing Council President

Steven Stauss provided an oral report with the following highlights: he thanked Tina Morris for hosting a TMP social gathering at her home; reviewed PED training requirements for GC members; the Strategic Planning Committee is meeting every two weeks and bringing various guidelines and policies up to date; Steven and Kelly Trujillo represent the Head of School Evaluation Committee and are reaching out to PED for best practices to conduct an interim H of S evaluation mid-December; reminder for GC members

to send their bios to Tina for the website update; visit campus 1x semester; Diana Boyd is sponsoring creation of a school motto as part of the strategic plan; the school mascot is the timber wolf.

Deyanira Contreras and Kelly Koehler reported on organizing a new Parent Outreach Committee - the first meeting will take place in the atrium October 17 at 5:30pm, with refreshments provided; GC members are invited to attend; they are reaching out to encourage parents to establish a liaison relationship with TMP and elect a Parent Representative for the Governing Council; Deyanira is excited to be able to communicate with parents in their first language, which is important for them be more involved, she will translate as needed; the POC will initially focus on just parents coming together and then gathering their thoughts on including teachers.

XIV. Report of the Head of School

Karla Moskowitz provided an email report in advance to Steven Stauss. They will distribute it to GC members.

XV. Report of the Faculty & Staff Representatives

Roxanne Seagraves reviewed highlights and commentary for their written report. She offered her support to Sandy Juarez for questions about working with the newspaper and also TMP's online web portal for student communications. A general discussion included pros/cons of bringing waitlisted students in mid-term. TMP's current practice is not to do so and there were various views expressed about whether to change the practice to increase enrollment. Kelley Koehler said she has a list of students who are waitlisted for all grades and who want to come in to TMP.

XVI. Report of the Parent Representative

No report.

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

None.

XVIII. Adjournment

Motion to adjourn the meeting by Steven Stauss, second by Kelly Trujillo. Meeting adjourned without dissent at 6:43p.m.

FY2023/2024 Meeting Dates (2nd Tuesday)

• 7/11/2023	• 1/9/2024
• 8/8	• 2/13
• 9/12	• 3/12
• 10/10	• 4/19
• 11/14	• 5/14
• 12/12	• 6/11

Minutes approved by The MASTERS Program Governing Council November 14, 2023.

Signature of Governing Council President: _____