



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

Tuesday, December 12, 2023 5:00 – 7:00 P.M.

SFCC Board Room, West Wing (2<sup>nd</sup> floor, Room #223)

Santa Fe, New Mexico

TMP Governing Council is inviting you to attend the upcoming GC meeting in person if possible.

Scheduled Zoom meeting:

Meeting ID: 821 6515 5337, Passcode: 324669

### Minutes

#### I. Roll Call 5:07p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Deyanira Contreras, Kelley Koehler, Melynn Schuyler, Lisa Schwade, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Christopher de Jesus (DJ) (*Special Education Director*), Sandy Juarez (*Student Representative*), Monica McSpadden, Norma Moreno, Tina Morris (*Assistant Head of School*), Karla Moskowitz (*Head of School*), Anita Nugent, Dorianis Perez, 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 Lisa Schwade, passed unanimously.

#### III. Discuss and vote on November 14, 2023 Governing Council Regular Meeting Minutes

Kelley Koehler moved to approve the minutes as presented, second by Kelly Trujillo, passed unanimously.

**IV. Discuss and vote on nomination of Dorianis Perez as a new Governing Council Member**

Steven Stauss welcomed Dorianis Perez as a prospective new Governing Council member. He reminded members that Dorianis had previously shared highlights of her background and her interest in joining the Governing Council at the November 14 regular GC meeting.

Lisa Schwade moved to approve Dorianis' nomination as a voting member of the Governing Council, effective immediately, second by Steven Stauss, passed unanimously by roll call vote.

**V. Discuss and vote on nomination of TMP's new Governing Council Parent Representative**

The topic was tabled due to a conflict of interest for the nominee, who was hired as a TMP employee.

**VI. Accept resignation of GC Member Melynn Schuyler**

Melynn announced her resignation, effective immediately, due to many other commitments and responsibilities as Executive Director of Youth Works. Steven Stauss thanked Melynn on behalf of the Governing Council for her work on behalf of TMP.

**VII. Report of the Treasurer**

Finance Committee report and votes by Governing Council:

- a. review and recommend approval or disapproval of November 2023 disbursements

The committee met in prior work session to review November disbursements. Lisa Schwade provided context for certain higher expenses. Based on the committee's recommendation, Steven Stauss moved to approve November disbursements as presented; second by Kelly Trujillo, passed unanimously by roll call vote.

- b. review and recommend approval or disapproval of BARs

Lisa Schwade provided highlights for three BARs:

519-000-2324-0006-D	Ed. Technology Equipment Act	(\$21,423)
519-000-2324-0007-IB	Public School Capital Outlay	\$122,433
519-000-2324-0008-M	Operational	\$138,691

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

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

None

- d. Audit Committee report – no report

**VIII. Closed Executive Session: pursuant to NMSA 1978 10-15-1(H)(2), limited personnel matters/discuss retention bonus for Head of School**

Kelly Trujillo moved for the Governing Council to enter into closed executive session, second by Dorianis Perez, motion approved unanimously. In addition to the voting GC members, John Bishop was invited into the closed session.

**IX. Vote on Head of School Retention Bonus**

The GC came out of closed session, and Steven Stauss moved to award Karla Moskowitz a "one-time" bonus of 10% of base salary for efforts above and beyond her defined duties as HoS. The bonus is effective immediately and details of the lump sum payment date will be determined. Second by Kelly Trujillo. Motion approved by majority by roll call vote, with Kelley Koehler voting nay. Kelley reported that she is in favor of a bonus, but not its proposed structure and timing.

**X. Discuss and vote on Governing Council policy with regard to signatures of GC members on documents**

Steven Stauss reported that TMP's Charter and Compliance consultant recommended we consider the use of e signatures as policy. GC members do not favor having on-hand electronic signatures but do support the use of DocuSign or Acrobat Sign, or equivalent digital signing software, for eligible documents that do not require standard signatures. Lisa Schwade moved to authorize the use of DocuSign or Adobe Sign for eligible documents, second by Dorianis Perez; motion approved unanimously by roll call vote.

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

Anita Nugent, TMP science teacher reported on a large -scale cheating incident that is also reported in the Head of School's written report. Anita relayed that the incident took place in a small testing area, involving many students and others who knew but did not report it, and that the honest students are incensed. She feels the Head of School and some parents did not support the concept of honor and integrity, and dismissed cheating as something everyone does. Anita believes the Head of School belittled her in public and did not address the problem, setting an atmosphere that will encourage cheating in the future. Anita thinks the school has taken some action but the Head of School should discipline the student initiator. We have to know the ramifications of not standing up because it is the tip of an iceberg that can grow.

GC member Kelley Koehler spoke as a TMP parent, saying her child was one of first to confess she was part of the cheating because she was afraid of failing. She said her child has been targeted by the HofS, who has gone to other students, parents and staff soliciting information to implicate her for more than her role in the incident. Kelley said her daughter is remorseful and does not feel safe now with Karla Moskowitz and Kristen Pyle.

Steven Stauss clarified the GC's role is not to be involved with the day-to-day running of the school. John Bishop clarified that his role is an Emeritus non-voting board member and he is not the proper person to address with anything relating to students. Student issues should be communicated to the GC President or Head of School.

Lisa Schwade said that honesty and integrity are most important and without them, there will be more severe consequences later for students.

Norma Moreno spoke as a parent of two TMP students. She believes shaming can make things worse but we must address issues where it is safe to come forward. Her son wrote an article on silence being complicit.

Roxanne Seagraves said that students made clear they want to address solutions without individual incidents and let the healing process start.

## **XII. Report of the Business Manager**

Chris Gilman provided an overview of the YTD Financial Summary for the end of November. Chris highlighted the higher expenditures that include a new PA system and increased contractor expenses. We have significant encumbrances for the upcoming second half of year that will continue the spend down trend, per our objective. Revenue continues to grow.

## **XIII. Report of the Student Representative**

Sandy Juarez reported that this is finals week and many students feel nervous but know they have teachers' support. Students want more fire alarm drills and lock down drills to understand what to do in an emergency. They also want more information about Friday projects and more individual advisory interaction. Most students do not find clubs important.

Tina Morris shared that the school safety plan is due 12/31/2023. Staff have been trained on run/hide/fight protocols with four more drills scheduled. She said the new PA system would help communicate in an emergency. In response to Lisa Schwade's question if any faculty or students are EMT trained, Tina reported that EMT/CPR/anti bullying training is in process and will be done by end of March 2024.

## **XIV. Report of the Faculty & Staff Representatives**

Kristin Pyle reviewed highlights and commentary for their written report. She said the semester had been challenging and illuminating, as well as productive. Key points include new administration and faculty, with more PD time on Friday afternoons starting next semester. She feels the staff community is beginning to gel and that most feel pretty positive leaving for winter break.

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

Steven Stauss reviewed highlights of his written remarks and gave informal status updates to include:

- we hope to continue to meet in SFCC board room;
- favorable that TMP is a public school, regulated by the PED; 70+% favorable rating from a survey just in of New Mexico residents regarding New Mexico charter schools
- general review of completed GC training and bios;
- Survey Monkey evaluation for the Head of School are underway; staff and parent response rates are pretty good; no link was given for students to respond and we need to fix that; survey open until 12/21/23.

General group discussion followed.

## **XVI. Report of the Head of School**

Karla Moskowitz reviewed highlights of her written report to include:

- Karla wanted to respond to Anita Nugent's public comments by saying she interviewed every student and they are filled with remorse; the students showed overwhelming support for Anita

in the meeting; cheating is not an ok option even if they feel overwhelmed; students recommended creating a peer tutoring group;

- it is an honor to be TMP's Head of School and wants all staff and faculty to know she sees them;
- DJ, TMP's Director of Special Education is doing a great job.

Tina Morris reviewed highlights from the written Class Report, which has no data for the prior year but does include data from 2020/21; the team got together to remedy the issue. The report showed significant increases in performance on reading and math tests this year at TMP in comparison with 20/21 numbers.

Christopher de Jesus (DJ) provided comments for his written report, saying he views the label "disability" as negative but that he sees it as his power. DJ highlights this perspective in his director role. He asked members to refer to his detailed SPED report.

**XVII. Report of the Parent Representative**

No report

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

None

**XIX. Adjournment**

Steven Stauss called to adjourn the meeting. Meeting adjourned without dissent at 7:13p.m.

**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 January 9, 2024.

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