



The MASTERS Program

Early College Charter High School

Governing Council Meeting
Tuesday, January 9, 2024 5:00 – 7:00 P.M.
SFCC President's Conference Room, #108
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

DRAFT Minutes

I. Roll Call 5:06p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Deyanira Contreras, Kelley Koehler, Dorianis Perez, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Tina Morris (*Assistant Head of School*), Lisa Schwade

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Marqui Montoya Howland (*Parent Family Community Member*), Sandy Juarez (*Student Representative*), Karla Moskowitz (*Head of School*), Roxanne Seagraves (*Faculty & Staff Representative*)

Recording Secretary:

Carol Witter

II. Approval of Agenda

Kelley Koehler moved to approve the agenda, second by Dorianis Perez, passed unanimously.

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

Kelly Trujillo moved to approve the minutes with the clarification of Kelley Koehler's words in the public comments section that are now so reflected, second by Kelley Koehler, passed unanimously.

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

None.

V. Report of the Treasurer

Finance Committee report and votes by Governing Council:

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

The committee met in prior work session to review December disbursements. Kelly Trujillo provided context for slightly lower expenses mostly due to a third payroll in November. Total expenses for December were slightly higher based on plan. Kelly highlighted certain specific disbursements for context. Based on the committee's recommendation, Steven Stauss moved to approve December disbursements as presented; second by Dorianis Perez, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Kelly Trujillo provided highlights for seven BARs:

519-000-2324-0009-I	True up budgeted cash to audited FY23 financials	\$271,189
519-000-2324-0010-I	True up budgeted cash to audited FY23 financials	\$12,114
519-000-2324-0011-I	True up budgeted cash to audited FY23 financials	\$129
519-000-2324-0012-I	True up budgeted cash to audited FY23 financials	\$63,721
519-000-2324-0013-I	True up budgeted cash to audited FY23 financials	\$178,072
519-000-2324-0014-D	True up budgeted cash to audited FY23 financials	(\$7,492)
519-000-2324-0015-I	True up budgeted cash to audited FY23 financials	\$172,814

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

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

Kelly Trujillo provided highlights for one PO:

2024-002 Santa Fe Community College Lease \$64,216.68 (Remaining Encumbrance \$64,216.68)

Kelley Koehler moved to approve the purchase order as presented, second by Dorianis Perez, passed unanimously by roll call vote.

d. Audit Committee report – no report

VI. Report of the Business Manager

Chris Gilman provided an overview of the YTD Financial Summary for the end of December. Overall cash \$4.3MM is slightly down and still flat lined in spite of stepped up spending, which is mainly due to increased staff costs and increased accounts payables. TMP continues to maintain a solid overall financial position.

VII. Discuss and vote on TMP's proposed Investment Policy Statement and proposed investment recommendations

Chris Gilman reported that TMP attorney Sue Fox had reviewed and provided edits to the initial proposal. There are limits to how we can invest. Chris recommended tabling the topic in order to do additional diligence to clarify specific language and decisions in the proposed policy, and to explore the state managed money market pool for possibility.

Kelly Trujillo tabled the discussion for the next regular Governing Council meeting agenda. Chris will prepare a proposal for the Finance Committee to review and then bring to the GC.

VIII. Discuss and vote on proposals from Head of School

Karla Moskowitz provided high-level commentary for her eleven policy related proposals. After initial discussion and questions, GC members agreed to vet each proposal for a vote to explore further, or not, with policy points to be developed and approved. The GC members specifically did not vote to approve the undeveloped proposals as presented.

1) Sick Leave Bank

Only twelve month employees have both sick and personal leave; others have just personal and use it for sick. General discussion clarified high-level questions and points to be developed. Kelley Koehler motion; second by Dorianis Perez, passed.

2) Paid Sabbatical

Kelley Koehler motion; second by Dorianis Perez, passed.

3) Reimburse qualified teacher licensure candidates for Alternative Licensure

John Bishop asked if this is already being considered in the strategic plan. Karla said it is not. Kelley Koehler motion; second by Dorianis Perez, passed.

4) College classes tuition reimbursement for faculty and staff

Kelley Trujillo recommended limiting reimbursement up to six credits; Kelley Koehler motion; second by Dorianis Perez, passed.

5) Support of proficiency-based education including Summer School, Night School, Credit Recovery/Retrieval, Online programming

In my assessment as Head of School, this should allow TMP to offer all programming to support proficiency-based/driven education as an option/alternative to grade level assignment using academic credits as the basis for promotion toward graduation from high school. Specifically, Summer School, Night School, Online Education, and Credit Recovery/Retrieval.

Kelley Trujillo motion to support the concept to offer these four, second by Dorianis Perez, passed. Take to the Parent Family Community for input.

6) Ombudsperson

Change the current HR contract to include Ombudsperson role but not include Title 9; Kelley Koehler motion to support the concept to contract for Ombudsperson and separately for Title 9; second by Kelley Trujillo, passed.

7) Increase student enrollment

No vote needed as this is already in scope of Head of School role.

8) Remove grade level criteria as part of enrollment process

Kelley Koehler said we need Parent Family Community discussion and input. No vote needed as this is already in scope of Head of School role. If decided to change, the topic will need GC approval.

9) Previously GC supported Panama trip support rescinded

Kelley Trujillo moved to explore the possibility of continuing with the trip, with the addition of a service component, student summer school credit and grade; second by Kelley Koehler; passed.

10) Title IX Coordinator be hired as independent contractor

No vote needed as this is already in scope of Head of School role. Also covered in topic 6 above.

11) 9th and 10th grade students (ages 14-15) have a different schedule than 11th and 12th grade students (ages 16-21).

Kelley Koehler strongly disagrees with this proposed change. She feels it is not in alignment with TMP's charter, and that her student and other students are responsible and do not fit into the areas of concern. Karla believes we have to know where 14/15 year olds are at all times and they need structure and support. She said it is causing huge issues on the campus. Kelley Koehler moved to

table the topic and take it to the Parent Family Community for discussion and input. Motion stood without dissent.

IX. Report of the Student Representative

Sandy Juarez reported that student orientation was scheduled for this week and had to be moved to later in the week due to snow closures. Students can access their class schedules this week as well. Freedom Ambassadors started this week. Some seniors are preparing for graduation.

X. Report of the Faculty & Staff Representatives

Roxanne Seagraves reviewed highlights and commentary for their written report. Among the topics noted is their recommendation to postpone the Strategic Planning project at this time to allow focus on solidifying common goals and procedures within their own community prior to moving ahead with this important task. Kelly Trujillo will follow up with Steven Stauss to review the contract.

XI. Report of the Governing Council President

Steven Stauss was not present at this point in the meeting. Kelly Trujillo referenced Steve’s written report and tabled the topic without further discussion.

XII. Report of the Head of School

Karla Moskowitz referred to highlights of her written report, including the use of the SFCC kitchen for students and creation of a running record in Google docs.

XIII. Report of the Parent Representative

No report

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

None

XV. Adjournment

Kelly Trujillo called to adjourn the meeting; second by Kelley Koehler. Meeting adjourned without dissent at 7:21p.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 February 13, 2024.

Signature of Governing Council President: _____