



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this personnel change. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form

For Head Administrator:

- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For Business Manager:

- Board minutes approving the business manager change
- Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Officer:

- Board minutes approving the procurement officer change
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Personnel Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and The MASTERS Program, hereafter "the school," effective on 7/1/2020.

The school is notifying the PEC of a change in personnel (check one):

Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Anne Salzmann, Interim Officer

New Head Administrator/Business Manager/Procurement Officer: Karla Haas Moskowitz

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 802-454-1273 kmoskowitz@tmpsantafe.org

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1

Effective Date: 7/1/2023

The school's notification is hereby submitted by:

Signature of School Representative: Chris Gilman **Date:** 8/29/2023

Steven Stauss

Aug 30, 2023

Signature of Governing Board Chair: Steven Stauss (Aug 30, 2023 14:42 MDT) **Date:** _____

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____







TMP - Head of School - Personnel Change Notification - Karla Haas Moskowitz

Final Audit Report

2023-08-30

Created:	2023-08-29
By:	Chris Gilman (chris@k12accounting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAV62bNB9dinR4QmYDaGO_H-PEQjNRYIE

"TMP - Head of School - Personnel Change Notification - Karla Haas Moskowitz" History

-  Document created by Chris Gilman (chris@k12accounting.com)
2023-08-29 - 10:05:06 PM GMT
-  Document emailed to sstauss@tmpsantafe.org for signature
2023-08-29 - 10:06:03 PM GMT
-  Email viewed by sstauss@tmpsantafe.org
2023-08-30 - 1:38:25 PM GMT
-  Signer sstauss@tmpsantafe.org entered name at signing as Steven Stauss
2023-08-30 - 8:42:43 PM GMT
-  Document e-signed by Steven Stauss (sstauss@tmpsantafe.org)
Signature Date: 2023-08-30 - 8:42:45 PM GMT - Time Source: server
-  Agreement completed.
2023-08-30 - 8:42:45 PM GMT



The MASTERS Program

Early College Charter High School

Special Meeting of the Governing Council

Monday, May 22, 2023 5:00 P.M.

Santa Fe, New Mexico

TMP Governing Council is inviting you to a scheduled Zoom meeting

Meeting ID: 829 7107 1402

Minutes

I. Roll Call, 5:02p.m.

Governing Council members attending: John Bishop (*Founder, Ex-officio non-voting*), Steve Ferree, Marcos Maez, Lupita Perez, Melynn Schuyler, Steven Stauss

Governing Council Members not attending: David Worsley

Guests, Faculty, Staff: Jon Pyle, (*Staff Representative*)

Recording Secretary: Melynn Schuyler

II. Approval of Agenda

Steven Stauss moved to approve the agenda as presented, Steve Ferree seconded, passed unanimously.

III. Public Comments (Up to 2 minutes per person)

No public comment. Staff comments from Jon Pyle, expressed appreciation to the Governing Council departing and continuing members for their commitment and care in the management oversight of TMP. He was thanked in return by the GC President for his participation as faculty representative.

IV. Closed Executive Session pursuant to NMSA 1978 10-15-1(H)(2), limited personnel matters/Head Administrator leave and hire of Interim Head Administrator

There was a motion to enter into closed Executive Session by Steve Ferree, seconded by Steven Stauss. Motion approved unanimously by roll call.

The GC came out of closed session, and Steven Stauss moved to place the current Head of School, Robert Jessen, on paid administrative leave and appoint Anne Salzmann as the Interim Head of School. Second by Lupita Perez, motion approved unanimously by roll call vote.

V. Closed Executive Session pursuant to NMSA 1978 10-15-1(H)(2), limited personnel matters/decision on new Head of School for 2023-24

Steve Ferree moved to enter into closed Executive Session, second by Steven Stauss; motion approved unanimously by roll call vote. The GC came out of closed session, and Steven Stauss moved to select Dr. Karla Haas Moskowitz as the new TMP Head of School, second by Steve Ferree; motion approved unanimously by roll call vote.

Steven Stauss moved to approve hiring Tina Morris as a back-up Head of School if Dr. Moskowitz declined the offer of the position or was unable to accept the offer. Second by Steve Ferree; motion approved unanimously by roll call vote.

Faculty member Jon Pyle rejoined the meeting and was informed that a Head of School selection had been made and an offer had been made.

VI. Possible action relating to closed session matters

No action required.

VII. Adjournment

Melynn Schuyler moved to adjourn the meeting, second by Steve Ferree. Meeting adjourned without dissent at 6:35p.m.

Minutes approved by The MASTERS Program Governing Council June 13, 2023.

Marcos Maez

Signature of Governing Council President: Marcos Maez (Jun 14, 2023 11:11 MDT)







TMP - Minutes - Special GC Meeting 2023 05 22

Final Audit Report

2023-06-14

Created:	2023-06-14
By:	Chris Gilman (chris@k12accounting.com)
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"TMP - Minutes - Special GC Meeting 2023 05 22" History

-  Document created by Chris Gilman (chris@k12accounting.com)
2023-06-14 - 5:07:01 PM GMT
-  Document emailed to marcos.maez@sfcc.edu for signature
2023-06-14 - 5:07:36 PM GMT
-  Email viewed by marcos.maez@sfcc.edu
2023-06-14 - 5:09:22 PM GMT
-  Signer marcos.maez@sfcc.edu entered name at signing as Marcos Maez
2023-06-14 - 5:11:42 PM GMT
-  Document e-signed by Marcos Maez (marcos.maez@sfcc.edu)
Signature Date: 2023-06-14 - 5:11:44 PM GMT - Time Source: server
-  Agreement completed.
2023-06-14 - 5:11:44 PM GMT

**Agreement for Services to be Provided to
The MASTERS Program Charter School**

This Agreement for Services is made between *The MASTERS Program*, a New Mexico public charter school (“School”), and *Anne M. Salzmann* (“Contractor”).

1. **Scope of Work.** Contractor shall provide experienced and professional services to School as follows:

Interim Head of School.
2. **Term of Agreement.** This contract is for services performed by Contractor from June 1st, 2023 through June 30th, 2023.
3. **Compensation.** School shall pay Contractor \$3,500.00 per week, for a total of \$14,000.00 for work to be performed in June 2023. Weekly hours will be set at 40 hours per week.
4. **Billing Procedures.** Contractor will invoice School for performance after 2 weeks have passed in June and submit a second invoice to the School after June 30th. School will render payment within 15 days of receiving the invoice. Payment shall be sent to Contractor at the address set forth below and made payable to Anne M. Salzmann.
5. **Contract Management.** The contact designee for each of the parties shall be the contact person for all communications regarding this contract. Each party shall be responsible for notifying the other of any changes to this contact information in writing.

CONTACT FOR SCHOOL	CONTACT FOR CONTRACTOR
Chris Gilman The MASTERS Program 6401 S Richards Ave, SFCC LL325 Santa Fe, NM 87508 505.428.7321 business@tmpsantafe.org	Anne M. Salzmann 110 Verano Loop Santa Fe, NM 87508 asalzmann@tmpsantafe.org

6. **Indemnification.** Each party to this contract shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this contract shall be responsible for the acts and/or omissions of entities or individuals not a party to this contract.
7. **Assignment.** Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by Contractor without prior written consent of School.
8. **Independent Capacity.** The parties intend that an independent contractor relationship will be created by this contract. Contractor and his or her employees or agents

performing under this contract are not employees or agents of School. Contractor will not hold himself/herself out as, nor claim to be, an officer or employee of School, nor will contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with Contractor.

9. **Property Rights.** All work performed under this contract is the sole property of School.
10. **Termination for Convenience.** Except as otherwise provided in this contract, either party may, by thirty (30) days' written notice, beginning on the second day after the effective date, terminate this contract in whole or in part. If this contract is so terminated, School shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

THIS CONTRACT, consisting of 2 pages, is executed by the persons signing below who warrant that they have the authority to execute the contract.

The MASTERS Program
Marcos Maez, TMP Board President

Contractor
Anne M. Salzmann

Marcos Maez

Marcos Maez (May 30, 2023 17:08 MDT)

Signature

Date: May 30, 2023

Anne Salzm

Anne Salzmann (May 31, 2023 17:28 MDT)

Signature

Date: May 31, 2023

W-9 Attached

Yes No










TMP Professional Service Agreement-June 2023-A.Salzman-Interim Head of School

Final Audit Report

2023-05-31


Created:	2023-05-30
By:	Chris Gilman (chris@k12accounting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQqpiXhr1GS9ck-83Cp2y7tmXeFRBHSKF

"TMP Professional Service Agreement-June 2023-A.Salzman-Interim Head of School" History

-  Document created by Chris Gilman (chris@k12accounting.com)
2023-05-30 - 10:59:44 PM GMT
-  Document emailed to marcos.maez@sfcc.edu for signature
2023-05-30 - 11:01:44 PM GMT
-  Email viewed by marcos.maez@sfcc.edu
2023-05-30 - 11:08:06 PM GMT
-  Signer marcos.maez@sfcc.edu entered name at signing as Marcos Maez
2023-05-30 - 11:08:30 PM GMT
-  Document e-signed by Marcos Maez (marcos.maez@sfcc.edu)
Signature Date: 2023-05-30 - 11:08:32 PM GMT - Time Source: server
-  Document emailed to asalzman@tmpsantafe.org for signature
2023-05-30 - 11:08:33 PM GMT
-  Chris Gilman (chris@k12accounting.com) replaced signer asalzman@tmpsantafe.org with Anne Salzman (annesalz@yahoo.com)
2023-05-31 - 5:56:02 PM GMT
-  Document emailed to Anne Salzman (annesalz@yahoo.com) for signature
2023-05-31 - 5:56:02 PM GMT
-  Email viewed by Anne Salzman (annesalz@yahoo.com)
2023-05-31 - 11:27:57 PM GMT

 Document e-signed by Anne Salzmann (annesalz@yahoo.com)

Signature Date: 2023-05-31 - 11:28:54 PM GMT - Time Source: server

 Agreement completed.

2023-05-31 - 11:28:54 PM GMT

February 2, 2023

Marcos Maez
Governing Council Chair
The MASTERS Program Early College Charter High School
6401 Richards Avenue
SFCC LL325
Santa Fe NM 87508

Dear Governing Council,

I will not be seeking to renew my contract for the next school year 2023-24.

I have been honored to serve as the Head of School, but owing to personal reasons I will not be able to continue. I intend to serve the rest of my term to the best of my ability, and will be available from July 1, 2023 on if assistance is needed in any fashion.

Very truly yours,

A handwritten signature in blue ink, appearing to read "A. Robert Jessen".

A. Robert Jessen
Head of School
The MASTERS Program

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-B ADMINISTRATOR
is issued to

ANNE M SALZMANN

Effective from July 01, 2022 to June 30, 2027
Licensure Number: 294955

ISSUED

A handwritten signature in black ink, appearing to be "R. R.", written over a horizontal line.

Secretary of Education

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-B ADMINISTRATOR
is issued to

KARLA LEE HAAS MOSKOWITZ

Effective from July 01, 2023 to June 30, 2028
Licensure Number: 419717

ISSUED

A handwritten signature in black ink, appearing to be "K. Haas", written over a horizontal line.

Secretary of Education



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, February 14, 2023 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, TMP Class Room 318 – In Person Option

Santa Fe, New Mexico

TMP Governing Council is inviting you to a scheduled Zoom meeting

Meeting ID: 863 2589 4281

Minutes

I. Roll Call 5:09p.m.

Governing Council members attending:

Steve Ferree, Marcos Maez, Lupita Perez, Melynn Schuyler, Steven Stauss

Governing Council members and staff not attending:

John Bishop (*Founder, Ex-officio non-voting*), David Worsley

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Robert Jessen (*Head of School*), Elena Molinar (*Student Representative*), Jon Pyle (*Staff Representative*)

Recording Secretary:

Carol Witter

II. Discuss and vote on this agenda

Steve Ferree moved to approve the agenda as presented, second by Lupita Perez, passed unanimously.

III. Discuss and vote on January 10, 2023 GC Meeting Minutes

Steve Ferree moved to approve the minutes as presented, second by Melynn Schuyler, passed unanimously.

IV. Discuss and vote on January 25, 2023 Governing Council Special Meeting Minutes

Steve Ferree moved to approve the minutes as presented, second by Melynn Schuyler, passed unanimously.

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

None

VI. Report of the Finance Committee

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

The committee met in prior work session to review January disbursements. Lupita Perez provided highlights for anticipated higher expenses, including PowerSchool, student meals and Bank of America, along with usual transactions. Based on the committee's recommendation, Steve Ferree moved to approve the disbursements as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Lupita Perez provided highlights for one BAR and clarified questions. Steve Ferree moved to approve as presented BAR:
519-000-2223-0018 M 24332 - ARP ESSER III SEA Reserve CFDA 84.425U F/T Social Worker \$49,232; second by Steven Stauss, passed unanimously by roll call vote.

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

Lupita Perez provided highlights for one PO:
2023-145 Kesselman-Jones \$23,340.00 Advance Return Covid Testing
Steven Stauss moved to approve the purchase order as presented, second by Steve Ferree, passed unanimously by roll call vote.

VII. Discuss and vote on additional stipends

Robert Jessen reported on existing stipends (\$1,000 each) for staff who meet weekly with the student Yearbook Club, GSA Club, and Drama Club. The stipend for the Restorative Justice Club is \$1,500 per semester. Steve Ferree moved to approve the stipends as presented, second by Steven Stauss, passed unanimously by roll call vote.

VIII. Discuss and vote on continuing the COVID related 2 credit waiver of electives for students

Robert Jessen requested temporary exemption for two elective credits for the final time through spring semester 2023. This is a continuation of TMP's response to COVID, and specifically for implications for graduating seniors. The Governing Council previously approved temporary exemptions of two elective credits in support of 2022, 2021, and 2020 graduates. Robert Jessen will sign a waiver form for the handful of affected seniors. TMP has higher requirements for credits to graduate than public schools - 28 vs. 24.5 credits. TMP students have more elective options due to the dual credit relationship with SFCC, but the pandemic limited their opportunities to complete elective credit courses. The state waived 2022/2023 assessment due to COVID. Steve Ferree moved to approve the exemption as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

IX. Discuss creating a sabbatical (unpaid) policy for TMP

Robert Jessen reported that other New Mexico charter schools (e.g. Monte del Sol) have such a policy. General guidelines and requirements specify an unpaid one year off, five years tenure at TMP, and clear agreement upfront to commit to teach at TMP for at least two more years after completion of the leave of absence. Temporary staff would need to be hired to fill the vacancy, but approval of the sabbatical is not dependent upon the hiring. Only one sabbatical per year would be approved, based on a first come application process. After questions and discussion, Governing Council members agreed that Robert could create a draft policy for future discussion and possible vote.

X. Report of the Head of School

Robert Jessen provided highlights for his written report, including enrollment and lottery application numbers, facilities updates, and communication of the annual PEC/PED/CSD site visit focus group for GC members, scheduled via Zoom on 2/15.

Robert announced that he will not be signing a new contract to continue as TMP's Head of School after this year. He plans to return to teaching after a very difficult year.

XI. Report of the Staff Representative

Jon Pyle provided highlights for his written report, including staff training, class scheduling for fall 2023 underway and detailed staff concerns and frustrations that are outlined in his report with direct feedback from staff. Marcos Maez responded to some concerns by reiterating that the recent midyear survey was the first midyear ever done, He asked Jon to report back that the Governing Council is trying hard to respond to their concerns but some survey feedback about personnel cannot be discussed publicly. Steven Stauss reminded that the Strategic Planning Committee is seeking a staff volunteer to help prioritize their work. Jon has let staff know and expects to get a volunteer. He will discuss the topic in their staff meetings.

XII. Report of the Parent Representative

A Parent Representative has not been identified for this school year so the position remains open until the fall semester.

XIII. Report of the Student Representative

Marcos Maez introduced Elena Molinar, a senior who came to TMP in her sophomore year when all classes were online due to COVID. Since then, she enjoys getting to know teachers and other students, and appreciates the Friday projects. Elena recommends better structure and more support for students with the college application process, i.e. writing essays, internships and extra curricula opportunities. Most students do not know all they need in order to apply. Robert Jessen pointed out that the new PowerSchool package includes much of this information. Steven Stauss suggested that Elena bring an identified need from students to every GC meeting.

XIV. Report of the Audit Committee

No report, the committee did not meet.

XV. Report of the Business Manager

Chris Gilman provided an overview of the Financial Summary FY23 YTD, showing a slight increase in the ending cash balance in January due to additional funding coming in. We need to plan to spend down excess funds over the next couple of years, as they will likely come under more scrutiny.

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

Steven Stauss requested that GC members meet in the next couple of weeks for strategic planning discussions.

XV. Adjournment

Motion to adjourn the meeting by Steve Ferree, second by Lupita Perez. Meeting adjourned without dissent at 6:29p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none"> • 7/12/2022 • 8/9 • 9/13 • 10/11 • 11/8 • 12/13 	<ul style="list-style-type: none"> • 1/10/2023 • 2/14 • 3/14 • 4/11 • 5/9 • 6/13
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Minutes approved by The MASTERS Program Governance Council March 14, 2023.

Marcos Maez

Marcos Maez (Mar 16, 2023 10:01 MDT)

Governing Council President







TMP - Minutes - GC Meeting 2023 02 14

Final Audit Report

2023-03-16

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"TMP - Minutes - GC Meeting 2023 02 14" History

-  Document created by Chris Gilman (chris@k12accounting.com)
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-  Document emailed to marcos.maez@sfcc.edu for signature
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-  Email viewed by marcos.maez@sfcc.edu
2023-03-16 - 4:00:28 PM GMT
-  Signer marcos.maez@sfcc.edu entered name at signing as Marcos Maez
2023-03-16 - 4:01:08 PM GMT
-  Document e-signed by Marcos Maez (marcos.maez@sfcc.edu)
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-  Agreement completed.
2023-03-16 - 4:01:10 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.