

Governing Body Member 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 May 10, 2019.

Current Governing Body Members and Positions: Steve Stauss - Chair, Kelly Trujillo - Vice Chair, Lisa Schwade - Treasurer, Kelley Koehler - Secretary, Melynn Schuyler - Member, Deyanira Contreras - Member.

Governing Body Member(s) Resigning or Removed: Melynn Schuyler - resign 12/12/2023

New Governing Body Member(s) and Position(s): Dorianis Perez - Member, ~~Norma Moreno - Member~~

Contact information for New Governing Body Member(s) (phone, email): Dorianis Perez: phone: 814-384-2177, email: dmperez02@gmail.com. ~~Norma Moreno - phone: (505) 519-8596 email: namoreno@proton.me~~

Is the school requesting an extension to fill a vacancy: yes no

If so, provide date of vacancy: Click or tap here to enter text.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2 personnel changes

Effective Date: 12/12/2023

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 12/18/2023

Signature of Governing Board Chair:  **Date:** 12/12/23

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:** _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Dorianis Perez, after being duly sworn, state:

1. My name is Dorianis Perez and I reside in _____, New Mexico.
The MASTERS Program
2. I am a member of the governing body of the ~~insert name of school~~ in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation. The MASTERS Program's
5. I understand that as a member of the ~~insert name of school~~ governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Handwritten Signature]
[Signature]

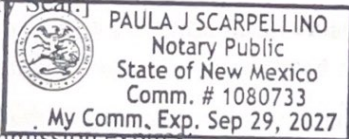
12-12-23
Date

Dorianis Perez
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12 day of Dec, 2023.

[Notary Seal:]



My commission expires: 9/29, 2027.

[Handwritten Signature]
NOTARY PUBLIC

ASSURANCES

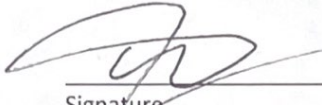
My name is Dorianis Perez and I reside in 753 Dunlap St. Santa Fe, NM.⁸⁷⁵⁰¹ I am a member of the governing body for The MASTERS Program a charter school which is located at SECC Campus, SE. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
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13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Dorianis Perez

Printed Name



Signature

12-12-23

Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the The Masters Program ~~[insert name of school]~~, located in Santa Fe, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of The Masters Program ~~[insert name of school]~~'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 1 DAY OF December 2011. 2023

1. [signature]
[signature]
Donanis Perez
[print]
2. [signature]
[signature]
Norma A. Moreno
[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.



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 (2nd 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

DRAFT 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 to enter into closed Executive Session, second by Dorianis Perez; motion approved unanimously.



Samantha Gonzales <samanthagonzalesconsulting@gmail.com>

Re: Tuesday Dec 12 TMP Board Meeting

Melynn Schuyler <melynn@santafeyouthworks.org>

Sat, Dec 30, 2023 at 1:30 PM

To: Samantha Gonzales <samanthagonzalesconsulting@gmail.com>

Cc: Steven Stauss <sstauss@tmpsantafe.org>

Steven and Samantha,

Please accept this email as an official notice of resignation from The Masters Program Charter School Governing Council Board of Directors as of December 15, 2024. I have arrived at a juncture in my nonprofit directorship work that requires my full attention and I do not feel that I can properly dedicate the necessary time to The Masters Program governance as a result.

I have enjoyed contributing in the oversight of The Masters Program in the time that I have been able to serve on the Board, and am certain that the Governing Council will continue with strong and committed dedication in my absence.

Wishing TMP and everyone the very best going forward.

Sincerely Yours,

Melynn

[Quoted text hidden]

[Quoted text hidden]

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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 May 10, 2019.

Current Governing Body Members and Positions: Steve Stauss - Chair, Kelly Trujillo - Vice Chair voted in: 06/13/2023, Lisa Schwade - Treasurer voted in: 09/12/2023, Kelley Koehler - Secretary voted in: 10/10/2023, Deyanira Contreras - Member voted in: 09/12/2023

Governing Body Member(s) Resigning or Removed: Danielle Gothie - resign 08/28/2023, Steve Ferree - resign 09/21/2023

New Governing Body Member(s) and Position(s): Kelly Trujillo - Vice Chair voted in: 06/13/2023, Lisa Schwade - Treasurer voted in: 9/12/2023 Kelley Koehler - Secretary voted in: 10/10/2023, Deyanira Contreras - Member voted in: 09/12/2023

Contact information for New Governing Body Member(s) (phone, email): Kelly Trujillo - phone: 505-819-7191 email: kelly.trujillo@sfcc.edu, Lisa Schwade - phone: 505-699-9759 email: lisa.schwade@me.com, Kelley Koehler - email: kellyloves33@gmail.com phone: Deyanira Contreras - phone: 505-428-1380 email: deyanira.contreras@sfcc.edu

Is the school requesting an extension to fill a vacancy: yes no

If so, provide date of vacancy: Click or tap here to enter text.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2 personnel changes

Effective Date: 12/12/2023

The school's notification is hereby submitted by:

Signature of School Representative:  Date: 12/12/2023

Signature of Governing Board Chair:  Date: 12/12/23

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

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

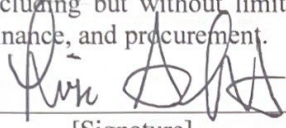
Electronic signature of CSD Director: _____ Date: _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Lisa Schwade, after being duly sworn, state:


1. My name is Lisa Schwade and I reside in Santa Fe, New Mexico.
The MASTERS Program
2. I am a member of the governing body of the ~~insert name of school~~ in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
The MASTERS Program's
5. I understand that as a member of the ~~insert name of school's~~ governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.


[Signature]
Lisa Schwade
[Print]

12/12/23
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12 day of Dec., 2023.

[Notary Seal]  PAULA J SCARPELLINO
Notary Public
State of New Mexico
Comm. # 1080733
My Comm. Exp. Sep 29, 2027


NOTARY PUBLIC

My commission expires: Sept 29, 2023.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Kelley Koehler, after being duly sworn, state:

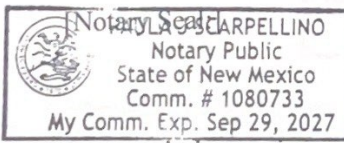
1. My name is Kelley Koehler and I reside in Santa Fe, New Mexico.
The MASTERS Program
2. I am a member of the governing body of the ~~insert name of school~~ in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
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[Signature]
[Signature]
Kelley Koehler
[Print]

12/12/23
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12 day of Dec, 2023.



Paul J. Scarpellino
NOTARY PUBLIC

My commission expires: Sept 29, 2027.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Santa Fe)

I, Deyanira Contreras, after being duly sworn, state:

1. My name is Deyanira Contreras and I reside in Santa Fe, New Mexico. The MASTERS Program

2. I am a member of the governing body of the ~~insert name of school~~ The MASTERS Program's in Santa Fe, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

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Deyanira Contreras
[Signature]

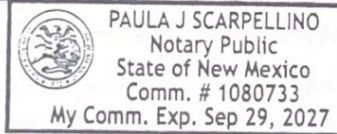
12/14/2023
Date

Deyanira Contreras
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 14 day of December, 2023.

[Notary Seal:]



Paula J Scarpellino
NOTARY PUBLIC

My commission expires: 9/29, 2027.

ASSURANCES

My name is Deyanira Contreras and I reside in Santa Fe. I am a member of the governing body for The MASTERS Program a charter school which is located at SFCC Campus, SE. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
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18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Deyanira Contreras

Printed Name

Deyanira Contreras

Signature

12/18/2023

Date

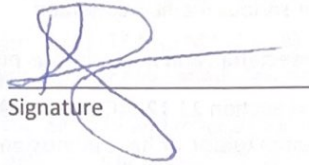
ASSURANCES

My name is Kelley Koehler and I reside in 6724 Camino Rejo Santa Fe Nm
am a member of the governing body for The MASTERS Program a charter school
which is located at SFCC Campus, SE, I assure that in my capacity as a member of the governing
body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the
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Kelley Boelter
Printed Name


Signature

12/12/23
Date

ASSURANCES

My name is Kelly Trujillo and I reside in Santa Fe. I am a member of the governing body for The MASTERS Program a charter school which is located at SFCC Campus, SF. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

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Kelly Trujillo
Printed Name

[Signature]
Signature

12/12/23
Date

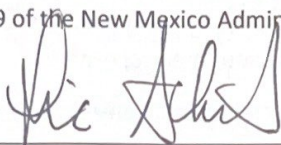
ASSURANCES

My name is Lisa Schwade and I reside in Santa Fe, NM. I am a member of the governing body for The MASTERS Program a charter school which is located at SFCC Campus, SE. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Lisa Schwade
Printed Name


Signature

12/12/23
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the The Masters Program [insert name of school], located in Santa Fe, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of The Masters Program [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 12 DAY OF Dec, 2011. 2013

1. [signature]
[signature]
Kella Kuentler
[print]
2. [signature]
[signature]
Kelly Trujillo
[print]
3. [signature]
[signature]
Lisa Schwade
[print]
4. [signature]
[signature]
Deyanira Contreras
[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.



Steven Stauss <sstauss@tmpsantafe.org>

TMP

3 messages

Steve Ferree <steveferree1956@gmail.com>
To: Steven Stauss <sstauss@tmpsantafe.org>

Thu, Sep 21, 2023 at 10:50 AM

Steve,

I was hopping to talk to you today at Rotary but that is not possible. Over the past several days my situation has changed with some unexpected news from family members. Without getting into details, which the family has decided not to discuss outside the family for now, I must resign from the board of TMP effective today. I am very sorry to put you and the rest of the board in this situation.

Thank you
Steve Ferree

Steven Stauss <sstauss@tmpsantafe.org>
To: Steve Ferree <steveferree1956@gmail.com>

Fri, Sep 22, 2023 at 8:02 AM

Steve

Thank you for letting me know right away. You are a champ, and it will be hard to replace you. I thank you for all your help along the way. I will miss you, sir!

Please let me know if there's anything you need help with.

Your friend,
Steve

Sent from my iPhone

> On Sep 21, 2023, at 10:50, Steve Ferree <steveferree1956@gmail.com> wrote:

>

> Steve,

[Quoted text hidden]

Steven Stauss <sstauss@tmpsantafe.org>
To: Kelley Koehler <kelleyloves33@gmail.com>

Thu, Oct 12, 2023 at 11:16 PM

Steve Ferree

Sent from my iPhone

Begin forwarded message:

From: Steve Ferree <steveferree1956@gmail.com>

Date: September 21, 2023 at 10:50:10 MDT

To: Steven Stauss <sstauss@tmpsantafe.org>

Subject: TMP

Steve,

[Quoted text hidden]



Steven Stauss <sstauss@tmpsantafe.org>

Resignation from GC

6 messages

Danielle Gothie <kdgothie@gmail.com>
To: Steven Stauss <sstauss@tmpsantafe.org>

Sun, Aug 27, 2023 at 10:00 PM

Hi Steve,

I am submitting my resignation from The Masters Program Governing Council effective August 28, 2023.

Due to my new job and the its demands, I am unable to commit to being an active and contributing member of the GC. It is my belief that with your leadership this school will continue to be guided in the right direction that will best serve the students and families of TMP. I wish you the best.

Sincerely,
Danielle Gothie

--
Danielle Gothie
505-577-1607

Steven Stauss <sstauss@tmpsantafe.org>
To: Carol A Witter <carolawitter@gmail.com>
Cc: Chris Gilman <chris@k12accounting.com>

Mon, Aug 28, 2023 at 8:19 AM

Hi Carol...Danielle and I talked several times this past week. Got too much on her plate.
Do you file notifications with PED about folks coming onto and off the board? How are those notifications handled?

[Quoted text hidden]

--
Steven Stauss
The MASTERS Program
Governing Council
505-819-7191

Carol Witter <carolawitter@gmail.com>
To: Steven Stauss <sstauss@tmpsantafe.org>
Cc: Chris Gilman <chris@k12accounting.com>

Mon, Aug 28, 2023 at 9:37 AM

Steve,
I don't know the answer to your question regarding PED notifications. My role is limited to the agendas and minutes for GC meetings.
Regards,
Carol

Sent from my iPhone.

[Quoted text hidden]

Steven Stauss <sstauss@tmpsantafe.org>
To: Carol Witter <carolawitter@gmail.com>

Mon, Aug 28, 2023 at 9:23 PM

Thanks, Carol. I suspect nobody ever did this...

[Quoted text hidden]

Steven Stauss <sstauss@tmpsantafe.org>
To: Chris Gilman <chris@k12accounting.com>

Tue, Aug 29, 2023 at 10:38 AM

Danielle's resignation

As for Marcos Maez and Lupita Perez, they termed out June 30
David Worsley resigned, but that would have gone to Marcos, I think. Also June 30, I believe

----- Forwarded message -----

From: **Danielle Gothie** <kdgothie@gmail.com>
Date: Sun, Aug 27, 2023 at 10:00 PM
Subject: Resignation from GC
To: Steven Stauss <sstauss@tmpsantafe.org>

[Quoted text hidden]

[Quoted text hidden]

Steven Stauss <sstauss@tmpsantafe.org>
To: Kelley Koehler <kellyloves33@gmail.com>

Thu, Oct 12, 2023 at 11:15 PM

Danielle

Sent from my iPhone

Begin forwarded message:

From: Danielle Gothie <kdgothie@gmail.com>
Date: August 27, 2023 at 22:00:40 MDT
To: Steven Stauss <sstauss@tmpsantafe.org>
Subject: Resignation from GC

Hi Steve,

[Quoted text hidden]



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)

<ul style="list-style-type: none">• 7/11/2023• 8/8• 9/12• 10/10• 11/14• 12/12	<ul style="list-style-type: none">• 1/9/2024• 2/13• 3/12• 4/19• 5/14• 6/11
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Minutes approved by The MASTERS Program Governing Council November 14, 2023.

Signature of Governing Council President: _____



The MASTERS Program

Early College Charter High School

Governing Council Meeting

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

SFCC West Wing Lower Level, TMP Room 327A – 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:

John Bishop (*Founder, Ex-officio non-voting*), Steve Ferree, Melynn Schuyler,
Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Guests, Faculty, and Staff:

Deyanira Contreras, Chris Gilman (*Business Manager*), Kelley Koehler, Tina Morris (*Assistant Head of School*), Karla Moskowitz (*Head of School*), Sandy Juarez (*Student Representative*), Jon Pyle, Kristin Pyle (*Faculty & Staff Representative*), Lisa Schwade, Roxanne Seagraves (*Faculty & Staff Representative*)

Recording Secretary:

Carol Witter

II. Approval of Agenda

Steve Ferree moved to approve the agenda, second by Kelly Trujillo, passed unanimously.

III. Welcome to prospective new Governing Council members and other guests

Steven Stauss welcomed all guests.

IV. Discuss and vote on August 8, 2023 Governing Council Regular Meeting Minutes

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

V. Discuss and vote on nominations for new Governing Council members

Steven Stauss introduced Deyanira Contreras and stated that her resume had been previously communicated to all current GC members. Deyanira gave highlights of her work and experience as the mother of two TMP graduates and current faculty member at SFCC. Steve Ferree moved to approve Deyanira’s nomination as a voting GC member, effective immediately, second by Melynn Schuyler, passed unanimously by roll call vote.

Steven Stauss introduced Lisa Schwade and stated that her resume had been previously communicated to all current GC members. Lisa introduced herself, noting that her daughter is a new sophomore at TMP this semester and her son is currently a senior at Santa Fe Prep. Lisa is educated and trained as a scientist, and has a technology background. She currently works at Sandia Labs as an engineering project leader. Steve Ferree moved to approve Lisa’s nomination as a voting GC member, effective immediately, second by Kelly Trujillo, passed unanimously by roll call vote.

VI. Nominate and vote on election of Governing Council Treasurer

Steven Stauss nominated Lisa Schwade for the office of GC Treasurer, stating they had spoken prior to the meeting. Steve also reported that he would work with Lisa to help transition her to the role, including adding her as a check signer for TMP. Steve Ferree moved to approve her nomination as GC Treasurer, second by Melynn Schuyler, passed unanimously by roll call vote.

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

Kelly Koehler gave highlights of her background and experience as a potential new parent representative or Governing Council member. Steven Stauss tabled the topic for the next regular meeting and called for a review of Kelly’s resume and discussion among the voting GC members.

VIII. Report of the Treasurer

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

The committee met in prior work session to review August disbursements. Steven Stauss provided context for higher expenses covered under capital outlay funds, e.g. the new interactive boards and Power School, with otherwise routine expenditures and two payrolls. Based on the committee’s recommendation, Steve Ferree moved to approve August disbursements as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

c.

Steven Stauss provided highlights for Bar:

2324-0001-IB 29102 - Private Direct Grants (Categorical) Initial Budget \$30,000

Melynn Schuyler moved to approve the BAR as presented, second by Steve Ferree, passed unanimously by roll call vote.

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

Steven Stauss provided highlights for eight POs:

2024-028-1	PowerSchool Holdings LLC	\$38,484.96	Annual fees
2024-059	Christine K. Johnson	\$32,500.00	Executive Function Services
2024-061	Phare LLC	\$23,395.51	Catalyst FY24

2024-079	Patricia S. Huddleston	\$33,000.00	Tutoring
2024-081	Follett Corporation	\$36,000.00	DC Books
2024-082-1	Genuine Food Lab, LLC	\$33,180.00	Student Meals Aug & Sept
2024-092-	Reel Fathers, Ltd.	\$25,400.00	Reel Fathers/Identify Ink Project
2024-093	Atalaya Interactive LLC	\$30,590.55	TMP Website

Steve Ferree moved to approve the eight purchase orders as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

e. Audit Committee report – CLA fieldwork

Auditors visited TMP campus and interviewed Chris Gilman, Steven Stauss, and Karla Moskowitz. Unpublished results will be available in November and made public in February 2024.

f. Internal Controls audit

Steven Stauss reported on the PED’s recommendation to conduct quarterly internal audits. The first one was completed in August, using random picks from business office to examine line by line bank transactions; no findings.

IX. Report of the Business Manager

Chris Gilman introduced himself to the new attendees as a CPA with experience in finance accounting and auditing. He is TMP’s business manager under contract with K-12 Accounting. Chris provided an overview of the YTD Financial Summary for July and August. Actuals will be continue higher than historical due to increased hiring, increases in vendor disbursements, and higher subscription costs. They will begin to trend down as the months pass. TMP maintains a strong financial position.

X. Report of the Governing Council President

Steven Stauss provided a written report with the following highlights: he and the Head of School are meeting every week, and Karla is doing a great job to mend systems and bring cooperation to TMP; TMP website redesign is underway; Tina Morris is hosting a meet and greet social event 9/23 at her home; suggestion implement Roberts Rules for conducting GC meetings was not supported – no problem with the current situation; due to Covid and other personnel related issues at the time, some TMP policies were neglected and need review; Steve is looking for someone to co-chair with the Head of School to work on the charter renewal, need response by 9/22.

XI. Discuss and vote on revised FY23-24 TMP Academic Calendar

Tina Morris cited the inclusion of erroneous holidays that changed the hours for instruction and professional development as the reason for the revised calendar. Steven Stauss moved to approve the revised calendar as presented, second by Steve Ferree, passed unanimously.

XII. Report of the Head of School

Karla Moskowitz provided an oral report with the following highlights: she has visited classrooms multiple times; the teachers have different styles but all are committed to engaging students; she has started to evaluate teachers and create goals to support them; all teachers have their own rooms now; some are teaching six classes and Karla is recommending a 15% salary increase for them; she wants the authority to negotiate teacher salaries in a different way and not use stipends; Steven Stauss asked her

to work with TMP's business manager to develop a formal proposal for the GC to review; Karla wants to hire a new IT person to come in to finalize the PowerSchool installation, which has become an overwhelming task for current staff.

XIII. Report of the Faculty & Staff Representatives

Roxanne Seagraves is TMP's new teacher for US history and philosophy. She and Kristin Pyle will serve as co-representatives. They encouraged the Governing Council members to ask for information at any time, as they seek to establish transparent communications. Roxanne reviewed highlights of their written report. John Bishop asked if any underlying problems have been raised so far. Kristen expressed concerns that PowerSchool is a huge problem, presenting serious issues for parents and students who cannot access the system's data. Everyone is being very negatively impacted in their various areas with serious consequences. Steve Stauss reinforced the need to escalate beyond local PS management for resolution.

XIV. Report of the Parent Representative

No report.

XV. Report of the Student Representative

Sandy Juarez reported that most seniors are pretty secure, but a number of junior and sophomore students feel lost, trying to navigate what steps to take for college prep. Karla said they are working on creating a process. Kristin Pyle reported that someone has just been hired whose role is to start much earlier guiding all students, not just seniors. Sandy said that being a Freedom Ambassador helped her in her sophomore year and believes having more clubs would be helpful for students. Ernest encourages students to get out of their bubbles and create their own goals. John Bishop reflected on how previously held weekly gatherings of all students helped connect the three grades and assist with culture. Karla suggested they need to figure out a better time for town meetings.

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

None.

XVII. Adjournment

Motion to adjourn the meeting by Steve Ferree, second by Steven Stauss. Meeting adjourned without dissent at 7:24p.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 October 10, 2023.

Signature of Governing Council President: _____



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, June 13, 2023 5:00 – 7:00 P.M.
Santa Fe, New Mexico

TMP Governing Council is inviting you to a scheduled Zoom meeting

Meeting ID: 810 5589 4010

DRAFT Minutes

I. Roll Call 5:03p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Marcos Maez, Lupita Perez, Melynn Schuyler, Steven Stauss, David Worsley

Governing Council members and staff not attending:

Steve Ferree

Guests, Faculty, and Staff:

Mara Bruton, Chris Gilman (*Business Manager*), Danielle Gothie, Paul Krausman, Karla Moskowitz (*Incoming Head of School*), Jon Pyle (*Staff Representative*), Anne Salzmann (*Interim Head of School*), Kelly Trujillo

Recording Secretary:

Carol Witter

II. Approval of Agenda

Steven Stauss moved to approve the agenda as presented, second by Melynn Schuyler, passed unanimously.

III. Discuss and vote on May 9, 2023 GC Meeting Minutes

Steven Stauss moved to approve the minutes as presented, second by David Worsley, passed unanimously.

IV. Discuss and vote on May 22, 2023 Special Meeting of the Governing Council Minutes

Melynn Schuyler moved to approve the minutes as presented, second by Steven Stauss, passed unanimously.

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

Karla Moskowitz introduced herself and said she is excited to be moving to Santa Fe the end of June to begin her new position as TMP's Head of School in July. She brings years of diverse teaching and learning experience to the role. Karla currently lives in Florida with family nearby and teaches at Santa Fe Community College in Gainesville.

VI. Closed Session pursuant to NMSA 1978, Section 10-15-1(7) meeting subject to attorney client privilege to discuss threatened or pending litigation

Steven Stauss moved for the Governing Council to enter into closed executive session, second by Melynn Schuyler, motion passed unanimously by roll call vote. In addition to the voting GC members, John Bishop, Karla Moskowitz, Anne Salzman, and Patty Matthews were invited into the closed session. The Governing Council came out of closed session at 6:02p.m.

VII. Report of the Finance Committee

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

The committee met in prior work session to review May disbursements. Lupita Perez provided highlights for routine expenses and other transactions including three payrolls. Based on the committee's recommendation, Steven Stauss 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 six BARs. David Worsley moved to approve as presented BARs:

519-000-2223-0026-T	Private Dir Grants (Categorical)	\$1,000
519-000-2223-0027-I	Private Dir Grants (Categorical)	\$8,225
519-000-2223-0028-I	Teacher/Principal Training & Recruiting	\$5,802
519-000-2223-0029-I	Entitlement IDEA-B	\$15,046
519-000-2223-0030-IB	Charter Schools Initial Budget	\$50,529
519-000-2223-0031-T	Operational Transfer	\$72,388

second by Steven Stauss, passed unanimously by roll call vote.

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

No PO's.

VIII. Discuss and vote on the FY23-24 IDEA-B Special Education Grant

Mara Bruton, TMP's outgoing special education director, provided an overview of the grant, which gives funding beyond established limits to special education students. TMP is currently distributing the grant money and has carry-over funds. Mara reported on how the grant is allocated for positions and how the various line items are broken down. All items in the grant must be validated as necessary for students and their related support services. Steven Stauss moved to approve the grant application as presented, second by David Worsley, passed unanimously by roll call vote.

IX. Discuss and vote on election of Governing Council Officers effective July 1, 2023

Marcos Maez reviewed the expiring positions of President, Vice President, and Treasurer, and the continuing Secretary position. He called for nominations or volunteers for the President position. Steven Stauss volunteered for the role. David Worsley moved to approve, second by Lupita Perez, passed unanimously by roll call vote.

Marcos then called for nominations or volunteers for the Vice President position. Melynn Schuyler moved to nominate Steve Ferree, second by David Worsley, passed unanimously by roll call vote.

Marcos then asked Melynn if she plans to remain in the Secretary role and she asked to table the decision until the July meeting. Nominations and vote on the Treasurer position were also tabled until the July meeting. Members all agreed that one of the three new GC members who take office July 1 might be interested in serving.

John Bishop acknowledged and expressed appreciation to all current and departing Governing Council members and officers for their service.

X. Discuss and vote on nominations for new Governing Council members effective July 1, 2023

Steven Stauss introduced Danielle Gothie and referenced her many years as an educator who knows the PED and brings a wealth of background experience. Danielle said she is honored to be considered for the GC and especially enjoys working with students. Steven Stauss moved to approve Danielle's nomination as a new voting member of the GC, second by Melynn Schuyler, passed unanimously by roll call vote.

Marcos Maez introduced Dr. Kelly Trujillo, Associate Dean at SFCC, and referenced him as the perfect SFCC representative for the Governing Council. Kelly said he is honored to be here, and is impressed with TMP's academic excellence and feels the service-learning component is especially important. David Worsley moved to approve Kelly's nomination as a new voting member of the GC, second by Steven Stauss, passed unanimously by roll call vote.

XI. Report of the Interim Head of School

Anne Salzman discussed her overall goal coming in as the interim head of school was to bring down the level of antagonism and roiling feelings among TMP staff, and make sure all open staff positions are hired so that Karla can settle in without distraction. Anne is making a list of pending decisions for Karla to review. For example, she is not sure that designated classrooms are possible or even desirable. Anne noted it is a great pleasure to help get things back to a situation when the school was strong. She is reaching out to SFCC personnel, trying to mend relationships. Marcos Maez expressed the GC's appreciation for Anne stepping into this major role.

XII. Report of the Staff Representative

Jon Pyle provided highlights for a written report comprised of input from Monica McSpadden. Most faculty and staff are currently away from campus for summer break.

XIII. Report of the Parent Representative

No report.

XIV. Report of the Student Representative

No report.

XV. Report of the Audit Committee

No report.

XVI. Report of the Business Manager

Chris Gilman provided an overview of the Financial Summary FY23 YTD, showing the overall cash fund very strong while trending flat due to ramped up expenditures. The cash fund is expected to start trending down over the coming year. Operational revenues are trending as expected.

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

There was an open exchange regarding the role of Tina Morris in a newly created position. Karla Moskowitz said she needs to get the lay of land before she can determine what the new role might look like and how it will interface with TMP’s existing structure.

XVIII. Adjournment

Motion to adjourn the meeting by Steven Stauss, second by Lupita Perez. Meeting adjourned without dissent at 6:55p.m.

FY2023/2024 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none"> • 7/11/2023 • 8/8 • 9/12 • 10/10 • 11/14 • 12/12 	<ul style="list-style-type: none"> • 1/9/2024 • 2/13 • 3/12 • 4/19 • 5/14 • 6/11
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Minutes approved by The MASTERS Program Governing Council July 11, 2023.

Signature of Governing Council President: _____