New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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 membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

☐ Fully completed form

☐ Approved board minutes or certification of the board's vote accepting the new member

☐ Resignation Letter or board meeting minutes removing the previous member

☐ Statement of Governing Body Member to Consult with PED

☐ Affidavit of Governing Body Member

☐ Assurances of Governing Body Member

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

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** 06/21/2024 **.**

Current Governing Body Members and Positions: Steve Stauss - President; Kelly Trujillo - Vice President; Lisa Schwade - Treasurer; Dorianis Perez - Secretary, Deyanira Contreras

Governing Body Member(s) Resigning or Removed:

New Governing Body Member(s) and Position(s): Fred Harburg, Karen Aubrey, Catherine Salveson

Contact information for New Governing Body Member(s) (phone, email):

Fred Harburg - fharburg@tmpsantafe.org ; Karen Aubrey - kaubrey@tmpsantafe.org; Catherine Salveson - csalveson@tmpsantafe.org

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

If so, provide date of vacancy:

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 3

Effective Date: 06/24/2024

The school's notification is hereby submitted by:

Signature of School Representative: _____ **Date:** 06/24/2024

Signature of Governing Board Chair: _____ **Date:** 6/24/2024

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:** _____

ASSURANCES

My name is Catherine Salveson and I reside in Santa Fe, New Mexico. I am a member of the governing body for The Masters Program a charter school which is located at Santa Fe Community College. 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.

Catherine Salveson	Catherine Salveson	6-19-24
Printed Name	Signature	Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Catherine Saluveson, after being duly sworn, state:

1. My name is Catherine Saluveson and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of the [insert name of school] in THE MASTERS PROGRAM at SFCC 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.
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.

Catherine Saluveson
[Signature]

6-19-24
Date

Catherine Saluveson
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 19 day of June, 2024.

[Notary Seal]

WALKER THULSON
Notary Public
State of New Mexico
Comm. # 2000090
My Comm. Exp. Sep 19, 2027

NOTARY PUBLIC

My commission expires: Sep 19, 2027.

Revised 10-5-2011

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

I, Karen Aubrey, after being duly sworn, state:

1. My name is Karen Aubrey and I reside in Santa Fe, New Mexico.

2. I am a member of the governing body of the [insert name of school] in The Masters Program 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.

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.

Karen Aubrey
[Signature]

5-14-24
Date

Karen Aubrey
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 14th day of MAY, 2024.

[Notary Seal:]

Marendy Leora Mills
NOTARY PUBLIC

My commission expires: 09.14, 2024.

MARENDY LEORA MILLS
Notary Public - State of New Mexico
Commission # 1123228
My Comm. Expires Sep 14, 2026

Revised 10-5-2011

MARENDY LEORA MILLS
Notary Public - State of New Mexico
Commission # 1123228
My Comm. Expires Sep 14, 2026

ASSURANCES

My name is Karen Aubrey and I reside in _____. I am a member of the governing body for the Masters Program a charter school which is located at SFCC, 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.

Karen Aubrey	Karen Aubrey	5-14-24
Printed Name	Signature	Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, **FRED HARBURG**, after being duly sworn, state:

1. My name is **FRED HARBURG** and I reside in **SANTA FE, NEW MEXICO**.

2. I am a member of the governing body of the **THE MASTERS PROGRAM** 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.

5. I understand that as a member of the **THE MASTERS PROGRAM** 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.

Fred Harburg
[Signature]

June 7, 2024
Date

FRED HARBURG
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 7 day of June, 2024.

[Notary Seal:]

Kenneth R Neely
NOTARY PUBLIC

My commission expires: Dec. 12th, 2027.

OFFICIAL SEAL
KENNETH RAY NEELY
Notary Public, State of Illinois
Commission No. 0983351
My Commission Expires
December 12, 2027

ASSURANCES

My name is **FRED HARBURG** 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 LL325 6401 Richards Ave., Santa Fe, NM 87508** 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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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.
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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.

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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.

FRED HARBURG — 6/7/2024

Printed Name — Signature — Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the The MASTERS Program, 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 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 THE MASTERS PROGRAM GIVE THE FOREGOING STATEMENT THIS 28 DAY OF JUNE, 2024.

1. [signature]
Steven Stauss
[print]

2. DocuSigned by: Kelly Trujillo CD35BF8F30BF4F1...
[signature]
Kelly Trujillo
[print]

3. [signature]
Fred Harburg
[print]

4. DocuSigned by: Dorianis Perez 9BDF765854BC478...
[signature]
Dorianis Perez
[print]

5. DocuSigned by: Deyanira Contreras D85D9BE7E7E74F1...
[signature]
Deyanira Contreras
[print]

6. DocuSigned by: Karen Aubrey D6003BF0B73F4E4...
[signature]
Karen Aubrey
[print]

7. [signature]
[signature]

8. Lisa Schwade
[print]

9. [signature]
[signature]
catherine salveson

Attach additional pages if membership exceeds five.

The MASTERS Program
Early College Charter High School

Governing Council Meeting
Tuesday, June 11, 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 5:03 p.m.

Governing Council members attending:
Karen Aubrey, John Bishop *(Founder, Ex-officio non-voting),* Deyanira Contreras, Fred Harburg, Lisa Schwade, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:
Dorianis Perez

Guests, Faculty, and Staff:
Chris Gilman *(Business Manager)*, Kimberly Gonzales *(Axiom),* Karla Moskowitz *(Head of School),* Catherine Salveson, Roxanne Seagraves *(Faculty & Staff Representative),* James Karthauser (*Faculty)*, Daniel Hill, Shayne Huffman, Sandy Jemez

Recording Secretary:
Carol Witter

II. Approval of Agenda

Steven Stauss moved to approve the agenda with the amendment of topic V. acknowledging the resignation of Nubia Rodriguez; second by Karen Aubrey, passed unanimously.

III. Discuss and vote on May 14, 2024 Governing Council Regular Meeting Minutes

Kelly Trujillo moved to approve the minutes, second by Fred Harburg, passed unanimously.

IV. Discuss and vote on adding Catherine Salveson to the Governing Council, effective immediately

Steven Stauss reminded everyone that Catherine's professional background was shared earlier. Kelly Trujillo moved to approve her joining the board, effective immediately; second by Karen Aubrey, passed unanimously.

V. Discuss and vote on resignation of Nubia Rodriguez from the GC

Karen Aubrey moved to accept Nubia's resignation that she tendered earlier via email, second by Catherine Salveson, passed unanimously.

VI. Elect Governing Council officers for FY25 (President, Vice-President, Treasurer, Secretary)

Steven Stauss provided an overview of the four officer terms of office, with Steven Stauss and Kelly Trujillo eligible for another year, and Lisa Schwade and Dorianis Perez completing partial terms so are both eligible for first full years. Fred Harburg moved to re-elect all four officers, second by Catherine Salveson, passed unanimously. Steven Stauss noted they are looking at extending terms in the revised bylaws.

VII. Report of the President

Board retreat in July (date, OMA, planning committee)

- Steven Stauss reviewed what was done last year, which was helpful and could be more productive this year if we build on last year's work. Lisa Schwade has experience in strategic planning and will help as needed. Much discussion led to decision to do the retreat on a Saturday in September. We will establish a planning committee at the July meeting.

Sense of the GC: Support for timely website upgrade (discuss and vote)

- Karla reported many issues with the former contractor and their unfinished work. The website is not pretty but compliant for renewal. We need to determine a budget and go through procurement with Karla and Margaret taking the lead.

Draft agenda out two weeks before regular GC meeting with reports, and the final agenda out one week prior. Lisa Schwade requested the financial packet be sent at least the Friday before.

Dan Hill counseled that the GC must formally accept all written reports. Catherine Salveson moved to accept the President's Report, second by Kelly Trujillo, passed unanimously.

VIII. Report of the Head of School

Karla Moskowitz reported that she prefers to use her "running record" posted on Google docs vs. a monthly document.

Discuss and vote:

a. Bilingual Seal - tests were very rigorous in students' second language;

b. Black Education Act - behavior policy is needed and Karla adapted the existing policy;

c. Discipline Policy in relationship to BEA - no action taken

d. Student Community Handbook is almost done. Sue Fox is reviewing it and all policies within it.

Kelly Trujillo moved to accept the Head of School's Report, second by Karen Aubrey, passed unanimously.

IX. Discuss and vote on retaining the services of DMH Law LLC as the GC's legal counsel for FY25

Steven Stauss reported on the rationale for changing law firms based on reducing TMP's legal expenses and does not translate to unhappiness with Matthews Fox. TMP may have carry-over legal issues into next year. The Title 9 complaint may require separate investigation with an outside fee. Dan Hill was legal counsel for the PED and is highly qualified, generous with his time, and has special education

expertise. His approach is to provide proactive legal services to avoid problems and his business model is successful with a good fit for charter schools. Sam Gonzales is an employee of DMH Law and has her own consultant business. Catherine Salveson moved to approve the DMH Law LLC contract, second by Kelly Trujillo, passed unanimously.

X. Report of Charter Renewal consultant, Sam Gonzales

Sam Gonzales provided an update on the timeline for TMP's charter renewal application. She reported that the school's GC would need to approve the final application during its August meeting for a September 1, 2024 submission to the charter school division. Steven Stauss asked for this to be a standing update agenda item this year by the Head of School. Sam agreed to do it until September.

XI. Report of the Treasurer and Business Manager

a. Votes by Governing Council

i. review and recommend approval or disapproval of May 2024 disbursements

The committee met in prior work session to review May disbursements. Lisa Schwade provided context for various expenditures including three payrolls, employee vacation payouts, food services, lease payments, and legal payments related to the Title IX investigation. Additional BARs are forthcoming for legal fees. Based on the committee's recommendation, Karen Aubrey moved to approve May disbursements as presented; second by Steven Stauss, passed unanimously.

ii. review and recommend approval or disapproval of BARs

None

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

Lisa Schwade provided highlights for one PO:

2024-244-1 CDW-G $54,786.75 HP Chromebooks

Steven Stauss moved to approve the purchase order as presented, second by Lisa Schwade; passed unanimously by roll call vote.

Two pending POs for two contracts:

- DMH Law, LLC Pending $30,000 + NM GRT July 1, 2024 - June 30, 2025 General Legal Counsel
- DMH Law, LLC Pending $30,000 + NM GRT Execution by both parties - June 30, 2025 Charter School Renewal Consulting to be provided by Sam Gonzales

Steven Stauss moved to approve the two pending purchase orders as presented, second by Lisa Schwade; passed unanimously by roll call vote.

b. FY24 Budget report

c. FY24 Budget update

Motion to table by Karen Aubrey, second by Steven Stauss, passed unanimously.

XII. Report of the Secretary

The Secretary's report was incorporated in the President's report.

XIII. Report of Audit Committee

No report

XIV. Report of the Student Representative

Sandy Juarez reported that the Panama trip was really fun. Other topics: students want more staff reporting for next year; students had many issues with this year's calendar process.

XV. Report of the Faculty and Staff Representatives

Roxanne Seagraves provided highlights for their written report. Steven Stauss moved to accept the report, second by Catherine Salveson, passed unanimously.

XVI. Report of the Parent Representative

No report

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

There were no comments from members of the public.

XVIII. Open discussion of additional topics or issues from Governing Council members:

There was no further discussion.

XIX. Adjournment

Karen Aubrey moved to adjourn the meeting, second by Kelly Trujillo. Meeting adjourned without dissent at 7:14p.m.

FY2024/2025 Meeting Dates (2nd Tuesday of each month)

• **7/9/2024** • 8/13 • 9/10 • 10/8 • 11/12 • 12/10	• **1/14/2025** • 2/11 • 3/11 • 4/8 • 5/13 • 6/10

Minutes approved by The MASTERS Program Governing Council July 9, 2024.

Signature of Governing Council President: _____

The MASTERS Program
Early College Charter High School

Governing Council Meeting
Tuesday, May 14, 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 5:09p.m.

Governing Council members attending:
John Bishop *(Founder, Ex-officio non-voting),* Deyanira Contreras, Dorianis Perez, Nubia Rodriguez *(Parent Representative),* Lisa Schwade, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:
Tina Morris *(Assistant Head of School)*

Guests, Faculty, and Staff:
Karen Aubrey, Chris Gilman *(Business Manager)*, Kimberly Gonzales *(Axiom),* Sandy Juarez *(Student Representative)*, Karla Moskowitz *(Head of School),* Roxanne Seagraves *(Faculty & Staff Representative),* Catherine Salveson

Recording Secretary:
Carol Witter

II. Approval of Agenda

Steven Stauss moved to approve the agenda, second by Dorianis Perez, passed unanimously.

III. Discuss and vote on March 12, 2024 Governing Council Regular Meeting Minutes

Steven Stauss moved to approve the minutes, second by Dorianis Perez, passed unanimously.

IV. Discuss and vote on April 9, 2024 Governing Council Regular Meeting Minutes

Dorianis Perez moved to approve the minutes, second by Lisa Schwade, passed unanimously.

V. President's Comments

- Dorianis Perez will present a draft of the GC handbook at the upcoming Charter Conference June 12-14. Please send any input you want included to Dorianis this week.
- TMP graduation is this Thursday, May 16, 10am-12noon at SFCC's Fitness Education Center. It would be great to have board members present. We need to include future graduation logistics in the GC calendar in the new handbook.

VI. Discuss and vote on nominations of Karen Aubrey and Fred Harburg for GC Membership

Kelly Trujillo welcomed Karen Aubrey who gave highlights of her professional background. Steven Stauss noted that Fred Harburg was traveling to Spain and unable to be at the meeting. Steven confirmed that Karen is able to join immediately and is eligible to vote on today's remaining agenda items. Steven Stauss moved to approve Karen's nomination as a voting member of the Governing Council, effective immediately, second by Lisa Schwade, passed unanimously by roll call vote.

Kelly Trujillo reviewed highlights of Fred's bio and shared positive feedback from his recent visit with students and staff at TMP. Steven Stauss moved to approve Fred Harburg's nomination as a voting member of the Governing Council, effective immediately, second by Lisa Schwade, passed unanimously by roll call vote.

Both Karen Aubrey and Fred Harburg are immediately filling open seats on the Governing Council, with two-year member terms starting 7/1/2024.

VII. Report of the Treasurer

a. Finance Committee report and votes by Governing Council:

i. review and recommend approval or disapproval of April 2024 disbursements

The committee met in prior work session to review April disbursements. Lisa Schwade provided context for various expenditures including payroll as anticipated, student lunches and SFCC lease. There was an anticipated cash balance decrease of $52k with $29k in legal fees for Title IX investigation and special education complaint. Additional bars are forthcoming for legal fees. Summer school expenses are not yet encumbered.

Based on the committee's recommendation, Kelly Trujillo moved to approve April disbursements as presented; second by Steven Stauss, passed unanimously.

ii. review and recommend approval or disapproval of BARs

Lisa Schwade provided highlights for five BARs:

519-000-2324-0023-D	24106 - Entitlement IDEA-B	($55,085)
519-000-2324-0024-M	29102 - Private Dir Grants (Categorical) - Grant Davis	$15,000
519-000-2324-0025-M	24106 - Entitlement IDEA-B	$5,000
519-000-2324-0026-M	11000 - Operational Maintenance	$112,759
Blanket Approval for Final Fiscal Year- End		

Steven Stauss moved to approve the BARs as presented; second by Lisa Schwade, passed unanimously. Chris Gilman explained the blanket pre-approval due to timing of PED's deadline.

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

Lisa Schwade provided highlights for two POs:

2024-022-1	Matthews Fox, PC	$53,005.44	Legal Services
2024-085-2	ACES	$29,913.17	JMP Academy SPED Mentorship & 504

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

b. Audit Committee report – no report

VIII. Discuss and vote on:

- $4,000 proposed stipend for Panama trip chaperone - Roxanne Seagraves
  The trip is scheduled for May 27-June 5, 2024. Dorianis Perez moved to approve the stipend as presented, second by Lisa Schwade; passed unanimously.
- FY24 summer school budget
  Karla Moskowitz said the amount would be less than expected, with 6 faculty and at most 28 students. Lunch expenses were decreased by alternate way of providing food vs. the vendor. The main interest is credit retrieval for missing graduation credits so students can walk; Dorianis Perez moved to approve the summer school budget as presented, second by Lisa Schwade; passed unanimously.
- Extra pay stipends for Bilingual Program - program development phase and testing
  Karla Moskowitz explained the need based on many complicated details of the program. Nubia Rodriguez moved to approve the extra pay stipends as presented, second by Steven Stauss; passed unanimously.

IX. Discuss and vote on Axiom FY25 Contract approval

Steven Stauss asked for clarity regarding use of the word "assist" in the contract and questioned who has primary responsibility. Kimberly Gonzales explained its intended meaning in terms of providing TMP's procurement office with "checks and balances" for such things as approvals and disbursements; planning and formulating budgets with the head administrator; preparing tools; and similar number crunching as the current business manager. Kimberly is responsible for supporting four schools and will bring in team support if TMP needs more support.

In response to various questions, Kimberly said Axiom uses visuals such as pie charts in their reports, they currently contract with fourteen schools, and the staff have different roles but are cross-trained and share documents. Funding for the business manager to be onsite at TMP is in budget. The discussion surfaced various wide-ranging questions and concerns about whether a TMP lawyer had reviewed the contract and members discussed the option to delay final approval. Ultimately, Dan Hill joined the meeting via speakerphone and confirmed to the GC that he did review the contract and has no issues with its approval. Steven Stauss moved to approve the FY25 contract with Axiom based on lawyer Dan Hill's verbal approval, which he will follow-up with email; second by Lisa Schwade, approved by roll call majority vote with one abstention, Karen Aubrey.

X. Report of the Business Manager: Budget Draft discussion and possible vote

- FY25 Operating Budget
- FY25 IDEA Budget
- FY25 Title I Budget
- FY25 Title II Budget
- FY25 Other Budgets
- FY25 Policies and Procedures
- FY25 Calendar
- FY25 Salary Schedules
- Other Budgetary Items

Steven Stauss reported that the Finance Committee met in prior work session to review the above-enumerated budget documents, with exception of the FY25 Calendar, and found no objections to the items within the budget documents. Based on the Finance Committee's recommendation, Steven Stauss moved to grant blanket approval for all items as presented, excluding only the FY25 Calendar; second by Karen Aubrey, passed unanimously by roll call vote.

Kimberly Gonzales then reviewed the FY25 Calendar with the GC, citing pending litigation that may necessitate changes. The calendar can be edited later as it is in draft. Steven Stauss moved to approve the FY25 Calendar as presented, second by Dorianis Perez, approved by roll call majority vote with one abstention, Nubia Rodriguez.

Of Note: the Governing Council blanket approval is understood to include the items listed below which were contained in the budget document.
Federal Revenue:
Title I $ 35,678
Title IV $ 10k
Title II $12k
IDEA $103k

XI. Report of the Student Representative

Sandy Juarez's report highlighted that students really enjoyed the Glorieta Retreat. Other noteworthy events included a student recognition event on April 23 that was very successful and show and tell service learning experiences. Seniors are preparing for graduation May 16 at SFCC's Fitness Education Center. Bilingual Seal students are very grateful for this new program and support. Student Council held its last meeting with suggestions made for schedules, sports, note box suggestions, and other student concerns. Sandy shared her post-graduation plans to attend SFCC or Highlands. Steven Stauss thanked Sandy on behalf of the Governing Council for her service as TMP's Student Representative this year.

XII. Report of the Faculty and Staff Representatives

Topic was tabled for the June regular GC meeting.

XIII. Report of the Head of School

Topic was tabled for the June regular GC meeting.

XIV. Report of the Parent Representative

Nubia Rodriguez reported that students had a great experience at the recent Glorieta Retreat. The kids had fun and it brought them together; they were very excited!

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

None

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

Steven Stauss welcomed and introduced guest Catherine Salveson as a potential new Governing Council member. Her bio and resume have been shared with GC members and her nomination will be voted on at the June 1, 2024 regular GC meeting.

XVII. Adjournment

Kelly Trujillo called to table unfinished business agenda items for the next meeting, second by Dorianis Perez. Karen Aubrey moved to adjourn the meeting, second by Dorianis Perez. Meeting adjourned without dissent at 7:12p.m.

FY2023/2024 Meeting Dates (2nd Tuesday)

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

Minutes approved by The MASTERS Program Governing Council June 11, 2024.

Signature of Governing Council President: _____