



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 08/28/24

Current Governing Body Members and Positions: Steve Stauss - President; Kelly Trujillo - Vice President; Lisa Schwade - Treasurer; Dorianis Perez - Secretary, Fred Harburg, Karen Aubrey, Catherine Salvesson

Governing Body Member(s) Resigning or Removed: Deyanira Contreras

New Governing Body Member(s) and Position(s):

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

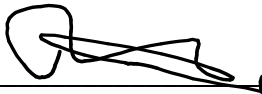
Is the school requesting an extension to fill a vacancy: yes no

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: 4

Effective Date: 08/28/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 08/28/2024

Signature of Governing Board Chair:  **Date:** 8/28/24

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:** _____

**Fwd: Resignation from TMP Board**

Steven Stauss <sstauss@tmpsantafe.org>

Thu, Aug 1, 2024 at 8:55 AM

To: Kelly Trujillo <ktrujillo@tmpsantafe.org>, Lisa Schwade <lschwade@tmpsantafe.org>, Dorianis Perez <dperez@tmpsantafe.org>, Karen Aubrey <kaubrey@tmpsantafe.org>, Fred Harburg <fharburg@tmpsantafe.org>, Catherine Salveson <csalveson@tmpsantafe.org>, Carol A Witter <carolawitter@gmail.com>, Geri Quintana <gquintana@tmpsantafe.org>
Cc: Sam Gonzales <sam@dmhlaw.us>

Team,
Unfortunately Deyanira has resigned for family reasons. Please see her email below. I responded to her with a message of understanding and thanks for her service.
Please think of possible candidates to fill the vacancy.
Carol, we'll need to put her resignation on the agenda, please.
Steve

Sent from my iPhone

Begin forwarded message:

From: Deyanira Contreras <dcontreras@tmpsantafe.org>
Date: July 30, 2024 at 21:40:18 MDT
To: Steven Stauss <sstauss@tmpsantafe.org>
Subject: Resignation from TMP Board

Dear Steve & TMP Board,

I hope this message finds you well. I am writing to formally resign from my position as a board member, effective immediately.

Unfortunately, my 3-year-old son is facing health issues and will require surgeries this fall, with the first one scheduled for Monday, August 5. Given these circumstances, I need to prioritize my family's needs and take on fewer responsibilities during this challenging time.

Regrettably, I cannot continue to fulfill my duties as a board member in the manner that the board deserves. Additionally, my son's medical issues, including autism, further complicate our situation and require significant attention and care.

I appreciate the support and understanding of the board during this time. Thank you for the opportunity to serve, and I hope to stay in touch.

Sincerely,

Deyanira Contreras

Director | Kids Campus

[505-428-1380](tel:505-428-1380) | deyanira.contreras@sfcc.edu

Santa Fe Community College

6401 Richards Ave | Santa Fe, NM 87508



The MASTERS Program

Early College Charter High School

Governing Council Meeting
Tuesday, August 13, 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 and Call to Order 5:07 p.m.

Reminder that per NM statute meeting is being recorded and recording will be posted publicly.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Karen Aubrey, Fred Harburg, Dorianis Perez, Catherine Salveson, Lisa Schwade, Steven Stauss, Kelly Trujillo

Governing Council members and staff not attending:

Guests, Faculty, and Staff:

Kimberly Gonzales (*Business Manager, Axiom*), Samantha Gonzales, Tina Morris (*Co Principal*), Karla Moskowitz (*Head of School*), Geri Quintana, Cheryl Romero (*Co Principal*)

Recording Secretary:

Carol Witter

II. Approval of Agenda

Karen Aubrey moved to approve the agenda as presented; second by Kelly Trujillo, passed unanimously.

III. Discuss and vote on July 16, 2024 Governing Council Regular Meeting Minutes

Catherine Salveson moved to approve the minutes, second by Karen Aubrey, passed unanimously.

IV. Discuss and vote on resignation of GC member Deyanira Contreras

Karen Aubrey moved to approve the resignation, second by Catherine Salveson, passed unanimously.

V. President's Comments. Discussion and vote to accept written report into the record.

Steven Stauss provided highlights for his oral report, with a reminder about the upcoming GC retreat.

VI. Report of the Head of School. Discussion and vote to accept written report into the record.

Karla Moskowitz referenced her rolling report with various linked updates that is housed on Google drive. She recommended everyone acquaint themselves with Google drive and find relevant documents themselves; Karla offered to do a tutorial. She reported that school has started with good enrollment and the budget looks good; budgeted 250/actual 260 students.

Tina Morris and Cheryl Romero provided highlights and commentary for their report on student SAT and MAP scoring in 2024.

VII. (5 minutes) Report on August 6 Parent-School meeting and recruitment of the Parent Representative. (Tina Morris)

Tina reported that two parents volunteered to participate, others may also be interested; a decision is pending.

VIII. Report of the Student Representative. Discussion and vote to accept written report into the record.

No written report submitted. Tina Morris reported we do have a new student representative, Portia Russell, who is also a Freedom Ambassador. Portia is training with the previous student representative and will attend the next GC meeting.

IX. Report of the Faculty and Staff Representatives. Discussion and vote to accept written report into the record.

Tina Morris is working on identifying a new faculty representative for the academic year. Karla Moskowitz reported we may not have a faculty representative this year as no one is interested. Karla suggested possibly having a convocation with a couple of GC members and the faculty. No written report submitted.

X. Report on status of Charter Renewal by consultant Samantha Gonzalez. Discussion and vote to accept written report into the record.

Samantha Gonzales provided highlights for her written report packet and requested GC feedback for the work done so far. She and Karla are continuing to work on the application which is due September 1, 2024. Sam asked for conditional approval of work in progress in order to continue working. GC will review individually and give feedback no later than by August 23. Fred Harburg expressed concern about the GC getting to this point and were unaware of a missed deadline for providing input. Fred Harburg moved to accept the report, second by Kelly Trujillo, passed unanimously. Fred Harburg moved to accept the amended due date for providing input, second by Kelly Trujillo, passed unanimously.

XI. (5 minutes) Discuss and vote on annual Open Meetings Act resolution

Steven Stauss gave an overview of what the OMA stipulates and noted it must be approved annually. GC monthly meetings need to change to 3rd Tuesday to allow the finance committee more time to review their documents. There is no mention of the meeting schedule in the bylaws and no one opposed the change. Catherine Salvesson moved to approve the OMA with modification to change paragraph two to read 3rd Tuesday of the month, effective immediately; second by Karen Aubrey, passed unanimously.

XII. Report of the Business Manager. Discussion and vote...

Kimberly Gonzales provided the following updates:

- a. EOY FY24 report - review of spending against FY24 budget
- b. FY25 budget update
- c. Annual audit update

Kimberly reported that the information comes from the OBMS report to the PED. She gave commentary for highlighted categories. The report ended with a strong fund balance. Axiom is discussing with Wells Fargo opportunities to invest some excess funds. SEG will be adjusted in October based on higher than 250 students. Projected overall cash flow is expected to increase most months.

Kimberly is gathering information for the auditors. She requested GC members to sign a "no conflict of interest statement" with the SFCC lease agreement.

Lisa Schwade noted the need for a section in future business manager report packets that includes BARS and POs over \$20,000, to be included even if there are none.

Kelly Trujillo moved to accept the business manager report, second by Fred Harburg, passed unanimously.

XIII. Report of the Treasurer

a. Finance Committee report and votes by Governing Council

- i. review and recommend approval or disapproval of June and July 2024 disbursements
Kimberly Gonzales reported she does not have June disbursement information from Apta, just from Mineral Tree. She said June data is included in the EOY report and not called out. Steven Stauss made a motion to accept the data in the format provided, with June included in the annual report and July in today's review. Karen Aubrey moved to approve, second by Lisa Schwade, passed unanimously.
Kimberly will follow up on various duplicate payments that were discussed as a possible reporting error, and she noted they will need to be reviewed in finance committee. Lisa Schwade will discuss with Kimberly the timing required by the finance committee to receive documents before each committee meeting.
- ii. review and recommend approval or disapproval of BARS
None
- iii. review and recommend approval or disapproval of purchase orders over \$20,000
None

b. Fiscal Policy Document. Committee recommendation and Board vote

Lisa Schwade reported that feedback from Margaret Lopez is pending. Once they have the draft it will be sent to Steven Stauss and Kelly Trujillo for input. The Finance Committee will review it to accept/reject suggestions, then to the policy committee for review. Karen Aubrey emphasized it must be from a policy rather than management perspective.

XIV. Discussion and consent vote to establish and staff the following committees

a. Governance and Policy Committee. Chair: Dorianis Perez. Members: Karen Aubrey, Catherine Salvesson.

The committee recommends the GC approve the draft student and employee handbooks, contingent upon the documents being dynamic and updated annually. Dorianis Perez moved to accept the written report and adopt the student and employee handbooks, second by Karen Aubrey, passed unanimously.

- b. Board Training and Retreat Committee. *Chair: Dorianis Perez (Fred Harburg, Deyanira Contreras, Steven Stauss, Karla Moskowitz)*
The committee is working on a tentative agenda for the October 19 retreat; Sam and Dan will attend to do some training; Lisa Schwade asked that financial training also be included.
- c. HoS Evaluation Committee. *Chair: Fred Harburg (Kelly Trujillo, Catherine Salveson, parent representative TBD)*
The committee met to discuss and begin working on a document to include job responsibilities and evaluation criteria.
- d. Charter Renewal Committee: Committee was dissolved.
- e. Standing Committees (don't require a vote)
 - i. Finance Committee. *Chair: Lisa Schwade, (Members: Kelly Trujillo, Steven Stauss)*
 - ii. Audit Committee. *Chair: Lisa Schwade- (Members: Steven Stauss, Lisa Schwade)*
The committee added one new person, a former CFO and TMP parent; they don't have a community member yet.

XV. Closed Executive Session pursuant to NMSA 1978 10-15-1(H)(2), limited personnel matters/

All Governing Council members went into closed session at 6:52p.m. There was nothing reported back from the session.

XVI. Public Comments (20 minutes; up to 2 minutes per person)

There were no public comments.

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

XVIII. Adjournment

Meeting adjourned without dissent at 7:31p.m.

FY2024/2025 Meeting Dates (2nd 3rd Tuesday of each month)	
<ul style="list-style-type: none"> ● 7/9/2024 7/16/2024 ● 8/13 ● 9/10 9/17 ● 10/8 10/15 ● 11/12 11/19 ● 12/10 12/17 	<ul style="list-style-type: none"> ● 1/14/2025 1/21/2025 ● 2/11 2/18 ● 3/11 3/18 ● 4/8 4/15 ● 5/13 5/20 ● 6/10 6/17

Minutes approved by The MASTERS Program Governing Council August 13, 2024.

Signature of Governing Council President: _____