



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, January 10, 2023 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, TMP Class Room 318 – In Person Option
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 812 2262 8680

Minutes

I. Roll Call 5:32p.m.

Governing Council members attending:

Marcos Maez, Lupita Perez, Melynn Schuyler, David Worsley

Governing Council members and staff not attending:

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

Guests, Faculty, and Staff:

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

Recording Secretary:

Carol Witter

II. Discuss and vote on this agenda

David Worsley moved to approve the agenda as presented, second by Lupita Perez, passed unanimously.

III. Discuss and vote on December 13, 2022 GC Meeting Minutes

David Worsley moved to approve the minutes as presented, second by Melynn Schuyler, passed unanimously.

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

None

V. Report of the Finance Committee

a. review and recommend approval or disapproval of December 2022 disbursements

The committee met in prior work session to review December disbursements. Lupita Perez provided highlights for two regular payrolls and other usual transactions. Based on the committee’s recommendation, Melynn Schuyler moved to approve the disbursements as presented, second by David Worsley, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Lupita Perez provided highlights for seven BARs and clarified questions. Melynn Schuyler moved to approve as presented BARs:

- 519-000-2223-0011-IB 27414 - Pediatric Autism/Special Needs Classroom - to budget grant \$1,612
 - 519-000-2223-0012-I 11000 - Operational Increase - True up budgeted cash to FY22 audited FS \$131,791
 - 519-000-2223-0013-I 23000 - Non-Instructional Support Increase - True up budgeted cash to FY22 audited FS \$13,185
 - 519-000-2223-0014-I 31600 - Capital Improvements HB-33 Increase - True up budgeted cash to FY22 audited FS \$59,427
 - 519-000-2223-0015-I 31701 - Capital Improvements SB-9 Local Increase - True up budgeted cash to FY22 audited FS \$67,255
 - 519-000-2223-0016-I 31900 - Ed. Technology Equipment Act Increase - True up budgeted cash to FY22 audited FS \$1,756
 - 519-000-2223-0017-IB 28211 - NM Schools Covid-19 Testing Program DOH Initial Budget - True up budgeted cash to FY22 audited FS \$23,340;
- second by David Worsley, passed unanimously by roll call vote.

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

Lupita Perez provided highlights for one PO:

2023-127 Dollar PowerSchool Holdings LLC	\$13,182.96	License & Subscription
2023-127 Dollar PowerSchool Holdings LLC	\$26,080.00	Professional Services & Setup Fees
2023-127 Dollar PowerSchool Holdings LLC	\$5,565.00	Training Serv
Sub Total:	\$44,827.96	

David Worsley moved to approve the purchase order as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

VI. Discuss establishing a Foundation for The MASTERS Program

Robert Jessen reported that most charter schools have foundations that function as a center for volunteers and financial donations. A foundation provides a straightforward and simpler way to spend funds that are targeted for specific projects. There is a detailed process to set up for 501C status, with a separate board from the school. Chris Gilman cautioned importance of establishing separate operations and transactions. When asked where the start-up money would come from, Robert said it would need to be raised. Melynn Schuyler requested that a document outlining the functions and all relevant facts be provided to the Governing Council members. Robert will provide the GC with written info for future discussion.

VII. Report of the Head of School

Robert Jessen provided an oral report, highlights including enrollment numbers and lottery applications, various orientation activities working with students, and staff updates. He reported that facilities upgrades are a priority to work on with SFCC.

VIII. Report of the Staff Representative

Jon Pyle provided highlights for his written report, including new semester orientation week and the benefits of meeting with new students.

IX. Report of the Parent Representative

Robert Jessen reported that one parent is still working on getting here, will be at the February meeting.

X. Report of the Student Representative

Robert Jessen reported he is still working to fill this long vacant position, since before the pandemic.

XI. Report of the Audit Committee

No report, the committee did not meet.

XII. Report of the Business Manager

Chris Gilman provided an overview of the Financial Summary FY23 YTD, showing a slight increase in the ending cash balance due to lighter expenditures in December. He reviewed trending for the individual funds and their specific details. Indicators show a very healthy fiscal position overall.

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

Marcos Maez offered a friendly reminder about required GC training for the period 7/31/2022 - 4/2023. He will send each member the schedules and tracker to complete individual training.

XV. Adjournment

Motion to adjourn the meeting by David Worsley, second by Lupita Perez. Meeting adjourned without dissent at 6:14p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

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

Governing Council President