



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, April 11, 2023 5:00 – 7:00 P.M.

Santa Fe, New Mexico

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

TMP Governing Council is inviting you to a scheduled Zoom meeting

Meeting ID: 833 2829 3502

Minutes

I. Roll Call 5:06p.m.

Governing Council members attending:

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

Governing Council members and staff not attending:

Elena Molinar (*Student Representative*)

Guests, Faculty, and Staff:

Diana Boyd, Chris Gilman (*Business Manager*), Robert Jessen (*Head of School*), Paul Krausman, Monica McSpadden, Jon Pyle (*Staff Representative*)

Recording Secretary:

Carol Witter

II. Approval of Agenda

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

III. Discuss and vote on March 14, 2023 GC Meeting Minutes

Steve Ferree moved to approve the minutes as presented, second by Steven Stauss, 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 March 2023 disbursements

The committee met in prior work session to review March disbursements. Lupita Perez provided highlights for routine expenses and other usual transactions. Based on the committee's recommendation, Steve Ferree 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 three BARs and clarified questions. Melynn Schuyler moved to approve as presented BARs:

519-000-2223-0022-I	Private Dir Grants (Categorical)	\$1,000
519-000-2223-0023-I	SB-9 State Match Cash Increase	\$7,492
519-000-2223-0024-T	Private Dir Grants (Categorical)	\$3,000

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

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

Lupita Perez provided highlights for two POs:

2023-026-2	Santa Fe Community College	\$36,608.34	Lease + extra rooms
2023-140-1	Bank of America	\$21,049.25	Student Lunch

Steven Stauss moved to approve the purchase orders as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

VI. Discuss plan for upcoming special GC meeting to review and approve FY24 salary schedules and budget

Chris Gilman reported that the budget is due to the PED April 26 for their review and approval. The GC will need to hold a special public meeting in the next week to approve the budget and other related documents. Robert Jessen has invited a TMP parent to attend for stakeholder representation. Tuesday, April 18 at 5p.m. was agreed upon for the special meeting.

VII. Discuss Governing Council members terms of office and vacancies

Marcos Maez reminded the members of upcoming two-year term limits for the offices of President (Marcos Maez), Vice President (Steven Stauss), and Treasurer (Lupita Perez), and that all three of these positions must rotate effective July 1, 2023. The Secretary office (Melynn Schuyler) has one more year of eligibility should she choose to continue in that role. Marcos asked the GC members to consider if they would like to nominate someone else or volunteer themselves to fill any of the officer roles. He also clarified that the President's role is time intensive. The discussion and vote will take place at the June Governing Council meeting.

VIII. Discuss and vote on nominations of Danielle Gothie and Paul Krausman to serve as voting members on the Governing Council effective July 1, 2023

Steven Stauss reported that Danielle Gothie would like more time to consider joining the GC, so her nomination was withdrawn from voting. Paul Krausman recused himself from the meeting at this point. Marcos Maez confirmed that each GC member had reviewed Paul's resume. Each member affirmed they support his nomination and believe his experience will be a positive addition to the Governing Council and the school. Steven Stauss moved to approve Paul as a new voting member effective July 1, 2023; second by Steve Ferree, passed unanimously by roll call vote.

IX. Discuss making TMP Head of School a 12-month position

Chris Gilman reported that the business office has been reviewing the precedent for TMP's non-standard 11-month bridged contract that includes paying out an extra month for July. PED's salary schedule reflects it as a 12-month position, and Chris proposes to align TMP's salary schedule to reflect a 12-month position. GC members agree and will discuss and vote on the topic at the April 18 Special Governing Council meeting.

X. Report from the Recruitment and Selection Committee on progress finding a new Head of School

Marcos Maez reported the committee has 11 members (three Governing Council, four staff, three teachers, and one community member). There are currently 11 candidates and the posting is open until Friday this week. We expect to end up with 15-16 candidates, which the committee will score and invite the top five for interviews. We are planning to have the position in place June 1, 2023. Marcos will distribute resumes to the committee after Friday via e-mail, along with the scoring matrix and final interview questions.

XI. Report of the Head of School

Robert Jessen provided highlights for his written report, including the status for enrollment applications with historical lottery numbers. GC members are concerned about why students are leaving before graduation. Robert will have numbers by grade levels YOY for the next meeting.

Marcos Maez placed the sabbatical/other leave policy decision and vote on the June 2023 Governing Council meeting agenda. Melynn Schuyler underscored the need to understand the ramifications of the proposed policy before taking action.

XII. Report of the Staff Representative

Jon Pyle provided highlights for celebrations included in his written report and shared the difficulty of determining which concerns are relevant for the GC to hear. His editorial comments speak to what is going on with staff in general, including the divide among staff perceptions. Jon believes a conversation among returning staff would be helpful. Some other staff members have suggested the need for a mediator to help sort things out. Following are comments from GC members about staff input in Jon's report:

- We all want to be thoughtful about this. The GC needs to review and discuss before taking steps, but we need to see who is returning as the first step.
- There is no formal process to reach the GC beyond working with the staff representative. Additionally, anyone can attend or make comment at GC meetings.
- Staff and faculty are represented in GC committees. We asked Jon to reach out for Strategic Planning Committee volunteers and currently have several members.
- We need to survey all TMP employees to determine if there is a perceived need to bring in a mediator/facilitator. Robert will e-mail the staff and faculty this week to clarify if a majority feel this is a priority and if so, by year-end or better to wait until the new Head of School is onboard.

XIII. Report of the Parent Representative

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

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 cash balance continues to grow although the rate of increase is slowing. The 6% required by the PED for staff raises will be spread evenly across all returning employees on base salaries. TMP is in a very healthy fiscal position and will have no problems funding increases in salary and other expenses.

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

Discuss forming a bylaws committee to review the current bylaws and recommend corrections and clarifications.

- Steven Stauss raised questions about whether term limits for GC members are defined in the bylaws. He suggested forming a committee to address that topic and provide opportunity for a general review. John Bishop reminded members that the bylaws must be in agreement with the charter, and that we need to get the new Head of School involved before starting this process.
- Steven Stauss reported that the Strategic Planning Committee met with good participation. They agreed to meet more often to determine what needs to proceed by end of the school year.

XVIII. Adjournment

Motion to adjourn the meeting by Steven Stauss, second by Steve Ferree. Meeting adjourned without dissent at 6:31 p.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 Governing Council May 9, 2023.

Signature of Governing Council President: _____