



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

Tuesday, August 11, 2020 5:00 – 7:00 P.M.  
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Time: Aug 11, 2020 05:00 PM Mountain Time (US and Canada)

Meeting ID: 868 1265 6200; Passcode: YFZEx8

### Minutes

#### I. Roll Call 5:05 p.m.

Governing Council members attending: John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Steve Ferree, Robert Gutierrez, Shalimar Krebs, Marcos Maez, Lupita Perez

Governing Council members and staff not attending:

Guests, Faculty, and Staff: Lisa Lucas (*Business Manager*), Lori Miller, Reid Wessels (*Head of School*)

Recording Secretary: Carol Witter

#### II. Discuss and vote on this agenda

Steve Ferree moved to approve the agenda with noted change (to reflect Reid Wessels as the email contact in the footer), second by Lupita Perez, passed unanimously.

#### III. Discuss and vote on June 9, 2020 GC Meeting Minutes

Gary Clendenen moved to approve the minutes as presented, second by Marcos Maez, passed unanimously.

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

No public comments

## **V. Report of the Finance Committee**

### **a. review and recommend approval or disapproval of June and July 2020 disbursements**

The committee met in prior work session to review June and July 2020 disbursements. July numbers were higher than usual due in part to three payrolls and the purchase of Apple computers (detailed in the PO's below) to support students with distance learning. Based on the committee's recommendation, Lupita Perez moved to approve the disbursements as presented, second by Steve Ferree, passed unanimously.

### **b. review and recommend approval or disapproval of BARs**

No BARs

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

PO 2021-024 \$40,045 NMPSIA Risk- General Liability, Property and Workers Comp Ins.  
PO 2021-030 to 2021-032 \$35,000 SFCC – FY2021 Joint Credit Tuition  
PO 2021-033 to 2020-035 \$33,000 SFCC – FY2021 College Books  
PO 2021-041 \$37,790 Network 24/7 – General IT services & Testing IT support.  
PO 2021-049 \$57,320 Apple Computer – 40 MacBooks & Charging Cart  
PO 2021-053 \$124,433 SFCC – Monthly Lease – Classrooms, Telephone, Jemez Rooms

Gary Clendenen moved to approve the PO's as presented, second by Lupita Perez, passed unanimously.

## **VI. Discuss and vote on new Governing Council Committee Positions**

GM members reviewed the current GC roster of committee positions and discussed the open slots for voting GC positions. The number of positions for each committee is determined in order to avoid situations where informal discussions could inadvertently result in a quorum. The audit committee must have two extra (non-GC) members who serve one-year terms. John Bishop asked why the STEM Committee was not listed and was advised it had been dissolved due to lack of activity, but could be revisited if deemed still relevant. Reid Wessels noted that Anne Salzmann has volunteered to help identify potential parent representative candidates since she has a relationship with some parents who might be interested in serving.

Lisa Lucas reminded that we had 30 days from June 30, 2020, to fill the two vacant regular GC positions and she must file an extension request. Shalimar asked Lisa to file for the extension. All agreed it would be good to keep a larger number of voting members rather than vote to decrease the total for this year. No vote required on committee positions.

## **VII. Discuss and vote on Ratifying Previously Approved Salary Schedules**

Lisa Lucas explained that due to the New Mexico Legislature's reversal in June of the 4% increase they approved in February 2020, the net increase averages 1%. Lisa checked all employees' salaries and found no need to increase the schedules by 1% because all salaries fall within range on the schedules approved by the GC in April 2019.

For compliance, we need to re-ratify them and Reid will then send confirmation letters. He has already communicated with individual employees to explain the situation and ensure understanding. Gary Clendenen moved to re-ratify the salary schedules as presented, second by Steve Ferree, passed unanimously.

**VIII. Discuss and vote on Increase to Testing Coordinator Stipend**

Reid Wessels reported that based on his past experience working as a testing coordinator, the role and the old standard of testing large numbers of students at the same in a lab is gone due to our new pandemic reality. The additional time and effort now required to test 4-5 students in a cohort is very challenging. Reid requested the GC to approve the stipend increase retroactively. Robert Gutierrez moved to approve the increase as presented, second by Marcos Maez, passed unanimously.

**IX. Discuss and vote on the annual Open Meetings Act Resolution**

Lisa Lucas reported that the Governing Council is required to approve the Open Meetings Act Resolution each year. This one has no changes from the prior year, except that meetings are now held via Zoom video conference due to the pandemic. Steve Ferree moved to approve the resolution as written, second by Gary Clendenen, passed unanimously.

**X. Discuss and vote on the Remote Learning Plan**

Reid Wessels gave background on his approach to research and collaborate on the Remote Learning Plan through the Charter School Coalition. This helped define the different categories for three different learning environments, depending where we are in the pandemic. He also took best practices and some ideas from the Albuquerque Public Schools, which had 120 people working on their plan. Being on the SFCC campus allows for some differences for TMP, e.g. school entry protocols. Reid plans to align with the SFPS plan regarding timing of 9 weeks remote learning to help support families with multiple students in different schools. We hope to then be moving toward a hybrid environment (which will have to be coordinated with SFCC) but remote learning could also be extended by the pandemic. We will have to vote in October to extend if the situation remains as is, and the governor's mandate supersedes all plans.

Generally speaking, the reality of managing students on a very restricted campus is a big challenge, as is meeting the PED's expectations for very specific protocols including tracking students who don't show up online. Staff and faculty are apprehensive about returning in person, and 35% of parents say they are not comfortable with any in-person classes.

Synchronous learning will have to be an active process, replicating the current tutoring model within a virtual environment. Fridays will be used this fall for the teaching staff to make contact with students and parents via virtual office hours. For now, Friday projects had to be let go and we hope to bring them back in spring - perhaps in a completely new way. TMP has very talented people who are in process of adapting. Robert Gutierrez moved to approve the Remote Learning Plan as presented, second by Lupita Perez, passed unanimously. The Plan will be posted on TMP's website.

**XI. Report of the Head of School**

This was Reid Wessels' first time to participate in a GC meeting as TMP's Head of School. He expressed his appreciation for the enthusiastic welcome and support he has received. While noting that most of his report was covered in the discussions reported above, he reiterated that the pandemic is an unfortunate situation but he feels confident everyone will come together even stronger.

**XII. Report of the Faculty Representative**

No report (Open position)

**XIII. Report of the Student Representative**

No report (Open position)

**XIV. Report of the Audit Committee**

The Audit Committee did not meet. Lisa Lucas reported that the Audit Entrance Committee met virtually, she mailed them their packet as required, and a preliminary list of samples is underway.

**XV. Report of the Business Manager**

Lisa Lucas reported that all staff contracts are done, license renewals are pending, and the YE4Q financials have been sent to the Public Education Department. Notice of grant awards is pending, except for the IDEA B grant just approved. Lease assistance is pending approval with a 60% reduction from last year. The SEG unit value has also been reduced by 1.5%. Gary Clendenen volunteered to work with Lisa to develop TMP's new 5-year Tech plan to span 2021-2025. Lisa will identify a parent volunteer to work with them.

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

Lori Miller noted that the leadership team has continued to meet over the summer and that Reid and all staff have been exceptional working through the pandemic-related challenges. Accordingly, GC members discussed the importance of identifying a student representative as quickly as possible. Lori will take lead with the process.

**XVII. Adjournment**

Motion to adjourn the meeting by Gary Clendenen, second by Marcos Maez, passed without dissent. Meeting adjourned at 6:46p.m.

**2020/2021 Meeting Dates (2<sup>nd</sup> Tuesday)**

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| <ul style="list-style-type: none"><li>• <b>No meeting in July</b></li><li>• 8/11</li><li>• 9/8</li><li>• 10/13</li><li>• 11/10</li><li>• 12/8</li></ul> | <ul style="list-style-type: none"><li>• <b>1/12/2021</b></li><li>• 2/9</li><li>• 3/9</li><li>• 4/13</li><li>• 5/11</li><li>• 6/8</li></ul> |
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Minutes approved by The MASTERS Program Governance Council on September 8, 2020.

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Governing Council President