



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, October 11, 2022 5:00 – 7:00 P.M.
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom - virtual meeting only
Meeting ID: 865 3978 3190

Minutes

I. Roll Call 5:05p.m.

Governing Council members attending:

Steve Ferree, Marcos Maez, Lupita Perez, Melynn Schuyler, Steven Stauss

Governing Council members and staff not attending:

John Bishop (*Founder, Ex-officio non-voting*), David Worsley

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Robert Jessen (*Head of School*)

Recording Secretary:

Carol Witter

II. Discuss and vote on this agenda

Steven Stauss moved to approve the agenda as presented, second by Melynn Schuyler, passed unanimously.

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

Melynn Schuyler moved to approve the minutes as presented, second by Lupita Perez, 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 September 2022 disbursements

The committee met in prior work session to review September disbursements. Chris Gilman provided highlights for various increases YOY including textbooks, a new cafeteria provider, new copy machine, and online access for hot spots. There were two pay periods in September. Based on the committee's recommendation, Steven Stauss moved to approve the disbursements as presented, second by Lupita Perez, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Chris Gilman provided highlights for four BARs and clarified questions. Melynn Schuyler moved to approve as presented BARs:

519-000-2223-0002-I 23000 - Non-instructional support Increase - To increase budget for student activity fees. \$3,900

519-000-2223-0003-I 23000 - Non-instructional support Increase - To record budget for laptop fees revenue. \$1,940

519-000-2223-0004-I 23000 - Non-instructional support Increase - To increase budget for TMP merchandise. \$1,800

519-000-2223-0005-T 11000 - Operational Transfer - To transfer budgeted expenditures from 2000s function to 1000 function. \$272,359;

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

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

Chris Gilman provided highlights for one PO:

2023-101 JW Windsor's LLC 9/21/2022 \$35,000.00 School Lunches

Steven Stauss moved to approve the purchase order as presented, second by Lupita Perez, passed unanimously by roll call vote.

VI. Discuss and vote on FY22-23 Annual NM Open Meeting ACT resolution

Chris Gilman 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, which stipulated that meetings might be held via Zoom video conference due to the pandemic. Steven Stauss moved to approve the resolution with date change, second by Steve Ferree, passed unanimously by roll call vote.

VII. Discuss the purchase of a vehicle, midsize SUV, for ad hoc travel for students

Robert Jessen reported that this is legal for TMP to do, and teachers and other drivers must take a required safety course for licensure. He views this as helping to resolve an existing equity issue for some students who do not have easy access to transportation to participate in Friday projects. Robert is currently shopping with no decisions or recommendations yet. Next steps include investigating insurance coverage and requesting permission from SFCC to park the vehicle in their parking lot. Further updates will be forthcoming.

VIII. Discuss petitioning SFCC to acquire space next to the atrium

Robert Jessen reported there are two vacant and unused spaces in the atrium adjacent to LL311. He has spoken with Margaret Peters about TPM leasing them. Both spaces have kitchenettes, which is very desirable, as TMP does not have a kitchen or usable sink. Margaret is investigating the feasibility of TMP using the kitchen located at the main West Wing entrance. She will take these requests to SFCC's executive board. Robert would like TMP to be routinely involved with SFCC when considering space utilization, and appreciates the GC's support in those discussions.

IX. Discuss and vote on student trip to Panama in the Spring of 2024

Robert Jessen noted that other schools have yearly student trips with advance planning between students and teachers. We are working with EF Tours, a worldwide company that specializes in student trips. We may consider including trip planner as part of one teacher's contract because TMP's lean staff makes it hard to incorporate with the regular workload. We plan to have enough fund raising to offset potential equity issues and TMP has funds to subsidize the trip. Student trips are designed to build community and global literacy by instilling curiosity to start thinking in different ways. Steve Ferree moved to approve the trip, second by Melynn Schuyler, passed unanimously by roll call vote.

X. Report of the Head of School

Highlights of Robert Jessen's report included:

- 10th grade enrollment is light; the committee will pay attention to enrollment management;
- some behavioral issues with 9th graders;
- hiring two new counselors to work 2-3 days a week; one works with assistance dogs and they will routinely visit TMP;
- reading and adapting professional development plans focused on the book "The Body Keeps the Score";
- attended the Pinon Awards for non-profits in Santa Fe;
- Mayor Alan Webber will visit campus in November;
- meeting with education consultant Kelly Callahan in October to collaborate on board training and the Head of School evaluation process, including how TMP's mission supports the evaluation; Marcos will mail current survey forms to individual GC members for review.

XI. Report of the Staff Representative

Robert Jessen reported that someone has expressed interest and he will confirm with them.

XII. Report of the Parent Representative

Robert Jessen reported there is a potential representative and he will work to confirm.

XIII. Report of the Student Representative

The position remains open at this time and Robert Jessen will focus on identifying an interested student.

XIV. Report of the Audit Committee

Chris Gilman emailed the required “conflict of interest” form to GC member Steve Ferree for his signature.

XV. Report of the Business Manager

Chris Gilman provided an overview of the Financial Summary FY23 YTD, which continues to improve month to month, and the cash balance continues to grow. Revenue to expenses ratios are in line. TMP is maintaining its strong financial position. New Mexico state oil royalties drive revenues for NM public schools.

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

- a) Status update on the creation of TMP Advisory Council – no update
- b) Marcos: reminder to take PED required training; schedule of training available for self - registration.
Robert: outside consultants can come to school for onsite group training. TBD possibly schedule with Kelly Callahan.

XVII. Adjournment

Motion to adjourn the meeting by Steven Stauss, second by Steve Ferree, passed without dissent. Meeting adjourned at 6:26 p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

• 7/12/2022	• 1/10/2023
• 8/9	• 2/14
• 9/13	• 3/14
• 10/11	• 4/11
• 11/8	• 5/9
• 12/13	• 6/13

Minutes approved by The MASTERS Program Governance Council November 8, 2022.

Governing Council President