



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, April 12, 2022 5:00 – 7:00 P.M.

SFCC Lower Level, Classroom 310 – In Person Option

Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 872 8892 7057

Passcode: TMP2022

DRAFT Minutes

I. Roll Call 5:13 p.m.

Governing Council members attending:

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

Governing Council members and staff not attending:

Steve Ferree

Guests, Faculty, and Staff:

Mara Bruton (*Faculty Member*), Chris Gilman (*Business Manager*), Jon Pyle (*Faculty Representative*), Reid Wessels (*Head of School*), Rebekah Runyan (*K-12 Accounting*)

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

Steven Stauss moved to approve the agenda as presented, second by Rick Eppenstiner, passed unanimously.

III. Discuss and vote on March 8, 2022 GC Meeting Minutes

Rick Eppenstiner 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 March 2022 disbursements

The committee met in prior work session to review March disbursements. Based on the committee's recommendation, Melynn Schuyler moved to approve the disbursements as presented, second by Steven Stauss, passed by roll call vote. David Worsley abstained from voting due to a technical zoom issue.

b. review and recommend approval or disapproval of BARs

Lupita Perez provided highlights for six BARs. Steven Stauss moved to approve as presented BARs 2122-0013-I 11000 - Operational Cash True up - Increase \$115,585; 2122-0014-D 31600 - Capital Improvements HB-33 Cash True up - Decrease (\$5,247); 2122-0015-I 31701 - Capital Improvements SB-9 Local Cash True up - Increase \$14,592; 2122-0016-I 31900 - Ed. Technology Equipment Act Cash True up - Increase \$27,123; 2122-0017-I 24106 - Entitlement IDEA-B Grant Award - Increase \$47,098; 2122-0018 -I 11000 - Operational 3% Salary Q4 FY22 - Increase \$16,312; second by Rick Eppenstiner, passed unanimously by roll call vote.

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

None

VI. Discuss and vote to reinstate a \$4200 stipend for administrative support

Reid Wessels introduced Mara Bruton, TMP's Special Education coordinator for the past six years. A second licensed administrator is needed as backup for the Head of School in order to meet PED and PEC compliance requirements. A licensed administrator must always be in the building when students are in the building. Mara will fill this need in a dual role, along with her various other duties that align with student support. She will complete the necessary training to obtain an interim license. The requested stipend was previously in place at TMP. Rick Eppenstiner moved to approve the stipend as presented, second by Steven Stauss, passed unanimously.

VII. Discuss and vote on updating the TMP salary schedule for 2022-2023

Rebekah Runyan reviewed the pending changes, highlighting that licensure levels are moving up and a mandatory 3% increase for all staff. She reviewed specific positions targeted for increase to meet fairness levels, and two positions not updated due to incumbents not returning next year. Melynn Schuyler moved to approve the updates as presented, second by David Worsley, passed unanimously by roll call vote.

VIII. Discuss and vote on a special governing council meeting to approve the 2022-2023 budget

Reid Wessels reported that the Public Education Department's turn-around time for budget review and submission does not align with the GC's regular meeting schedule, thus we need a special meeting to approve the budget. Rebekah Runyan will go over the packet. Chris Gilman will email materials to GC members in advance for their review. Steven Stauss moved to approve a special meeting Wednesday, April 20, 2022 at 5p.m., second by Rick Eppenstiner, passed unanimously by roll call vote.

IX. Report of the Head of School

Reid Wessels provided a verbal update, highlighting work with the TMP business manager's office on salary schedules and FY2022/2023 budget, along with planning for graduation on campus May 19 at 10:00a.m. He and staff are also working on student schedules for next year. The semester has been challenging but positive, working on rebuilding in-person activities and culture building.

X. Report of the Faculty Representative

John Pyle reported that staff has identified three priority areas of concern:

- 1) Identifying and hiring a dynamic leader as the Head of School for TMP's next stage;
- 2) Adequate backup coverage for classes on a routine and ongoing basis;
- 3) Overall state of SFCC as it affects TMP's ability to be functional and supportive of students.

Specific issues relate to SFCC's current lack of campus activity: cafeteria and food services, in person classes, which cause TMP students to have gaps in their class schedules and have contributed to some student issues. They are requesting the Governing Council draft a letter to SFCC's President outlining these concerns.

Other highlights include ongoing student testing, scheduling fall classes, meeting with new students, and yearbook sales.

Marcos noted that SFCC staff share the concerns about campus activity. They are working on shifting from online to more in person classes, which is necessary to support food vendors coming to campus. Restoring a sense of community entails people being back on campus.

XI. Report of the Parent Representative

Reid Wessels reported that identifying a parent representative would take place in the fall.

XII. Report of the Student Representative

No report due to competing work and graduation activities for the student representative.

XIII. Report of the Audit Committee

The committee did not meet.

XIV. Report of the Business Manager

Chris Gilman provided a financial overview YTD through March, showing significant cash position and continued uptick. The operational fund is low risk but is potentially vulnerable if tagged by the legislature. Salary increases will take up some of the operational carryovers. Current expenses are comparable year over year and month over month.

XV. Open discussion of additional topics or issues from GC members

Rick Eppenstiner volunteered to draft the above referenced letter to SFCC's President. Marcos Maez reported that interviews for the Head of School position are completed. The hiring committee received twelve qualified applications and referred four candidates for interviews. They expect to have the finalist selected before the May 10 regular GC meeting.

XVI. Adjournment

Motion to adjourn the meeting by Steven Stauss, second by Rick Eppenstiner, passed without dissent. Meeting adjourned at 6:40p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none">• 7/13/2021• 8/10• 9/14• 10/12• 11/9• 12/14	<ul style="list-style-type: none">• 1/11/2022• 2/8• 3/8• 4/12• 5/10• 6/14
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Minutes approved by The MASTERS Program Governance Council on May 10, 2022.

Governing Council President