



# The MASTERS Program

## Early College Charter High School

### Governing Council Meeting

Tuesday, April 13, 2021 5:00 – 7:00 P.M.  
Santa Fe, New Mexico

**TMP Admin is inviting you to a scheduled Zoom meeting**

Meeting ID: 995 3383 2812

Passcode: 300049

### DRAFT Minutes

#### I. Roll Call 5:02p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Rick Eppenstiner, Steve Ferree, Robert Gutierrez, Shalimar Krebs, Marcos Maez, Lupita Perez

Governing Council members and staff not attending:

Gary Clendenen

Guests, Faculty, and Staff:

Lisa Lucas (*Business Manager*), Robert Sobel (*Faculty Representative*), Steven Stauss, Reid Wessels (*Head of School*)

Recording Secretary: Carol Witter

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

Marcos Maez moved to approve the agenda, as amended, to postpone voting on Topic V. (new GC Members), second by Steve Ferree, passed unanimously.

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

Marcos Maez moved to approve the minutes as presented, second by Steve Ferree, passed unanimously.

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

None

**V. Discuss new potential voting Governing Council Members**

John Bishop introduced Steven Stauss, whom he knows through their mutual affiliation with the Rotary Club. Steven is the parent of a former TMP student and a strong supporter of TMP. Steven gave highlights of his work and life history.

Shalimar Krebs requested the topic of voting on new GC members for FY2021/2022 be on the June 8 Governing Council meeting agenda.

**VI. Report of the Finance Committee**

**a. review and recommend approval or disapproval of March 2021 disbursements**

The committee met in prior work session to review March 2021 disbursements. Based on the committee's recommendation, Rick Eppenstiner moved to approve the disbursements as presented, second by Steve Ferree, passed unanimously by roll call vote.

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

No BARs

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

No POs

**VII. Discuss and vote on FY2021-2022 School Calendar**

Lisa Lucas reported that TMP follows the Public Education Department's calendar. She highlighted one change this year to include a regular GC meeting in July. Steve Ferree moved to approve the school calendar as presented, second by Marcos Maez, passed unanimously by roll call vote.

**VIII. Discuss and Vote on FY2021-2022 Salary Schedules**

Lisa Lucas reported that the schedules were revised to reflect the Governor's recent veto of HB1 regarding "average" 1.5% increase, to be replaced with "individual" 1.5% increase. Marcos Maez moved to approve the revised salary schedules as presented, second by Lupita Perez, passed unanimously by roll call vote.

**IX. Discuss and vote on FY2021-2022 Lease Assistance Application**

Lisa Lucas gave background for how the program works and what it covers, specifically TMP's rent expense to SFCC. Lisa clarified that the "dirt room" is not included in the square footage calculation. Marcos Maez moved to approve TMP's application as presented, second by Rick Eppenstiner, passed unanimously by roll call vote.

**X. Discuss and vote on adding a COVID-19 Addendum to the Student Handbook**

Reid Wessels distributed the proposed addendum document to GC members for review in advance of the meeting. He explained the need for this new addendum because students are returning to TMP classes on SFCC's campus in April. The addendum will be included in TMP's existing Student Handbook and Faculty Handbook, and can be eliminated in the future without changing either one. The addendum is specific to the COVID-19 pandemic and its related detailed and comprehensive situational safety requirements (social distancing, prescreening, mask wearing, enhanced hygiene, contact tracing, etc.)

Reid shared a FAQ document during a scheduled Zoom meeting with families so they could make their individual decisions about returning to the classroom. The addendum was a collaboration between TMP's attorney and head of school. It aligns with SFCC's related document and will be posted on the TMP website. Marcos Maez moved to approve the addendum as presented, second by Lupita Perez, passed unanimously by roll call vote.

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

Reid Wessels expressed appreciation for support from the Governing Council and SFCC leadership. Highlights from Reid's written report include details about a number of changes regarding the COVID situation and an update on returning TMP to optional in-person learning. On Monday, April 12, 52 students returned to the classroom. The students who have returned to campus are benefiting from the emotional support being around others and seeing that many people out there are healthy.

**XII. Report of the Faculty Representative**

Robert Sobel reported that both faculty and students are making adjustments to respond quickly to the NM Secretary of Education's March 8 announcement regarding returning to classroom learning after the past year's remote systems and routines. In-class student ratios pose challenges with most students still home and with only five or six weeks until summer break. Many students are holding anger from the past year and faculty will work over the summer on plans to overcome many setbacks going into the fall semester.

**XIII. Report of the Student Representative**

None

**XIV. Report of the Audit Committee**

The Audit Committee did not meet. Lisa Lucas has received the Public Education Department's FY20 Audit Findings and FY20 Audited Financial Statements. She will email them to GC members.

**XV. Report of the Business Manager**

Lisa Lucas reported that all PED and FED quarterly reports are completed. Lisa provided a document that highlights milestones to complete the draft budget, and specifically the revised earlier May 3, 2021, due date. The Finance Committee will review the draft budget the week of April 26. Discussion and vote on the final budget approval was identified as an agenda topic for the May 11, 2021, GC meeting.

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

None

**XVII. Executive Session: (Voting Governing Council members only)**

- Discuss annual performance evaluation process for TMP Head of School

Marcos Maez moved to start the closed session at 6:45pm, second by Steve Ferree, passed unanimously by roll call vote.

Closed session ended at 7:10 pm. Steve Ferree moved to adjourn the session, second by Rick Eppenstiner, passed unanimously by roll call vote.

**XVIII. Adjournment**

Motion to adjourn the meeting by Marcos Maez, second by Rick Eppenstiner, passed without dissent. Meeting adjourned at 7:10p.m.

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

<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 May 11, 2021.

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Governing Council President