



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, July 13, 2021 5:00 – 7:00 P.M.

Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 938 1808 6711

Passcode: TMP2021

DRAFT Minutes

I. Roll Call 5:03 p.m.

Governing Council members attending:

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

Governing Council members and staff not attending:

Steve Ferree, Melynn Schuyler

Guests, Faculty, and Staff:

Chris Gilman & Rebekah Runyan (*K-12 Accounting: TMP Business Manager*), Reid Wessels (*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 Rick Eppenstiner, passed unanimously.

III. Discuss and vote on June 8, 2020 GC Meeting Minutes

Steven Stauss moved to approve the minutes as presented, second by Lupita Perez, passed unanimously.

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

Marcos Maez and John Bishop introduced David Worsley, a prospective new Governing Council member. He has 40 years of experience in teaching and counseling, and is currently a professor at the University of Phoenix and a Santa Fe resident. David provided highlights of his career experience working with students from elementary grades through high school. The vote to approve his nomination will be a topic on the August 10, 2021 meeting agenda.

V. Discuss and vote on Governing Council Vice President and Secretary Officer Position Rotations

GM members reviewed the current GC roster of open officer positions and discussed duties and term guidelines for the officers, which have two-year maximum limits.

- Steven Stauss volunteered to serve as Vice President for the next academic year. Rick Eppenstiner moved to approve, second by Lupita Perez, passed unanimously by roll call vote.
- Rick Eppenstiner volunteered to serve as Secretary for the next academic year. Steven Stauss moved to approve, second by Lupita Perez, passed unanimously by roll call vote.

VI. Discuss and vote on the Meetings Policy Resolution for 2021/2022

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 may be held via Zoom video conference due to the pandemic. Steven Stauss moved to approve the resolution as written, second by Lupita Perez, passed unanimously by roll call vote.

VII. Discuss and vote on Governing Council Meeting Logistics for 2021/2022

GC members discussed various possibilities for holding monthly meetings, including continuing with Zoom teleconference in tandem with staggered in-person meetings. TMP has first right of refusal for use of Room 323 (dirt room) which is equipped for remote and in person gatherings. SFCC has eliminated checkpoint entry and does not require vaccinations, but masks are still required for everyone. A common point of agreement is that every meeting would be hybrid with quarterly dates encouraged for in-person attendance. The topic was tabled for vote.

VIII. Report of the Finance Committee

a. review and recommend approval or disapproval of June 2021 disbursements

The committee met in prior work session to review June disbursements. Based on the committee's recommendation, Rick Eppenstiner moved to approve the disbursements as presented, second by Steven Stauss, 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

IX. Discuss and vote on a service agreement with K-12 Accounting

Reid Wessels highlighted areas of the already executed contract, which is initially for one-year term. He reported that a cost comparison with the previous full time business manager position would be close to net neutral. Steven Stauss asked that a share drive repository for documents become an established process for TMP service agreements. Steven Stauss moved to approve the contract in principle, second by Rick Eppenstiner, passed unanimously by roll call vote.

X. Report of the Head of School

Reid Wessles provided a verbal report in lieu of written report to the GC members. He announced that Business Manager Lisa Lucas had unexpectedly resigned her position since last month's June Governing Council meeting. There was not enough time to post and fill a new full time employee position, and K-12 Accounting was brought in quickly. Contracting the position may also be the best option moving forward due to long-term concerns about small school financial viability. Chris Gilman was assigned as business manager for TMP. Margaret Lopez will remain in her current purchasing role. BARS, budget, and payroll will all be handled by K-12 Accounting. Emails to K-12 should also cc Reid and Margaret.

Reid noted a challenging summer and transition process, anticipating return to in person but the process and procedures are pending. He is currently working to align with SFCC leadership, and waiting for various health and higher education guidance. TMP student enrollment is solid, with most families ready to come back August 16.

XI. Report of the Faculty Representative

Faculty return the week of August 9 and Reid will ensure selection of a representative at that time.

XII. Report of the Student Representative

Reid will reach out during student orientation to identify a representative by the September meeting.

XIII. Report of the Audit Committee

None

XIV. Report of the Business Manager

Rebekah Runyan reported on various meetings held with Lisa Lucas and Margaret Lopez to plan for transition of the TMP Business Manager function. She gave highlights of her firm, *K-12 Accounting*, which she started in 2019. They currently serve sixteen clients, from small charter schools up to the Alamogordo Public School system. They have begun work on transitioning all functions, including meeting with auditors. Rebekah and Chris Gilman will attend GC meetings and provide a business manager's report each month.

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

John Bishop and David Worsley discussed before the meeting the GC members' responsibilities. In addition to financial oversight, members are encouraged to offer their time and personal engagement based on their individual areas of expertise and interest. Reid Wessels said he always welcomes collaboration and brainstorming, and especially at this time as students return to campus with social and emotional issues from the pandemic. Reid invited all GC members to make guest visits in classes now that things are starting to normalize.

XVI. Adjournment

Motion to adjourn the meeting by Steven Stauss, second by Rick Eppenstiner, passed without dissent.
Meeting adjourned at 6:36p.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 August 10, 2021.

Governing Council President