



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, October 13, 2020 5:00 – 7:00 P.M.
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting
Meeting ID: 838 3281 3510

DRAFT Minutes

I. Roll Call 5:02 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, Robert Sorbel (*Faculty Representative*), Reid Wessels (*Head of School*)

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

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

III. Discuss and vote on September 8, 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 September 2020 disbursements

The committee met in prior work session to review September 2020 disbursements. Based on the committee's recommendation, Gary Clendenen moved to approve the disbursements as presented, second by Steve Ferree, passed unanimously by roll call vote.

Lisa Lucas presented the Executive Summaries for July, August and September. SEG funds were reduced by \$121,632, with \$50,000 from the legislature's reduction of teacher raises from 4% to 1%. TMP went online during the 2020 spring semester, resulting in cost savings and cash carry over of approximately \$400,000 from last year.

b. review and recommend approval or disapproval of BARs

Based on the committee's recommendation and following discussion to clarify questions, Gary Clendenen moved to approve as presented BARs 519-000-2021--0007-IB: \$21,040; 519-000-2021--0008-IB: \$23,000; BAR 519-000-2021-0009-D: \$121,632; second by Robert Gutierrez, passed unanimously by roll call vote.

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

Gary Clendenen moved to approve as presented PO 2021-089 \$41,370 Dell - 50 laptops for student loaners; second by Robert Gutierrez, passed unanimously by roll call vote.

VI. Discuss and vote on remaining in a remote learning environment or moving to a hybrid learning program

Reid Wessels provided background, updated PED situation, and comprehensive data on the current COVID-19 pandemic in New Mexico, along with a summary presentation of faculty and family survey responses related to not attending in person for the remainder of this semester. All agreed it is best to be cautious given the current spike with the virus across the state, along with the upcoming cold and flu season. Reid reported on plans for ongoing surveys with faculty/students/parents, a pending COVID-19 addendum for the TMP Handbook, and other PED compliance documentation.

Robert Gutierrez moved to extend the current remote learning environment through the fall semester, second by Lupita Perez, passed unanimously by roll call vote.

VII. Discuss and vote on open GC voting member positions

Members reported no success in identifying new GC members, nor parent and student representatives. After discussion, Steve Ferree moved to table the issue without a vote. We agreed to continue looking for other voting members, also parent and student representatives, and bring up the topic again next month. Second by Gary Clendenen, passed unanimously.

VIII. Report of the Head of School

Reid Wessels noted that most of his report was covered above in topic VI. He highlighted the tremendous value to students and faculty that comes from TMP's financial support and from the GC. We were able to quickly purchase and swap out 50 new laptop computers and purchase 30 hot spots for students in need. Current enrollment remains at 270 students, with approximately 240/88% dual credit status. We have lost three students since the beginning of the semester and it appears as if one more will be leaving. Reid mentioned and Robert confirmed that teachers are holding tutor sessions with small numbers of students on a regular basis, mostly on Fridays.

IX. Report of the Faculty Representative

Robert Sorbel, the new Faculty Representative, reported that teachers meet virtually twice a week, and even while they all are working with their own individual situations, things are solid. Teachers report that their students are present and accounted for, doing well given the challenges of the times. Most students are attending classes regularly and doing the work. Robert noted that the teachers are happy to be at TMP where safety is important and to have small classes compared to being at a large school.

The question was raised about could we incorporate anything from the virtual learning model when things get back to "normal", and Robert said yes, he would continue with video lectures as part of his classroom's new learning format.

X. Report of the Student Representative

No report. Reid Wessels and others will continue to try to identify a student representative but may need to step back and re-assess, as students are over-extended.

XI. Report of the Audit Committee

Lisa Lucas reported she is meeting tomorrow with the auditors for the audit exit conference. Final parts of the financial statements are completed. She expects to get the draft report at the meeting.

XII. Report of the Business Manager

Lisa Lucas reported that Margaret has done a lot of work to get books, codes and computers to students. TMP received CARES ACT funding for Personal Protection Equipment (PPE), which Lisa says we have not needed yet as we wait to see what PED will supply. Lisa also reported that previous issues with the IDEA B grant are resolved and the grant is currently in compliance with PED. All quarterly reports and FY2022 reports are completed; open enrollment and related activities end mid-November.

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

No additional topics were raised.

XIV. Adjournment

Motion to adjourn the meeting by Robert Gutierrez, second by Marcos Maez, passed without dissent.
Meeting adjourned at 6:26 p.m.

2020/2021 Meeting Dates (2nd Tuesday)

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

Governing Council President