



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, September 13, 2022 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, TMP Class Room 318 – In Person Option
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 865 3978 3190

DRAFT Minutes

I. Roll Call 5:12p.m.

Governing Council members attending:

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

Governing Council members and staff not attending:

Steve Ferree, Steven Stauss

Guests, Faculty, and Staff:

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

Recording Secretary:

Carol Witter

II. Discuss and vote on this agenda

David Worsley moved to approve the agenda as presented, second by Lupita Perez, passed unanimously.

III. Discuss and vote on August 9, 2022 GC Meeting Minutes

Melynn Schuyler moved to approve the minutes as presented, second by David Worsley, 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 August 2022 disbursements

The committee met in prior work session to review August disbursements. Lupita Perez provided highlights and reported nothing out of the ordinary. Based on the committee's recommendation, Melynn Schuyler moved to approve the disbursements as presented, second by David Worsley, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

No BARs for August 2022.

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

Lupita Perez provided highlights for one PO:

2023-026-1 Santa Fe Community College 9/1/2022 \$108,027.80 Lease

David Worsley moved to approve the purchase order as presented, second by Melynn Schuyler, passed unanimously by roll call vote.

VI. Discuss and vote on TMP's Tardy Policy

Robert Jessen reviewed a proposed TMP policy updated from the prior year, which he believes was punitive and detrimental. This update helps mitigate student absentee issues with their family members by having TMP's attendance officer notify family that their student is in class. Highlights of the revision include specific PED policies. So far this semester, results have been very positive. As part of his overall attendance protocol, Robert greets students and parents as they arrive on campus. Melynn Schuyler moved to approve the revised tardy policy as presented, second by Lupita Perez, passed unanimously by roll call vote.

VII. Discuss TMP's Mission and Mission Statement

Head of School Robert Jessen shared the existing mission statement written five years ago and posted on TMP's web page:

The MASTERS Program is committed to the development of engaged, compassionate students who value academic excellence and education beyond high school, service to others, and creating a conscious community.

His critique of the statement is that every school does these things and the mission statement does not accurately reflect TMP's unique approach to education. Service to others at TMP is the Friday projects. Mission specific goals include having students earning college credits in classes on TMP's/SFCC's college campus. Robert will have performance results to discuss at the October GC meeting.

VIII. Discuss and vote on Head of School goals, targets, and evaluation criteria for 2022-23 academic year

Robert Jessen provided commentary for his draft document. He plans to engage an outside consultant for review and to help operationalize. Melynn Schuyler moved to approve the goals, targets, and evaluation criteria as presented, second by David Worsley, passed unanimously by roll call vote.

IX. Report of the Head of School

Robert Jessen reported that TMP had back to school night with food and music provided. The set-up maximized parents' opportunities to talk to teachers individually and reinforced that it is great to be back in person. Robert has joined the CERT team, which deals with safety issues. He plans to beef up the drills and responses; four drills so far this semester. A student emergency that turned out well revealed a need for radio communications in order to supplement Wi-Fi connectivity issues within campus.

Other highlights include plans for more coordinated effort to increase students' awareness of their college and vocational opportunities beyond graduation; creation of a new sand volleyball court; efforts for TMP staff to get SFCC fitness center privileges; a new permaculture project off-campus with 14 students: and TMP's new dean of students is now onboard.

Marcos Maez presented this issue to Robert Jessen: There have been past reports that hostile parents have harassed staff and teachers, leaving some TMP employees feeling unsafe because nothing was done about the reported incidents. How will you handle these kinds of situations?

Robert Jessen: Focus on de-escalation and get another staff member into the room quickly to help defuse tensions. The best way to de-escalate is by listening to them - on the phone or in person - but not in email! It is not our job to train parents, but we have to make sure not to lump the student with the family - we need to serve the student who lives with this situation on a daily basis. It will not work to call law enforcement.

X. Report of the Staff Representative

Robert Jessen is working to identify the staff representative.

XI. Report of the Parent Representative

Robert Jessen is working to identify the parent representative.

XII. Report of the Student Representative

Robert Jessen is working to identify the student representative.

XIII. Report of the Audit Committee

No report, the committee did not meet.

XIV. Report of the Business Manager

Chris Gilman provided an overview of the Financial Summary FY23 YTD, which continues to improve month to month. TMP is maintaining its strong financial position.

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

- two open Governing Council voting member positions
- two employees reported with COVID 19 this year; no reported student cases
- experiential education teacher with outdoor expertise has been hired
- full time licensed school counselor is being recruited

XVI. Adjournment

Motion to adjourn the meeting by Melynn Schuyler, second by David Worsley. Meeting adjourned at 6:37 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 October 11, 2022.

Governing Council President