



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, June 14, 2022 5:00 – 7:00 P.M.

SFCC West Wing Lower Level, TMP Conference Room 327 – In Person Option
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 865 3978 3190

Passcode: TMP2022

DRAFT Minutes

I. Roll Call 5:11 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:

Chris Gilman (*Business Manager*), Robert Jessen (*Incoming Head of School*), 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 May 10, 2022 GC Meeting Minutes

Rick Eppenstiner moved to approve the minutes as presented, second by Steven Stauss, 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 May 2022 disbursements

The committee met in prior work session to review May disbursements. Chris Gilman provided highlights and reported nothing out of the ordinary. Based on the committee's recommendation, Steven Stauss moved to approve the disbursements as presented, second by Rick Eppenstiner, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Chris Gilman provided highlights for five BARs and clarified questions. Steven Stauss moved to approve as presented BARs:

519-000-2122-0022-I NMSchoolsCovid-19TestingProgramDOH Increase \$54,460;

519-000-2122-0023-IB Title I Initial Budget \$24,788;

519-000-2122-0024-IB ARP, ESSER III Initial Budget \$189,862;

519-000-2122-0025-I Capital Improvements HB 33 Increase \$174,000;

519-000-2122-0026-I Capital Improvements SB-9 Local Increase \$173;

second by David Worsley, passed unanimously by roll call vote.

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

None

VI. Discuss and vote on Dr. Robert Jessen's TMP Head of School contracts

Marcos Maez presented an overview and highlights of the referenced contracts for school year 2022-2023 (standard 11 month/26 pay period contract and a bridge contract covering 7/1-7/31/2022). Chris Gilman reported they were prepared by K12 Accounting, based on standard templates TMP used previously for Head of School. Steven Stauss moved to approve the contracts as written, second by David Worsley, passed unanimously by roll call vote.

VII. Discuss filling two open Governing Council member positions

Rick Eppenstiner announced his resignation from the GC effective June 30, 2022. His contributions to TMP are greatly appreciated. This leaves two open GC member positions to be filled. John Bishop discussed a matrix that other boards use to review potential candidates, which he will send to Marcos for review. Marcos encouraged everyone to invite potential candidates for consideration. Melynn suggested identifying parents of TMP graduates as strong candidates. The topic will be revisited at the July meeting.

VIII. Discuss and vote on Governing Council officer rotations

Carol Witter gave an overview of the current officers, noting that only the GC Secretary role is open due to Rick Eppenstiner's resignation from the Governing Council. The President, Vice President, and Treasurer all volunteered to serve another year. Melynn Schuyler volunteered to serve as GC Secretary for the upcoming academic year. Steven Stauss moved to approve, second by Rick Eppenstiner, passed unanimously by roll call vote.

IX. Discuss and vote on removing Covid-19 Policies and Procedures addendum from TMP policy

Reid Wessels gave context and background for the creation of the unprecedented policy. TMP's attorney created the detailed template, which Reid then modified to fit TMP's specific requirements. Since that time, significant Covid-related mandates have been rescinded. The PED has created a tool kit for schools and it now makes sense to align with PED and SFCC, to build into TMP's handbook a reference to Covid policies and procedures, the PED tool kit, and SFCC's policies and procedures. Should an SFCC policy be contradictory to the PED, we will address any issues as need arises. Steven Stauss moved to retire TMP's Covid-19 policies and procedures addendum, and amend the student handbook to include by reference the SFCC policy and PED tool kit; second by Rick Eppenstiner, passed unanimously by roll call vote.

X. Report of the Head of School

Reid Wessels gave his final verbal report regarding the positive transition to Dr. Robert Jessen, TMP's new Head of School. They have held productive meetings with SFCC leadership, K12 Accounting, and various students to ensure a seamless handoff. GC members expressed their deep appreciation to Reid for his leadership and many contributions to TMP students.

XI. Report of the Faculty Representative

No report

XII. Report of the Parent Representative

No report

XIII. Report of the Student Representative

No report

XIV. Report of the Audit Committee

The committee did not meet.

XV. Report of the Business Manager

Chris Gilman provided a financial overview YTD through May and fiscal year end, which shows a strong cash position with continued uptick. Discussion of ways to spend down the carry-over included lease hold improvements, teacher and staff salary increases are up 7% YOY, and various ideas to benefit students' social and emotional mental health in light of the current environment. Chris noted that we have to budget the cash as if it will be spent, with carry-over funds posted to an operational expense reserve account. Current expenses are all in line YOY, reflecting a healthy fiscal condition for TMP.

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

- a. Governing Council training must be completed by 6/30/22.
Robert Jessen recommends using assessments as outlined in the book “The Test” to supplement the related PED module when reviewing the Head of School. He handed out copies to GC members for their review.

- b. Steven Stauss introduced the question of TMP’s strategic direction for the future, including taking stock of whether TMP’s mission has changed, and relevant goals for the Head of School. Some carry-over funds might be used to hire a local consultant to advise the Governing Council, and also to have TMP’s attorney update and operationalize all policy and procedures documents of record.

Marcos Maez recommended setting up a sub-committee of 2-3 members who would meet regularly with the Head of School and the Equity Council. They would develop recommendations for the GC to vote on. Defining the scope of the project will be a discussion topic for the July GC meeting agenda.

- c. Marcos Maez reported that TMP students achieved overall 90% end-of-spring dual credit success rate of C or higher.

XVII. Adjournment

Motion to adjourn the meeting by Rick Eppenstiner, second by Steven Stauss. Meeting adjourned at 6:54p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none">• 7/12/2022• 8/9• 9/13• 10/11• 11/8• 12/13	<ul style="list-style-type: none">• 1/10/2023• 2/14• 3/14• 4/11• 5/9• 6/13
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Minutes approved by The MASTERS Program Governance Council on July 12, 2022.

Governing Council President