



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, March 14, 2023 5:00 – 7:00 P.M.

Santa Fe, New Mexico

TMP Governing Council is inviting you to a scheduled Zoom meeting (virtual only meeting)

Meeting ID: 835 2488 3491

Minutes

I. Roll Call 5:01 p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Steve Ferree, Marcos Maez, Lupita Perez, Steven Stauss, David Worsley

Governing Council members and staff not attending:

Melynn Schuyler

Guests, Faculty, and Staff:

Diana Boyd, Chris Gilman (*Business Manager*), Danielle Gothie, Robert Jessen (*Head of School*), Paul Krausman, Monica McSpadden, Elena Molinar (*Student Representative*), Jon Pyle (*Staff Representative*), Robert Sobel

Recording Secretary:

Carol Witter

II. Discuss and vote on this agenda

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

III. Discuss and vote on February 14, 2023 GC Meeting Minutes

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

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

Diana Boyd is a geometry and applied math teacher at TMP. She attended the meeting to support the creation of a new stipend for PowerSchool implementation.

Robert Sobel is a U.S. History and New Mexico History teacher at TMP. He attended the meeting to thank Governing Council members for considering his sabbatical request and to clarify any questions related to his request.

Two guests are potential future candidates to join the Governing Council as voting members: Steven Stauss introduced Daniella Gothie, who gave highlights of her career and professional experience in public education. She also referenced working with the current session of the New Mexico legislature.

John Bishop introduced Paul Krausman, who shared highlights of his work as a professor of wildlife ecology at the University of Arizona and University of Montana. His professional experience also includes lecturing worldwide in his area of expertise.

V. Report of the Finance Committee

a. review and recommend approval or disapproval of February 2023 disbursements

The committee met in prior work session to review February disbursements. Lupita Perez provided highlights for expenses and usual transactions. Based on the committee's recommendation, Steven Stauss 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

Lupita Perez provided highlights for three BARs and clarified questions. Steve Ferree moved to approve as presented BARs:

| | | |
|-----------------------|----------------------------|-----------|
| 519-000-2223-0019-D | Return of funds to grantor | \$23,340 |
| 2 519-000-2223-0020-D | Final SEG FY22-23 | \$30,962 |
| 3 519-000-2223-0021-M | Budget expenditure reclass | \$265,298 |

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

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

Lupita Perez provided highlights for two POs:

| | | | |
|------------|-------------------|-------------|-----------------------|
| 2023-034-1 | MatthewsFox, PC | \$23,495.35 | Legal Services |
| 2023-151 | SHI International | \$22,413.50 | (50) ASUS Chromebooks |

Steven Stauss moved to approve the purchase orders as presented, second by Steve Ferree, passed unanimously by roll call vote.

VI. Discuss and vote on creating a \$1,500 stipend for PowerSchool implementation

Robert Jessen reported on the challenges of implementing a new school information system. He noted that Monica McSpadden has been overseeing the project in addition to her regular duties, and he expects the implementation process to continue for some time. Steven Stauss moved to approve creating the stipend as presented, second by Steve Ferree, passed unanimously by roll call vote.

VII. Review and discuss the Annual Report for TMP

Robert Jessen provided highlights for key data demographics represented in the report, and clarified questions about the subgroups represented. TMP has very small numbers of various student minority populations i.e. Asian and Black, so the reviewed comparisons are not statistically significant. TMP excels in several categories and is generally on par. Robert reviewed the goals results and questions if these goals actually serve the students. He believes we should try to renegotiate the goals with the PEC.

Marcos Maez reported that TMP is SFCC's largest dual credit partner and enjoys the highest success rate (90% C grade or higher), which outperforms regular SFCC students. A preliminary review from a recent site visit is pending data for rating. The Governing Council was dinged for some members not completing their required training.

VIII. Discuss and vote on inclusion of Sabbatical/Other Leave policy in TMP's Faculty/Staff Handbook

After considerable discussion and questioning, all the Governing Council members expressed concerns that the policy as presented is not fully thought out, and that more diligence and staff discussion and feedback is needed.

Marcos Maez asked for a motion to table the topic without vote to allow for a re-look at the next meeting, without requirement for making a decision at that time. Steven Stauss moved to table the topic until next meeting, second by Steve Ferree, passed unanimously by roll call vote.

IX. Report of the Head of School

Robert Jessen provided highlights for his written report, including the status for enrollment applications. He believes TMP will need to advertise for future enrollment success, as most other schools routinely do.

X. Report of the Staff Representative

Jon Pyle provided highlights for his written report, including a recent class visit with nationally known poet Jimmy Santiago Baca, professional development for staff, and detailed context for various issues that are causing staff concerns.

XI. Report of the Parent Representative

A Parent Representative has not been identified for this school year so the position remains open until the fall semester.

XII. Report of the Student Representative

Elena Molinar reported on feedback from some students about the need for more help with the college application process, including designated times to help students complete the application forms. They would like to have increased active support from TMP. Kristen is doing an amazing job with communications, such as deadlines for FASFA. They would like to see better planning for graduation with more clarity on the process. Elena has let students know they can convey information or concerns to the Governing Council through her.

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, showing a slight decline in the ending cash balance in February due to spending down some excess funds. We have spent 66% of SEG funds, right on forecast for incoming revenue. If we leave out the \$2.5MM excess, operational funds are about 80% on target.

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

Steven Stauss gave an update on strategic planning discussions. The committee met two weeks ago and started outreach for potential consultants. They hope to have some candidates before their next meeting April 4th.

Chris Gilman reported that the budget deadline is the end of April, so all board authorizations must be done by mid-April. Robert Jessen and Chris will invite Governing Council members to a budget review meeting.

Marcos Maez provided specifics of the search for TMP’s new Head of School. Marcos pointed out that it is crucial to have feedback and buy-in from staff, faculty, and the Governing Council, and he is organizing a committee comprised of three GC members, three TMP staff, three TMP faculty, and one or two community members. Jon Pyle will identify the faculty volunteers for the panel. Marcos is the lead for GC members and is working to identify the two others; he has identified two staff and is working to confirm the third. John Bishop confirmed his interest in serving on the panel as a community member. End of this week, Jon will let Marcos know the three faculty members; Marcos will pick two GC members and work with TMP’s business office to complete the job description and posting; the panel will complete the review of applications by early April using a scoring matrix; hope to conduct interviews mid/late April with top 4-5 candidates and select top two early May for site visit and group interviews at TMP; then chosen and hired by first of June.

XVI. Adjournment

Motion to adjourn the meeting by Steven Stauss, second by Steve Ferree. Meeting adjourned without dissent at 7:05 p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

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| <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 April 11, 2023.

Governing Council President