



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, June 8, 2021 5:00 – 7:00 P.M.
Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 923 7462 0417

Passcode: 059000

DRAFT Minutes

I. Roll Call 5:06 p.m.

Governing Council members attending:

John Bishop (*Founder, Ex-officio non-voting*), Gary Clendenen, Shalimar Krebs, Marcos Maez, Lupita Perez

Governing Council members and staff not attending:

Rick Eppenstiner, Steve Ferree, Robert Gutierrez, Robert Sobel (*Faculty Representative*),

Guests, Faculty, and Staff:

Lisa Lucas (*Business Manager*), Melynn Schuyler, Steven Stauss, Reid Wessels (*Head of School*)

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

Gary Clendenen moved to approve the agenda as modified to add topic VII. Discuss and vote on TMP check signers, second by Marcos Maez, passed unanimously.

III. Discuss and vote on May 11, 2020 GC Meeting Minutes

Gary Clendenen moved to approve the minutes as presented, second by Lupita Perez, passed unanimously.

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

None

V. Discuss and vote on new Governing Council Members

Two Governing Council members are leaving the board as of June 30, 2021 and they will be missed! Many thanks and deep appreciation to Gary Clendenen and Shalimar Krebs for your tireless efforts on behalf of TMP. The two new GC members' terms will begin on July 1, 2021. John Bishop introduced Melynn Schuyler and Steven Stauss in a previous GC meeting where they each highlighted their work in the community and professional backgrounds.

Shalimar Krebs pointed out that if we were holding an in-person meeting, the new GC member nominees would leave the room during discussion and vote. Given the unique circumstances of having a zoom meeting due to pandemic restrictions, Shalimar moved them to the "online waiting room" while members had a discussion prior to vote. All agreed that Melynn and Steven are excellent choices to join the Governing Council. Gary Clendenen moved to approve Steven Stauss as a new voting member, second by Marcos Maez, passed unanimously by roll call vote. Marcos Maez moved to approve Melynn Schuyler as a new voting member, second by Gary Clendenen, passed unanimously by roll call vote.

Discussion of future GC meeting logistics was identified as a topic for the July 2021, meeting agenda. Room 327 ("dirt room") was identified as an excellent venue option to consider.

VI. Discuss and vote on Governing Council Officer 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.

- Shalimar Krebs nominated Marcos Maez to serve as President for the next academic year. He accepted and discussed the role. Gary Clendenen moved to approve, second by Marcos Maez, passed unanimously by roll call vote.
- Shalimar Krebs nominated Lupita Perez to serve as Treasurer for the next academic year. She accepted and discussed the role. Gary Clendenen moved to approve, second by Marcos Maez, passed unanimously by roll call vote.

Discussion of open Vice President and Secretary positions was tabled for the July 2021 meeting agenda so that absent Governing Council members can participate.

Reid Wessels will take lead on outreach to fill the open Parent, Faculty, and Student Representative positions for the coming year. He said TMP is forming an equity council as well, and there may be opportunity for cross involvement.

VII. Discuss and vote on TMP check signers

Lisa Lucas reported the need for four authorized check signers, including the two current signers Reid Wessels and Marcos Maez. In addition to signing checks, the individuals also approve journal entries and bank reconciliations. Lupita Perez and Steven Stauss volunteered. Gary Clendenen moved to approve Lupita, second by Marcos Maez, passed unanimously by roll call vote. Gary Clendenen moved to approve Steven, second by Marcos Maez, passed unanimously by roll call vote.

VIII. Report of the Finance Committee

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

The committee met in prior work session to review May 2021 disbursements. Based on the committee's recommendation and following clarification of questions, Gary Clendenen moved to approve the disbursements as presented, second by Lupita Perez, 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 FY2021-2022 Legal Contract with Matthews Fox, PC

Lisa Lucas highlighted areas of the contract, which has no changes and a one-year term. Reid Wessels reported that Patty Matthews is very helpful to answer questions on personnel, policy, legal vetting on documentation and contractual issues, and that he remains very pleased with Matthews Fox legal services. Gary Clendenen moved to approve the contract as presented, subject to correction of Reid's email address; second by Lupita Perez, passed unanimously by roll call vote.

X. Discuss and vote on FY2021-2022 IDEA-B Grant Application

Lisa Lucas reported on \$90,649 of special education supplemental federal funds for students with individual education plans (IEP). The grant provides for .625 FTE (25 hours per week) SPED Teacher salaries and benefits, supplies for students, professional development, student career readiness, psychological evaluations, speech and other occupational therapists, social workers and other specialists. Reid Wessels indicated there is a particular need for this support for students now post COVID. Gary Clendenen moved to approve the application as presented, second by Marcos Maez, passed unanimously by roll call vote.

XI. Report of the Head of School

Reid Wessels provided a verbal update, thanking GC members for their participation in graduation, especially Marcos Maez for his role onstage and Steven Stauss for taking and sharing photos and to Gary Clendenen as well. The Santa Fe Rodeo Grounds were a great venue that allowed more families to attend and remain distanced. TMP graduations historically have been student centered, with students very involved in the graduation event. This year was exceptional due to the pandemic. The student speakers were impressive and remarkably positive, and expressed appreciation for TMP's support. SFCC facilities personnel were critical in supporting the event at the grounds, and TMP's Lori Miller, Lisa Lucas, and Magaret Lopez all contributing to making it possible. Former Head of School Anne Salzmann was given a pandemic-delayed heartfelt recognition ceremony. Reid is starting to coordinate with SFCC about fall logistics, and preparations are underway with student schedules and assessments.

XII. Report of the Faculty Representative

No report.

XIII. Report of the Student Representative

No report.

XIV. Report of the Audit Committee

No report.

XV. Report of the Business Manager

Lisa Lucas noted that the departing Governing Council members would need to sign forms that she will provide them. They may be asked to answer auditors’ questions for the audit year in the fall. Departing members must submit a formal resignation letter/email to the Business Manager, who then files them with the Public Education Commission. Lisa also discussed the forms required of new GC members, which she will provide to them.

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

None

XVII. Adjournment

Motion to adjourn the meeting by Gary Clendenen, second by Marcos Maez, passed without dissent. Meeting adjourned at 6:38 p.m.

FY2021/2022 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none"> • No meeting in July, 2020 • 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 • 7/13
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Minutes approved by The MASTERS Program Governance Council on July 13, 2021.

Governing Council President