



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, March 8, 2022 5:00 – 7:00 P.M.

Santa Fe, New Mexico

TMP Admin is inviting you to a scheduled Zoom meeting

Meeting ID: 891 5294 3910

Passcode: TMP2022

Minutes

I. Roll Call 5:07 p.m.

Governing Council members attending:

Rick Eppenstiner, Steve Ferree, Marcos Maez, Lupita Perez, David Worsley

Governing Council members and staff not attending:

John Bishop (*Founder, Ex-officio non-voting*), Melynn Schuyler, Steven Stauss

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Margaret Lopez (*Assistant Business Manager*), Jon Pyle (*Faculty Representative*), Reid Wessels (*Head of School*)

Recording Secretary: Carol Witter

II. Discuss and vote on this agenda

Steve Ferree moved to approve the agenda as presented, second by David Worsley, passed unanimously.

III. Discuss and vote on February 8, 2022 GC Meeting Minutes

Steve Ferree moved to approve the minutes as presented, second by Rick Eppenstiner, 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 February 2022 disbursements

The committee met in prior work session to review February disbursements. Lupita Perez provided an overview showing they are just below monthly averages for last year. Based on the committee's recommendation, Rick Eppenstiner moved to approve the disbursements as presented, second by Steve Ferree, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Lupita Perez provided highlights for one BAR that was incorrectly coded last month and is now corrected. Rick Eppenstiner moved to approve as presented BAR 2122-0012-I 31703 - SB-9 State Match Cash Increase \$7,011; second by Steve Ferree, passed unanimously by roll call vote.

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

None

VI. Discuss and vote to approve a salary schedule adjustment for TMP Assistant Business Manager

Reid Wessels reported that when the Assistant Business Manager position was originally created several years ago, candidates' prior experience in a similar role was not reviewed or accounted for in determining the salary schedule. The incumbent does have relevant prior experience, confirmed by her former university employer and reviewed by both Reid and Chris Gilman. This is a one-off situation and does not affect teachers, who have a different process. Chris noted that the PED audited and verified TMP teachers' training and experience, and there were no audit findings. Reid recommended a salary schedule adjustment for the incumbent Assistant Business Manager; motion to approve by David Worsley, second by Lupita Perez, passed unanimously by roll call vote.

VII. Report of the Head of School

Reid Wessels provided a verbal update and announcement to the Governing Council that TMP will have in-person graduation at SFCC's campus this year for first time in two years. Graduation last year during the pandemic was in-person but outside at the Santa Fe Rodeo Grounds. Parent conferences will be held this week over two days. COVID continues to hang in the background but things are going well. TMP continues to follow all SFCC requirements, including a mask policy that is still in place. Reid invited all GC members to attend graduation and said formal invitations will be forthcoming.

VIII. Report of the Faculty Representative

John Pyle reported on his customary outreach to teachers to gather feedback and concerns. Overall, good progress to report, the yearbook is now on sale, spring break is coming up, and faculty fully participated in a recent professional development presentation on executive function. Top of mind is hiring the new Head of School, making sure the position is advertised properly to attract the very best candidates. Several faculty members will participate in process.

IX. Report of the Parent Representative

Reid Wessels will continue to reach out to a prospective parent representative via the Equity Council.

X. Report of the Student Representative

No report due to competing work and graduation activities for the student representative. Reid is hopeful he will attend the April meeting.

XI. Report of the Audit Committee

The committee did not meet.

XII. Report of the Business Manager

Chris Gillman provided a financial overview FY22 YTD through February, with updated charts that continue to show a strong cash position and uptick from January. Current expenses are only slightly higher YOY and the expenditure run rate is low for this point in the yearly cycle.

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

David Worsley suggested the GC meet in person for the April Governing Council meeting. All agreed this would be welcome, along with the option to join the meeting via Zoom.

Marcos Maez reported that the hiring process for TMP’s Head of School is underway, with the goal to have the position filled by June.

XIV. Adjournment

Motion to adjourn the meeting by David Worsley, second by Rick Eppenstiner, passed without dissent. Meeting adjourned at 5:46p.m.

FY2022/2023 Meeting Dates (2nd Tuesday)

<ul style="list-style-type: none"> • 7/13/2021 • 8/10 • 9/14 • 10/12 • 11/9 • 12/14 	<ul style="list-style-type: none"> • 1/11/2022 • 2/8 • 3/8 • 4/12 • 5/10 • 6/14
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Minutes approved by The MASTERS Program Governance Council on April 12, 2022.

Governing Council President