



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, November 8, 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: 875 0678 7640

Minutes

I. Roll Call 5:06p.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:

Chris Gilman (*Business Manager*), Robert Jessen (*Head of School*), Jon Pyle (*Staff Representative*)

Recording Secretary:

Carol Witter

II. Discuss and vote on this agenda

Steve Ferree moved to approve the agenda as presented, second by Steven Stauss, passed unanimously.

III. Discuss and vote on October 11, 2022 GC Meeting Minutes

Steve Ferree moved to approve the minutes as presented, second by Lupita Perez, 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 October 2022 disbursements

The committee met in prior work session to review October disbursements. Lupita Perez 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 Steve Ferree, passed unanimously by roll call vote.

b. review and recommend approval or disapproval of BARs

Lupita Perez provided highlights for two BARs and clarified questions. David Worsley moved to approve as presented BARs:

519-000-2223-0006-IB 31200 - Public School Capital Outlay Lease Assistance Award \$122,433

519-000-2223-0008-M 24332 - ARP, ESSER III, SEA Reserve Reclass Object Code - Maintenance \$2,037 second by Steven Stauss, passed unanimously by roll call vote.

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

Lupita Perez provided highlights for one PO:

2023-107 CDW-G \$146,303.64 ACER Chromebooks Spin 713 & Google Chrome Education Perpetual License;

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

VI. Report of the Head of School

Highlights of Robert Jessen's verbal report included successful completion of class scheduling with students, hiring a new fully licensed social worker, and appointing a new full time Educational Assistant. Friday projects are going well.

Marcos Maez requested that the Head of School provide written monthly reports to the Governing Council going forward.

VII. Report of the Staff Representative

Jon Pyle is working to identify and communicate any outstanding issues. Jon's written report highlights course selection conferences, celebration of Hispanic heritage month, preparation for Native American Heritage Month, and participation in active shooter training with SFCC security.

VIII. Report of the Parent Representative

Robert Jessen reported that the selection is coming soon, with a couple of parents on the Equity Council having expressed interest.

IX. Report of the Student Representative

Robert Jessen reported there are no candidates identified for student representative at this time.

X. Report of the Audit Committee

No report, the committee did not meet.

XI. Report of the Business Manager

Chris Gilman provided an overview of the Financial Summary FY23 YTD, continuing a very healthy fiscal position. Despite some uptick in expenditures, there are no major issues to highlight. Excess cash carry over funds must be included in the current year budget.

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

- 1) Discuss future GC meeting forums modality:
 - Members feel that hybrid works well; gives people flexibility and mitigates other health issues including COVID; Robert can have the big screen moved to the classroom for GC meetings.
- 2) Marcos would like to plan for an in-person Governing Council retreat in January 2023 to include staff and faculty; GC members unanimously support the proposal.
- 3) No progress on Head of School performance evaluation criteria or strategic plan; need 1-2 committees including a staff member, to start the work and report back at the January retreat. Steven Stauss will create an agenda for the strategic plan to include GC members’ input. Steven Stauss, David Worsley, and Robert Jessen will meet and report back on the strategic plan at the December 13th GC meeting. Jon Pyle will put out a notice to staff to determine their interest; if no one else wants to, he will participate.
- 4) Marcos Maez, David Worsley, and Steven Stauss will join the meeting that Robert Jessen is scheduling with consultant Kelly Callahan regarding performance evaluation for the Head of School; everyone should give their recommendations for final evaluation questions to Marcos.

XIII. Adjournment

Motion to adjourn the meeting by David Worsley, second by Steven Stauss. Meeting adjourned without dissent at 6:14 p.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 December 13, 2022.

Governing Council President