



The MASTERS Program

Early College Charter High School

Governing Council Meeting

Tuesday, May 9, 2023 5:00 – 7:00 P.M.

Santa Fe, New Mexico

SFCC West Wing Lower Level, TMP Class Room 318 – In Person Option
Santa Fe, New Mexico

TMP Governing Council is inviting you to a scheduled Zoom meeting

Meeting ID: 810 5589 4010

Minutes

I. Roll Call 5:04p.m.

Governing Council members attending:

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

Governing Council members and staff not attending:

David Worsley, Elena Molinar (*Student Representative*)

Guests, Faculty, and Staff:

Chris Gilman (*Business Manager*), Danielle Gothie, Robert Jessen (*Head of School*), Paul Krausman, Tina Morris, Jon Pyle (*Staff Representative*)

Recording Secretary:

Carol Witter

II. Approval of Agenda

Steve Ferree moved to approve the agenda as presented, second by Lupita Perez, passed unanimously.

III. Discuss and vote on April 11, 2023 GC Meeting Minutes

Steve Ferree moved to approve the minutes as presented, second by Melynn Schuyler, passed unanimously.

IV. Discuss and vote on April 18, 2023 Special Meeting of the Governing Council Minutes

Melynn Schuyler moved to approve the minutes as presented, second by Lupita Perez, passed unanimously.

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

None

VI. Report of the Finance Committee

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

The committee met in prior work session to review April disbursements. Lupita Perez provided highlights for routine expenses and other transactions that are non-recurring. 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 one BAR. Melynn Schuyler moved to approve as presented BAR:

519-000-2223-0025-I Title I Part A – ESEA \$35,287

second by Steven Stauss, passed unanimously by roll call vote.

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

No PO's.

VII. Discuss and vote on proposed Sabbatical/Other Leave Policy

Robert Jessen reviewed the proposed policy and noted the inclusion of best practices from Los Alamos (with some variables i.e. they do not allow working elsewhere during the leave) and alignment with the PED's six year eligibility requirement. Robert fielded various questions regarding policy specifics and in response to numerous GC concerns, which included the timing given the transition to a new Head of School, controversy with some staff, perceived lack of proper vetting, actual need for the policy given TMP's small school size, and overall quality of potential teacher substitutes. Melynn Schuyler stated she is very skeptical after the turmoil this year. She feels strongly we need to finalize the data from the mediator and this is not the right time to advance the policy.

Steven Stauss moved to vote on the amended proposal to approve, second by Steve Ferree. The motion failed to pass by roll call vote with three nays and two yays. Marcos Maez, Lupita Perez, and Melynn Schuyler voted no; Steven Stauss and Steve Ferree voted yes.

VIII. Discuss and vote on proposal for Dedicated Classrooms

Robert Jessen proposed increasing the number of classrooms for teachers to utilize for meeting with students, grading and prepping for classes. He is not suggesting altering the common office as they can use it as well. He believes the classrooms will help teachers develop student relationships, confidentiality and privacy, and provide personal space after teaching classes. When asked if some teachers do not want their own classrooms, Robert said that some think TMP's culture will change if some teachers do not go to the common space. Other concerns centered on possible competition for the rooms and potential impacts to the budget. Melynn Schuyler moved to vote to move forward with dedicated classrooms, second by Lupita Perez, passed unanimously by roll call vote.

IX. Discuss and vote on creation of a new position – Assistant Head of School or Dean

Robert Jessen reviewed the duties of the Head of School, noting they are extensive and not going down. He reported that all other Santa Fe charter schools have at least a head and assistant/principal. Initially, TMP had a Friday project planner who took care of some duties. Discussion of concerns included leaving the decision to the new Head of School, room in the budget for salary and benefits, job description and responsibilities. It was agreed that the new Head of School would decide whether to hire and if so, to design, finalize, advertise and select for the position. Melynn Schuyler noted that with the addition of 9th grade, having a second is a great idea. Steven Stauss moved to approve the creation of a new assistant Head of School position, second by Steve Ferree, passed unanimously by roll call vote.

X. Report from the Recruitment and Selection Committee on progress finding a new Head of School

Marcos Maez reported that the committee is moving at good pace, and has narrowed the field down to final candidates. Each finalist will visit campus to meet with employees and students, whose feedback will be gathered over the next couple of weeks to determine a selection and make an offer.

XI. Report of the Head of School

Robert Jessen highlighted areas of his written report and will email admissions data separately. A new science teacher has been hired and recruitment search is underway for a new history teacher. Robert will meet with Margaret Peters to review new classrooms. New PE classes at the SFCC Fitness Education Center will be offered next year for 9th and 10th graders. TMP's graduation will take place May 18, 10a.m. at the FEC, and will follow TMP's tradition as a student-led event. Governing Council members are welcome and encouraged to attend.

XII. Report of the Staff Representative

Jon Pyle provided highlights for his written report and reported that most issues that have surfaced relate to policy concerns and uncertainty. He is troubled about the status of the mediator and that only one hour has been set aside to meet and debrief with Philip Crump. Jon feels that is not enough time to deal with the divisive issues and deep division within the staff, especially as school ends. Robert Jessen said he emailed Philip to let him know he can have as much time as he needs.

XIII. Report of the Parent Representative

Robert Jessen reported they are still searching for parent representation. It was noted that TMP bylaws stipulate that the parent teacher council should select the parent representative, with the Head of School routinely communicating with parents.

XIV. Report of the Student Representative

No report.

XV. Report of the Audit Committee

No report.

XVI. Report of the Business Manager

Chris Gilman provided an overview of the Financial Summary FY23 YTD, showing the overall cash is beginning to flatten and will start trending down next year. Various factors will lead to increased spending and flat lining. Next year we need to make sure to draw down capital outlay and carry over funds. There is no threat for PED to intervene but they want to know our spending plan.

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

- a. Query GC members regarding their intention to remain on the board next year: Marcos Maez and Lupita Perez are both stepping down from the Governing Council. Steve Stauss, Melynn Schuyler, and Steve Ferree are staying as voting members.

XVIII. Adjournment

Motion to adjourn the meeting by Steve Ferree, second by Steven Stauss. Meeting adjourned without dissent at 6:28 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 Governing Council June 13, 2023.

Signature of Governing Council President: _____