

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [The MASTERS Program], hereafter "The School", effective [June] of [1st], [2020]. The School was approved for a [2020-2024] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS: (Max # is 9)

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 7

☒ **RESIGNATION**

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER: June 9th

NAME OF INDIVIDUAL RESIGNING: Gary Clendenen

☐ **REMOVAL**

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO ☒ AN EXISTING POSITION OR ☐ A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD: June 10th

NAME OF INDIVIDUAL BEING DESIGNATED: Steve Strauss

HOME ADDRESS: 1925 Aspen Dr. #702a, Santa Fe, NM 87505

PHONE NUMBER: 5058197191

EMAIL ADDRESS: steven@stausstaxservices.com

NAME OF BOARD MEMBER BEING REPLACED: Gary Clendenen

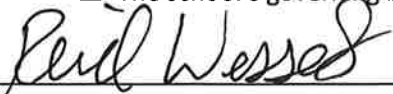
☒ **REQUEST FOR EXTENSION:** Already designated (notification to follow)

☐ **VOTE NOT TO REPLACE MEMBER:**

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by Reid Wessels [on [8-18-2021], and affirms the school meets the following eligibility criteria:

- ☒ Amendment must be submitted to the PEC within 30 days of change in membership; and
- ☒ The school's governing board is in compliance with all reporting requirements.



Charter School Representative Signature

8-18-2021

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

☐ Approved ☐ Denied

Chair, Public Education Commission

Date

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [], hereafter "The School", effective [] of [], [].
The School was approved for a [] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS:

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS:

☐ **RESIGNATION**

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER:

NAME OF INDIVIDUAL RESIGNING:

☐ **REMOVAL**

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO ☐ AN EXISTING POSITION OR ☐ A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD:

NAME OF INDIVIDUAL BEING DESIGNATED:

HOME ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

NAME OF BOARD MEMBER BEING REPLACED:

☐ **REQUEST FOR EXTENSION:**

☐ **VOTE NOT TO REPLACE MEMBER:**

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by []
on [], and affirms the school meets the following eligibility criteria:

- ☐ Amendment must be submitted to the PEC within 30 days of change in membership; and
- ☐ The school's governing board is in compliance with all reporting requirements.

Charter School Representative Signature

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

☐ Approved

☐ Denied

Chair, Public Education Commission

Date

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on Tuesday, August 10, 2021 at 5:00 p.m., a meeting of the Governing Body of The MASTERS Program, a New Mexico public charter school, was held through a scheduled Zoom Meeting, Meeting ID 973 8188 2708. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 5 in favor and 0 opposed to Melynn Schuyler moved David Worsley as new voting board member, second by Steve Ferree, passed unanimously by roll call vote.

The members voting in favor were: Steve Ferree, Marcos Maez, Lupita Perez, Melynn Schuyler, and Rick Eppenstiner.

The members voting in opposition were: None

I, the undersigned, certify that this is a true copy.

DocuSigned by:

Marcos Maez

05510E1689AB436...

President

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on Tuesday, June 8th 2021 at 5:00 p.m., a meeting of the Governing Body of The MASTERS Program, a New Mexico public charter school, was held through a scheduled Zoom Meeting, Meeting ID 973 8188 2708. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 4 in favor and 0 opposed Marcos Maez moved to approve Melynn Schuyler as a new voting member, second by Gary Clendenen, passed unanimously by roll call vote.

The members voting in favor were: Gary Clendenen, Shalimar Krebs, Marcos Maez, Lupita Perez

The members voting in opposition were: None

I, the undersigned, certify that this is a true copy.

DocuSigned by:

Marcos Maez

05510E1689AB436...

President



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

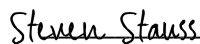
ASSURANCES

My name is Steve Stauss and I reside in Santa Fe, NM. I am a member of the governing body for The MASTERS Program a charter school which is located at Santa Fe, NM____, I assure that the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disability Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Steve Stauss
Printed Name

DocuSigned by:

326ABA8EEE842412
Signature

8/18/2021
Date

ASSURANCES

My name is David Worsley and I reside in Santa Fe, NM. I am a member of the governing body for the MASTERS Program a charter school which is located at Santa Fe, NM, I assure that the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational programmatic, and financial requirements applicable to charter schools, including:

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David Worsley_
Printed Name

DocuSigned by:

F77DE2FF6FD34E6... Signature

8/18/2020
Date

ASSURANCES

My name is Melynn Schuyler and I reside in Santa Fe, NM. I am a member of the governing body for The MASTERS Program a charter school which is located at Santa Fe, NM____, I assure that the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational programmatic, and financial requirements applicable to charter schools, including:

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Melynn Schuyler
Printed Name

DocuSigned by:

774C CBBF3989 Signature

8/18/2021
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [MASTERS Program], located in Santa Fe, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [The MASTERS Program]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [MASTERS PROGRAM] GIVE THE FOREGOING STATEMENT THIS 18th DAY OF August, 2021.

DocuSigned by:
1. Marcos Maez
05510E1689AB436 [Signature]

Marcos Maez

DocuSigned by:
2. Lupita Perez
CE4754343195454 [Signature]

Lupita Perez

DocuSigned by:
3. Steve Ferree
220A6A1775424 [Signature]

Steve Ferree

DocuSigned by:
4. Rick Eppenstiner
BD4CD20886F14 [Signature]

Rick Eppenstiner

DocuSigned by:
5. Steven Strauss
326ABA8EEE84 [Signature]

Steven Strauss

DocuSigned by:

M. ELYNN SCHUYLER

774CCBBF398948

[signature]

Melynn Schuyler

DocuSigned by:

David Worsley

F77DE2FF6FD34E6

[signature]

David Worsley

Attach additional pages if membership exceeds five.