



# *J. Paul Taylor Academy*

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



## **DRAFT**

J. Paul Taylor Academy Charter School  
Governance Council Regular Meeting  
Wednesday, September 11, 2019 6:30 PM (MST)  
402 W. Court Building 2 Las Cruces New Mexico 88005  
JPTA Science Room

### **I. Opening Items**

- A. **Call the Meeting to Order** - Stephanie Haan-Amato. The J. Paul Taylor Academy Governance Council met in open session on September 11, 2019. The meeting was called to order at 6:37 PM to conduct a Regular Meeting
  - 1. **Roll Call** - Roll was called by Robyn Rehbein: Governance Council members Stephanie Haan-Amato, Robyn Rehbein, Barbara Chamberlin (non voting), and Sherry Booth were present. A quorum was confirmed. Christy Takacs, Executive Director, Sharon Myers, Assistant Executive Director, Sarah Dozier, JPTA Staff, and Vicki Chavez, Business Manager were present. Tomasa Shanbhag entered at 7:02 PM. Jerry Wallace entered at 7:07 PM.
- B. **Conflict of Interest** - Chair, Stephanie Haan-Amato, called for any conflict of interest. Robyn Rehbein stated a conflict of interest for Item III D, Finance Expenditures of Next Playground.
- C. **Reading of Mission Statement** - Robyn Rehbein read the Mission Statement: *J. Paul Taylor Academy, in alliance with families at the school and community, will offer a rigorous, well-rounded Spanish acquisition, project based instructional program in a smaller school to promote excellence for the diverse students of the Las Cruces area.*
- D. **Approval of Agenda** – Robyn Rehbein moved to approve the agenda for the September 11, 2019, Regular Meeting Agenda. Sherry Booth seconded the motion. The September 11, 2019, Regular Meeting Agenda was approved unanimously with affirmative votes from Stephanie Haan-Amato, Robyn Rehbein, and Sherry Booth.
- E. **Approval of August 21, 2019 Regular Meeting Minutes** - The August 21, 2019 Minutes were not attached to the agenda but were forwarded to the board members. Sherry Booth moved to approve the August 21, 2019, Regular Meeting Minutes. Robyn Rehbein seconded the motion. The August 21, 2019, Regular Meeting Minutes were approved unanimously with affirmative votes from Stephanie Haan-Amato, Robyn Rehbein, and Sherry Booth.

### **II. Public Input**

- A. **Public Input** - Stephanie Haan-Amato
  - 1. **Public Input** - Chair, Stephanie Haan-Amato, called for any public input. No members of the public were present.
  - 2. **Staff Input** - Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

### **III. Finance**

- A. **Approve July Finance Committee Report** – Chair, Stephanie Haan-Amato reported the committee met on September 3, 2019. The Committee reviewed the bank reconciliations, reviewed a quote for the next playground and reviewed four (4) checks. A motion to approve the July Finance Committee Report was made by Robyn Rehbein. Sherry Booth seconded the motion. The motion to approve the July Finance Committee Report was

approved unanimously with affirmative votes from Stephanie Haan-Amato, Sherry Booth, and Robyn Rehbein.

- B. **BAR 535-000-1920-0004-M** - Vicki Chavez sent out the BARs to members of the board. Vicki noted this bar is due to cost of training for the new Tyler system. A motion to approve BAR 535-000-1920-0004-M was made by Sherry Booth. Robyn Rehbein seconded the motion. BAR 535-000-1920-0004-M was approved unanimously with affirmative votes from Stephanie Haan-Amato, Robyn Rehbein, and Sherry Booth.
- C. **BAR 535-000-1920-0005-M** - Christy Takacs explained BAR 535-000-1920-0005-M, which was needed to add funding to ACES for substitute services. A motion to approve BAR 535-000-1920-0005-M was made by Robyn Rehbein. Sherry Booth seconded the motion. BAR 535-000-1920-0005-M was approved unanimously with affirmative votes from Stephanie Haan-Amato, Robyn Rehbein, and Sherry Booth.
- D. **Expenditure for Next Stage of Playground Development** - (*Moved to Before Agenda Item IX*) Sherry Booth made a motion to postpone this item until later in the meeting so that more Council members would be present. Chair, Stephanie Haan-Amato seconded the motion to table the Expenditure for Next Stage of Playground Development till before item IX. This item was moved to before item IX. Robyn Rehbein abstained from voting.
  - 1. Christy Takacs explained the budget and legislative funding for a shade structure over the sand box, benches, and new waste cleanup items. Barbara Chamberlin asked when the lease is up for renewal and Christy Takacs informed that the lease is through 2035. A motion to approve Expenditure for Next Stage of Playground Development was made by Jerry Wallace. Sherry Booth seconded the motion. The motion to approve the Expenditure for Next Stage of Playground Development was approved unanimously with affirmative votes from Stephanie Haan-Amato, Sherry Booth, Tomasa Shanbhag, and Jerry Wallace. Robyn Rehbein abstained from voting.

#### IV. **Membership Committee**

- A. **Update on Closure of Position 5** – Chair, Stephanie Haan-Amato talked in place of Jerry Wallace and informed the group that the required documentation was submitted on September 10, 2019.
- B. **Status of Treasurer Search**- Chair, Stephanie Haan-Amato reported the continued search for a Treasurer. Chair Stephanie Haan-Amato noted interest from Juan Garcia who has a Masters Degree in Finance and is working on his CPA.

#### V. **Governance**

- A. **Intro to Boardmax** – Chair, Stephanie Haan-Amato went over Boardmax uses, including agenda creation and document storage. Explained the benefits of being able to use Boardmax and did a walkthrough of how to use the system.

#### VI. **Executive Director Support and Evaluation**

- A. **Executive Director Report.** - Christy Takacs went over the Executive Director Report with the board. Sharon Myers discussed the beginning of the year I-Station reports, including Math and Reading results for K-8th grade. Christy Takacs explained progress of parent volunteers and trying to get someone to come to the school as crossing guards. Christy Takacs was asked to be on a State-Wide Charter board. She is focused on SLA program and middle school retention. Mr. Taylor's 99th Birthday was celebrated. Mr. Taylor met with the middle school group and answered questions from students. Christy noted that she attempt to have local news coverage of the celebration but nobody covered the event. Christy Takacs discussed early release day training of Love and Logic was completed in September. Upcoming events on September 12, 2019 Diez y Seis de Septiembre Celebration, September 21, 2019 for RAZE is black magic show (proceeds benefit JPTA), and September 16-27 is Fall Break.

#### VII. **Policy**

- A. **Policy Committee Report** – Chair, Stephanie Haan-Amato went over the Policy Committee Report which was included in the agenda. The Committee met on August 30, 2019 and talked about a plan for which policies they would like to review this year. The Committee decided to prioritize things that have not been updated in the past 4-5 years and things that needed editing.
- B. **Administering Medications to Students** – Chair, Stephanie Haan-Amato discussed updates to the Policy after discussions from the last GC meeting. A motion to approve the Administering Medications to Students Policy was made by Tomasa Shanbhag. Jerry Wallace seconded the motion. The motion to approve the changes to Administering Medications to Students policy was approved unanimously, with affirmative votes from Stephanie Haan-Amato, Robyn Rehbein, Sherry Booth, Tomasa Shanbhag, and Jerry Wallace.
- C. **Training Experience Policy, pp 31-32 of Employee Policy Manual** – Chair, Stephanie Haan-Amato discussed the Training Experience Policy, pp 31-32 of Employee Policy Manual with those in attendance. A motion to approve the Training Experience Policy, pp 31-32 of Employee Policy Manual changes was made by Sherry Booth. Jerry Wallace seconded the motion. The motion to approve Training Experience Policy, pp 31-32 of Employee Policy Manual was approved unanimously, with affirmative votes from Stephanie Haan-Amato, Robyn Rehbein, Sherry Booth, Tomasa Shanbhag, and Jerry Wallace.
- D. **Anti-Discrimination and Harassment Policy** – Chair, Stephanie Haan-Amato discussed changes to Anti-Discrimination and Harassment Policy with those in attendance. The GC will vote on this item at next month's meeting.

#### VIII. Committee Check-Ins and Updates

**Facilities and Safety Committee** - Robyn Rehbein states that the Facilities and Safety Committee did not meet since the last GC meeting. **Development Committee** - Sherry Booth and Tomasa Shanbhag reported that the Development Committee has not met since the last GC meeting.

- E. **Parent Advisory Committee** – Chair, Stephanie Haan-Amato stated that PAC met right before this meeting. Chair Stephanie Haan-Amato discussion that Christy Takacs asked parents to volunteer and there was explanation of how PAC members can access the PAC account for expenditures. Suicide Prevention training is a goal to complete which will be set up with Robyn Rehbein for some time in October. The Scholastic Book Fair is going on in the Media Library.
- F. **Gifted Advisory Committee** - Barbara Chamberlin stated that the Gifted Advisory Committee has not met since the last GC meeting.
- G. **Academic Oversight Committee** - Christy Takacs sent out an email to AOC team with thoughts of places where they are headed. Christy Takacs recommended the Committee focus on Charter Renewal. Christy Takacs reported sending for the charter renewal kit for this year's renewal to committee members and has a goal to convene in November. April Larcher, JPTA staff and parent will be joining the AOC.

#### IX. Other Business - Stephanie Haan-Amato

- A. **Open Discussion** - There were no items for open discussion from those in attendance. Robyn Rehbein spoke as a parent and noted that it was inconvenient for parents to come during the day for the Diez y Seis de Septiembre event. Christy Takacs appreciated the feedback. Robyn stated that she was informed about Mr. Taylor's birthday the day before the birthday event and would like a more advance notice in the future.

#### X. Closing Items

- A. **Adjourn** - Robyn Rehbein moved to adjourn the September 11, 2019 Regular Meeting.

Sherry Booth seconded the motion. The motion to adjourn the September 11, 2019 Regular Meeting was passed unanimously with affirmative votes by roll call from Stephanie Haan-Amato, Sherry Booth, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace. Barbara Chamberlin abstained from voting. The September 11, 2019 Regular Meeting was adjourned at 7:55 pm.

Respectfully Submitted,

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Jerry Wallace  
JPTA Governance Secretary

Approved \_\_\_\_\_, 2019

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Stephanie Haan-Amato  
JPTA Governance Council Chair