



# J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



## Governance Council Regular Meeting Minutes Wednesday, April 19, 2017 402 W. Court Building 2 Las Cruces New Mexico 88005 JPTA Media Room

### I. Opening items

- A. The J. Paul Taylor Academy Governance Council met in open session on April 19, 2017. The meeting was called to order at 6:05 p.m. to conduct a regular meeting.
  - 1.) Roll was called by Janet Acosta: Governance council members Ric Hernandez, Janet Acosta, Martin Lopez, Sherry McDowell, and Stephanie Haan-Amato were present. A quorum was confirmed. Yvette Turrieta was absent and notified Chairman Ric Hernandez of her absence due to illness. Eric Ahner, Executive Director, and Gina Trujillo, Assistant Business Manager were also present. (Arthur Berkson arrived at 6:16pm, and Sherry McDowell left at 6:22pm)
- B. Chairman Ric Hernandez called for any conflicts of interest and no conflicts were stated.
- C. Executive Director Eric Ahner 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. Martin Lopez moved to approve the agenda for April 19, 2017 Regular Meeting. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez and Sherry McDowell.
- E. Stephanie Haan-Amato moved to approve March 15, 2017 Regular Meeting minutes with modification listed below. Martin Lopez seconded the motion with the modification. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Martin Lopez, Sherry McDowell, and Stephanie Haan-Amato.

MODIFICATIONS: Facility: "Part of this project will include extending our track to an .8 of a mile track by using some of Alma de Arte's yard." The .8 of a mile should read 1/8 of a mile (0.125 of a mile) track.

### II. Public Input

- A. Chairman Ric Hernandez called for any public input, and welcomed Baylor Del Rosario, Ph.D from the Charter School Division of NMPED who was observing tonight's meeting. Dr. Del Rosario stood and introduced himself. There was no other public input.
- B. Chairman Ric Hernandez called for any staff input. There was no staff present at this point of the meeting. When a staff member, Tamara Alexander, arrived later in the meeting she was given an opportunity to add her input and she didn't have any input except to say good job to the Governance Council.

### III. Governance

- A. Chairman Ric Hernandez gave the Governance Committee update. The Governance Committee met and reviewed the Family Satisfaction Survey, the Teacher Satisfaction Survey which is being presented tonight. Both surveys are being reviewed tonight, and on the agenda for approval.

Arthur Berkson arrived at 6:16pm.

- B. The Family Satisfaction Survey was discussed. A Governance Council member asked if question 1.3 can be reframed. The question is, has your child been bullied at school? Also, a secondary question, has it been handled appropriately? It was suggested that it might be advantageous to also ask if the teacher/staff was informed? It was also noted that there are also comment sections in multiple areas of the survey but we cannot see them without seeing the live survey. Ric Hernandez would like it to be sent out with this Friday's update so it would be open from 21st-28<sup>th</sup>, with a reminder sent out on Wednesday.

Sherry McDowell left the meeting at 6:22pm.

Martin moved to approve the Family Satisfaction Survey with modifications to 1.3 to include a breakdown of more questions if they answer yes on this question. Stephanie Haan-Amato seconded the motion with the modification. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato. Arthur Berkson will make those modifications.

- C. The Teacher Satisfaction Survey was also discussed before the vote, this survey was not in the packet, but was shown with the projector for the board to review. It will be added to the packet. Changes or new additions to this year's survey were discussed. Questions 3-4 have been added at the staff's suggestions to include questions about the Executive Director. Question 5 was also added at the suggestion of Eric Ahner, Executive Director. Ric Hernandez also would like this survey to have the same time frame as the Family Satisfaction Survey. There was a question about anonymity with questions 18 and 19. It was noted that the accumulated survey results do not link one responder's responses together.

Arthur Berkson moved to approve the Teacher Satisfaction Survey. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato. Ric Hernandez will send this out by email and will have the same timeline as the Parent Satisfaction Survey.

- D. JPTA Governance Council Self Evaluation will be in your inbox sometime in the month of May. The Governance committee will review it again before it is sent out. The data collected from this will be reviewed at the Governance Council summer retreat.

### IV. Finance

- A. The 2017-18 School Year Calendar does observe the holidays (Veteran's Day & Martin Luther King Day) that were being cut in the previous drafts. This calendar's changes are found in the Winter Break, it will start two days later than in previous versions. It was then asked if there was any feedback from parents and teachers about not taking off those two holidays off and having them as education observance days instead. Some feedback was that it was thought that it may seem like we are not supporting those days if they are not observed with time off. Mr. Ahner reiterated that at his old school, after a year of having those holidays as educational observance days, parents appreciated the

celebration/education on those holidays in which school was in session. It can be revisited again next year. Stephanie Haan-Amato asked that the offices closed be taken off the final calendar as it doesn't refer to anything on the calendar itself.

Janet Acosta moved to approve the 2017-2018 School Year Calendar with the modification to the legend with Offices Closed being removed. Stephanie Haan-Amato seconded the motion with the modification. Motion approved unanimously with affirmative votes through a roll call vote from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

B. The Finance Committee Report was given by Chairman Ric Hernandez. The meeting was on April 13, 2017 as stated in the notes included in the meeting packet. They talked about reviewing the YTD totals per vendor. This is something that needs to be done periodically. This is a follow-up item because Gina Trujillo needed more time to put those together. The BARs being presented tonight were all reviewed and recommended for approval. Martin Lopez also recommends that the meeting minutes reflect those who were absent as well, to understand who serves on that committee. The meeting minutes for April 13, 2017 will need to be updated to reflect that Yvette Turrieta and Martin Lopez were not in attendance (**FOLLOW UP ITEM**).

C. Financial Statements:

1. The February Cash Report has been submitted and approved by PED. Martin Lopez moved to approve the February Cash Report. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.
2. The GL reconciliations (RE: February Bank Reconciliations) on page 26 of the meeting packet were discussed, specifically what made up the bulk of the deposits and the withdrawals.

Martin Lopez moved to approve the February Bank Reconciliations. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

3. The February Revenue and Expense Reports were discussed. There was a question on page 32 of the meeting packet. It was asked if on the Speech Therapist line item, we were indeed in the negative? A BAR was presented in March to cover this line item. But this is the February report. A BAR was also presented in March to cover more board training and non-teacher travel expenses. At this time, BARs are being done on a monthly basis if needed to keep JPTA in the black at all times.

Martin Lopez moved to approve the February Revenue and Expense Reports as presented. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

D. Budget Adjustment Requests

1. The Permanent Cash Transfer Request of \$24.90 was from monies in the 2012-2013 school year (startup money) that has been stuck in a sort of limbo due to the specifics of the usage of that money. This permanent cash transfer request is to move it to the Operational account per PED.

Stephanie Hann-Amato moved to approve the Permanent Cash Transfer Request in the amount of \$24.90 as presented. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson,

Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

2. The Budget Adjustment Request 535-000-1617-0027-I is a carryover from last year's Title I money.

Janet Acosta moved to approve the Budget Adjustment Request 535-000-1617-0027-I. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes by a roll call vote from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

3. The Budget Adjustment Request 535-000-1617-0028-M was discussed. This money is being pulled from Nursing Services (which is not needed at this time) and moved to Ancillary Services and also to cover a payment to the New Mexico Coalition (savings of \$800 compared to paying it next year when it is due). If the money is used by Ancillary (support) Services it will count toward our MOE. We are on schedule for the MOE, but it is being investigated on how we may be able to reduce our MOE amount.

Janet Acosta moved to approve the Budget Adjustment Request 535-000-1617-0028-M. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

4. The Budgeted Adjustment Request 535-000-1617-0029-M, is to transfer money from the Activity Account to pay for Music and Ensemble registration fees.  
Janet Acosta moved to approve the Budget Adjustment Request 535-000-1617-0029-M. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.
5. The Budgeted Adjustment Request 535-000-1617-0030-I is the SB9 matching funds (tangible facility expenses) and the BAR is being presented today so that it doesn't have to be presented again in November (when the report of the intention of use of this money is due).

Janet Acosta moved to approve the Budget Adjustment Request 535-000-1617-0030-I. Arthur Berkson seconded the motion. Motion approved unanimously by a roll call vote with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez and Stephanie Haan-Amato.

## V. Executive Director Support and Evaluation

- A. Mr. Ahner fielded questions from the board about his Executive Director Report that he submitted for this meeting.

- It was noted that the Enrollment Report for the current year should read April 12, 2017. The attrition seems to be on par for previous years. Especially on the Middle school level. There are currently 3 open spots that are currently being filled.
- The Charter School Division site visit preliminary information was briefly discussed. Eric Ahner feels good about this visit and the findings preliminary stated can be easily addressed.
- One item that is not in his report (because it is in process) is that LCPS has preliminarily offered to help with the first phase of the playground and the cement work, this still must be approved by their Board. Thanks to the Facility Committee for setting the ground work for these things and Mr. Ahner with his follow-up on these things.

- Mr. Ahner sent an email about proposed changes to GC training, so please refer to the email. He would like to get an idea of how we might let them know if we disagree or agree on any of these proposed changes. Those who discussed this in the meeting felt that responsibility is high compared to training hours. Mr. Ahner would like to encourage his cohorts to support a higher level of training. There is a meeting that can be attended by the GC and give feedback on April 27, 2017 at 5 p.m., but please discuss who would like to go (or can go) so that a quorum is not formed.

B. Chairman Ric Hernandez sent an email out on the April 3, 2017 about the Head Admin End of Year Evaluation (called the Executive Director End of Year Evaluation on the meeting packet) that included due dates to meet the deadlines on this evaluation. If any board members haven't filled it out please do so now, as April 30<sup>th</sup> is the last day to turn in the evaluation. On May 10, 2017, the Governance Council will meet in a special meeting with a closed session to complete the end of the year evaluation of Mr. Eric Ahner. Between May 10, 2017 and May 24, 2017, the Evaluation Committee will meet with Mr. Ahner to deliver the evaluation. The vote to approve the Head Admin End of Year Evaluation will take place at the May 24, 2017 Regular Meeting (Arthur Berkson will conference call into the meeting).

#### VI. Charter Performance Framework Review

Discovery testing will be finishing this week with makeups, which will then allow for those numbers to be completed.

- A. Alternative Measures can be set for the SPED students. This is something that will be visited in the future, as this has not been set in the IEPs thus far. It will take around three years into Alternative Measures until we start seeing those results.
- B. IPT will be administered starting next Monday. The data will need to be turned around quickly and raw data will be submitted to PED and then a report will be compiled. Chairman Ric Hernandez would like to have separate baseline for those students who have been here for 3 years or more and those who have been here for fewer than 3 years. Ric would like some help with this compilation. Mr. Ahner would like to help and Stephanie Haan-Amato may be able to help. It is possible that we may need to amend the charter in reference to Spanish language acquisition. In the Middle School years, it is hard to implement for just one grade (which is what we are on track to do next year).
- C. Executive Director, Eric Ahner, found out today that the initial Bilingual application is due May 5 2017. It is possible that Spanish in Middle school maybe taught by level, if we do that, that type of program can't receive the bilingual funding for that instruction. This would require another teacher and one with bilingual credentials to teach it this way. One of our current middle school teachers is close to having these credentials.

#### VII. Facility

- A. The Facility Committee Report is that the committee is in a holding pattern since the drawings were stamped and they met with LCPS. The committee is awaiting the next step from LCPS.

#### VIII. Development

- A. The Development Committee Report is that they did not meet in the month of March and the next meeting will be May 3, 2017.

#### IX. Academic Excellence

- A. The Academic Oversight Committee did not meet this month, but did have a, "Let's Talk About Testing Night." Mr. Ahner reported on that night and said that they presented on testing and which testing we do at JPTA, why, and to help demystify

standardized testing. Attendance was a little sparse, but hopefully it can be advertised more in the future.

- B. The Parent Advisory Council met on April 12, 2017. At the meeting the bilingual application was discussed. Teacher and Staff appreciation week was also discussed. The appreciation week is May 1-5, 2017. The Safe Space event that will be happening April 20, 2017 was also discussed. (At this point in the Governance Council meeting the Governance Council then had a brief discussion on this event.)
- C. The Gifted Advisory Committee notes have not been submitted from the last meeting so this report will be moved to the May 10<sup>th</sup> meeting.

## X. Policy

- A. The Parent Advisory Committee Policy was reviewed. This needs to be approved at the same time as the By-Laws. So, this will be voted upon at the same time, hopefully at the end of May. The verbiage of Governance Council rule will be removed and be replaced with JPTA Charter. The sentence will now read: The Parent Advisory Committee (PAC) shall be created, and PAC membership is open to all interested stakeholders in accordance with J Paul Taylor Academy's Charter. The last sentence in paragraph B will be deleted. **(FOLLOW UP ITEM)**
- B. Please note the proposed changes to By-Laws will be necessary due to the proposed changes to the PAC Policy above. They will need to be voted on the same day.
- C. The Training and Experience Policy is a new policy. There are a few typos and needed edits on this document that have been noted below:
  - Assure the whole document is all one font type
  - 4<sup>th</sup> paragraph: of should be if
  - 7<sup>th</sup> paragraph: needs a period at the end
  - 8<sup>th</sup> paragraph: the t on Those should be lower case

Martin Lopez moved to approve the Training and Experience Policy with the modifications listed, with the effective date April 19, 2017. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

- D. The Personnel Files Policy verbiage comes from the union negotiations with two exceptions (and the negotiations team has been notified). Before the vote there was some discussion on what can be included in a personal file and what can be excluded. Martin Lopez will send Mr. Ahner a list of items. **(FOLLOW UP ITEM)**

Martin Lopez moved to approve the Personnel Files Policy with the modifications listed below, with the effective date July 1, 2017. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, and Stephanie Haan-Amato. (Janet Acosta had stepped out of the room and abstained on the vote.)

### Modifications:

Paragraph H. should read: Employees may request in writing that a negative report be removed from their personnel file after two years from the date of occurrence. At the discretion of the Executive Director such report may be removed providing no further action relating to the incident has occurred; no hard copy or electronic copy will remain in existence. No report shall be removed that involved a substantiated incident regarding safety or legal situations. Certified employee's evaluations will not be considered for removal. Paragraph I. needs the following sentence added to the end of the paragraph: Copies shall be provided within 3 working days of the employee's request.

- E. The Personal Time Off Policy keeps in mind the current legislation surrounding time off.  
Martin Lopez moved to approve the Personal Time Off Policy as presented, with the effective date July 1, 2017. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.
- F. Arthur Berkson moved to approve the Background Check Policy as presented, with the effective date April 19, 2017, with exception of the two sentences: “Volunteers must complete a Volunteer Request Form and have a photo on file with the school. The Form requires a signature that he or she will follow all designated JPTA rules and policies.” becomes effective July 1, 2017. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.
- G. Stephanie Haan Amato moved to approve the Alcohol, Tobacco and Other Drugs Student Expectations policy as presented with the heading changed to read “Alcohol, Tobacco & Other Drugs Policy”, with the effective date April 19, 2017. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.
- H. Martin Lopez moved to approve FERPA Policy Expectations policy as presented, with the effective date April 19, 2017. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.
- I. Janet Acosta moved to table the Compulsory Attendance Policy until the May 24, 2017 Regular meeting, so that further edits can be made. Arthur Berkson second the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

XI. Other Business

- A. The May 3, 2017 work session is being moved to May 10, 2017 at 6:30 p.m. (following the PAC meeting) and will be a Special Meeting with voting and a closed session.  
  
The May 17, 2017 Regular Meeting will be moved to May 24, 2017 at 6 p.m., due to a conflict with a school concert and to allow a week between meetings. Arthur Berkson will not be able to attend this meeting and cannot conference call into the meeting. Martin Lopez will not be in attendance in person but will be able to attend via conference call. Ric Hernandez will post these meetings and will provide the call-in number as soon as possible (one week before is the earliest) to facilitate Martin’s conference call into the meeting. **(FOLLOW UP ITEM)**.

XII. Closed Session

Arthur Berkson moved to adjourn the open meeting and go into Closed Session at 9:47pm to discuss:

- A) Collective Bargaining Strategies, closed Pursuant to Section 10-15-1.H(5), NMSA 1978 and also to discuss B) Limited Personnel Issues, closed Pursuant to Section 10-15-1.H(2), NMSA 1978.

The motion was seconded by Janet Acosta and the motion was approved unanimously with affirmative votes through a roll call vote from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

- C) Return from Closed Session:

Janet Acosta moved to reconvene into Open Session at 10:30 pm. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.  
Ric Hernandez affirmed the GC took no formal action taken during the closed session.

XIII. Arthur Berkson made a motion to have Ric Hernandez, Martin Lopez and Stephanie Haan-Amato to serve on the Executive Director Contract Negotiation Team Authorization. Stephanie Haan Amato seconded the motion. Motion approved unanimously by a roll call vote with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez and Stephanie Haan-Amato.

XIV. Closing Items:  
Martin Lopez moved to adjourn meeting at 10:40 pm. Motion seconded by Arthur Berkson. Motion approved unanimously with affirmative votes through a roll call vote from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, and Stephanie Haan-Amato.

Respectfully Submitted,  
J. Acosta  
JPTA GC Secretary  
(AL)

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Ric Hernandez, GC President