



# J. PAUL TAYLOR ACADEMY

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



## Governance Council Board Regular Meeting Minutes August 17, 2016

### I. Opening Items:

- A) The J. Paul Taylor Academy Governance Council met in open session meeting on August 17, 2016 at 6:00 pm to conduct a regular meeting.
- B) Attendance call: Ric Hernandez, Coree King, Arthur Berkson, Martin Lopez, Janet Acosta, Sherry McDowell, Eric Ahner, Executive Director and Business Manager Gina Trujillo.
- C) Conflict of Interest: There were none at this time.
- D) Mr. Ahner read the JPTA 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.
- E) Coree King moved to approve the agenda for August 17, 2016, Regular Meeting. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Martin Lopez and Janet Acosta.
- F) Janet Acosta moved to approve the minutes for July 20, 2016, Special Meeting. Coree King seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Martin Lopez, Arthur Berkson and Sherry McDowell.

### II. Public Input:

- A) 1. Public Input: There was nothing to report at this time.
- 2. Staff Input: There was nothing to report at this time.

### III. Governance: There was nothing to report at this time.

### IV. Finance:

- A) Coree King reported on behalf of the Finance Committee for June 2016 Bank Reconciliation, she stated JP TA is starting the year with a negative (\$1,162) in the operating cash balance.

Gina Trujillo (Business Manager) reported the error was found in the entry of payroll liabilities totaling \$29,919.87, resulting in an incorrect ending cash balance on all of the cash reports throughout the year. The issue occurred during the switch from the previous Business Manager to the current one.

Mr. Ahner recommended to the GC Council, in the future if any change is needed for a new Business Manager that the school require the that individual to close the books between the change to ensure that things like this are not missed.



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Vickie Chaves with SW Regional Education Cooperative (SWREC) reported they began providing business management services in September 2015 to JPTA. Prior to SWREC assuming responsibilities for business services, the school was responsible for closing the books and handling the audit for FY 2014-2015 and setting the budget and opening procedures and accounting balances for FY 2016-17. She did comment that the activity funds raised by students have been deposited in a separate bank account and have not been used to support the operating budget.

Ms. Chaves continued to explain that in June and July of 2016, three unexpected situations that came to the school's attention. In FY2014-2015, the final payroll, including taxes were paid (forcing cash to be reduced) however, they were not actually posted in the accounting system until the new fiscal year, which caused our expenses to be understated in the general ledger (GL). All bank reconciliations balanced which is why this wasn't caught until the end of the year when FY 2015-2016 books were closed and balanced. When FY 2015-2016 was closed, the operational cash balance was (\$1,162).

In addition, due to the cash flow problems that JPTA has experienced, NM-PED has required, for FY 2016-2017, that \$38,039.00 be pulled from various line item encumbrances in the original budget and placed in a restricted account. These funds can only be used to cover cash flow needs as request for reimbursements are being processed.

Lastly, the Maintenance of Effort, which cash flow was limited so IDEA-(federal funds)was used to pay for ancillary services (example: speech, therapy, psychological services, occupational therapy, etc) for students with disabilities. This is an acceptable use of money; however, students, with disabilities generate money through the operating budget (state funds) and, if these services had been paid for through operations in the prior year, a school must continue to spend the same amount from operations unless their student's population has decreased. JPTA, underspent from operations by \$13,968.00 in FY 2015-2016 and are required to increase our budget by the amount in the new fiscal year.

JPTA is starting the year with (\$1,162) in operating cash balance. Of the FY 2016-2017 budget of \$1,267.976, we are required to set aside \$38,039 as restricted for cash flow reserves and set aside an additional \$13,968 to meet local MOE. The total impact is a decrease of \$53,169 available in the operating budget, which is significant.

Cory King made a motion to approve June 2016 Bank Reconciliation. Arthur seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Martin Lopez, Sherry McDowell and Janet Acosta.

- B) Cory King made a motion to approve June 2016 Cash Report. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Arthur Berkson and Janet Acosta.

## **V. Facility:**

- A) Arthur Berkson reported on behalf of the Facility Committee, he stated they will meet at the end of July to reviewed the timeline for execution in pouring the concrete and set a main goal in securing a vision. He also mentioned Mr. Hernandez and Mr. Torres spoke with Gen Con which will donate \$5K to JPTA, with the stipulation that the school is to have a fund raiser and they will match it up to \$5K. The Move-A-Thon is



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scheduled for Sept 9<sup>th</sup> move a thon.

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

A) Mr. Ahner spoke about financial concerns, he also reported he emailed all the JPTA staff to inform them of the current findings in the budget and the challenges it will impose. He commented that he has an amazing staff and school and respect their patience's. Mr. Ahner indicated that he would make an announcement and to speak to parents at the upcoming Open House event, about what our current situation with the budget. And will continue to be transparent with any issue's, concerns or plan of actions that may come up in the future.

Mr. Ahner also stated that he will be drafting a letter to Secretary Skandera, Deputy Secretary Aguilar, the PEC and the head of the Charter School Division letting them know what has occurred. Within this, ask that the state release our restricted \$38,000 from the "emergency fund". Which he feels may constitute an emergency. This letter will be signed from Ric Hernandez, Board Chair, Mr. Ahner and Business Manager Gina Trujillo.

Mr. Ahner continued reviewing the reports that had been submitted. Only request was from Ric Hernandez, Board Chair requesting for Mr. Ahner to include the waiting list for each grade level to be included in his executive report.

## **VII. 2015-16 SY Audit-**

Corree King reported on behalf of the audit committee review on report August 11, 2016, audit will continue to meet monthly.

## **VIII. Policy Review**

A) Uniform Policy – Discussion tabled, until next month.

B) Student Searches and Seizures – Sherry McDowell reviewed the recommend changes to the policy. This policy will be re-post on the website for 30 days for staff, students and parents to review the recommend changes and give feedback accordingly. This policy will be voted on next month meeting.

C) Enrollment and Lottery Policy- Sherry McDowell and Mr. Ahner reviewed the mechanism for drawing names, and lottery, grade level, or range of grades. Recommendation changes were made. This will be resubmitted for review at next meeting for any additional comments.

D) Sex Education Opt-Out – no changes made on this policy / post on website for review and proposed in next meeting. This policy will be re-post on the website for 30 days for staff, students and parents to review the recommend changes and give feedback accordingly. This policy will be voted on next month meeting.

E) Procurement Card Policy – Ric Hernandez, stated this policy was carried over from last year, and had been previously tabled and will be review at the year.

## **IX. Development:**

A) Development Committee Report – Rick reported, that the JPTA Foundation will be putting an evening event to host the local legislators on August 30<sup>th</sup>. Mr. Taylor will be present at the event. It was also mentioned the JPTA has a new flyer for brick fund raiser.



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**X. Academic Committee:**

A) Academic Oversight Committee: Eric announced that Ms. Kannard is in the progress of forming this committee.

B) Parent Advisory Council report. Meet August 9, to discuss the upcoming BBQ and open house Aug 23<sup>rd</sup>.

C) Gifted Advisory Committee - This committee is currently working on scheduling a meeting for the Fall.

**XII. Other Business:**

A) There was none at this time.

**XII. Closing Items:**

A) Coree King moved to adjourn the meeting at 8:25 PM. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Martin Lopez, Sherry McDowell and Janet Acosta.

Respectfully Submitted,  
Janet Acosta  
JPTA GC Secretary

Approved: \_\_\_\_\_

\_\_\_\_\_ Ric Hernandez, GC President