



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



Governance Council Regular Meeting

Wednesday, February 15, 2017

402 W. Court Ave, Building 2, Las Cruces New Mexico 88005

Media Room

Opening Items

The J. Paul Taylor Academy Governance Council met in open session on February 15, 2017. The meeting was called to order at 6:10 p.m. to conduct a regular meeting.

Roll was called by Janet Acosta:

Governance Council members Ric Hernandez, Martin Lopez, Janet Acosta (left at 7pm), Arthur Berkson and Stephanie Haan-Amato were present. A quorum was confirmed. Sherry McDowell was absent, the board was notified before the start of the meeting of her absence. Eric Ahner, Executive Director and Asst. Business Manager Gina Trujillo, were present.

Chairman Ric Hernandez called for any conflicts of interest and no conflicts were stated.

Stephanie Haan-Amato 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.

Janet Acosta moved to approve the agenda for February 15, 2017 Regular Meeting with the following modification: Move section (X). Policy to above (V.) Audit. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Janet Acosta, and Stephanie Haan-Amato.

Stephanie Haan- Amato moved to approve the minutes from the January 18, 2017 Regular Meeting Notes. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, and Stephanie Haan-Amato.

Public Input

Chairman Ric Hernandez called for any public input. Public Input: Welcome to Yvette Turrieta who is considering joining the governance council. Appreciation was expressed to her and her interest in joining.

Staff Input: There was no staff input.

Governance

Governance Committee Report:

Janet Acosta reported the new member search packet, new member checklist and the new member handbook is currently pending and the goal is to have it completed by April. Which would be on the agenda for review.

Parent Surveys: Chairman Ric Hernandez apologized that the surveys are pending at this time and will go out to parents in the month of April.

Staff Surveys - Chairman Ric Hernandez apologized that the surveys are pending due to pending modifications. Staff will receive upon completion of the updates.

Finance

Finance Committee Report

The committee just met earlier this morning, Martin presented the Committee reviewed the description of the Finance Committee to help make sure that they are fulfilling them and guided in their responsibilities. The committee also requested Gina to use a budget tracker to analyze spending. Also, the BARs were reviewed in which will be presented to GC board for approval. The activity account was also discussed. The financials were not available to review.

Martin Lopez motioned to approve Budget Adjustment Request 535-000-1617-0020-M. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta and Stephanie Haan-Amato. Before the approval of this BAR, Gina Trujillo informed the board this BAR was for Contracted Services with Mr. Torres for collective bargaining.

Martin Lopez motioned to approve Budget Adjustment Request 535-000-1617-0021-M. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta and Stephanie Haan-Amato. Before the approval of this BAR, Gina Trujillo informed the board this BAR was for professional development for food services. It was noted that it is believed this will now be required every year so this will need to be put into the budget going forward.

Martin Lopez motioned to approve Budget Adjustment Request 535-000-1617-0022-M. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta and Stephanie Haan-Amato. Before approval of this BAR, Gina informed the board that this was a maintenance bar because the janitorial items that were proposed to come out of the SB9 couldn't be taken out of SB9. It was mentioned the new Wifi came out of those funds as well the folding chairs.

Stephanie Haan-Amato motioned to approve Budget Adjustment Request 535-000-1617-0023-I. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta and Stephanie Haan-Amato. Before the approval of this BAR the board was informed that this was an increase BAR for the Spaceport funds for a total of \$9,394.65. These funds are for middle school use only, more specifically for Math, Science and Technology for grades 6th-8th. The middle school team has talked about visiting LCPS's Spaceport exhibit and paying for the bus to get to the exhibit.

Mr. Ahner presented the 2017-2018 School Year Calendar. It was discussed to have the full year ahead of time, which would help in future planning. Concerns were noted that it couldn't be compared it to LCPS's 2017-2018 calendar since it has been taken off their website. Janet Acosta motioned to TABLE the vote on the 2017-2018 school calendar until the March meeting, pending review by staff and comparison to LCPS. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Janet Acosta, and Stephanie Haan-Amato. Noted: Mr. Ahner will charge the staff to talk about it at the next meeting, and Kristi Curnutt will be the point of contact.

Mr. Ahner reported to the board that he received 49 responses to his survey about the proposed increase in lunch prices. Of those 49 responses 3 voted no and 3 said yes but can't afford it. Mr. Ahner suggested to the council to increase the price of the lunches, and those who can't afford the increase mid-year can request to speak directly and he would review accordingly.

Janet Acosta made the motion to increase the amount of lunch meals to \$.15 after spring break. Arthur Berkson seconded the motion. Motion was approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Janet Acosta, and Stephanie Haan-Amato.

Audit

Audit Review:

The FY 2016 audit report is available on the NMPED website at:

<http://www.ped.state.nm.us/ped/AdminServicesDivIndex.html> as well as on the State Auditor's website at: <http://www.saonm.org/>. Chairman Ric Hernandez asked the board to read the report before the next meeting where Vicki Chavez, the Business Manager, will be here for discussion of the Audit. The acceptance and approval will happen at the next meeting. It was noted that the school's response was already submitted because the time frame doesn't allow for it to be discussed at the GC meetings.

There were five items from the previous year. Only one of those five items were a finding again. That finding was listed under cash management, in which it basically noted that we didn't have enough money at the beginning of the year. The school is on schedule to meet the June 2017 deadline. We believe our issue has to do with checks that didn't clear from the previous year. The policies and controls have been put in place last year to accomplish the audit finding report's suggestion. Budget adjustments will be need to be made to go with the audit review.

Executive Director Support and Evaluation

Executive Director Report:

Mr. Ahner reviewed his Director Reports with the GC board. The board had several questions in regards to the expectation of attendance for the students. Mr. Ahner also reported the PED notified him of an audit the T&E (Teaching and Experience) portion of the personnel files. He stated the files are being reviewed to make sure they are ready for the audit. It was noted in our last audit JPTA had significant deficiencies for the previous 3 years (possibility that is because all three years were done last year). A lot of these refer to JPTA policy, which we don't have. Mr. Ahner then passed out a proposed policy. Mr. Ahner stated the Lottery for next school year will be held March 9, 2017 at 6pm. Ric Hernandez reminded the board that if they were going to attend that he would need to know so he can file a possibility of a quorum notice.

Facility

Facility Committee Reports:

It was reported that Mrs. Strait will join the facility committee which fulfills the request for a teacher on the committee. A drawing of the plans for the playground were passed around the meeting for board members to view. It was noted that the first step is getting the grounds ready. There will be a meeting with LCPS at 10 am on February 22, 2017 to get their approval. The Facility Committee will be presenting the board with the outcome from this meeting at March regular Governance Council meeting. Once the stamp and green light has been given then there may be a possibly to hold another night (like the legislature night) for local businesses and families to donate. This would be the perfect opportunity to communicate with families as the committee believes that communication to our families is important.

Development

Development Committee Report:

Ric Hernandez reported that \$11,548.50 is in the regular JPTA Foundation account and \$23,289 is in Community Foundation account. The relationship with the Community Foundation will be ending in March due to restructuring. JPTA and the Governance Council are so grateful for our time with them. The brick fundraiser is still ongoing and the first order will be going in soon.

Academic Excellence

Academic Oversight Committee:

Ms. Batres has joined this committee. The committee has been discussing creating a manual for project based learning. Also discussed was a staff led three year rotating curriculum of education to cover a) Project Based Learning b) Love and Logic c) Spanish Acquisition. The committee also discussed horizontal and vertical alignment between grades, and the possibility of staff having a brainstorming session on issues and problems they face. The AOC would also like to have another parent testing info night. A tentative date for the next meeting is Friday March 3, 2017.

Parent Advisory Council last met on January 10, 2017. A cookbook fundraiser is being organized by two parents. The collection of recipes is this year and be put up for sale around next Christmas. There is an informational brochure being developed by Ric Hernandez. The PAC will be supporting the LAT night on February 28, 2017 from 5:30 to 7pm. Chairman Ric Hernandez suggests all members attend if able, but again needs to know if there is a possibility of a quorum. The PAC is requesting that the Teacher and Staff appreciation week responsibilities be shared between PAC and the Governance Council.

Gifted Advisory Committee- Next one probably will be in April, no other discussion.

Policy

Alcohol and Tobacco Policy:

Discussion: reviewing changes proposed by the committee. Up for review every three years. Changes on some grammar. This will be posted for 30 days. Board had no objections to having it posted.

Compulsory Attendance Policy:

Changes were to who is responsible for that, taking the responsibility off the teacher and to administration. Stephanie Haan-Amato asked why there was some deleted and it was deleted to align with Compulsory Attendance law. There was some discussion on Mental or Physical illness and whether we can include unavoidable dental and medical appointments. Other formatting items were changed such as bold all paragraph headings, and the addition of titles to the letters. It is also a desire to add the statutes to the letters. Changes will be made and posted.

FERPA Policy:

Corrections to the formatting are not noted in red. Changes were also made to the wording "Head Administrator" to "Executive Director". It will be posted for review.

Other Business

Open Discussion:

The Amazon link being on the website is still an issue. Amazon smiles give .02% vs the Amazon Associates gives up to 10%. FOLLOW UP ITEM: Ric will follow up with Mattie Kannard who maintains the website.

Comment made by Chairman Ric Hernandez, he stress to advise him of any potential quorums in any future event. As it is necessary to post a potential quorum notice for the public.

Performance Framework Review:

Chairman Ric Hernandez would like to do a work session on the Framework Review or it would make a long next regular meeting. April 13, 2017 is a Charter school visit and this should be done before then. The board then agreed that there would be a work session on March 1st at 6:30pm to address the Performance Framework.

Head Administrator Mid-Year Evaluation

Arthur Berkson motioned to accept the mid-year evaluation of Mr. Ahner and Martin Lopez seconded the motion with the note that it is essentially a review of goals. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, and Stephanie Haan-Amato. It was noted that the end of year evaluation may need to be accelerated.

Closed Session

Martin Lopez moved to go into closed session to discuss Collective Bargaining pursuant to section 10-15-1 with the Executive Director, Eric Ahner. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Stephanie Haan-Amato. Roll was called and closed session began at 8:30pm.

Closing Items

The council returned from closed session and the chairman stated the only topic discussed while in close session was Collective Bargaining, no action was taken. A motion was made by Stephanie Haan-Amato to adjourn the meeting. Martin Lopez seconded the motion. The motion passed unanimously. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Stephanie Haan-Amato. The meeting was adjourned at 9:06 PM.

Respectfully Submitted,
Janet Acosta
JPTA GC Secretary

Ric Hernandez, GC President