



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**Governance Council Regular Meeting
Wednesday, March 15, 2017
402 W. Court Building 2 Las Cruces New Mexico 88005
JPTA Media Room**

Opening Items

The J. Paul Taylor Academy Governance Council met in open session on March 15, 2017. The meeting was called to order at 6:01 p.m. to conduct a regular meeting.

Roll was called by Janet Acosta: Governance council members Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato were present. A quorum was confirmed. Sherry McDowell was absent and notified Chairman Ric Hernandez of her absence due to a medical procedure. Eric Ahner, Executive Director, Vicki Chavez, Business Manager, and Gina Trujillo, Assistant Business Manager were also present.

Yvette Turrieta, a prospective Governance Council member to be presented today for a vote was also present.

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

Martin Lopez 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 March 15, 2017, Regular Meeting with a correction to III. Finance, letter I. It should read: I. Approve 2017-2018 SY Calendar. Martin Lopez seconded the motion with the correction. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to approve the minutes of February 15, 2017 Regular Meeting notes with modifications listed below. Arthur Berkson seconded the motion with the modification. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

MODIFICATIONS:

Opening Items: Paragraph 2 should read: ... Eric Ahner, Executive Director and Assistant Business Manager Gina Trujillo, were also present.

Paragraph 5 should read: Janet Acosta moved to approve the agenda for February 15, 2017 Regular Meeting.

Academic Excellence paragraph 1 should read: 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 and 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.

Arthur Berkson moved to approve the minutes of the March 1, 2017 Work Session. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Public Input

Chairman Ric Hernandez called for any public input. There was no public or staff input at this time.

Finance

Finance Committee Report: Chairman Ric Hernandez reviewed the minutes from the Finance Committee Report from 3/9/2017. Ric Hernandez also passed around copies of two Activity Fund Sub-Accounts Reports. The 2015-2016 and the 2016-2017 reports were reviewed. He asked the board if they want the reports in full detail as they are presented tonight or just the summary page. Stephanie Haan-Amato asked for clarification on the Playground line item. Chairman Ric Hernandez clarified with the council that any money that is raised with/by students must stay in our Activities account and not in the Foundation account. Janet Acosta gave recognition to Gina Trujillo and Ric Hernandez for putting these reports together to help with the transparency of the Activity Account and its sub-accounts.

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

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

Before the motion to approve the January Revenue and Expense Reports, it was asked of our Business Managers if there is a budget balance left on the Occupational Therapists line item. Gina Trujillo stated that a BAR will be presented tonight that takes into consideration this line item. As of today, there is only encumbered expenses, but we are working on getting those service hours billed and paid. It was also clarified with Vicki Chavez that we are in-line with our MOE (Maintenance of Effort for Special Education). Vicki Chavez confirmed that we are indeed in-line with the MOE. Martin Lopez moved to approve the January Revenue and Expense Reports. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Martin Lopez moved to approve the Cash Transfer Request-Transfer Activity for \$13.37. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. Before the vote, it was clarified that a cash transfer is different from a BAR since it is a permanent cash transfer. This Cash Transfer Request is presented due to money leftover in 2300 which was being transferred in the Operational account. The Activity account is now separate from the Operational account.

Janet Acosta moved to approve the Cash Transfer Request-G.O. Bond Expense for \$.30 with the correction of the grammar and spelling within the document. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. This Cash Transfer Request is requested because thirty cents was over spent in the 27107 G.O. Bond fund and is being transferred as an operational expense.

Janet Acosta moved to approve the Budget Adjustment Request 535-000-1617-0026-D. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Martin Lopez moved to approve the Budget Adjustment Request 535-000-1617-0025-M. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. This BAR-Maintenance is for the transfer of therapy funds as discussed in the January Revenue and Expense Reports section, travel and per diems for non-teachers and board training.

Janet Acosta moved to table the calendar voting until the April 19, 2017 Regular Meeting and Martin Lopez seconded the motion. Approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. The calendar being voted on today would have moved the holiday from 11/7/2017 to the winter break (1/2/2018). It would also move 1/15/2017 (Martin Luther King Day) to the winter break (1/3/2018) as well. Martin Luther King Day and Veterans Day are valuable educational days that could be used to learn and honor the days they represent. January 4, 2018 and January 5, 2018 would be teacher in-service and the traditional half day would then fall on January 10, 2018. The calendar vote was tabled because there is a discrepancy and lack of clarity with these two holidays and the observance of them that needs to be verified by the Executive Director before the vote can take place.

Audit

2015-2016 Audit Committee Report: Chairman Ric Hernandez thanked Vicki Chavez for coming tonight to discuss the audit report. There were two findings (budgetary and cash management) for this last fiscal year, and two action plans were submitted for the two findings. Vicki Chavez noted that she feels that we are on the right track with only two findings, as we had 4 the previous year. In reference to the budgetary finding, Gina Trujillo, Assistant Business Manager, is being extra careful to bring the BARs to the council as soon as the need arises and make sure that the budgetary conditions are being satisfied. A yearend review will be done toward the end of the fiscal year that will ensure sure that the school is on track. The 2016 Cash Management finding was due to the fact that the school did not have adequate funds in our operational accounts to cover expenses. Vicki Chavez informed the council that this is not happening anymore and she is confident that this will be a non-issue going forward. Chairman Ric Hernandez then asked Vicki Chavez if she believes we might be able to qualify to do quarterly reporting instead of the monthly reporting. Vicki feels that the school's cash management practices should continue to do monthly reporting even if we are only required to do the standard quarterly reports (we are not at this point yet). It was a consensus among those board members that spoke during this discussion that they all agree that the monthly reporting needs to continue even if it is only required to be submitted quarterly (again we are still not there yet). Looking forward a practice that must be maintained is keeping expenditures below the revenue, and there are many aspects that go into this that have been corrected.

Martin Lopez moved to approve the 2015-2016 Audit as presented and the corrective action plans. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato, through a roll call vote.

Facility

Facility Committee Report: Mr. Ahner, Jacob Ledesma and Jennifer Rogers met with Bobby Stout from LCPS at the school on March 7, 2017. He reviewed the stamped drawings that were graciously done by ASA Architects led by Mr. Ted Shelton. Waiting to

hear from LCPS if it has been approved. At this point the School and Foundation has between \$27,000 and \$29,000 to spend on this project. The next step in this process (which is in the works) is to get a total project cost estimate and ensuring that funds are there to cover the cost. This will include more fundraising. The first phase is the dirt work and irrigation. Part of this project will include extending our track to a 1/8th of a mile track by using some of Alma de Arte's yard. This project has wonderful people like Mr. Ted Shelton, Jennifer Rogers, Jacob Ledezma, and Liz Hamm generously donating their time. We are grateful to them and Chairman Ric Hernandez also thanked Arthur Berkson for heading up this committee. Ms. Steph and the fourth-grade class developed a project fundraising thermometer to help visualize the progress toward our goal. That is a wonderful artistic piece that incorporates JPTA's Phoenix. Both the drawings and the fundraising thermometer were passed around or displayed for the council to review.

Janet Acosta moved to approve the Playground Area Development Conceptual Plan and approve the Facility Committee's continual progress on this project (essentially a vote of confidence). Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Governance

Governance Committee Report: The Governance Committee met on Monday and finalized the Governance Council packet. Ric Hernandez handed out a packet.

Arthur Berkson moved to table the Parent Satisfaction Survey until the April 19, 2017 meeting. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to table the Teacher Satisfaction Survey until April 19, 2017. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to approve the New Governance Council Member, Yvette Turrieta, to fill seat 3 on the council. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to approve Yvette Turrieta to fill the vacant Treasurer position of JPTA's Governance Council. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Review of GC By-Laws: Chairman Ric Hernandez will have some changes to propose to the policy committee. He would like to have these changes voted on at the April 19, 2017 meeting.

Executive Director Support and Evaluation

Executive Director Report: Enrollment is still at 200 and we have about 175 applicants for next school year. Those that were accepted through the lottery have been emailed and are in the process of being sent an official letter and Intent Forms will be due around April 10, 2017 that would have allowed the parents about a month after the lottery to consider their intent.

Mr. Eric Ahner would like to note that he attended the Las Cruces Public School Board meeting last night and that it was noted that Chuck Davis a board member passed away

and he would like it noted that we give our condolences to all that knew him.

Mr. Ahner also informed the board that the city will not put in the school zone until the sidewalks are in place. There is progress being made on this effort.

Development

Development Committee Report: At the last Foundation meeting, there was more discussion on the Brick Fundraiser and the order and the installation of those bricks. Current balances \$11,561 in the Foundation's account and \$23,889 in the Community Foundation account and about another \$1,300 waiting to be deposited in the Foundation's account. The Foundation is currently looking for more members. Next meeting will be April 26, 2017.

Academic Excellence

Academic Oversight Committee Report: The AOC met on March 8, 2017, and re-added Barbara Chamberlin back to the committee, she is a great asset to the committee. They discussed and plan to hold another Let's Talk About Tests night on April 6, 2017 at 6 p.m. They also discussed having a next step orientation night where students are able to see and learn about the next grade up. They reported that the Language Acquisition night was great but wasn't highly attended by parents. There was some discussion on advertisement of such events to help aid in attendance in these events. There will be another meeting this school year but didn't have that date to report at this time.

Parent Advisory Council Report: The PAC met on March 8, 2017. They received an update on the school brochure from Ric Hernandez. They expressed appreciation for all those who planned and attended the Language Acquisition night. The cookbook fundraiser is still in the works and continues to be worked on. Sponsorships are needed for the JAAM Fest and silent auction items, there is a signup link that has been emailed out to all parents. The PAC again stated that they would like to work with the Governance Council during Teacher and Staff appreciation week.

Policy

Review Policy: Background Investigations: This is a first look at this policy. This policy is built around the Cogent system that the school uses for fingerprinting volunteers and staff. This policy will help ensure we are aligned with the requirements of the system itself.

Review Policy: Paid Time Off (PTO) and Annual Leave: This policy is a product of the Collective Bargaining. It was asked how current legislation on this matter may affect this policy. After the state law is passed this policy will need to be reviewed to make sure it aligns with the legislation.

Review Policy: Training and Experience Policy: The second page was inadvertently left out of the agenda packet so the full policy was distributed. This policy is to help fill the gaps in policy that are referenced in the T& E manual. Teaching and Experience verbiage will be changed to Training and Experience before being posted on the website for public's review before it is brought again to the board. It was suggested by a staff member that time be set aside to discuss this at a staff meeting as it was thought that the staff would be interested in reviewing it.

Other Business

Chairman Ric Hernandez called for Other Business. Arthur Burkson asked about the Amazon link on the website. This is still a follow up item.

Carole Swickard informed the board that there will be a Gifted Advisory Committee meeting on April 12, 2017.

Closed Session

Chairman Ric Hernandez informed the Governance Council that there was no need to go into closed session due to no new information on Collective Bargaining since the last Governance meeting.

Closing Items

Martin Lopez moved to adjourn the meeting. Janet Acosta seconded the motion. The motion passed unanimously. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. The meeting was adjourned at 8:45 PM.

Respectfully Submitted,

J. Acosta

JPTA GC Secretary

(AL)

Ric Hernandez, GC President