



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**J. Paul Taylor Academy Charter School
Governance Council Regular Meeting Minutes
Wednesday, August 16, 2017 6:00 p.m. (MDT)
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 August 16, 2017. The meeting was called to order at 6:04 p.m. to conduct a regular meeting.
 1. Roll was called by Suzan Martinez de Gonzales: Governance Council members Ric Hernandez, Arthur Berkson, Yvette Turrieta (left at 8:20pm), Janet Acosta (left at 6:50pm), Stephanie Haan-Amato, Sherry Booth, and Suzan Martinez de Gonzales were present. A quorum was confirmed. Carrie Hamblen, Dolores Connor, and Martin Lopez were absent and notified the board of their absences. Eric Ahner, Executive Director, and Gina Trujillo, Assistant Business Manager were also present.
- B. Chairman Ric Hernandez called for any conflict of interest. None was stated by those in attendance.
- C. Ric Hernandez 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. Janet Acosta moved to approve the agenda for August 16, 2017, Regular Meeting Agenda. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth, and Suzan Martinez de Gonzales.
- E. Approval of Minutes
 1. Janet Acosta moved to TABLE the approval minutes for the June 30, 2017 Special Meeting due to the fact that the meeting's agenda referred to these minutes as the June 28, 2017 meeting minutes. Sherry Booth seconded the motion to TABLE until the next meeting. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
 2. Sherry Booth moved to approve the minutes for July 19, 2017 Regular Meeting. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.

II. Public Input

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

III. Finance

- A. The Educational Assistant Salary Schedule was presented and briefly discussed. Sherry Booth moved to approve the Educational Assistant Salary Schedule. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
- B. The Finance Committee report was given by Yvette Turrieta. At the Finance Committee meeting they discussed updating the internal controls policies, updating committee descriptions and the new requirement of a voucher report that needs to be presented to the board. Gina Trujillo is looking in to this as this a new requirement.
- C. The Finance Committee has reviewed the following BARs and recommended their approval. Before each vote the individual BARs were briefly discussed.
1. Janet Acosta moved to approve the Budget Adjustment Request 535-000-1718-0002-M. Sherry Booth seconded the motion. Motion was passed unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
 2. Sherry Booth moved to approve the Budget Adjustment Request 535-000-1718-0003-M. Janet Acosta seconded the motion. Motion was passed unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
 3. Sherry Booth moved to approve the Budget Adjustment Request 535-000-1718-0004-M. Janet Acosta seconded the motion. Motion was passed unanimously affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
 4. Janet Acosta moved to approve the Budget Adjustment Request 535-000-1718-0005-M. Yvette Turrieta seconded the motion. Motion was passed unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
 5. Yvette Turrieta moved to approve the Budget Adjustment Request 535-000-1718-0006-M. Janet Acosta seconded the motion. Motion was passed unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
- D. The Finance Committee has reviewed the June Cash Reports and recommended its approval. Yvette Turrieta moved to approve the June Cash Reports. Sherry Booth seconded the motion. Motion was passed unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
- E. The Finance Committee has reviewed the June Bank Reconciliations and recommended its approval. Yvette Turrieta moved to approve the June Bank Reconciliations. Stephanie Haan-Amato seconded the motion. Motion was passed unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.
- F. The Finance Committee has reviewed the June Revenue and Expense Reports and recommended its approval.

Yvette Turrieta moved to approve the June Revenue and Expense Reports. Stephanie Haan-Amato seconded the motion. Motion was passed unanimously by roll call vote with affirmative votes from Ric Hernandez, Arthur Berkson, Yvette Turrieta, Janet Acosta, Stephanie Haan-Amato, Sherry Booth and Suzan Martinez de Gonzales.

It was noted that in future meetings that the Cash Reports, the Bank Reconciliations and the Revenue and Expense Reports can be presented and voted in one action item if they are presented on the agenda that way. (FOLLOW UP FOR NEXT MEETING AGENDA)

Janet Acosta left at 6:50 p.m. A quorum was still present.

IV. Governance

- A. MOU Agreement for SWREC cannot be voted on today because it was listed as discussion not an action item on the agenda. There was discussion of this MOU Agreement and it included a question from a board member. It was asked if the council can add into the MOU agreement (possibly in 3.5) that SWREC are to report their audit findings to us (if they have any), so that they can be made aware of any issues. This will need to be voted on next meeting (FOLLOW UP FOR NEXT AGENDA).

- B. Eric Ahner gave an overview of the Charter School's site visit findings. The Charter School Division does site visits to help us stay in compliance each year to have a clean charter renewal during the fifth year. The CSD gather information during visits and then supply the school with a report. Tonight, only the 13 findings will be discussed. The things that were in compliance were not discussed. See pages 65-81 of the meeting's agenda for detailed information about each of the 13 findings discussed. Mr. Ahner's aim is to be very explicit in his responses so there are no questions if it is being addressed. There are no expectations for the council to vote on these, it is just to keep the council informed.

Some of the proposed solutions to the findings will require action from the board and a change to the charter. Mr. Ahner prefers to have all of the amendments to the charter done at one time, since he has to present the amendments in Santa Fe.

V. Executive Director Support and Evaluation

- A. The Executive Director's report was projected onto the screen for the Council to see during the presentation of the report. Mr. Ahner asked the Council if he is missing a component that the Council desires. There was a consensus that the report was not lacking anything for this time of the year. But going throughout the year, the Council would like an update on professional development, the retention rate of elementary to middle school, and later in the year having a report on progress toward the school's goals and frameworks. There was a brief discussion on the start of the 2017-2018 school year overall. This discussion included the teachers that were present. This year has had a little bit of a choppy school start due the lack of a music teacher at the beginning of the year and a late start of the teacher. Mr. Ahner noted another challenge for the school has been an increase of high need students that has required the hire of two more staff members. Staff voiced the concern the elementary school's schedule is choppy due to the special's schedule interrupting their mornings.

Yvette Turrieta left 8:20 p.m.

VI. Facility

- A. Arthur Berkson gave a brief Facility Committee Report. They have received some quotes for some of the next phases of the facility's playground area. There will be a Facility Committee meeting in the next few weeks, to go over those quotes and discuss the projected need for fundraising.

VII. Academic Excellence

- A. Arthur Berkson gave the report that the Academic Oversight Committee has not met yet.
- B. Stephanie Haan-Amato gave a brief report on the Parent Advisory Council. The council met on August 9, 2017. They discussed the Barnes and Noble Fundraiser that had occurred in July. They had a recap on the restocking of the staff lounge. The Family Game Night planning was also discussed and the event has since happened with a great turn out. The next event is the 16 de Septiembre that will be on the 14th of September (Chairman will need to give notice of potential quorum (FOLLOW UP)).
- C. There was no report on the Gifted Advisory Committee as they have not met yet.

VIII. Other Business

Ric Hernandez called for any other business to discuss.

- A Governance Committee meeting was held a few weeks ago and they discussed a new name for the committee. They are working on the emergency succession policy. Mr. Ahner also suggested we have a succession plan for GC members because of the new requirement of having a set number on the Council.
- The Technology Committee met for the first time this school year. They discussed setting standards for technology within JPTA (getting and replacing schedule etc.).
- The Foundation Committee also met. Grants have been applied for so hopefully we will get some information back on those soon. They are also working on a sponsorship brochure for companies that would like to sponsor parts of the playground.
- The Safety Committee has not met, but September 6th there will be an active shooter training for staff.
- The 2017-2018 Committee List was displayed on the board and briefly discussed. This is in the draft stage and staff are reviewing it currently.
- The right Amazon link is now on the website and it is a great thing! The usage of this link now needs to be promoted to the whole school and for friends and family.
- The Phoenix Awards are back up and running. Nominations are now open and forms are available in the front office and anyone involved with the school can nominate. Ric thanked Stephanie for getting this back up and running.
- J. Paul Taylor's birthday celebration at the school will be on Thursday (8/24/2017) and a birthday celebration on Sunday (8/27/2017) through the Friends of the Taylor Family Monument. He is turning 97. All are welcome to either event

Sherry Booth left at 8:50 p.m.

- The next meeting is on August 30, 2017 at 6 p.m. This meeting was originally set to be a work session but will need to be turned into a special meeting because the MOU for SWREC needs to be voted on. During this meeting, the schedule of this year's meetings will need to be discussed since the next meeting in September will fall during JPTA's Fall Break and the March meeting will fall during JPTA's Spring Break.

- IX. Closed Session will not take place at tonight's meeting as there is no longer a quorum present.

- X. Closing Items
 - A. Arthur Berkson moved to adjourn the August 16, 2017 regular meeting. Stephanie Haan Amato seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Stephanie Haan-Amato, and Suzan Martinez de Gonzales. Meeting was adjourned at 8:56 p.m.

Respectfully Submitted,

Suzan Martinez de Gonzales
JPTA Governance Council Secretary

Approved October 18, 2017

Ric Hernandez
JPTA Governance Council Chair