



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**J. Paul Taylor Academy Charter School
Governance Council Special Meeting
Wednesday, May 16, 2018 6:00 PM (MST)
402 W. Court Building 2 Las Cruces New Mexico 88005**

I. Opening Items

- A. The J. Paul Taylor Academy Governance Council met in open session on May 16, 2018. The meeting was called to order at 6:08 p.m. to conduct a Regular Meeting.
 1. Roll was called by Stephanie Haan-Amato Governance Council members Ric Hernandez, Arthur Berkson, Stephanie Haan-Amato, Carrie Hamblen, Janet Acosta, Robyn Rehbein were present. A quorum was confirmed. Sherry Booth was absent and notified the council of her absence. Arthur Berkson arrived at 6:20 pm. Suzan Martinez de Gonzales arrived at 6:24 pm. 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. Martin Lopez 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 May 16, 2018 Regular Meeting. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- E. Ric Hernandez read a closed meeting statement. The Governance Council met in closed session April 19, 2018 for a closed session. No actions were taken during this closed meeting.
- F. Stephanie Haan-Amato moved to approve the meeting minutes for the May 10, 2018 Special Meeting. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

II. Public Input

- A. Chairman Ric Hernandez called for any public input.
 1. There was no public input at this time.
 2. Staff members in attendance thanked the council for the invitation to participate and thanked the council for all the hard work that is going on during this busy time of year.

III. Finance

- A. Ric Hernandez reviewed the March 2018 Finance Report. This report included a review of the Cash Report, Budget Revenue and Expense Reports, Bank Reconciliation Reports for the Operations and Activities Accounts, Budget Adjustment Requests and Check Voucher Report. There was a missing check on the check voucher report. Gina Trujillo presented the voided check as evidence and satisfied the finding. The Finance Committee recommends the BARs presented tonight for approval. The Finance Committee also reviewed the budget line by line to allocate funds for the hiring of a .50 FTE Assistant Principal. Janet Acosta moved to approve the March 2018 Financial Reports. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- B. Janet Acosta moved to approve Budget Adjustment Request 535-000-1718-0031-IB in the amount of \$527. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- C. Janet Acosta moved to approve Budget Adjustment Request 535-000-1718-0032-I in the amount of \$8,205. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

Arthur Berkson arrived at 6:20 pm.

- D. Stephanie Haan-Amato moved to approve Budget Adjustment Request 535-000-1718-0033-I in the amount of \$9,497 (reimbursement). Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein. Martin Lopez abstained as he took a phone call.

Suzan Martinez de Gonzales arrived at 6:24 pm.

- E. There was discussion about the proposed teacher salary schedule (hard copy that was available as a handout). This schedule is now comparable to local school districts. This schedule is based on experience and education. There was a question from a member about how a teacher can obtain a level II license. It was stated that teachers can apply for a Level II license between 3-5 years experience. This schedule includes the state mandated 2.5% increase. It works out to be about a total of a 6%-7% increase. It was noted that the (other) staff salary schedule reflects about a 2% raise.
- There was discussion on the Revenue Report of the Operating Budget handout. On June 30, 2018, we will know the carry over cash balance, so this is just projected until this time. There is an instructional materials fund that has money for teachers to use on textbooks and other materials. Ric Hernandez encouraged the use of these funds if they are needed. The Expenditure Detail for the Operating Budget handout was discussed. Various line items were briefly discussed, and Gina Trujillo was asked to make a few changes. A new packet will be generated and sent out.
- Robyn Rehbein moved to table the approval the 2018-19 Budget (3-part packet) until the May 20, 2018 Special Meeting. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.

IV. Governance

A. Governance Membership Committee Report

1. Stephanie Haan-Amato discussed Training Requirement Compliance for the council. These requirements have changed this year, which means that a new member this year has different requirements than those who have served longer.
 - Ric Hernandez has 9 hours total; 1 additional hour of fiscal training is needed.
 - Stephanie Haan-Amato has 9 hours total; 1 additional hour of fiscal training is needed.
 - Suzan Martinez de Gonzales has many hours but 1 hour of fiscal training is needed.
 - Arthur has 7 hours total; 1 hour of fiscal and 1 hour of academic is needed.
 - Carrie Hamblen has 10 hours total and is complete.
 - Janet Acosta has 2 hours and needs 6 more hours in different categories (not known during the meeting due to the internet not working).
 - Robyn Rehbein has 10 hours total and is complete
 - Past members Dolores Connor and Yvette Turrieta have not completed any training and have been asked to do so.

B. Eric Ahner briefly discussed the Charter Amendment Approval. There was a vote of 5-2 by the PEC and has been approved.

C. Ric Hernandez and Stephanie Haan-Amato briefly discussed the Employee Handbook. It was sent to the Council and the Staff for review over the summer.

D. Ric Hernandez reported the Governance Council Self Evaluation was sent out today and members were instructed fill out by Sunday, May 20, 2018.

E. Election of Governance Council Members (Half the board is renewed each year, even position numbers on even years and odd position numbers on odd years.)

1. Resignation of Ric Hernandez from Position 1 was listed on the agenda in error. Stephanie Haan-Amato motioned to postpone indefinitely the resignation of Ric Hernandez from Position 1. Carrie Hamblen seconded the motion. Motion approved unanimously by roll call vote with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.
2. Carrie Hamblen moved by to renew Arthur Berkson to Position 2 for a 2-year term from 2018-2020. Motion was seconded by Martin Lopez. Motion passed with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.
3. Suzan Martinez de Gonzales moved to renew Janet Acosta to position 4 for a 2-year term from 2018-2020. Stephanie Haan-Amato seconded the motion. Motion passed with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.
4. Janet Acosta moved to renew Sherry Booth to position 6 for a 2-year term from 2018-2020. Carrie Hamblen seconded the motion. Motion passed with affirmative votes

from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.

5. Janet Acosta moved to renew Carrie Hamblen to position 8 for a 2-year term from 2018-2020, Martin Lopez seconded the motion. Motion passed with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.
6. Janet Acosta moved to renew Suzan Martinez de Gonzales to position 10 for a 2-year term from 2018-2020. Carrie Hamblen seconded the motion. Motion passed with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.

F. Election of Officers for the 2018-19 School Year

1. Election of JPTA Governance Council Chair

Robyn Rehbein nominated Stephanie Haan-Amato to the position of Governance Council Chair. Janet Acosta moved to elect Stephanie Haan-Amato as the Governance Council Chair effective July 1, 2018. Martin Lopez seconded the motion. Motion passed by acclimation.

2. Election of JPTA Governance Council Vice Chair

Janet Acosta nominated Suzan Martinez de Gonzales, and Suzan Martinez de Gonzales declined the nomination. Ric Hernandez nominated Arthur Berkson as Governance Council Vice Chair effective July 1, 2018. No other nominations were made. Arthur Berkson was elected as Governance Council Vice Chair by acclamation.

3. Election of JPTA Governance Council Treasurer

Martin Lopez nominated Suzan Martinez de Gonzales as Governance Council Treasurer effective July 1, 2018. No other nominations were made. Suzan Martinez de Gonzales was elected as Governance Council Treasurer by acclamation.

4. Election of JPTA Governance Council Secretary

Suzan Martinez de Gonzales nominated Robyn Rehbein as Governance Council Secretary effective July 1, 2018. No other nominations were made. Robyn Rehbein was elected as Governance Council Secretary by acclamation.

- G. Teacher Satisfaction Survey was discussed. There were 13 out of 16 total responses possible (which is about double the response from last year). The comments from this survey are and will be very helpful to the incoming executive director. All data/comments can help improvement in those areas of need indicated by the survey.

Martin Lopez left at 8:20pm.

- H. Middle School Student Input on how to improve the school was discussed. The input was displayed on the screen by grade level. There was some common input from all three grade levels. Ms. Kannard passed around the individual notations submitted for review by the council. Ric Hernandez suggested we respond to the students, Carrie Hamblen recommended that the response be a video.

V. Executive Director Support and Evaluation.

- A. Executive Director Report was briefly discussed as displayed on the projection screen. The 2018-2019 SY enrollment numbers were briefly discussed. There are a few more spots that have come open for next year (students are moving out of Las Cruces) that still need to be filled.

- B. Stephanie Haan-Amato moved to table the Executive Director Evaluation until next regular meeting. She suggested the motion because, in the past, the evaluation is usually presented to the Executive Director, and the ED has been given 10 days to provide a response if desired. Motion seconded by Arthur Berkson. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.

VI. Facility

- A. Arthur Berkson briefly discussed the current standings of the landscaping and playground progress. Water Smart has a signed contract for the landscaping which the cost will be split between the JPTA Foundation and the school. Work will start around June 2, 2018. To prep the playground area will cost approximately \$7,000 more dollars, but this will be revisited at a later date.

VII. Development

- A. The Development Committee reported that the JPTA Foundation has agreed to start a new program to assist the teachers in continuing their education. While extra education helps on many levels it will most importantly be a bonus to our students.

VIII. Academic Excellence

- A. Arthur Berkson gave the Academic Oversight Committee Report.
 - 1. The Family Satisfaction Survey was sent out. The survey will be open until Sunday at midnight. Ric Hernandez briefly touched on some of the input received so far. Some the families would like more clarification regarding the role of the Governance Council responsibilities. Carrie Hamblen asserted that the GC members could record monthly videos to help with public relations.
- B. The Parent Advisory Council update was given by Stephanie Haan-Amato. The agenda was displayed and briefly discussed.
- C. The Gifted Advisory Committee has met but the minutes were sent today and couldn't be included in the agenda.

IX. Other Business

- A. Ric Hernandez called for Open Discussion: None was brought before the board.

X. Closed Session

Robyn Rehbein moved at 8:52 p.m. to go into Closed Session to discuss Collective Bargaining closed Pursuant to Section 10-15-1-H (5) NMSA 1978, and to discuss Limited Personnel Matters closed pursuant to section 10-15-1-H (2), with an invitation to Mattie Kannard, Mary Helen Ratje, Sarah Dozier and Jaime Alvarez to stay for a portion of the closed session. Suzan Martinez Gonzales seconded the motion. Motion was passed unanimously by roll call vote, with affirmative votes from Ric Hernandez, Arthur Berkson, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Janet Acosta, and Suzan Martinez de Gonzales.

- A. Collective Bargaining Agreement
- B. Limited Personnel Matters
 - 1. Executive Director Search Committee Results

The meeting moved from Closed Session to Open Session at 9:55 p.m. Chairman Ric Hernandez stated that nothing other than Collective Bargaining Strategies (pursuant to Section 10-15-1-H (5) NMSA 1978 and Limited Personnel Matters (pursuant to section 10-15-1-H(2)) were discussed during the Closed Session.

Suzan Martinez de Gonzales moved to allow Stephanie Haan-Amato authorization to enter into Executive Director Contract Negotiations with Christy Takacs. Robyn Rehbein seconded the motion. Motion passed by majority vote with 6 votes by Ric Hernandez, Arthur Berkson, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales in the affirmative and 1 vote by Janet Acosta in the negative.

- XI. Robyn Rehbein moved to approve the JPTA Collective Bargaining Agreement, Stephanie Haan-Amato seconded the motion. Motion was passed unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Janet Acosta, and Suzan Martinez de Gonzales.

- XII. Closing Items
 - A. Carrie Hamblen, motioned to adjourn the May 16, 2018 Regular meeting. Janet Acosta seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Suzan Martinez de Gonzales.
Meeting was adjourned at 10:20 p.m.