



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



J. Paul Taylor Academy Charter School
Work Session GC Retreat Day 1
Friday, June 28, 2019 6:00 PM (MDT)
1900 S. Espina Las Cruces New Mexico 88001
Boba Cafe

This agenda may be revised up to seventy-two (72) hours prior to the meeting.



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- I. Opening Items
 - A. Call the Meeting to Order
- II. 6:00 pm Welcome Activity - Jerry Wallace - 15 minutes
- III. 6:15 pm Group Photo - Stephanie Haan-Amato - 15 minutes
- IV. 6:30 pm Member Commitment/Training Requirements - Stephanie Haan-Amato - 15 minutes
- V. 6:45 pm Role of Committees - Arthur Berkson - 15 minutes
- VI. 7:00 pm Status of Foundation - Stephanie Haan-Amato - 15 minutes
- VII. 7:30 pm Committee Chairs and Membership - Stephanie Haan-Amato - 30 minutes
- VIII. Closing Items
 - A. 8:00 pm Adjourn - 1 minutes

Membership Committee

The purpose of the Membership Committee is to assume the primary responsibility of matters pertaining to the Council's recruitment, nomination, orientation, training, and yearly assessments of members. The committee will also be responsible for succession planning for the school.

Membership:

The members of this committee will consist of the Council Secretary, who will serve as Chair, as well as 1-2 additional Council members, preferably 2 if 3 total members does not constitute a quorum.

Meeting Frequency:

At least twice during the school year

Responsibilities:

1. Notify the school and local communities of vacancies on the Council via the JPTA website, social media, and other media when needed until vacant positions are filled or closed.
2. Provide descriptions of the responsibilities of serving as a member to the applicants, as well as the date and time of the Council meeting at which the position will be voted upon.
3. Review all applicants based upon their contributions to the JPTA Charter Goals and their indicated support of the Council functions and responsibilities, and then recommend satisfactory applicants to the Council.
4. Recommend applicants, as appropriate, to the Council Secretary no later than three (3) working days before the date of the regular board meeting at which the vote of the Council will be made.
5. Coordinate orientation of new members.
6. Assist in obtaining and maintaining required annual Council training.
7. Coordinate yearly Council member assessments and provide feedback to Council.
8. Oversee emergent as well as long-term succession planning for the school.

Finance Committee

The purpose of the Finance Committee is to provide oversight of the school's business affairs and financial condition and report monthly to the Council.

Membership:

The members of the finance committee will be the Council Treasurer, who will serve as Chair, 1-2 other Council members, the JPTA Business Manager, the Executive Director, and a staff member if one wishes to join.

Meeting Frequency:

At least monthly during the school year

Responsibilities:

1. Prepare and maintain the annual budget for the school in collaboration with the Executive Director.
2. Develop and annually revise a long-term financial forecast in collaboration with the Executive Director.
3. Serve as an external monitoring committee on the budget and other financial matters.
4. Ensure that budget information is submitted in a timely manner.
5. Review all Budget Adjustment Requests (BARs) and present, with recommendations as necessary, to the Council.
6. Review Business Manager's reports and make recommendations to the Council regarding the reports as necessary.

7. Perform periodic internal audits of the following:
 - a. Check stock inventory
 - b. Timely deposits
 - c. Travel reimbursements
8. Provide the Council status updates regarding:
 - a. Financial plan, including reviews of the school revenue and expenditure projections
 - b. Financial statements and monitoring of revenues and expenses
 - c. Preparation and oversight of annual budget and procurement

Audit Committee

The purpose of this committee is to represent the Council in all matters regarding state audits. The committee will report at least quarterly to the Council regarding ongoing state audits and monitoring of corrective actions on findings.

Membership:

The members of this committee will be the Council Treasurer, who will serve as Chair, the Council Vice Chair or their designee, the JPTA Business Manager, the Executive Director, a JPTA family member, and at least one other member who is a non-JPTA employee with financial experience.

Meeting Frequency:

Meets at entrance and exit audit conferences (schedule set by auditor), then monthly after audit fieldwork begins until conclusion of the audit, and more frequently if needed (note: conferences and meetings with auditors can be conducted by phone).

Responsibilities:

The committee also has the following responsibilities as charged by the New Mexico State law (Charter Schools Act, NMSA 1978 §§22-8B-1, et seq.) in part:

1. Represent the school throughout all phases of the annual audit.
2. Evaluate the request for proposals for annual financial and audit services.
3. Attend the entrance and exit conferences for annual and special audits.
4. Meet with external financial auditors at least monthly after audit field work begins until the conclusion of the audit.
5. Be accessible to the external financial auditors as requested to facilitate communication with the Council.
6. Track and report progress on the status of the most recent audit findings and advise the Council on policy changes needed to address audit findings.
7. Provide other advice and assistance as requested by the Council.
8. Be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the Council by the audit.

Executive Director Support and Evaluation Committee

The purpose of the Executive Director Support and Evaluation Committee is to support and assist the Executive Director and administer his or her evaluations.

Membership:

The members of this committee will consist of the Council Vice Chair, who will serve as Chair, and at least 1 additional Council member.

Meeting Frequency:

At least twice during the school year

Responsibilities:

1. Determine areas where the Council can support the Executive Director.
2. Administer Mid-Year and Year-End Executive Director Evaluations in a timely fashion.
3. Summarize the Executive Director Evaluations and present the summary to the Executive Director.
4. Develop and complete a search process for an Executive Director when the position is vacant.

Facilities and Safety Committee

The purpose of the Facilities and Safety committee is to oversee the leasing and maintenance of the school building and grounds and to evaluate and monitor drills and safety preparations of the school.

Membership:

The members of this committee will consist of at least 1 Council member, who will serve as Chair, the Executive Director or Assistant Director, and teachers, staff, and family members if available.

Meeting Frequency:

At least quarterly

Responsibilities:

1. Ensure that a lease is in place and renewed for the school facility.
2. Ensure that insurance is in place and renewed for the school facility.
3. Oversee maintenance of the facility.
4. Develop a preventative maintenance plan for the facility.
5. Determine long-term facility needs.
6. Oversee the development of the School Safety Plan in accordance with all applicable laws and guidelines.
7. Ensure that safety drills are conducted.

Policy Committee

The purpose of the Policy Committee is to periodically review all policies of the school and make recommendations to the Council.

Membership:

The members of this committee will consist of 1-2 Council members, one of whom will serve as Chair, the Executive Director or Assistant Director, and a teacher and/or staff member if available.

Meeting Frequency:

At least twice during the school year

Responsibilities:

1. Review school policies and procedures on a routine basis and make recommendations for changes.
2. Develop new policies and procedures as needed.
3. Review Council By-Laws and make recommendations for any changes on a yearly basis or as needed.

Development Committee

The purpose of the Development Committee is to draft annual fund development plan and assist the JPTA Foundation in raising funds. So long as the JPTA Foundation remains active, a separate Council Development Committee will not be needed.

Membership:

This committee will recommend its own membership. One Council member will serve as a representative to the Foundation, and the Executive Director or Assistant Director will also be a member.

Meeting Frequency:

At least quarterly during the school year

Responsibilities:

1. Draft an annual fund development plan.
2. Provide a Council representative to all Foundation meetings.
3. Advise the Foundation of school fundraising needs.
4. Support the Foundation in raising funds.

Academic Oversight Committee

The purpose of the Academic Oversight Committee (AOC) is to ensure that the educational programs of the school are accomplishing the goals of the Charter and meeting state standards as required by law.

Membership:

This committee will recommend its own membership, consisting of school personnel and family members, as per the AOC Policy. The Executive Director will serve as Chair, and the Council will provide at least 1 representative to the committee.

Meeting Frequency:

At least quarterly

Responsibilities:

1. Facilitate the training of Council Members in the understanding of Performance Framework Testing Data.
2. Coordinate and administer annual Teacher and Family Satisfaction Surveys.
3. Other responsibilities in accordance with the AOC Policy, which is reviewed and approved by the Council to ensure compliance with our Charter.

Section 10 – Parent Advisory Committee

The purpose of the Parent Advisory Committee (PAC) is to enrich community aspects of the school and, thereby, the learning experience for students.

Membership:

PAC will recommend its own membership as per the PAC Policy. The Council may choose to provide a representative to this committee, and the Executive Director or Assistant Director will be a member.

Meeting Frequency:

At least quarterly

Responsibilities:

1. Work with families, teachers, and staff to coordinate school events, fundraisers, and volunteers for school activities.
2. Other responsibilities in accordance with the PAC Policy, which is reviewed and approved by the Council to ensure compliance with our Charter.

Gifted Advisory Committee

The purpose of the Gifted Advisory Committee is to ensure that the goals and priorities of the gifted program are being met or exceeded.

Membership:

The Council will provide at least 1 representative to the committee. This committee will consist of the Executive Director or Assistant Director, teachers and/or staff members, and JPTA family members, students, and community members when available.

Meeting Frequency:

Three or more times per year at regular intervals

Responsibilities:

1. To regularly review the goals and priorities of the gifted program, including the operational plans for student identification, evaluation, placement and service delivery.
2. Demonstrate support for the gifted program.
3. Provide information regarding the impact that cultural background, linguistic background, socioeconomic status and disability conditions within the community may have on the child referral, identification, evaluation and service delivery processes.
4. Advocate for children who have been under-represented in gifted services due to cultural or linguistic background, socioeconomic status, or disability conditions, in order to ensure that these children have equal opportunities to benefit from services for gifted students.