



# J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**J. Paul Taylor Academy  
Governance Council Regular Meeting  
Wednesday, August 15, 2018 6:30 PM (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 15, 2018. The meeting was called to order at 6:38 p.m. to conduct a Regular meeting.
    1. Roll was called by Robyn Rehbein: Governance Council members Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein were present. A quorum was confirmed. Members Janet Acosta, Martin Lopez, and Carrie Hamblen were absent and had notified the Chair of their absences. Christy Takacs, Executive Director, Sharon Myers, Assistant Director, and Staff Members; Sylvia Fielder, Tamara Alexander and Jamie Alvarez were present. Members of the public: Shahla McDowell, Dr. Kamran Kamali, and Polly Kamali were present.
  - B. Chair, Stephanie Haan-Amato, called for any conflict of interest. None was stated by those in attendance.
  - C. Robyn Rehbein 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. Arthur Berkson moved to approve the agenda for August 15, 2018, Regular Meeting Agenda. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
  - E. Robyn Rehbein moved to approve the minutes for July 18, 2018 Regular Meeting Minutes with the corrections listed below. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.

Corrections: I. section G Arthur Burkson should read Arthur Berkson.  
V. Ms. Takacs states she was very happy about these new in the amount of time that she had to hire for the open positions. Should read: Ms. Takacs states she was very happy about these new hires in the amount of time that she had to hire for the open positions
- II. Public Input
  - A. A student presented on his trip to Washington, D.C. for the Junior National Young Leaders conference during the summer.
  - B. Public Input –

1. Chair, Stephanie Haan-Amato, called for any public input. Dr. Kamali expressed his appreciation for the Governance Council and all they do.
2. Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

### III. Finance

- A. Stephanie Haan-Amato reviewed the June 2018 Finance Committee Report. The report included a review of Operations and Activities Accounts, Expenditures and Revenue. The committee recommends the approval of the finance items on today's agenda. Arthur Berkson moved to approve the June 2018 Finance Committee Report and all finance documents included in the agenda. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- B. Stephanie Haan-Amato briefly discussed the MOU Agreement for SWREC. Robyn Rehbein moved to approve the MOU Agreement for SWREC. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- C. Christy Takacs briefly discussed the Bilingual Multicultural Education Program Application status. The application was approved. We have not yet received information about the amount of funding, just a notice that it was approved. Ms. Takacs then discussed some updates from the staff development day held at the beginning of the month where they discussed how they want to implement bilingual programs at JPTA.

### IV. Governance

- Membership Committee did not have a committee meeting, but the committee did meet with two people who were interested in joining the GC. Robyn Rehbein reported that after meeting with the two interested parties, there was only one application to join the council. Robyn Rehbein also reminded the council that the NMPED Charter School Division (CSD) granted an extension for filling the two open positions, and the deadlines for filling them are September 8<sup>th</sup> and 13<sup>th</sup>.
- A. Sherry Booth moved to postpone the call for nominations of a New Governance Council Member, since the applicant was not in attendance due to a miscommunication, until the September 12, 2018 meeting. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
  - B. Sherry Booth moved to approve to Close Governance Council Position #10, which had a NM PED CSD deadline of September 8<sup>th</sup> to designate a new member. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein. The vacancy in Position #10

will not be filled this year, and the position is closed.

- C. Robyn Rehbein briefly discussed an overview of Continuing Governing Body Training Requirements. Chair, Stephanie Haan-Amato, urged the board to pay close attention to these requirements. Continuing members must have 8 hours of training in the following areas to be completed by June 2019:
- One (1) hour on public official/charter school governing body ethics and responsibilities
  - Three (3) hours on fiscal requirements
  - Two (2) hours on understanding and evaluating academic data
  - One (1) hour on open governing and requirements regarding free public-school education
  - One (1) hour on understanding and overseeing organizational performance

The listing of current training opportunities on the NMPED Charter Schools Division website (<https://webnew.ped.state.nm.us/bureaus/charter-schools/training-opportunities/>) was displayed and discussed. It was also discussed that Robyn Rehbein would contact the CSD and request a possible training to be held in Las Cruces, along with potential weekend dates (in January or February). The GC will reach out to the Southern New Mexico Coalition of Charter Schools to help facilitate more participation in the potential training in Las Cruces.

Robyn Rehbein also announced that the fiscal training from 2017-18 that Vicki Chavez conducted at the GC Retreat was approved by the CSD to be retroactive for the members in attendance. Vicki Chavez will submit the needed evaluations and file any paperwork needed with CSD to complete the training requirement for those members.

- D. Stephanie Haan-Amato gave an update on the Employee Handbook. The committee met on August 10. They have received feedback from the Attorney and from staff members. Stephanie Haan-Amato stated that she will make the needed revisions as quickly as possible and that the name of the document will be changed to Employee Policy Manual.
- E. Stephanie Haan-Amato gave an update on GC Bylaws. There is a finished draft which will be sent to the school Attorney and the council for review. Any comments or edits should be sent to Stephanie Haan-Amato before the next meeting, so it can be voted on during the October meeting.
- F. Strategic Planning Next Steps will be on the agenda for the October Regular Meeting.
- G. Christy Takacs and Stephanie Haan-Amato briefly updated everyone on the Performance Framework Analysis. This Performance Framework usually consists of test data. Christy Takacs worked on this with Ric Hernandez in June. The IPT data should be submitted soon as it was just finished today. Sharon Myers has taken on this responsibility to look and will have a report to share with the board and teachers soon.

V. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Christy Takacs. Enrollment has changed since the submission of this report, but we are currently still at 200 students. Reasons for attrition and attrition data will be available at the next meeting. As mentioned above in the Performance Framework section, Sharon Myers and Christy Takacs have started compiling current test data. Ms. Myers has also been meeting with the teachers to talk about students who can benefit from interventions before starting the SAT process (in an informal pre-SAT meeting with teachers). Ms. Myers stated that it is a good opportunity to talk about student needs. Christy Takacs informed the council of the loss of the Social Worker due to resignation and that the school is currently seeking a new Social Worker (for about 6 hours a week).

VI. Policy

- A. The Policy Committee Report was given by Stephanie Haan-Amato. A teacher, Mattie Kannard, joined the committee. There were no questions about the report.
- B. Arthur Berkson moved to approve the Internal Control Policy with the adoption date of August 15, 2018. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- C. The Parent Advisory Committee Policy was displayed on the board for discussion. There was some discussion about whether to include a Bilingual Parent Advisory Committee statement/guidance in the Parent Advisory Committee Policy. It was noted that a solution would be to include a Spanish Language Acquisition discussion point in each meeting instead of adding it officially to the Policy. Ms. Takacs is seeking clarification on what is required for the Bilingual Parent Advisory Committee before this is discussed further. Removal of the quotes around school advisory committee in the first sentence was the only other edit suggested. Those edits will be made before the vote on policy.

VII. Audit

- A. The Audit Committee Report was presented by Stephanie Haan-Amato. There were no questions on the Audit Committee Report.

VIII. Committee Check-Ins and Updates

- A. Sherry Booth gave the Academic Oversight Committee report. The committee has not met yet, there was a meeting date, but it didn't come to fruition.
- B. Stephanie Haan-Amato gave a brief report on the Parent advisory Council from the attached agenda in today's meeting agenda.
- C. The Gifted Advisory Committee has not met yet.
- D. Arthur Berkson gave an update on the Facilities and Safety Committee. Arthur Berkson spoke of a meeting held with LCPS and the director of Alma de Arte. LCPS has agreed to take on the maintenance of our grounds for at least this year. They also spoke about the feasibility for JPTA to get LCPS' Safety Notifications. Robyn Rehbein asked about the mental health aspect

of the Safety Committee.

- E. The Development Committee (JPTA Foundation) GC liaison was absent so Polly Kamali (Foundation Treasurer) gave a brief update on the last foundation meeting. A brick order and other fundraisers were discussed. The meeting had a good turnout.

IX. Other Business

- A. During the Member Goals for the Year Check-In Robyn Rehbein asked members to update their goal check in sheets.
- B. During Open Discussion Robyn Rehbein requested that potential quorums notices being submitted for August 16, 2018 and during the celebration in September. Stephanie Haan-Amato spoke briefly about the Phoenix Award nominations being due on August 27, 2018 and encouraged all to submit a nomination for the Phoenix Awards.

X. Closed Session

- A. Chair Stephanie Haan-Amato informed the board that here is nothing else to report/discuss at this time regarding Collective Bargaining, and therefore there was no need to move into Closed Session to discuss Collective Bargaining Strategies (pursuant to Section 10-15-1-H (5). NMSA 1978).

XI. Closing Items

- A. Arthur Berkson moved to adjourn the August 15, 2018 Regular Meeting. Sherry Booth seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein. Meeting was adjourned at 8:31 p.m.

Respectfully Submitted,

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Robyn Rehbein  
JPTA Governance Secretary

Approved September 12, 2018

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Stephanie Haan-Amato  
JPTA Governance Council Chair