



# J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**J. Paul Taylor Academy Charter School  
Governance Council Regular Meeting  
Wednesday, January 16, 2019 6:30 PM (MST)  
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 January 16, 2019. The meeting was called to order at 6:37 p.m. to conduct a Regular Meeting.
  1. Roll was called by Robyn Rehbein: Governance Council members Tomasa Shanbhag (currently a non-voting member), Arthur Berkson (arrived at 6:52 pm), Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein were present. A quorum was confirmed. Chair, Stephanie Haan-Amato, informed members that Arthur Berkson had provided notification that he would need to be tardy. Sharon Myers, Assistant Executive Director, Gina Trujillo, Assistant Business Manager, and Sarah Dozier, Staff Member were present. Members of the public present: Ric Hernandez.
- B. Chair, Stephanie Haan-Amato, called for any conflict of interest and none were stated by those in attendance.
- C. Carrie Hamblen 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. Martin Lopez moved to approve the agenda for January 16, 2019, Regular Meeting Agenda. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.
- E. Carrie Hamblen moved to approve the minutes for December 12, 2018 Regular Meeting Minutes. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.

## II. Public Input

### A. Public Input

1. Chair, Stephanie Haan-Amato, called for any public input. There was no public input.
2. Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

## III. Finance

- A. Martin Lopez reviewed the November 2018 Finance Committee Report which was included in the meeting's agenda. The report included a review of the Operations and Activities Account and Expenditures and Revenue. The committee recommends the approval of the finance items on today's agenda. Robyn Rehbein moved to approve the November 2018 Finance Committee

Report and all finance documents included in the agenda. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.

- B. Budget Adjustment Request 535-000-1819-0016-I was discussed. This BAR is for SB9 funding that has previously been used for technology but can be used for a few other specific things. Martin Lopez moved to approve the Budget Adjustment Requests 535-000-1819-0016-I. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.

Arthur Berkson arrived at 6:52 p.m.

- C. Sherry Booth moved to postpone the Technology Technician Salary Schedule until February 20, 2019 Regular Meeting so that a few corrections can be made to the bottom portion of the current proposed schedule. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.
- D. Carrie Hamblen moved to postpone the Lunch Monitor Salary Schedule indefinitely as the position is no longer needed. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.

#### IV. Governance

- A. Member Training Requirement Progress Update and Efforts was discussed by Robyn Rehbein. Stephanie Haan-Amato and Janet Acosta have completed all required training hours. The March 16, 2019 training in Las Cruces appears to be moving forward. Robyn Rehbein encouraged members to go to the February 23 training in Roswell or the March 16, 2019 session in Las Cruces.

#### V. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Sharon Myers. Enrollment is still at 200 students as of January 14, 2019. Attrition information for this school year was displayed. The 40<sup>th</sup>, 80<sup>th</sup> and 120<sup>th</sup> target dates were also displayed. The switch in Student Information Systems status was also updated. We have quotes from three different Student Information Systems. Ms. Myers gave a brief overview of the prices for all three systems. Upcoming activities were also discussed and displayed on the board.

#### VI. Policy

- A. Policy Committee Report was given by Stephanie Haan-Amato. The report was included in the agenda for today's meeting.
- B. The Complaints Policy was briefly discussed by Stephanie Haan-Amato. Arthur Berkson moved to approve the Complaints Policy. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.
- C. The Restriction of References Involving Sexual Misconduct, Addition to Employee Policy Manual was briefly discussed by Stephanie Haan-Amato. Robyn Rehbein moved to approve the Restriction of References Involving Sexual Misconduct, Addition to Employee Policy Manual. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen

and Robyn Rehbein.

- D. The Food Allergy and Intolerance Policy was discussed by Stephanie Haan-Amato. A physician form will not be required annually, just at enrollment. The Milk Intolerance Form was also added for Milk Intolerance. There were questions and suggested edits from Arthur Berkson. This policy will be revisited in the Policy Committee with the help of Arthur Berkson and other school health personnel.
- E. The Wellness Policy was discussed by Sherry Booth. The changes were highlighted and discussed. There was some discussion to change the information regarding P.E. from days to minutes per week so that the information will be more defined. This will be edited and posted for review.
- F. The School-Sponsored Activities Policy was also discussed by Stephanie Haan-Amato. Council members shared some suggested edits.
- G. The Pest Management Policy was briefly discussed by Stephanie Haan-Amato. This is a new policy proposed in response to a New Mexico Administrative Code.
- H. The Training and Experience Policy and Revision to the Employee Policy Manual status update was given. There are two sentences that conflict and that is in the CBA which will be discussed in the CBA negotiations before the Policy can be updated.

## VII. Committee Check-Ins and Updates

- A. Sherry Booth gave the Academic Oversight Committee report. They are scheduled to meet soon. They are looking are revising AOC bylaws. An overview of the staff Professional Development sessions to date was provided in the last AOC meeting.
- B. Janet Acosta gave a report on the Parent Advisory Council from the January 9, 2019 meeting. Upcoming activities and a brief synopsis of current items for the PAC were mentioned.
- C. The Gifted Advisory Committee report was given by Janet Acosta. The next meeting is tentatively February 26, 2019.
- D. Arthur Berkson gave an update on the Facilities and Safety Committee. A meeting is scheduled in a few weeks. They are still waiting on the Capital Outlay funds to be released.
- E. The Development Committee (JPTA Foundation) Report was given by GC liaisons, Janet Acosta & Carrie Hamblen. The next meeting is February 11. The Foundation is still investigating dissolving. This process will take time if pursued.
- F. Martin Lopez gave the Audit Committee check-in. This committee is still waiting for the publishing of the Audit results before being able to give a report on the audit.
- G. Membership committee check-in was given by Robyn Rehbein. This committee is still looking at ways to recruit new members for the GC.

## VIII. Other Business

- A. Member Goals for the Year Check-In was conducted by Robyn Rehbein. Members were asked to fill in their check in sheets and pass them back to Robyn.
- B. Chair, Stephanie Haan-Amato called for any items for open discussion. The Charter School Site visit was yesterday. In general, it went well. The GC is still seeking a note taker for the council meetings and have been looking into other options without much success.

IX. Closing Items

- I. Martin Lopez moved to adjourn the January 16, 2019 Regular Meeting. Janet Acosta seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein. Meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

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Robyn Rehbein  
JPTA Governance Secretary

Approved February 20, 2019

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Stephanie Haan-Amato  
JPTA Governance Council Chair