



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, November 14, 2018 6:30 PM (MDT)
402 W. Court Building 2 Las Cruces New Mexico 88005
JPTA Middle School Science Classroom**

I. Opening Items

- A. The J. Paul Taylor Academy Governance Council met in open session on November 14, 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 Tomasa Shanbhag (currently a non-voting member), Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein were present. A quorum was confirmed. Members Carrie Hamblen and Martin Lopez were absent. Martin Lopez had notified the board of his absence, and Chair, Stephanie Haan-Amato, noted that his absence was excused. Staff members present included Christy Takacs, Sarah Dozier, Stephanie Sweet, and India Hernandez. No members of the public were present.
- B. Chair, Stephanie Haan-Amato, called for any conflict of interest. No conflicts were stated by those in attendance.
- C. Sherry Booth 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 November 14, 2018, Regular Meeting Agenda. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- E. Janet Acosta moved to approve the minutes for October 17, 2018 Regular Meeting Minutes. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.

II. Public Input

- A. An update about art education at JPTA was given by Stephanie Sweet, Art Teacher. Ms. Sweet uses Teaching Artistic Behavior (TAB) style of teaching, which is unique from other Las Cruces area schools. Hands, Head, Heart is also used in grading, which has a self-evaluation component. Ms. Sweet uses the K-12 National Art standards. Members thanked her for the update and for being a great teacher to the students at JPTA.
- B. 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. Tomasa Shanbhag reviewed the September 2018 Finance Committee Report. The report included a review of Operations and Activities Accounts, Expenditures and Revenue and is attached today's agenda. The committee recommends the approval of the finance items on today's agenda. Janet Acosta moved to approve the September 2018 Finance Committee Report and all finance documents included in the agenda. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- B. Budget Adjustment Request 535-000-1819-0010-IB was briefly discussed. This BAR is for the 2018 Excellence in Teaching Awarded by the State of NM for FY19. Janet Acosta moved to approve the Budget Adjustment Requests 535-000-1819-0010-IB. Robin Rehbein seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- C. Sherry Booth moved to postpone the Technology Technician Salary Schedule approval until changes can be made to make it congruent with the other Salary Schedules and it will be put on the December 12, 2018 Regular Meeting agenda. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- D. Sherry Booth moved to postpone Lunch Monitor Salary Schedule until changes can be made to make it congruent with the other Salary Schedules and it will be put on the December 12, 2018 Regular meeting agenda. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- E. An update on the Capital Outlay Funding was given by Executive Director, Christy Takacs. The school was left off the first round of emails regarding the funding but was included in the second round of emails. Ms. Takacs notes the process is extensive, but it has finally begun. Funds must be spent, then reimbursed, therefore to cover the cost the school will not start any work that uses the funding until at least March, 2019.

IV. Governance

- A. The school year 2019-2020 Enrollment Application and Lottery Dates were briefly discussed. Sherry Booth moved to approve the Enrollment Application and Lottery Dates with applications being accepted January 14, 2019- March 6, 2019 and the lottery taking place on March 7, 2019. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- B. Stephanie Haan-Amato gave an update on the status of JPTA's Notice to the PED and the PEC of the Governance Council's By-Laws. It is on the PEC agenda for approval at November 15, 2018 meeting. The PEC will hopefully be approving the GC's bylaws in their meeting tomorrow.

V. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Christy Takacs. Enrollment is still at 200 students. Attrition information for this school year was displayed. The 40th, 80th and 120th target dates were also displayed. Ms. Takacs also briefly discussed our current Student Information System and the need to find another one for the next year. Ms. Takacs has been researching and found Tyler Information Systems, PowerSchool, and Synergy (what we currently use through

LCPS). Ms. Takacs also discussed the Professional Development that happened on November 7, 2018. The staff worked on the Safe School Plan during the Professional Development day. Ms. Takacs also displayed past and upcoming events for the school.

- B. Arthur Berkson updated the Council on the status of Executive Director Middle of the Year Evaluation. Ms. Takacs was emailed about the evaluation. Arthur Berkson suggested that this be discussed during the December 12, 2018 Regular Meeting during a closed session.

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 Employee Policy Manual was briefly discussed by Stephanie Haan-Amato. Not much has changed since the last meeting. There was some discussion from Council Members there was a concern over a name and signature being included in the welcome. Sherry Booth moved to approve the Employee Policy Manual. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- C. The Community Use of School Facilities Policy was briefly discussed by Stephanie Haan-Amato. Janet Acosta moved to approve the Community Use of School Facilities Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- D. The Discipline and Suspension Policy was briefly discussed by Christy Takacs. This policy had sections about student restraint and homelessness added due to an addendum to the state statute that was approved over the summer. Robyn Rehbein would like to make edits and requested the word document. The slightly revised version will be made available before the next meeting so that it can be voted on it.
- E. The Procurement Policy was briefly discussed by Stephanie Haan-Amato. Items were clarified and aligned with our Charter and the New Mexico Procurement Code. This Policy will be up for approval at the next meeting.
- F. Enrollment of Homeless Students Policy was also introduced and briefly discussed by Sherry Booth. This Policy was almost completely revised due to our enrollment procedure and lottery process. LEA needs to be defined and will be added by Sherry Booth. This policy will be up for approval at the next meeting.

VII. Committee Check-Ins and Updates

- G. Sherry Booth gave the Academic Oversight Committee report. The committee has not met and is looking at meeting the week after Thanksgiving.
- H. Janet Acosta gave a brief report on the Parent Advisory Council. The need for volunteers, the Scholastic Book Fair, and the Holiday Bazaar were discussed.
- I. The Gifted Advisory Committee report was given by Janet Acosta. They met 11/13/2018 and Ms. Meyers explained the pre-SAT process. There will be a tentative date of Feb 26, 2019 for a presentation from a guest speaker. There then will be one more meeting following that sometime to meet the 3-meeting requirement.
- J. Arthur Berkson gave an update on the Facilities and Safety Committee. Meetings have been put on hold due the capital outlay funding issue. Meetings will be conducted as needed.

- K. The Development Committee (JPTA Foundation) Report was given by Janet Acosta. The meeting was postponed until 11/13/2018 therefore nothing new to discuss.
- L. Stephanie Haan-Amato gave the Audit Committee check-in in Martin Lopez's absence. The exit interview from the audit happened yesterday but still has not been released to the public to be discussed tonight.
- M. Membership committee check-in was given by Robyn Rehbein. No official committee meeting but are discussed ways to recruit new members for when a position may open.

VII. Other Business

- A. During the Member Goals for the Year Check-In, Robyn Rehbein asked members to update their goal check in sheets.
- B. Chair, Stephanie Haan-Amato called for any items for open discussion. A new Governance Council Note-taker is needed. An email was sent out to staff to notify of the opening and requested letters of interest.

VIII. Closing Items

- A. Janet Acosta moved to adjourn the November 14, 2018 Regular Meeting. Sherry Booth seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Janet Acosta, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein. Meeting was adjourned at 8:43 p.m.

Respectfully Submitted,

Robyn Rehbein
JPTA Governance Secretary

Approved December 12, 2018

Stephanie Haan-Amato
JPTA Governance Council Chair