



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, February 20, 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 (GC) met in open session on December 20, 2019. The meeting was called to order at 6:50 p.m. to conduct a Regular Meeting.

1. Roll was called by Arthur Berkson: GC members Tomasa Shanbhag, Arthur Berkson, Martin Lopez, Jr, and Stephanie Haan-Amato were present. A quorum was confirmed. Robyn Rehbein and Carrie Hamblen had notified the board of their absences, and Chair, Stephanie Haan-Amato, noted that the absences were excused. Sherry Booth was not present. Christy Takacs, Executive Director, Gina Trujillo, Assistant Business Manager, Mary Helen Ratje, and Sarah Dozier, Staff Members were present. Members of the public present: Jerry Wallace, Victor Saenz.

B. Chair, Stephanie Haan-Amato, called for any conflict of interest. None was stated by those in attendance.

C. Martin Lopez, Jr., 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 February 20, 2019, Regular Meeting Agenda. Tomasa Shanbhag seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag.

E. Arthur Berkson moved to approve the minutes for January 16, 2018 Regular Meeting Minutes. Martin Lopez, Jr, seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag.

II. Public Input

A. Public Input

1. Chair, Stephanie Haan-Amato, called for any public input. Jerry Wallace introduced himself. He is a professor at El Paso Community College in History and is considering joining the GC.

2. Chair Stephanie Haan-Amato, called for any staff input. Mary Helen Ratje informed the GC that the 5th grade JP Talented and Gifted Students (JPTAGS) planned and executed a project for Action Pets Program. By selling Valentine's Grams, they raised about \$600 for the program. They're also collecting supplies for the animal shelter through the end of the month. Fifth grade is also researching rare animals and 2nd grade is researching individuals in celebration of Black History Month. Stephanie Haan-Amato invited students from JPTAGS to present at our next GC meeting about their community service project.

III. Finance

- A. Stephanie Haan-Amato reviewed the December 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. Also discussed was upgrading our accounting software, Aptafund. Martin Lopez, Jr, moved to approve the December 2018 Finance Committee Report and all finance documents included in the agenda. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag.
- B. The Technology Technician Salary Schedule discussion was postponed until the April 17, 2019 meeting.

IV. Governance

- A. The GC was informed of the resignation of board member Janet Acosta due to work and travel. We are grateful for the time and commitment Ms. Acosta gave to the GC and JPTA. The Charter Schools Division has been notified of her resignation, and we requested and were granted an extension to fill the position. We must fill the vacancy or close the position by April 1, 2019.
- B. The 2019-2020 Enrollment Lottery will take place on Thursday, March 7, 2019 at 6pm.

V. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Christy Takacs. Enrollment is still at 200 students as of February 14, 2019. Attrition information for this school year was displayed. Ms. Takacs reviewed 5th to 6th grade retention numbers (ranged between 12 and 19 students for the past three years). The 40th, 80th and 120th target dates were also displayed. The switch in Student Information Systems status was also updated. Site visit from the state and their findings were reviewed. The last professional development day was discussed. The middle school teachers led a valuable afternoon where Project Based Learning was tied to the scientific method, there was a discussion on the present state of Spanish Language Acquisition in the school and the direction that staff wants to take it, and technology in JPTA was reviewed with individual expertise of each teacher solicited via survey.

VI. Policy

- A. The Pest Management Policy was briefly discussed by Stephanie Haan-Amato. Arthur Berkson moved to approve the Pest Management Policy. Tomasa Shanbhag seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag.
- B. The School Sponsored Activities Policy was also discussed by Stephanie Haan-Amato. Arthur Berkson moved to approve the School Sponsored Activities. Martin Lopez, Jr, seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag.
- C. The Wellness Policy was also briefly discussed by Stephanie Haan-Amato. Arthur Berkson moved to approve the Wellness Policy. Tomasa Shanbhag seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag.
- D. The Food Allergy and Intolerance Policy was very briefly discussed by Stephanie Haan-Amato. We will discuss it again at the next meeting. Arthur Berkson will research more, and Stephanie and Arthur will amend the policy if necessary to present at the next meeting.

VII. Facilities and Safety

- A. The Facilities and Safety Committee Report was given by Arthur Berkson. Ms. Takacs updated that Poms and Associates did a safety assessment of the school. Ms. Takacs also submitted our school's safety plan to the PED.

VIII. Committee Check-Ins and Updates

- A. Ms. Takacs gave the Academic Oversight Committee report. They met on February 13. Barbara Chamberlain, Yvette Garza-Stevens, Tamara Alexander, and Ms. Takacs were in attendance. They discussed spending of Senate Bill 9 and Spaceport money on technology and the update of the Student Information System. They also discussed driving questions for the year to come with a focus on goals, growth, and strategic planning.
- B. Stephanie Haan-Amato gave a brief report on the Parent Advisory Council from the February 13, 2019 meeting.
- C. The Gifted Advisory Committee report was given by Stephanie Haan-Amato and Mary Helen Ratje. The next meeting is February 26, 2019, at 5:30 pm-6:30 pm where Lori Camallie-Caplan will speak on "Social Media and Gifted Students."
- D. The Development Committee (JPTA Foundation) hasn't met since the last meeting.
- E. Martin Lopez, Jr, 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.
- F. Membership committee check-in was given by Stephanie Haan-Amato. This committee is still looking at ways to recruit new members for the board. Robyn has been speaking with a potential board member, Jerry Wallace, and a potential note taker for our meeting, Victor Saenz. Both are in attendance at tonight's meeting.

IX. Other Business

- A. Member Goals for the Year Check-In was skipped tonight as Robyn Rehbein wasn't present.
- B. Chair, Stephanie Haan-Amato called for any items for open discussion. None was brought forward.

X. Closed Session

Roll Call Vote to move into closed session for the following reason: NMSA 1978 to discuss Limited Personnel Matters closed pursuant to Section 10-15-1-H(2). Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag all voted unanimously as moved by Martin Lopez, Jr, and seconded by Tomasa Shanbhag into closed session at 7:47 pm.

- A. Limited Personnel Matters - Stephanie Haan-Amato Executive Director Mid-Year Evaluation Executive Director Contract.

The Council returned from Closed Session to Open Session at 8:33pm. Nothing other than Limited Personnel Matters (pursuant to Section 10-15-1-H(2) NMSA 1978) was discussed during the Closed Session, and no action was taken.

XI. Arthur Berkson moved to form an Executive Director Contract Committee with the purpose of negotiation of a new contract with Ms. Takacs to include membership of Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag. Tomasa Shanbhag seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Jr., Tomasa Shanbhag, and Stephanie Haan-Amato.

XII. Closing Items

- E. Arthur Berkson moved to adjourn the February 20, 2019 Regular Meeting. Martin Lopez, Jr, seconded the motion. Motion was passed unanimously with affirmative

votes by roll call from Arthur Berkson, Martin Lopez, Jr, Stephanie Haan-Amato, and Tomasa Shanbhag. Meeting was adjourned at 8:34 p.m.

Respectfully Submitted,

Arthur Berkson
JPTA Governance Council Vice Chair

Approved March 13, 2019

Stephanie Haan-Amato
JPTA Governance Council Chair