



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegría de Aprender



**J. Paul Taylor Academy Charter School
Governance Council Regular Meeting
Wednesday, October 17, 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 October 17, 2018. The meeting was called to order at 6:35 P.M. to conduct a Regular meeting.
 1. Roll was called by Robyn Rehbein: Governance Council members Arthur Berkson, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein were present. Janet Acosta arrived at 8:05 PM. due to a work commitment in El Paso. A quorum was confirmed. Members Sherry Booth and Tomasa Shanbhag were absent and had notified the Chair of their absence. Christy Takacs, Executive Director, Sharon Myers, Assistant Director, Gina Trujillo, Assistant Business Manager, and Sarah Dozier, Staff Member, were present. Members of the public included Ric Hernandez.
- B. Chair, Stephanie Haan-Amato, called for any conflict of interest. None was stated by those in attendance.
- C. Arthur Berkson 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 October 17, 2018, Regular Meeting Agenda. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- E. Martin Lopez corrected wording on Page 5 #A second sentence of the minutes and requested that "asked" be with replaced with "requested that." Carrie Hamblen moved to approve the minutes with the stated correction for September 12, 2018 Regular Meeting Minutes. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, 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 August 2018 Finance Committee Report. The report included a review of Operations and Activities Accounts, Expenditures and Revenue. Carrie Hamblen moved to approve the August 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, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

- B. Budget Adjustment Requests 535-000-1819-0009-IB was discussed. Martin Lopez moved to approve the Budget Adjustment Requests 535-000-1819-0009-IB. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Arthur Berkson, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

IV. Governance

- A. Robyn Rehbein gave an update on Councilmember training requirements and progress. Robyn discussed upcoming training opportunities and reminded Councilmembers to provide training information to her so that she can maintain the hours. Also discussed was the hope that the Council would provide a date in January, 2019 that PED would come to Las Cruces to provide the required training for continuing members. Robyn will send an email to the Council to determine possible dates.
- B. Arthur Berkson and Christy Takacs stated they would hold off meeting to discuss Strategic Planning until January, 2019 to allow Ms. Takacs a full 6 months in her position. Carrie Hamblen mentioned that possibility of using a professional strategic planner.
- C. Stephanie Haan-Amato shared with the board that the Closure of Position 10 has been accepted and closed. Tomasa Shanbhag Position 1 was set to be on the PED's agenda for approval on October 16, 2018.
- D. Stephanie Haan-Amato called for approval of the Amended GC Bylaws. Arthur Berkson moved to approve the Amended GC Bylaws. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

V. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Christy Takacs. Enrollment is still at 200 students. Demographic information was updated to include new student. Attrition information for this school year was displayed. Kudos given to April Larcher for compiling the data. The 40th, 80th and 120th target dates were also displayed. Gina Trujillo and Christy Takacs are preparing for a possible T & E audit. Ms. Takacs and Ms. Myers are working to update and ensure all positions have job descriptions. Staff had until October 1, 2018 to update their HR documents to allow for correct salary scheduled. Ms. Takacs also briefly discussed upcoming events. Ms. Myers reported that she went to a Safe Schools training in September and Ms. Takacs will attend a conference on establishing a school safety committee. Ms. Myers reported working with staff on spending "SB9" funding and each class is creating a working technology inventory.

Ms. Myers reported that there are 7 teachers participating in trainings about the outdoor garden including Mrs. Strait, Ms. Kinnard, Ms. Hernandez, Ms. Barnham, Ms. Alexander, Ms. Batres, and Ms. Sweet. The school received their first food bag and made Pico and the kids were very excited. Ms. Myers reported that LCPS capped off the water and La Semilla will dig a trench for water to the garden area. There is an interest in possibly starting a wellness committee.

Ms. Myers reported that on the early released Wednesday of October the staff worked on preparation for evaluation and learning to effectively measure their

teaching and utilizing testing scores to change and improve on their teaching. The teachers did a self-assessment and were given resources to assist them in improving in areas they felt were lacking. Ms. Myers discussed the need for a Bilingual lead teacher and the possibility of using Spanish signage around the school grounds. The staff discussed math testing data and how to align with each other to improve learning.

VI. Policy

- A. Policy Committee Report was given by Stephanie Haan-Amato. The calendar of policies to be presented to Council has been updated and still on track to have all policies approved by January, 2019.
- B. The Student Meal Payment and Rights Policy was briefly discussed by Stephanie Haan-Amato and Christy Takacs. Martin Lopez moved to approve the Student Meal Payment and Rights Policy. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- C. The Academic Oversight Committee Policy was discussed by Stephanie Haan-Amato. Arthur Berkson moved to approve the Academic Oversight Committee Policy. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- D. The Community Use of School Facilities policy was briefly discussed by Stephanie Haan-Amato.
- E. The Employee Policy Manual update was given by Stephanie Haan-Amato. This is in its final stages. Martin Lopez discussed use of "at will" and "contract." Martin Lopez and Christy Takacs will meet to look at current documentation to ensure the policy aligns. The Council acknowledged the hard work of Chair Stephanie Haan-Amato on incorporating our attorney's comments and making the final edits to the manual. The Policy will be posted for review and voted on next meeting.

VII. Committee Check-Ins and Updates

- A. Christy Takacs reported that the Academic Oversight Committee has not met and has no updates.
- B. Stephanie Haan-Amato gave a brief report on the Parent Advisory Council from the attached agenda in today's meeting agenda.
- C. Janet Acosta reported that the Gifted Advisory Committee has not met yet and no updates so far.
- D. Arthur Berkson gave an update on the Facilities and Safety Committee. The committee met on October 9 and are working to get a quote for fertilization of the grass. LCPS is continuing to take care of the grass which is greatly appreciated. The committee is working to determine how to obtain the capital outlay funds awarded last school year, and there have been multiple messages left to various parties.
- E. The Development Committee (JPTA Foundation) Report was given by GC liaison Janet Acosta and Community Member Ric Hernandez. The Foundation will match up to \$10,000 if a move-a-thon is held.

Martin Lopez gave the Audit Committee check in. The Auditors are still working on the review and should send dates for next audit meeting soon.
- F. Robyn Rehbein reported that the Membership committee had not met recently and there were no updates.

VIII. 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. No open discussion.

IX. Closed Session

Robyn Rehbein moved at 8:37pm to go into Closed Session to discuss Collective Bargaining Strategies; closed Pursuant to Section 10-15-1-H (5). NMSA 1978 with an Invitation to Christy Takacs, Executive director and Ric Hernandez to stay for the Closed Session. Janet Acosta seconded the motion. Motion was passed unanimously by roll call vote from Arthur Berkson, Martin Lopez, Janet Acosta, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

The Council returned from Closed Session to Open Session at 8:53pm. Nothing other than Collective Bargaining Strategies (pursuant to Section 10-15-1-H(5). NMSA 1978) was discussed during the Closed Session, and no action was taken.

X. Closing Items

- A. Carrie Hamblen moved to adjourn the October 17, 2018 Regular Meeting at 8:53 P.M. Martin Lopez seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein. Meeting was adjourned at 8:54 p.m.

Respectfully Submitted,

Robyn Rehbein
JPTA Governance Secretary

Approved November 14, 2018

Stephanie Haan-Amato
JPTA Governance Council Chair