



# *J. Paul Taylor Academy*

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



J. Paul Taylor Academy Charter School

Governance Council Special Meeting

Thursday, May 10, 2018 6:30 PM (MDT)

402 W. Court Building 2 Las Cruces New Mexico 88005

JPTA Media Room

This agenda may be revised up to seventy-two (72) hours prior to the meeting.



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## I. Opening Items

### A. Call the Meeting to Order

1. Roll Call - Suzan Martinez de Gonzales - 2 minutes

### B. Conflict of Interest

*Statement*

### C. Reading of Mission Statement - Ric Hernandez - 2 minutes

*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. Approval of Agenda - Ric Hernandez - 5 minutes

### E. Approval of April 18, 2018 Regular Meeting Minutes - Ric Hernandez - 2 minutes

*Vote*

## II. Public Input

### A. Public Input - Ric Hernandez

1. Public Input - 15 minutes
2. Staff Input - 15 minutes

## III. Governance

### A. Employee Handbook - Ric Hernandez and Stephanie Haan-Amato - 10 minutes

*Discussion*

### B. Spanish Acquisition Charter Amendment Update - Eric Ahner - 15 minutes

*Discussion*

## IV. Closed Session

*Roll Call Vote to move into closed session for the following reasons: to discuss Limited Personnel Issues, closed Pursuant to Section 10-14.1.H(2), NMSA 1978*

### A. Limited Personnel Issues

*Executive Director End-of-Year Evaluation & Executive Director Search Committee Results*

## V. Authorization To Enter Into Executive Director Contract Negotiations - Ric Hernandez - 10 minutes

*Vote*

## VI. Other Business - Ric Hernandez

## VII. Closing Items

### A. Adjourn - 1 minutes

*Roll Call Vote*



# J. PAUL TAYLOR ACADEMY

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



**DRAFT- J. Paul Taylor Academy Charter School  
Governance Council Special Meeting  
Wednesday, April 18, 2018 6:00 PM (MST)  
402 W. Court Building 2 Las Cruces New Mexico 88005**

I. Opening Items

- A. The J. Paul Taylor Academy Governance Council met in open session on April 18, 2018. The meeting was called to order at 6:05 p.m. to conduct a Regular Meeting.
  1. Roll was called by Suzan Martinez de Gonzales: Governance Council members Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales were present. A quorum was confirmed. Janet Acosta was absent and notified the board of her absence. Martin Lopez arrived at 6:27 pm. Gina Trujillo, Assistant Business Manager, was also present. Eric Ahner, Executive Director, was absent and had notified the board of his absence.
- B. Chairman Ric Hernandez called for any conflict of interest. None was stated by those in attendance.
- C. Stephanie Haan-Amato 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 April 18, 2018 Regular Meeting. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- E. Carrie Hamblen moved to approve the meeting minutes for the March 14, 2018 Regular Meeting. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

II. Public Input

- A. Chairman Ric Hernandez called for any public input.
  1. There was no public input at this time.
  2. There was no staff input, except Mrs. Alexander let the council know they have started PARCC testing and all is going well.

III. Finance

- A. Stephanie Haan-Amato reviewed the February 2018 Financial Report. This report included a review of Operations and Activities Accounts, Expenditures, Budget Adjustment Requests and Revenue.

Suzan Martinez de Gonzales moved to approve the February 2018 Financial Reports. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes

from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

- B. Robyn Rehbein moved to approve the 2018-2019 School Calendar (with the correction to the year (2018-2019) at the top). Carrie Hamblen seconded the motion with the correction. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- C. Arthur Berkson moved to postpone indefinitely the vote to approve the Playground Landscaping Vendor contract. Stephanie Haan-Amato seconded the motion. A new quote needs to be obtained and it will not will be brought before the board for a vote (just as information only, as it will fall under \$25,000). Motion to indefinitely postpone was approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

Martin Lopez arrived at 6:27pm.

- D. Stephanie Haan-Amato moved to approve the Budget Adjustment Request 535-000-1718-0024-I. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- E. Carrie Hamblen moved to approve the Budget Adjustment Request 535-000-1718-0025-D. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- F. Sherry Booth moved to approve the Budget Adjustment Request 535-000-1718-0026-D. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- G. Arthur Berkson moved to approve the Budget Adjustment Request 535-000-1718-0027-I. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- H. Robyn Rehbein moved to approve the Budget Adjustment Request 535-000-1718-0028-M, Budget Adjustment Request 535-000-1718-0029-M, and Budget Adjustment Request 535-000-1718-0030-M. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

#### IV. Audit

##### A. Audit Committee Report.

1. The 2016-2017 JPTA Financial Audit was briefly discussed by Ric Hernandez. The school had one finding under the Material Weakness category. The Audit committee has agreed on meeting quarterly now, regarding this finding. Arthur Berkson moved to approve the 2016-2017 Financial Audit. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
2. The Audit Committee Meeting Minutes from the April 13, 2018 meeting were reviewed by Ric Hernandez. They reviewed 4 journal entries. They will continue to meet every quarter. The FY 2017 Corrective Action Plan was then displayed on the projector and briefly discussed.

#### V. Governance

- A. There has not been a meeting to have a Governance Membership Committee. Some meeting dates were discussed. May 10, 2018 was decided to hold a meeting, but it was then decided to turn it into a work session.
  1. Suzan Martinez de Gonzales sent emails out about the Training Requirement Compliance. Governance Council members were asked to have completed those requirements before the deadline. It was suggested to seek training during the retreat in June.
  2. GC Membership Notification Compliance was discussed by Ric Hernandez. Arthur Berkson and Robyn Rehbein will work on contacting those in the community to have Governance Council members in waiting.
- B. Stephanie Haan-Amato moved to not to fill the Membership vacancy and keep the membership count at 9. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- C. Employee Handbook is still a work in progress. They are meeting again this weekend trying to get this draft done. It will be emailed to the council as soon as it is ready.
- D. Charter Amendment approval was discussed by Stephanie Haan-Amato. J Paul Taylor Academy was out of compliance with their calendar. The amendment reduced instructional time to the state minimum. The amendment was approved on March 16, 2018. There is an additional amendment pending with the Spanish Language Acquisition. There were no updates regarding this, due to Mr. Ahner's absence tonight.
- E. Dates for the June Governance Council Retreat were discussed. June 8<sup>th</sup> & 9 are the tentative dates.
- F. The Teacher Satisfaction Survey was discussed briefly. This will be send out on Friday 4/20/2018 by email.

#### VI. Executive Director Support and Evaluation

- A. Executive Director Report was briefly discussed as displayed on the projection screen. The 2018-2019 SY enrollment/lottery was discussed. Mr. Ahner was absent, so it was more of a review of his prepared slides for the projector.

- B. Stephanie Haan-Amato will send the 2017-2018 Executive Director End of Year Evaluation to the council and your responses are due on April 27, 2018. Sherry Booth will help compile it to get back to the committee around May 5<sup>th</sup>, 2018.

VII. Facility

- A. Arthur Berkson briefly discussed the current standings of the landscaping and playground progress. They had three bids for the landscaping and have chosen one. They have tentatively decided on a playground structure.

VIII. Development

- A. There was no Development Committee report.

IX. Academic Excellence

- A. Arthur Berkson gave the Academic Oversight Committee Report. The Family Satisfaction Survey was discussed and will to be sent out.
- B. The Parent Advisory Council update was given by Stephanie Haan-Amato. They met and discussed the playground, running club, the upcoming Art Night, the Executive Director Forum, and the End of the Year Field Day on May 22, 2018.
- C. The Gifted Advisory Committee has not met since last meeting on February 27, 2018 but are looking at another meeting before the end of the year.

X. Policy

- A. Carrie Hamblen moved to approve the McKinney-Vento Dispute Resolution Policy as presented. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- B. Martin Lopez moved to approve the Alcohol, Tobacco, and Other Drugs Free School Zone Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- C. Robyn Rehbein moved to table the Community Use of School Facilities as presented. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- D. The Procurement Policy and Procedure was discussed. Sherry Booth moved to table the Procurement Policy and Procedure. Arthur Berkson seconded motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- E. The School Sponsored Activities Policy was discussed. Staff input will be sought, and the governance council is asked to look at this new policy.
- F. Internal Control Policy was briefly discussed. This will be posted for input as well.

XI. Other Business

- A. Ric Hernandez called for Open Discussion: Ric Hernandez informed the board that the survey regarding the Activities Funds from last year's JAAM Fest was sent out today to seek input from the teachers.

XII. Closed Session

Sherry Booth moved at 8:35 p.m. to go into Closed Session to discuss Collective Bargaining closed Pursuant to Section 10-15-1-H (5) NMSA 1978, and to discuss Limited Personnel Matters closed pursuant to section 10-15-1-H(2).. Carrie Hamblen seconded the motion. Motion was passed unanimously by roll call vote, with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

- A. Collective Bargaining Agreement  
B. Limited Personnel Matters

The meeting moved from Closed Session to Open Session at 8:55 p.m. Chairman Ric Hernandez stated that nothing other than Collective Bargaining Strategies (pursuant to Section 10-15-1-H (5) NMSA 1978 and Limited Personnel Matters (pursuant to section 10-15-1-H(2)) were discussed during the Closed Session.

XIII. Closing Items

- A. 9:10 Carrie Hamblen moved to adjourn the April 18, 2018 Regular meeting. Martin Lopez seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales. Meeting was adjourned at 9:15 p.m.