



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



J. Paul Taylor Academy Charter School Governance Council Board Regular Meeting Minutes Wednesday, September 21, 2016

I. Opening Items:

The J. Paul Taylor Academy Governance Council met in open session meeting on September 21, 2016 at 6:04 pm to conduct a regular meeting.

- A) Attendance roll call: Ric Hernandez, Coree King, Arthur Berkson, Martin Lopez, Janet Acosta, Sherry McDowell, Eric Ahner, Executive Director and Business Manager Gina Trujillo. A quorum was confirmed.
- B) Conflict of Interest: There were none at this time.
- C) Sherry McDowell read the JPTA Mission Statement.
- D) Sherry McDowell moved to approve the agenda for September 21, 2016, Regular Meeting. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Coree King, Sherry McDowell, Martin Lopez and Janet Acosta.
- F) Coree King moved to approve the minutes for August 17, 2016, Special Meeting. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry McDowell Coree King, Martin Lopez and Janet Acosta.

II. Public Input:

- A) 1. Public Input: There was nothing to report at this time.
- 2. Staff Input: There was nothing to report at this time.

III. Governance:

- A) Ric Hernandez reported on behalf of the GC committee, they had meet on Sept 2nd, and worked on formalization the new member board orientation and updating files. Relevant to training, obtaining required credits and expectation of a board member. Goal is to posted on JPTA website once it is finalized.

IV. Finance:

- A) Coree King reported on behalf of the Finance Committee, they had meet on Sept. 15th and discussed submission of the new budget proposal to Deputy Secretary Aguilar. The committee is also reviewing internal control policy and auditing internally to ensure compliance is place. August cash report and bank reconciliation report will be reviewed at next meeting due to delays on receiving the documents.
- B) Coree King made a motion to approve July 2016 Cash Report. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Arthur Berkson, Coree King, Martin Lopez and Janet Acosta.



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C) Coree King made a motion to approve July 2016 Bank Reconciliation. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Arthur Berkson, Coree King, Martin Lopez and Janet Acosta.

D) Martin Lopez made a motion to approve Budget Adjustment Request #535-000-1617-0005T. Coree King seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Arthur Berkson, Coree King, Martin Lopez and Janet Acosta.

Coree King made a motion to approve Budget Adjustment Request 535-000-1617-0002-I. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Arthur Berkson, Coree King, Martin Lopez and Janet Acosta.

Coree King made a motion to approve Budget Adjustment Request 535-000-1617-0004-M. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Arthur Berkson, Coree King, Martin Lopez and Janet Acosta.

Sherry McDowell made a motion to approve Budget Adjustment Request 535-000-1617-0001-1B. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Martin Lopez, Coree King, Sherry McDowell, Arthur Berkson and Janet Acosta.

Sherry McDowell made a motion to approve Budget Adjustment Request 535-000-1617-0006-M. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Coree King, Sherry McDowell, Arthur Berkson and Janet Acosta.

Martin Lopez made a motion to approve Budget Adjustment Request 535-000-1617-0007-M. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Coree King, Martin Lopez, Sherry McDowell and Janet Acosta.

Martin Lopez made a motion to approve Budget Adjustment Request 535-000-1617-0008-T. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Coree King, Martin Lopez, Arthur Berkson and Janet Acosta.

E) Martin Lopez made a motion to TABLE school Secretary salary schedule until October 5, 2016. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Coree King, Martin Lopez, Sherry McDowell and Janet Acosta.

Sherry McDowell made a motion to approved EA Salary Schedules with modifications. Martin seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Coree King, Arthur Berkson, Sherry McDowell, Martin Lopez and Janet Acosta.

F) Sherry McDowell made a motion to approve the Revised Teacher Salary Schedule with modifications. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Sherry McDowell, Arthur Berkson and Janet Acosta.

V. Executive Director Support and Evaluation:



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- A) Eric Ahner presented his monthly Executive Director Report. The board had questions on the IPT report, in which Mr. Ahner will contact the company for a breakdown of each category.
- B) Governance Board discussed with Mr. Ahner to complete a self-evaluation utilizing the goals that were discussed at the June retreat, and to include SMART goals for his mid-year evaluation. This will be in forwarded to the Head Admin. Support and Evaluation committee for review.

VI. Facility:

- A) Arthur Berkson reported on behalf of the Facility Committee. He reported they have met with one landscaper and are currently gathering other landscaping quotes. He also reported a problem with plans to install the shade structure moved from the other location. When the school purchased that structure the city did not require us to have the official engineered plans in order to have it approved and installed. This policy has since changed and they will require us to have those drawing in order to install the structure at our current location. Arthur has contacted the company to inquire on the price of purchasing those plans and they have given us a price of Approx. \$1500.

Additionally, Arthur discussed the match fundraiser with GenCon and the committee's suggestion that they put together several options for playground equipment and then let the students & teachers vote on which they would prefer as a way to involve them in the process.

The development committee meets again on October 4th at 7:30am.

***** Janet Acosta was called out of meeting on emergency. Coree King completed the minutes.

VII. Policy Review

- A) Student Search and Seizure: No additional comments or suggestions had been received on this policy since the last meeting. Sherry McDowell made a motion to approve the Student Search and Seizure Policy as presented. The motion was seconded by Arthur Berkson and was approved unanimously.
- B) Sex Education Opt-out Policy: There were no additional comments on this policy at this time. Sherry McDowell moved to approve the Sex Education Opt-out Policy as presented. The motion was seconded by Arthur Berkson and passed unanimously.
- C) Salary Schedules: See above discussion. No action taken at this time.
- D) HR Policies: No discussion at this time. No action taken.

VIII. Development Committee Report

- A) Ric Hernandez reported that the legislator event that was held by the foundation on August 30th went very well. Due to state budget issues there may not be any capital outlay funds available in the foreseeable future but the event was good in building goodwill with local legislators and raising awareness for our school.



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XI. Academic Excellence

- A) Academic Oversight Committee: Arthur reports that this committee has had some scheduling difficulties and is still looking for representation from the elementary school perspective. Mr. Ahner will check again with teachers and try to find someone to fill this role and get a meeting scheduled.
- B) Parent Advisory Council: This committee met previously this month and submitted notes from that meeting. The PAC is currently gearing up for a fall festival fundraising event to be held on October 29th that will benefit individual classrooms as well as the PAC general fund. They are also discussing ways that they can assist with the Foundations ribbon cutting event to raise funds from local businesses.
- C) Gifted Advisory Committee: This committee is scheduled to meet in early October.

X. Open Discussion:

- A) Ric Hernandez requests that all Governance Council members log on and get acquainted with the new BoardMax program. From here all members can upload documents and reports to go out with the agenda packet which will decrease the workload on the council secretary and ensure all documents are present and get out in a timely manner.

XI. Closing Items

- A) Ric Hernandez moved to adjourn the meeting at 9:07pm. The motion was seconded by Sherry McDowell and was approved unanimously.

Respectfully Submitted,
Janet Acosta
JPTA GC Secretary

Approved: 12/14/16

Ric Hernandez, GC President