



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



J. Paul Taylor Academy Charter School Governance Council Board Special Meeting Minutes Wednesday, October 5, 2016

I. Opening Items:

- A) The J. Paul Taylor Academy Governance Council met in open session on October 5th, 2016 at 6:00 pm to conduct a special meeting.
- B) Attendance call: Ric Hernandez, Coree King, Arthur Berkson, Janet Acosta, Martin Lopez, Vikki Chavez and Eric Ahner. Absent: Sherri McDowell
- C) Conflict of Interest: There were none at this time.
- D) Ric Hernandez read the JPTA 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.
- E) Arthur Berkson moved to approve the agenda for October 5th 2016, Special Meeting with one change to move presentation of the Phoenix Awards to immediately follow approval of the agenda. Martin Lopez seconded the motion. Motion approved unanimously.

II. Public Input:

- A) Phoenix Awards: A Phoenix award was presented to 4th grader Sydney Candelaria for outstanding performance in the first quarter. Remaining Phoenix Awards will be presented at our next regular meeting.
- B) 1. Public Input: There was nothing to report at this time.
2. Staff Input: There was nothing to report at this time.

III. Finance:

- A) Current Budget: Vicki Chavez, Business Manager, presented that in response to our having a smaller beginning cash balance than projected, the state is requiring us to have a larger cash reserve than the \$38,000. they had previously proposed. After several proposals from both sides and our assignment to a new contact person in the finance department we have a new cash reserve requirement of \$50,000 with an expectation from the state that if we generate any additional resources throughout the year in the form of grants for example, we set aside a portion of that toward additional cash reserves. Vicki is working on getting this final number in writing from the state.

Vicki proposes that we balance to this new cash reserve amount by making the following adjustments:

- 1) The Foundation has raised additional operations donations above what was previously reported. The total amount of pledged donations now totals \$35,000.
- 2) Cut the \$3000. stipend for maintenance of the website from the operations budget. Vicki will look into other ways to fund this including the possibility of using spaceport technology funds which may require including STEM resources for students or other small changes.



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- 3) Reducing amount in line item for supplies and shifting some eligible supply costs to be paid out of Title I funds.
- 4) Southwest Regional Education Cooperative has further reduced their fee for business management services by an additional \$2500.

Martin Lopez voiced concern that he had requested a formal written proposal be submitted to the state after our last budget meeting and this had not occurred.

Arthur Berkson raised concerns as well about the flow of information to all Governance council members. He was informed about this major change in our cash reserve requirement through another parent prior to any official notification and requests that in the future all council members be informed of major events prior to that information being disseminated to any other community members.

In addition to the increased cash reserve requirement, Mr. Ahner reports that we have two teachers who will be eligible to move up in teaching level for this school year. While JPTA does not have an official written policy about a deadline for paperwork to be turned in in order to be considered for a pay increase in the current school year it is widely accepted that the cut-off date be October 1st. There was a lengthy delay at the state level with the release of teacher evaluations which are necessary in order for teachers to submit their documentation for moving up. Due to this delay the state has requested that districts strongly consider postponing this cutoff until October 15th. If we recognize the move in this school year it will result in an increase in salary expenses of approximately \$10,000 plus the additional cost of benefits which we must find in this year's extremely tight budget. However, if we can balance the budget with the added expense this year it would also result in a higher T&E which would mean additional funding in next year's budget. The board will consider this at its next regular meeting.

Lastly, Vicki reports that at the special legislative session that just concluded legislation was put into motion that would decrease all current year school budgets by 1.5%. When signed by the governor this will result in an additional decrease to our current years SEG funding in the amount of approximately \$19,000.

B) Budget Adjustment Requests:

- 1) 535-000-1617-0009-M: To record the \$2500 decrease in cost of business management services through SWREC. Martin Lopez moved to approve, Arthur Berkson seconded, approved unanimously.
- 2) 535-000-1617-0010-T: To move \$8000 combined from website maintenance stipend and supplies into cash reserve line item. Martin Lopez moved to approve, Coree King seconded, approved unanimously.
- 3) 535-000-1617-0011-M: To shift salary expense for food services from operations into food services line item that had a cash carry over from last year. Coree King made a motion to approve, Arthur Berkson seconded, approved unanimously.
- 4) Cash Transfer Request: To move carry over of \$13.37 from several years past from student activities into operations to balance activities balance for this year. Arthur Berkson moved to approve, Martin Lopez seconded, approved unanimously.



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IV. Closing Items:

A) Arthur Berkson moved to adjourn the meeting at 7:28pm. Motion seconded by Martin Lopez. Motion approved unanimously.

Respectfully Submitted,
Janet Acosta
JPTA GC Secretary

Approved: 12/14/16

Ric Hernandez, GC President