



# J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**DRAFT-J. Paul Taylor Academy Charter School  
Governance Council Regular Meeting  
Wednesday, December 12, 2018 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 met in open session on December 12, 2018. The meeting was called to order at 6:40 p.m. to conduct a Regular meeting.
  1. Roll was called by Robyn Rehbein: Governance Council members Tomasa Shanbhag (currently a non-voting member), Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez, and Robyn Rehbein were present. Member Sherry Booth was present by telephone. A quorum was confirmed. Members Janet Acosta and Carrie Hamblen were absent and had notified the board of their absences; Chair, Stephanie Haan-Amato, noted that the absences were excused. Christy Takacs, Executive Director, Sharon Myers, Assistant Executive Director, and Tamara Alexander, Staff Member were present. No members of the public were present.
- B. Chair, Stephanie Haan-Amato, called for any conflict of interest. No conflicts were noted by those in attendance.
- C. Martin Lopez 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 December 12, 2018, Regular Meeting. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- E. Arthur Berkson moved to approve the minutes for November 14, 2018 Regular Meeting. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

## II. Public Input

### A. Public Input

1. Chair, Stephanie Haan-Amato, called for any public input. There was no public input as there were no members of the public present.
2. Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

## III. Finance

- A. Martin Lopez reviewed the October, 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. Robyn Rehbein moved to approve the October, 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, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

- B. Budget Adjustment Request 535-000-1819-0011-IB was discussed. This BAR is for Capital Outlay for the Lease of the school building. Robyn Rehbein moved to approve the Budget Adjustment Request 535-000-1819-0011-IB. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes by roll call vote Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- C. Budget Adjustment Requests 535-000-1819-0012M through 535-000-1819-0014M were discussed. These BARs are for furniture, substitute funds and vision insurance, nurse employment, a stipend for the kitchen audit, added time for social worker services, and gross receipts taxes for the Financial Audit. Arthur Berkson moved to approve the Budget Adjustment Requests 535-000-1819-0012M through 535-000-1819-0014M. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes by roll call vote from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- D. Arthur Berkson moved to postpone the Technology Technician Salary Schedule approval until changes can be made to make it congruent with the other Salary Schedules and it will be put on the January 16, 2019 Regular Meeting agenda. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- E. Arthur Berkson moved to postpone Lunch Monitor Salary Schedule until changes can be made to make it congruent with the other Salary Schedules and it will be put on the January 16, 2019 Regular meeting agenda. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- F. Martin Lopez briefly discussed changing the check expiration time limit from one year to 90 days. Arthur Berkson moved to change the check expiration time limit from one year to 90 days. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

#### IV. Executive Director Support and Evaluation

- A. The Executive Director Report was given by Christy Takacs. Enrollment was at 200 students on the 80<sup>th</sup> day, even with a loss of 4 students since the last meeting. Attrition information for this school year was displayed (including the 4 new additions). The 40<sup>th</sup>, 80<sup>th</sup> and 120<sup>th</sup> target dates were also displayed. Ms. Takacs also discussed the school updates of staff development, past events, and upcoming events.

#### V. Policy

- A. Policy Committee Report was given by Stephanie Haan-Amato. The report was included in the agenda for today's meeting.
- B. The Discipline and Suspension Policy was discussed by Stephanie Haan-Amato. Arthur Berkson moved to approve the Discipline and Suspension Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- C. The Enrollment of Homeless Students Policy was briefly discussed by Sherry Booth. Arthur Berkson moved to approve the Enrollment of Homeless Students Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato,

Martin Lopez and Robyn Rehbein.

- D. The Procurement Policy was discussed by Stephanie Haan-Amato. Arthur Berkson commented on the first page on going with the vendor with the best price versus lowest price. Robyn Rehbein moved to approve the Procurement Policy. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.
- E. The School-Sponsored Activities Policy was discussed by Stephanie Haan-Amato. This policy was revamped and approved recently but is back for revision. It is proposed that the form teachers complete for activities be removed and the form becomes an office administrative form. It was then discussed whether the board should be involved in approving forms or if it is up to the Executive Director's discretion. The Permission Slip for field trips was also discussed, however, it hasn't been a part of the policy before this point. The Policy Committee feels like the forms should be up to the Executive Director and the decision on approval of such activities should also be up to the Executive Director. It was suggested this policy to go back to the Policy Committee for discussion and Governance Council Members are to submit suggestions and thoughts to Stephanie Haan-Amato to be discussed at the next policy meeting.
- F. The Complaints Policy was discussed by Stephanie Haan-Amato and Sherry Booth. This is for families and had some revisions and updates to language. There were edits suggested for the form and will be sent to Stephanie Haan-Amato.
- G. The Restriction of References Involving Sexual Misconduct, Addition to Employee Policy Manual was also briefly discussed by Stephanie Haan-Amato and Christy Takacs. This policy is needed for funding that JPTA receives. The policy committee recommends this to be up for approval as an addition to the Employee Policy Manual on the next agenda.
- H. The delays in Food Allergy and Intolerance Policy, Wellness Policy, and T&E Policy were briefly discussed by Stephanie Haan-Amato and Sherry Booth. These three policies are still being worked on and will be up for review soon. The Wellness plan contained in the Safe School's Plan will be sent to the Policy Committee for review to make sure the plan and policy are aligned. The Policy Committee recommends the Wellness Policy be completed this school year. The Training and Experience Policy has a conflicting statement that is being reviewed and compared to the CBA and discussion to happen between the CBA team and policy committee. There is a meeting scheduled for the CBA on December 20, 2018.
- I. Upcoming Pest Management Policy was briefly discussed by Christy Takacs and Stephanie Haan-Amato. This is a policy required by PED and is being created.

## VI. Committee Check-Ins and Updates

- A. Christy Takacs and Sherry Booth gave the Academic Oversight Committee report. The Committee met today and reviewed the committee framework. They are looking at proposing some changes to the by-laws. They are also looking to ways of recruiting more parents.
- B. Stephanie Haan-Amato gave a brief report on the Parent Advisory Council. The Scholastic Book fair was discussed. The Move-a-thon was also discussed. Upcoming Activities were also discussed.
- C. The Gifted Advisory Committee report was not given since they have not met since the last update.
- D. Arthur Berkson gave an update on the Facilities and Safety Committee. There haven't been any official meetings but will pick up meeting in January.

- E. The Development Committee (JPTA Foundation) did not have a report due to the absence of the GC Liaisons at this meeting.
- F. Martin Lopez said that the Audit committee has not met, so there was no report.
- G. Membership committee check-in was given by Robyn Rehbein. No official meeting but are still looking to recruit for the treasurer position on the board. There also has not been any submitted interest in the note-taker position. Training was also discussed; the board was reminded that everyone needs to complete their required training for the year.

VII. Other Business

- J. Chair, Stephanie Haan-Amato called for any items for open discussion. The Phoenix awards will be awarded tomorrow morning. Grace Village thru Janet Acosta was thanked for their sponsorship of the Phoenix awards.

VIII. Closed Session

Martin Lopez moved at 8:36 pm to go into closed session for the following reason: NMSA 1978 and to discuss Limited Personnel Matters closed pursuant to Section 10-15-1-H(2) Limited Personnel Matters Robyn Rehbein seconded the motion. Motion was passed unanimously by roll call vote from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein.

A. Limited Personal Matters: *Executive Director Mid-Year Evaluation*

The Council returned from Closed Session to Open Session at 9:36 pm. Nothing other than Limited Personnel Matters closed pursuant to Section 10-15-1-H(2) Limited Personnel Matters were discussed during the closed session and no action was taken.

IX. Closing Items

- K. Robyn Rehbein moved to adjourn the December 12, 2018 Regular Meeting. Arthur Berkson seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Martin Lopez and Robyn Rehbein. Meeting was adjourned at 9:36 p.m.

Respectfully Submitted,

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Robyn Rehbein  
JPTA Governance Secretary

Approved \_\_\_\_\_, 2018

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Stephanie Haan-Amato  
JPTA Governance Council Chair