



J. Paul Taylor Academy

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**J. Paul Taylor Academy Charter School
Governance Council Regular Meeting
Wednesday, March 13, 2019 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 March 13, 2019. The meeting was called to order at 6:37 P.M. to conduct a Regular Meeting.
- B. Roll was called by Robyn Rehbein: Governance Council members Tomasa Shanbhag, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein were present. A quorum was confirmed. Tomasa Shanbhag arrived at 6:36 P.M. Martin Lopez arrived at 7:13 P.M. Christy Takacs, Executive Director, Sharon Myers, Assistant Executive Director, Gina Trujillo, Assistant Business Manager, and Staff Members Tamara Alexander, Mary Helen Ratje were present. Members of the public included multiple families and students from the 5th grade gift education program.
- C. Chair, Stephanie Haan-Amato, called for any conflict of interest. None was stated by those in attendance but later in the meeting Robyn-Rehbein acknowledged a conflict of interest and would be abstaining from the vote on the playground equipment.
- D. Carter Chamberlin (Student) 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.*
- E. Arthur Berkson moved to approve the agenda for March 13, 2019, Regular Meeting Agenda. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen and Robyn Rehbein.
- F. Sherry Booth moved to approve the minutes for February 20, 2019 Regular Meeting. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Tomasa Shanbhag and Robyn Rehbein.

II. Public Input

A. Public Input

- 1. Public Input - Chair, Stephanie Haan-Amato, called for any public input. JPTA 5th grade Gifted and Talented students presented their sponsored event selling Valentine's Day grams which raised approximately \$600 from 111 donations to support the community service project assisting the Action Pets Program with needs.
- 2. Staff Input - Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

III. Finance

- A. Stephanie Haan-Amato reviewed the January Finance Report which was included in the meeting's agenda. The report included a review of the Operations and Activities Account and Expenditures and Revenue. The committee recommends the approval of the finance items on today's agenda. It is noted that the school budget is due on May 27, 2019 to PED. Budget estimates are still to be determined. Arthur Berkson moved to approve the January Finance Committee Report and all finance documents included in the agenda. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag.
- B. Funding For Playground Equipment, Surfacing, & Installation - Stephanie Haan-Amato explained the process for capital outlay funding for playground equipment, surfacing, and installation on the agenda. Robyn-Rehbein indicated a conflict of interest and would be abstaining from the vote. Staff has indicated to Governance Council that installments and paperwork will be started once the capital outlay has been approved. Sherry Booth moved to approve the Funding for Playground Equipment, Surfacing, & Installation. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Arthur Berkson, Sherry -Booth, Carrie Hamblen, and Tomasa Shanbhag, Robyn Rehbein abstained.
- C. BARS 535.000.1819.0015 and 535.000.1819.0017M through 0022.M - Gina Trujillo explained in detail each BAR of expenditures. There was brief discussion regarding different expenditure areas, including areas of cost savings. Robyn Rehbein moved to approve the consent agenda for the maintenance BARs. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato Martin Lopez, Arthur Berkson, Sherry McDowell-Booth, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag
- D. BARS 535.000.1819.0023.T through 0024.T - Martin Lopez -
1. There was brief discussion about the BARS. Sherry Booth moved to approve transfer BAR 535.000.1819.0023.T. Arthur Berkson seconded the motion, Roll Call Vote: Stephanie Haan-Amato Martin Lopez, Arthur Berkson, Sherry Booth, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag approved. Board unanimously approved the motion for transfer BAR 535.000.1819.0023.T.
 2. Arthur Berkson moved to approve transfer BAR 0024.T, Sherry Booth seconded the motion, Roll Call Vote: Stephanie Haan-Amato Martin Lopez, Arthur Berkson, Sherry Booth, Carrie Hamblen, Robyn Rehbein, and Tomasa, Shanbhag approved. Board unanimously approved the motion for transfer BAR 535.000.1819.0024.T.
- E. BAR 535.000.1819.0025I - Brief discussion about BAR 535.0000.1819.0025I. Arthur Berkson moved to approve BAR 535.000.1819.0025I. Carrie Hamblen seconded the motion. Roll Call Vote: Stephanie Haan-Amato, Martin Lopez, Arthur Berkson, Sherry Booth, Carrie Hamblen, and Tomasa Shanbhag approved. Robyn Rehbein abstained from voting. Board unanimously approved the motion to approve BAR 535.000.1819.0025I.
- F. Council discussed the 2019-20 academic calendar days for the upcoming school year including parent teacher conferences and breaks. Robyn Rehbein moved to approve 2019-20 Academic school calendar. Carrie Hamblen seconded

the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag

IV. Governance

A. Membership Committee Report - Governance Council members Robyn Rehbein and Stephanie Haan-Amato discussed meeting with a potential Governance Council Member, recruitment, training requirement, communication with council, and potential succession preparedness.

1. Update on GC Self Evaluation Progress - Robyn Rehbein informed the Governance Council the state required evaluation will be sent out in next couple weeks and asked that the Council complete and return to Robyn by March 30, 2019. Robyn will report the findings in the April GC meeting.
2. Training Requirements Progress Update - Robyn Rehbein discussed the training that scheduled for March 16, 2019. All Governance Council members should complete training hours with the March 16, 2019 training, with the exception of Tomasa Shanbhag who will require one (1) additional hour.

B. Call for Nominations of New Governance Council Member - Board discussed, in detail, the application of Jerry Wallace for the position 4 of the Governance Council. Arthur Berkson nominated Jerry Wallace for Position 4 on the Governance Council. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag Jerry Wallace was elected to Position 4 on the Governance Council.

C. Vote to Close Governance Council Position 4 - (Non-Fill of Vacancy) - Board discussed not needing to vote on the closure of Position 4 on the Governance Council. Arthur Berkson moves to postpone indefinitely the closer of position 4 on the Governance Council. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag

D. Performance Framework Update - Stephanie Haan-Amato discussed the Performance Framework update planning and stated that Eric Ahner may potentially work with Christy Takacs and Sharon Myers on its completion. Christy Takacs discussed tasks that were going to be expected.

V. Audit

A. Audit Committee Report - Martin Lopez discussed the findings in the Audit Committee Report. Martin noted that there were some items that were fixed and that it was a clean audit. Stephanie Haan- Amato reported that the next audit is at the end of May or at the beginning of June.

B. Finalize Audit Committee Membership - Stephanie Haan-Amato discussed requirements for the Audit Committee Membership by New Mexico State statute. Coree Fox is a continuing member and is a Volunteer with Financial Experience. Rodney Rodgers joined the Audit committee as a Parent Volunteer, and membership is now complete. Arthur Berkson moved to Finalize Audit Committee Membership. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag

VI. Executive Director Support and Evaluation -

- A. Executive Director Contract - Board briefly discussed the Executive Director Contract. The Executive Director Contract is attached in the Agenda. Arthur Berkson moved to approve the Executive Director Contract. Tomasa Shanbhag seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, and Tomasa Shanbhag
- B. Executive Director Report - Christy Takacs discussed the Executive Director Report and highlighted the growing Spanish Language Acquisition program. Christy informed that a group was meeting on March 14, 2019 to formalize plan to present to the Governance Council to create a document before April. An introduction of a new project based program from NMSU was discussed between Governance Council and staff members. The decision to use Tyler Systems for Student Information System was made. Ms. Takacs also discussed Attendance procedures and improvements in planning.
- C. End-of-Year Executive Director Evaluation Plan - Arthur Berkson and Martin Lopez discussed the End-of-Year Executive Director Evaluation Plan. Arthur will send out the evaluation and asked that each member return to him by April 12 so that he can compile the data and discuss at the April meeting.

VII. Policy

- A. Food Allergy and Intolerance - The Food Allergy and Intolerance Policy was discussed by Stephanie Haan-Amato and various board members, and staff member Sharon Meyers. A plan was put in place to change verbiage use in policy.
- B. Weapons - Free School Zone - The Weapons - Free School Zone policy was discussed by Stephanie Haan-Amato and various board members. Proposed new draft should be submitted before April meeting.

VIII. Academic Excellence

- A. Academic Oversight Committee - Sherry Booth gave the Academic Oversight Committee report.
 - 1. Update on Family Survey Progress – Sherry Booth and Arthur Berkson provided progress on the Family Survey.
 - 2. Update on Teacher Survey Progress - Christy Takacs and Sherry Booth will be getting together for a deadline to get the survey out in May.

IX. Committee Check-Ins and Updates

- A. Parent Advisory Committee - Stephanie Haan-Amato discussed upcoming events. The GC would sponsor one day of the staff appreciation week planned for May 6-10.
- B. Gifted Advisory Committee - Robyn Rehbein discussed information that was provided through a presentation from Lori Comaliie-Caplan on February 27, 2019.
- C. Development Committee - Carrie Hamblen noted that the Development Committee did not meet.
- D. Facilities and Safety - Arthur Berkson noted that the committee did not meet.

X. Other Business

- A. Member Goals for the Year Check-In - Stephanie Haan-Amato briefly discussed to check out handouts from Robyn Rehbein.
- B. Open Discussion - Chair, Stephanie Haan-Amato called for any items for open discussion. There were no items for open discussion.

XI. Closing Items

- A. Adjourn - Arthur Berkson moved to adjourn the March 13, 2019 Regular Meeting at 9:04 P.M. Carrie Hamblen seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Arthur Berkson, Martin Lopez, Sherry McDowell-Booth, Stephanie Haan-Amato, Carrie Hamblen, Tomasa Shanbhag, and Robyn Rehbein.

Respectfully Submitted,

Robyn Rehbein
JPTA Governance Council Secretary

Approved April 17, 2019

Stephanie Haan-Amato
JPTA Governance Council Chair