



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



Governance Council Special Meeting
Wednesday, December 14, 2016
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 meeting on December 14, 2016 at 6:02 pm to conduct a special meeting.

Chairman Ric Hernandez expressed appreciation for successful fundraising this school year, and is very pleased with the efforts and results. Thank you to all those involved in these events.

Thanked everyone in attendance for making it. Also, gave fair warning that the agenda and the chance for a long meeting was possible due to having to do some catch up work today in approving several meetings' minutes and voting on many BAR items.

1.) Roll was called by Janet Acosta:

Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Sherry McDowell (arrived at 6:29pm, council was notified by text of delay) were present. A quorum was confirmed. Member Coree King was absent.

Eric Ahner, Executive Director, Business Manager Gina Trujillo, Monica Kiser, Food Services Director and Stephanie Haan-Amato, prospective Governance Council Member (has submitted a resume to be added to the council, and she will be presented at next meeting to be accepted to the board) were also present.

B) Conflict of Interest Statement read by Chairman Ric Hernandez and no conflicts were stated at this time.

C) Chairman Ric Hernandez read JPTA's 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 14, 2016, Special Meeting, with modifications (listed below). Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez and Janet Acosta.

Modifications:

- (Chairman Ric Hernandez) move item V. Executive Director Support and Evaluation after II. Public Input but before III. Governance.
- (Chairman Rick Hernandez) change item E. from Approval of Agenda to Approval of Minutes.
- Change Item E-1 from Approval of 9-12-2017 Work Session Minutes to Approval of 9-12-2016 Work Session Minutes.
- Item XII. Policies moved after IX but before X. Also, letter A (under Policies) should be removed due to this being passed in the 9/21/2016 Regular Meeting. Letter B. Secretary Salary Schedule will be addressed as stated.



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



E) Approval of Minutes

1.) Martin Lopez moved to approve of the September 12, 2016 Work Session Minutes- with the modifications (listed below). Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez and Janet Acosta.

Modifications:

- Arthur Berkson was in attendance but isn't listed in the minutes
- Item II. Budget Review first paragraph should read deficit instead of deficient. Second paragraph should read Mr. Ahner stated the Foundation had pledged \$33K of donations for JPTA's operations account. (The 33k had been not received just pledged.)

2.) Arthur Berkson moved to approve the September 17, 2016, Work Session Minutes. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez and Janet Acosta.

Sherry McDowell arrived at 6:29pm.

3.) Arthur Berkson moved to approve the September 21, 2016, Regular Meeting Minutes with special note listed below. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Sherry McDowell.

Special Note: in section IV. Finance letter E states that the approval of the EA Salary Schedule did occur and therefore doesn't need to be on today's agenda.

4.) Martin Lopez moved to approve the October 5, 2016 Special Session Minutes. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta and Sherry McDowell.

5.) Arthur Berkson moved to approve the October 5, 2016 Work Session Minutes. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta and Sherry McDowell.

6.) Arthur Berkson moved to approve the October 26, 2016 Special Session Minutes with modifications (listed below). Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta and Sherry McDowell.

Modifications: Item I. Opening Items letter B) Attendance call should read: Arthur Berkson, Janet Acosta and Eric Ahner, Executive Director were present. Marin Lopez and Sherry McDowell were present via conference call.

II. Public Input

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



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



III. Executive Director Support and Evaluation

A) Executive Director Report:

- 1.) Eric Ahner, Executive director reported on JPTA Food Services (1st quarter analysis) with Food Services' director Monica Kiser. The report was presented, reviewed and discussed.
 - Main topic of discussion was the possibility of raising the cost of the meals for the school. School Food Authorities are required to raise about \$.10 per year. The current price of \$1.95 reflects a \$.10 increase from last year. But as it stands JPTA will need to increase again this school year. Mr. Ahner can change the prices at his discretion, however if the Governance Council would like to vote on it, it would require a 30-day notice so that public input could be taken into consideration. Therefore, any increase could not come into effect until at least February 2017.
 - As it stands the costs of meals is about \$4.40/meal. That is before the reimbursements for those students who are on the free and reduced program. The cost for those meals is anywhere between \$2 and \$2.40.
 - Next year the school is looking forward to USDA commodities that may help acquire more fruits and vegetables and potentially reduce the cost of the food. This program must be applied for a whole year before the effective date so JPTA can't get these commodities this year. JPTA is in line to get the USDA commodities for the 17-18 SY. Mrs. Kiser also noted that the school is currently considering the possibility of the department being able to shop at Sam's Club to help reduce the cost of goods currently supplied through a front door service, Shamrock Foods.
 - Mr. Ahner brought to the attention of the board that there was an error on the table "JPTA Food Services- Projection of Costs based on Increase of Meals" slide of presentation. Top line second column has the error -the \$593 should be \$509.30 also note that this doesn't take into consideration the free and reduced students since the number of students on that program is variable based on current population.
 - It was noted that these projections of costs also do not include the cost of durable goods and appliances in the kitchen.
 - Discussion continued with questions and answers between the board and Mr. Ahner and Mrs. Kiser. One question posed was if the school was required to serve breakfast. Mrs. Kiser responded that it isn't required but that it is encouraged and another option she has considered proposing is that breakfast be moved to after the bell to increase participation but that would also include an increase in price possibly about \$.20.
 - Consensus that JPTA wants a Food Service program and it is realized that there is a cost to have such a program. There was also a consensus that the prices must be raised and preferably this can be done gradually over the next two years to help bring the price closer to the costs of meals.
 - Costs of LCPS lunches were also discussed to bring it in to prospective for those involved in the discussion.
 - **Item that will need to be followed up by GC:** The board will need to facilitate a discussion about the proposed increase, parents will be notified that it will be discussed at the January meeting. The board discussed they are comfortable with proposing a \$.15 increase to bring it to \$2.10. It was encouraged by members of the board and Mrs. Kiser that the cost of bringing a sack lunch from home, also be discussed to help parents compare the value of the meals currently provided.



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



- Governance Council expressed thanks to Mrs. Kiser for being the Food Services Director and a job well done. Mr. Ahner added his gratitude for her attendance at the meeting to help present the findings from the 1st quarter and participate in the discussion.

2.) Testing:

- Issues with IPT report. Chairman Ric Hernandez informed Mr. Ahner that the board didn't see the adjusted data. This data will be included in the testing discussion in the January meeting (meeting with be data heavy with new test scores).

3.) Enrollment:

- Enrollment is steady until now. Lost one student in the month of December. Expecting a loss of an additional 2-5 students by the start of the next semester.
- 40th and 80th day reports submitted so next report will be the 120th day report which is in March.
- The school had been informed that there would be a decrease in funds from the state per student. The information of the exact amount of decrease was released tonight. Mr. Ahner read the email of said decrease.

IV. Governance

V. Finance: (Note: one of the reasons the Governance Council meetings were moved to the 3rd week is to have the finance reports ready- the council is just now starting to see this benefit.)

A) Martin Lopez reported on behalf of the Finance Committee for the meeting on November 10, 2016. The Finance Committee Meeting report was discussed and concern was brought that the action item of drafting and discussion of the Hold Harmless letter was not carried out as discussed for the November Governance Council Meeting. Mr. Lopez stressed that if it is in the meetings minutes from the Finance Committee then it needs to be presented and discussed as decided in the finance meeting. Mr. Ahner then read his draft of the Hold Harmless letter and the council agreed that it needs to be a 72-hour action item, therefore there will be a Special Meeting- Monday December 19, 2016 at 6pm.

- **Item that will need to be followed up by GC:** Chairman Ric Hernandez will work on composing an email for call in if needed by members of the Governance Council. Notice of meeting will be posted.

B) Martin Lopez reported on behalf of the Finance Committee for the meeting on December 8, 2016. The meeting's Finance Committee Report was discussed. Concern was expressed over the ups and downs of the budget. Gina Trujillo was asked to explain the reasons behind the discovery of the surplus of \$18,000. The email in the Finance Committee's report from the meeting was used to help facilitate this discussion.

C) Martin Lopez moved to approve the BAR 535-000-1617-0013-M. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.

D) Martin Lopez moved to approve BAR 535-000-1617-0014-M. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



- E) Martin Lopez moved to approve the BAR 535-000-1617-0015-M. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.
- F) Martin Lopez moved to approve the BAR 535-000-1617-0016-M. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.
- G) Martin Lopez moved to approve BAR 535-000-1617-0017-T. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.
- H) Martin Lopez moved to approve the BAR 535-000-1617-0018-D. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.
- I) Martin Lopez introduced the October Bank Reconciliation Reports. It was noted that this was last reconciliation for Century bank since account is now closed. Brief discussion of line items in the Activities account. Gina Trujillo has spreadsheet to make sure that all funds go into and come out of the right earmark. Martin Lopez moved to approve the October bank reconciliation. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta and Sherry McDowell.
- J) Martin Lopez moved to approve the October Cash Report. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta and Sherry McDowell.
- K) Martin Lopez moved to approve the October Revenues and Expenses Reports (pg. 63 of agenda packet). Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson and Sherry McDowell.
- L) Martin Lopez started the discussion of the Financial Reports (pg. 73 of agenda packet). The purpose is for the council to review and ask questions to the finance committee and the business manager. Special note was given to the two transactions that were verified. It can be a type of transactions but they will be more than likely checks since that is where JPTA's previous findings were.
- M) Eric Ahner and Chairman Ric Hernandez lead discussion of Current Financial Status Letters. The Hold Harmless letter was discussed and noted above. Chairman Ric Hernandez stated that the Historical Letter (discussing the financial history of JPTA) was being done in two parts. Mr. Ahner preparing a part for this year. Chairman Ric Hernandez will be preparing a part for previous years.

VI. Audit Committee

- A) Chairman Ric Hernandez reported on behalf of the Audit Committee. He stated the current report is done but cannot be discussed now. More information and discussion will come at a later date (in February per Gina).



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



VII. Facility

- A) Arthur Berkson reported on behalf of the Facility Committee. The Committee thanks:
- Liz Hamm for taking the move-a-thon event and making it very successful not only for the kids but also the community involvement.
 - Rebecca Berkson for getting press releases.
 - GenCon for their donation of \$5,000 and challenge to raise \$5,000 first.
 - All parents and students for participating.
 - Secretaries Alejandra and April for writing all the receipts.

The committee welcomed a new member, Jacob LeDezma. He has helped in getting the committee off the ground. The committee is currently getting the stamped drawings. Chairman Rick Hernandez would also like the structure info for the playground so that the parents and students can be notified. The committee would like to have some written literature to take out and ask businesses for donations but would like to have more info to put in that literature. Please NOTE that any checks following the Move-a-thon event need to be made out to JPTA Foundation. Once the stamped drawings are finalized the committee will need approval from the Las Cruces Public School district and the State of New Mexico.

VIII. Development

- A) Chairman Ric Hernandez and Eric Ahner reported on behalf of the Development Committee that there wasn't anything specific to report on now. Except, that as a reminder the Foundation does prefer to support and help fund projects and not as much day to day operation funds.

IX. Academic Excellence

- A) Academic Oversight Committee met at 4:30 today and notes will be available soon. Two items discussed was doing a survey about our academic learning (will coordinate with Chairman Ric Hernandez on timing), and an information session before testing for parents. Next scheduled meeting is at end of January. Chairman Ric Hernandez reminded Mr. Ahner that the committee must meet a minimum of 3 times this school year.
- B) Parent Advisory Council- meeting notes for October and November were discussed. It was noted that Stephanie Haan-Amato must resign as vice chair of PAC if she is offered and accepts a position on the Governance Council.
- C) Gifted Advisory Committee has met and are submitting minutes. The GAC has 2 of the 3 required meetings complete with one of them being a guest speaker on Procrastination and Perfectionism.

X. Policies

- A) REMOVED FROM AGENDA- EA Salary Schedule as it was already approved in the September 21, 2016 meeting.
- B) Secretary Pay Schedule. Approval was tabled at the September 21, 2016, there were some errors in it, changes were made to it and it was ready for the next meeting to be voted on. As presented today, Sherry Mc Dowell moved to approve the Secretary Pay Schedule. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Martin Lopez and Janet Acosta.



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



XI. Other Business

A) Open Discussion

- Chairman Ric Hernandez stressed the importance of approving the minutes within 30 days to in effort to get action items done. The Governance Council will like to see this done moving forward from today.
- Janet Acosta noted Diane Carmikle is out of town but still is interested in coming aboard the Governance Council. Yvette Turrieta's is also interested but her meeting has been rescheduled.
- Chairman Ric Hernandez asked the board to reserve January 12, 2017 for PED training (free). This training covers the mandatory 5 hours of training required for the board. Janet Acosta noted the training runs from 12pm-5pm and the Farm, Ranch and Heritage Museum complex.
- Arthur Berkson noted that it is difficult to find the amazon bookmark on the JPTA website and feels it can create barriers for those who would like to use it. Mr. Ahner will ask Mattie Kannard to address and see if it can be placed at a better location.

XII. Closing Items:

Janet Acosta moved to adjourn the open meeting and go into the closed session at 9:14pm to discuss Limited Personnel Matters. Janet Acosta read statement of closed session Pursuant to Section 10-15-1. H(2) NMSA1978. The motion was seconded by Martin Lopez. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson and Sherry McDowell.

XIII. Closed Session

- Roll was called by Janet Acosta: Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta were present. A quorum was confirmed. Member Coree King was absent. Eric Ahner, Executive Director, was present for the first five minutes of the meeting and GC proceed to dismissed him thereafter.
- Janet Acosta moved to reconvene into Open Session at 10:13 pm. Sherri McDowell seconded the motion. Motion approved unanimously.

Closing Items: (Continued)

- Martin Lopez moved to adjourn meeting at 10:14 pm. Motion seconded by Sherri McDowell. Motion approved unanimously.

Respectfully Submitted,
Janet Acosta
JPTA GC Secretary

Approved: 1/18/17

Ric Hernandez, GC President