



# J. PAUL TAYLOR ACADEMY

*Recapturing the Joy of Learning - Recapturar la Alegría de Aprender*



**J. Paul Taylor Academy Charter School  
Governance Council Retreat/Special Meeting  
Friday June 8, 2018 6:00 PM (MST)  
1274 Golf Club Rd Las Cruces, New Mexico 88011  
Sunset Grill**

I. Opening Items

- A. The J. Paul Taylor Academy Governance Council met in open session on June 8, 2018. The meeting was called to order at 6:06 p.m. to conduct a Special Meeting.
  1. Roll was called by Suzan Martinez de Gonzales, Governance Council members Stephanie Haan-Amato, Arthur Berkson, Suzan Martinez de Gonzales, Robyn Rehbein, Janet Acosta, Carrie Hamblen, Martin Lopez, and Sherry Booth were present. A quorum was confirmed. Vicki Chavez Executive Director, SW Regional Education Cooperative, Gina Trujillo, Assistant Business Manager, Erica Reyes, SWREC were also present.
- B. Stephanie Haan-Amato called for any conflict of interest. None was stated 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. Carrie Hamblen moved to approve the agenda for June 8, 2018 Special Meeting. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Arthur Berkson, Suzan Martinez de Gonzales, Robyn Rehbein, Janet Acosta, Carrie Hamblen, Martin Lopez, and Sherry Booth.

II. Public Input

- A. Stephanie Haan Amato called for any public input.
  1. There was no public input at this time.

III. Finance

- A. Gina Trujillo presented Budget Adjustment Request 535-000-1718-0034-I. JPTA received IDEA-B funds in the amount of \$42,260, which we will use to reimburse Operational funds used from March 31<sup>st</sup> through May 31<sup>st</sup>. Martin Lopez asked if the total amount of the IDEA-B funds were already expended, Ms. Trujillo replied there should be approximately

\$23,000 remaining. \$15,000 has been budgeted in next fiscal year with balance of \$8,000 carry over going to SPED. Martin Lopez moved to approve, and Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Stephanie Haan-Amato, Arthur Berkson, Suzan Martinez de Gonzales, Robyn Rehbein, Janet Acosta, Carrie Hamblen, Martin Lopez, and Sherry Booth.

#### IV. Executive Director Support and Evaluation

A. Approval of Executive Directors Contract Addendum for June 2018 allowing Ms. Takacs to have an orientation period with Mr. Ahner. Janet Acosta moved to approve, and Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Arthur Berkson, Suzan Martinez de Gonzales, Robyn Rehbein, Janet Acosta, Carrie Hamblen, Martin Lopez, and Sherry Booth.

B. Approval of Executive Directors Contract for 2018 – 19. Arthur Berkson moved to approve, and Janet Acosta seconded the motion. Motion passed with affirmative votes from Stephanie Haan-Amato, Arthur Berkson, Suzan Martinez de Gonzales, Robyn Rehbein, Janet Acosta, Carrie Hamblen, Martin Lopez, and Sherry Booth.

#### V. Financial Training

A. Financial training conducted by Vicki Chavez Executive Director, SW Regional Education Cooperative. Using the JPTA Financial Reports for April 2018, Ms. Chavez reviewed the following:

1. How Local Education Agencies (LEA's) are financed in New Mexico (NM).
2. What funds are available to JPTA:
  - State Equalization Guarantee Distribution (SEG)
  - Lease Assistance
  - Food Service
  - SB-9 – designated for capital purchases
  - Textbook – strictly for approved instructional material
  - Spaceport – designated for STEM activities
  - Title I – targeted supplemental program to support students in Reading & Math
  - Title II – designated for Principal & Teacher professional development
  - IDEA-B – designated for Students with Disabilities for supplemental services
3. Preparing for Annual Budget
4. Review of SEG
5. Review JPTA Uniform Chart of Accounts
6. SEG to Budget
7. Operating Budget Management System (OBMS)
8. Actions for Solvency:
  - policies, procedures, internal controls,
  - Insure Procurement Codes are followed

- Dedicate time monthly to review budget, expenses, revenues, bank reconciliations & cash reports
9. Verify adherence to policies and procedures
  10. Do NOT overspend the budget

## VI. Group Photo

1. GC Group Photo taken for JPTA Website.

## VII. GC Training Requirements

1. Stephanie Haan-Amato led a discussion regarding GC's non-compliance with PED's training requirements for GC members. Dolores Connor and Yvette Turrieta both resigned their GC positions but neither fulfilled their training requirements. It is our understanding that at the time of Ms. Connor's resignation she assured Ric Hernandez that she would fulfill her training obligations, but she did not complete the requirements. Martin Lopez contacted Yvette Turrieta, and it is his understanding she will not likely complete her training obligation.
2. Many current members still need one or two hours in a specific area, such as fiscal responsibility, even though almost everyone has completed the hours requirement overall. The GC had a discussion about the obstacles that have lead to the current situation, including lack of understanding of requirements and especially the lack of PED course offerings in the Las Cruces area that include all of the requirements.
3. In the coming school year, the membership committee will report, at least quarterly, at GC meetings on training requirements and progress each GC member has made toward completing the requirements.

Arthur Berkson left the meeting at 8:10 p.m.

## VIII. Length, Dates, and Time of Meetings

1. Stephanie Haan-Amato opened a discussion about our unusually long GC meetings and her goal of keeping the meetings to two hours. GC members in agreement committed to the following:
  - Committee chairs will send legible written reports to the GC Chair in a timely manner, and they will be attached to meeting agendas for GC members review prior to the meeting.
  - GC members will commit to reading the reports and come prepared to the GC meeting.
  - Stephanie Haan-Amato will develop the GC Meeting Agendas with consent agenda items when appropriate.
  - A discussion about the best day and time to have regular GC meetings. It was decided to continue to hold meetings on Wednesdays but to start at 6:30.
  - A discussion regarding the Finance Committee reports to the GC, suggestions such as having the GC as a whole start each monthly meeting with the GC acting as the Finance committee or a deep dive of the finances on a quarterly basis with the Finance Committee continuing to meet monthly. Another discussion regarding

the BAR's ensued regarding the necessity of the numerous BAR's submitted for approval and the time it takes at each meeting to review the requests. It was decided to continue to have the reporting monthly and to try to have the Finance Committee report submitted in a timely manner to give GC members time to review with a commitment from the new Treasurer to get the Finance Reports and BAR requests to the GC in a timelier manner with ample time to review.

#### IX. Closing Items

- C. Robyn Rehbein motioned to adjourn the June 8, 2018 Special meeting. Janet Acosta seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Meeting was adjourned at 9:15 p.m. Motion passed with affirmative votes from Stephanie Haan-Amato, Suzan Martinez de Gonzales, Robyn Rehbein, Janet Acosta, Carrie Hamblen, Martin Lopez, and Sherry Booth.