



# J. PAUL TAYLOR ACADEMY

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



## Governance Council Board Special Meeting Minutes July 20, 2016

### I. Open Items:

A) The J. Paul Taylor Academy Governance Council met in open session meeting on July 20, 2016 at 6:04 pm to conduct a special meeting.

Attendance: Ric Hernandez, Janet Acosta, Shaharazad “Sherry” McDowell, Coree King, Arthur Berkson, Gina Trujillo, Business Manager and Eric Ahner, Executive Director. Absent: Martin Lopez

B) Arthur Berkson moved to approve the Agenda of the July 20, 2016 Special Meeting. Coree King seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Sherry McDowell.

C) Conflict of Interest: There were none at this time.

D) Mr. Ahner 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 Minutes of the June 15, 2016 Special Meeting. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Coree King.

### II. Public Input:

A) Public Input: There was none at this time.

B) Staff Input: Mrs. Alexandra praised the GC for a good start of the year. And stated teachers, parents and kids are seeing and feeling positive.

### III. Facility:

A) Ric Hernandez reported on behalf of the Facility Committee, stated they are focusing and planning on Phase I, which is the playground and very close to completion. He also announced Mr. Berkson will be taking over the committee for this school year.

### IV. Finance:

A) Coree King reported on behalf of the Finance Committee stated they have reviewed March, April and May bank statement and cash reports along with all other financial information, and all is reconciled accordingly.

B) Coree King made a motion to approve March 2015 Bank Reconciliation. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Sherry McDowell.



# J. PAUL TAYLOR ACADEMY

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- C) Coree King made a motion to approve March 2015 Cash Report. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.
- D) Coree King made a motion to approve April 2015 Bank Reconciliation. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Arthur McDowell.
- E) Coree King made a motion to approve April 2015 Cash Report. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Arthur Berkson.
- F) Coree King made a motion to approve May 2015 Bank Reconciliation. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Sherry McDowell.
- G) Coree King made a motion to approve May 2015 Cash Report. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Arthur Berkson.
- H) Coree King presented the Audit Results for 2013-14 school year. She reviewed the deficiency on the report titled State of NM Public Education Department schedule of findings and questioned costs, year ended June 30, 2014. Deficiency found were categories under the Supporting Documentation. Ms. King reviewed each category stating the effects, cause, and recommendation from the state, along with our management's responses and plan of action. Indicated all concerns had been address and submitted to the state.
- I) Coree King presented the Audit Results for 2014-15. She reviewed the deficiency on the report titled State of NM Public Education Department schedule of findings and questioned costs, year ended June 30, 2015. Deficiency found were categories under the Supporting Documentation, Budgetary Condition and After School Care and Enrichment Programs. Ms. King reviewed each criteria, effects, cause, and recommendation from the state, along with our management's responses and plan of action. Indicated all concerns had been address and submitted to the state. She also indicated that in August the school would be audited once again.
- Ms. King also reported that 2014-15 audit took place under the prior business manager which was exiting her employment from JPTA at the time of this audit and the new business manager was entering her new employment. Which caused confusion with locating required documentation that auditors needed to conduct their audit. She commented at this time she is confident that procedures and controls are in place as our new Business Manager is implementing procedures.
- J) Coree King presented information on the 2016-17 Budged Adjustment from PED. She reported that our budget was accepted and finalized by the state with the following stipulation made by PED. Throughout the year a total of \$38, 000 of SEG funds are to be set aside in an emergency fund number. These funds cannot be accessed without prior approval by Hanna Skandera. This amount will carry over into our beginning cash balance for next school year. Additionally, the SPED division moved \$13,000 from other account codes into SPED account codes to ensure that we meet minimum SPED requirements and continue to receive IDEA B funding.



# J. PAUL TAYLOR ACADEMY

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K) Coree King made a motion to approve changing JPTA financial institution to Citizens Bank for financial operations and activity accounts. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Sherry McDowell.

## **V. Governance:**

A) Ric Hernandez stated he received a letter of resignation from Jana Williams effective immediately.

B) Arthur Berkson presented an update on the SNMCCS the group meets quarterly. Stated Patty Gibson is our area representative from public education committee. He made the remark that the atmosphere is complicated. During the meeting it was mentioned they are concerning using a model of successful charter schools and replicating in the charter schools that are struggling, or they would consider closing down charter schools that are not good performers. Mr. Berkson also made a comment that we really need to ensure we are following procedures and all finance regulations. The group is finding duplicate audit findings, which is not good practice. He feels strongly that we need to update the media on the important news and activities on what great things our school brings to our community.

C) Ric Hernandez present an update on the policy review he stated we have 3 groups of policies (Academic, Facility and Students). Which every policy needs to be reviewed yearly, starting the year with the most urgent from last year batch.

D) Ric Hernandez made reference to all bylaws changes must be posted online. He verified that we can make changes to our by-laws and we do not need permission of the state Public Education Board. Mr. Hernandez also commented that GS was going to do a range for placement of board members. Assuming the bylaws are aligned, our current min on bylaws and state is 5. Our range is 7 to 9 board members. This will be reposted and a discuss will take place and place on next month agenda in August.

E) Eric Ahner presented the Bilingual Application - stated he was not the originator of the document; however, he needed to submit to the board for approval before it could be submitted.

Coree King made a motion to approve Bilingual Application as presented. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Sherry McDowell.

## **F) New Committee Foundation:**

(1) Sherry McDowell made a motion to approve creating a new Policy Committee at JPTA. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Coree King.

(2) Arthur Berkson made a motion to approve creating a new committee called 1 Year Strategic Planning Committee at JPTA. Coree King seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Janet Acosta, and Sherry McDowell.

G) Janet Acosta made a motion to approve a change the Reasonable Notice of Meetings - JPTA Resolution No.07-20-161 to change the regular board meeting dates to the 3<sup>rd</sup> Wednesday's of every month. Coree King



# J. PAUL TAYLOR ACADEMY

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seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Sherry McDowell.

H) Governance Committee Report. Nothing to report at this time.

## **VI. Development:**

A) Development Committee Report - Nothing to report at this time.

## **VII. Academic Committee:**

A) Ric announces that Arthur Berkson will be council representative on the Academic Oversight Committee. He highly recommended that an elementary teacher be a part of this committee.

B) Veronica Gonzales gave an update on the Parent Advisory Council report. Recapping the following activities that are under consideration: PAC Funding Account - possibly opening up a sub account, Open House - date & time (TBD), Kicking off the New Year event, Family Fun Night, Fundraising Calendar, Supply Drive, Mr. Taylor Birthday August 23<sup>rd</sup> (who will supply refreshment) and determine what fundraiser PAC will be in charge of Past Fundraising. She indicated the next PAC meeting is on Tuesday, August 9<sup>th</sup> at 5:30 PM.

C) Gifted Advisory Committee - Nothing to report at this time.

## **VIII. Head Administrator Report:**

A) Eric Ahner reviewed his Director's Report and explained the areas of focus that he will track for the school year which included: Enrollment, Demographics, Attendance, Academic Performance of Students, Testing (short cycle), Proposed Policy, JPTA Performance Framework, Schools Goals, Executive Director goals. He stated this is not limited to the items that are currently listed. If the board desired is to track a particular area or item, he would add accordingly.

## **IX. Other Business:**

A) Nothing was reported at this time.

## **X. Closing Items:**

A) Janet Acosta moved to adjourn the meeting at 8:25 PM. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, and Coree King.

Respectfully Submitted,  
Janet Acosta  
JPTA GC Secretary