



# J. PAUL TAYLOR ACADEMY

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



**J. Paul Taylor Academy Charter School  
Governance Council Special Meeting  
Wednesday, July 18, 2018, 6:30 p.m. (MDT)  
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 July 18, 2018. The meeting was called to order at 6:38 p.m. to conduct a Regular meeting.
    1. Roll was called by Robyn Rehbein: Governance Council members Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein were present. A quorum was confirmed. Christy Takacs, Executive Director, Sharon Myers, Assistant Director, and Gina Trujillo, Assistant Business Manager, were present. Staff Members; Sylvia Fielder, Tamara Alexander and Sarah Dozier were present. Members of the public: Rodney Rogers, Amanda Fitzherbert, and Philip Walker were present.
  - B. Chair, Stephanie Haan-Amato, called for any conflict of interest. None was stated by those in attendance.
  - C. Carrie Hamblen 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 July 18, 2018, Regular Meeting Agenda. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
  - E. Janet Acosta moved to approve the minutes for June 8, 2018 Special Meeting Minutes with the corrections listed below. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

Corrections: VIII. Length, Dates, and Time of Meetings first bullet should read: Committee chairs will send out legible written reports in a timely manner to the GC Chair to attach to the agenda.



# J. PAUL TAYLOR ACADEMY

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



- F. Robyn Rehbein moved to approve the minutes for June 9, 2018 Work Session Meeting Minutes with the corrections listed below. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

Corrections:

Any typos of "JTPA" change to "JPTA".

VI. Committee Membership and Chairs section, delete Arthur Berkson in the Academic Oversight Committee, Sherry Booth should be listed as a GC Representative rather than as the Chairperson for the Academic Oversight Committee.

- G. Martin Lopez moved to approve the minutes for June 13, 2018 Special Meeting Minutes with corrections listed below. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

Corrections:

I. Opening Item A. should include Janet Acosta being called and present in the roll call.

IV. Governance Item B. the sentence should read "During the meeting, a call was placed to Chair, Ric Hernandez, to document his attempts to get Dolores Conner to complete the training requirements; Ric emailed ~~herm~~ her, reminding her of the training requirements, and she initially told Ric that she would follow through and complete her requirement."

- H. Janet Acosta moved to approve the minutes for June 29, 2018 Emergency Meeting Minutes. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Carrie Hamblen.

II. Public Input

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

B. Chair, Stephanie Haan-Amato, called for any staff input. Tamara Alexander expressed her and the Staff's excitement about the grass and progress to the yard.

III. Finance

A. Stephanie Haan-Amato reviewed April and May 2018 Finance Committee



# J. PAUL TAYLOR ACADEMY

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



- Reports. These reports included a review of Operations and Activities Accounts, Expenditures and Revenue. The committee recommends the approval of the finance items on today's agenda. There were no BARs to review at that time but there are two up for approval today. Janet Acosta moved to approve the April and May 2018 Finance Committee Reports. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- B. Arthur Berkson moved to approve the Budget Adjustment Request 535-000-1819-0001-IB. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein. This BAR is for the Title II funds that were not ready at the time the budget was prepared and approved.
- C. Carrie Hamblen moved to approve the Budget Adjustment Request 535-000-1819-0002-I. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes by roll call from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein. This BAR is for carry over Title II funds.
- D. Chair Stephanie Haan-Amato informed the board that approval of the New Mexico Public School's Insurance Authority Expense was necessary since it's total is over \$20,000. Members asked Gina Trujillo if she was able to find out if this liability policy covers the liability of board members. Gina Trujillo stated she was unable to find out. Gina Trujillo will inquire again or get the contact information to Arthur Berkson, so he can inquire. Robyn Rehbein inquired about the auto insurance since JPTA does not own vehicles. Gina Trujillo stated that it is a requirement to cover any Staff that may drive on official JPTA duty and have an accident. Janet Acosta moved to approve the New Mexico Public Schools Insurance Authority Expense. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- E. Christy Takacs explained the Corrected Teacher Salary Schedule. There were two years of experience year missing from level three, and a correction was made to add those two years. Arthur Berkson moved to approve the Corrected Teacher Salary Schedule 2018-19. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur



# J. PAUL TAYLOR ACADEMY

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



Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

- F. Christy Takacs lead a discussion on the Title IV Application. \$10,000 was awarded through this grant. These funds are to help provide a well-rounded education, improving school conditions for learning, and the use of technology. JPTA will use about half of this money to fund an extra hour of Orchestra that was added to the teacher's schedule. JPTA is also looking forward to an outdoor learning garden through La Semilla. The upstart cost of this garden will be about \$3,500. The final \$1,500 will be used to pay teachers a stipend for attending Saturday training sessions for the outdoor garden.

#### IV. Governance

- A. Robyn Rehbein fielded questions about the Membership Committee Report. There were no questions.
- B. Robyn Rehbein stated the Member Resignations of Suzan Martinez de Gonzales and Ric Hernandez as of June 30, 2018. The Council expressed gratitude to Ric and Suzan for their dedicated service to the school. There was some clarification discussion on term limits and the bylaws.
- C. Janet Acosta nominated Martin Lopez for JPTA Governance Council Treasurer. The motion was seconded by Robyn Rehbein. Martin Lopez accepted the nomination. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein. Martin Lopez was elected and will serve as Treasurer.
- D. Stephanie Haan-Amato led the discussion on Membership of JPTA Governance Council/Reporting. All council vacancies are required to be filled within 45 days. A 30-day extension can be submitted for approval. As of last week, JPTA's governing body reporting to PED is up to date. An extension to fill the two vacancies has been granted until September 8 and 11<sup>th</sup>. Ideally to meet this deadline, any new members should be voted in during the August meeting.
- E. The Statement of Governing Body to Consult with PED form was passed around for signatures.
- F. Conflict of Interest Disclosures for each member were displayed on the board.



# J. PAUL TAYLOR ACADEMY

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



- 1) Arthur Berkson stated his conflict of interest is that his wife serves as JPTA's Foundation President. Arthur noted that because of this he will not serve as the GC representative to the Foundation. Robyn Rehbein moved that the conflict does not compromise the member's participation or in any way jeopardize the school's operations. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- 2) Carrie Hamblen stated that she is the CEO of the Las Cruces Green Chamber of Commerce, and Christy Takacs' brother and sister in law serve on the Green Chamber's board. Carrie offered to resubmit the Conflict of Interest form originally submitted and included in today's Agenda to clarify the potential conflict. Janet Acosta moved that the conflict does not compromise the member's participation or in any way jeopardize the school's operations. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Robyn Rehbein.
- 3) Sherry Booth stated that her sister, Polly Kamali, is the Treasurer of JPTA's Foundation. Sherry Booth noted that because of this, she will not serve as the GC representative to the Foundation. Martin Lopez moved that the conflict does not compromise the member's participation or in any way jeopardize the school's operations. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- 4) Stephanie Haan-Amato stated she works for the Asombro Institute for Science Education, a non-profit science education organization. JPTA periodically has her organization teach at the school and pays the Asombro Institute. Stephanie Haan-Amato noted that the partnership between Asombro Institute and JPTA was in place before she joined the Governance Council. Stephanie also noted that she is not a stakeholder or member of management of Asombro Institute. Arthur Berkson called for the motion. Janet Acosta moved that the conflict does not compromise the member's participation or in any way jeopardize the school's operations. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Carrie Hamblen, and Robyn Rehbein.





# J. PAUL TAYLOR ACADEMY

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



G. Stephanie Haan-Amato explained that a resolution explaining how JPTA complies with the Open Meetings Act, called the Reasonable Notice of Meetings, is approved by the Council annually. Arthur Berkson moved to approve the 2018-19 Reasonable Notice of Meetings A version with incorrect date and time of meetings was originally attached to the agenda, but the correct version was displayed on the projection screen for the review and was previously posted on the website. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

## V. Executive Director Support and Evaluation

A. Executive Director Report was given by Ms. Christy Takacs.

- JPTA's current enrollment is at 198. There has been a lot of fluctuation this year due to families moving out of the state or country and some not providing notification until school started. Those next on the waiting lists for those grades are being called to fill the vacancies. There was an 8<sup>th</sup> grader added today. Ms. Takacs would like to advertise on our website that we are currently recruiting for our 8<sup>th</sup> grade waiting list as currently there are none on the waiting list for that grade. It was suggested to just advertised for Middle School as a whole. Ms. Takacs then briefly discussed the demographics of our current student body.
- Ms. Takacs shared with council about the staff development days that were held before school started. She shared a video of one of the activities during the development days.
- Ms. Takacs shared a little bit about the new hires:
  - Sharon Myers as the Assistant Director. There was some discussion on what her official title is, perhaps Deputy Director.
  - Erin Eyles-Espinoza as the Orchestra Teacher
  - Naomi Rupp as the Elementary Music Teacher
  - Tanya Ewing as JPTAGS: Gifted Education Teacher
  - Marilyn Moffatt as a Special Education Teacher
  - Ellen Williams as our School Nurse (2 hours per month)
  - Karrie Espinosa as our School Social Worker

Ms. Takacs states she was very happy about these new hires in the amount of time that she had to hire for the open positions.

- Morning assembly is very important to the staff to start at the beginning of school and have made small adjustments since school began to ensure it is working for all involved. During the staff meeting yesterday, a small adjustment was made to the time of the assembly starting. Assemblies will be Monday through Thursday starting at 7:55am and will not be held on Fridays to allow for Running Club to continue on its normal day and time.



# J. PAUL TAYLOR ACADEMY

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



- A. Stephanie Haan-Amato explained that an addendum to the Executive Director's contract was needed because the correct school holidays were not listed on her original contract. Arthur Berkson moved to approve the Executive Director Contract and Addendum with corrections listed below. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

Corrections:

- Article III Term and Termination 3.1 to July 1, 2018 ending June 30, 2019.  
2.3 Holidays change Director's to Executive Director's.

## VI. Policy Committee

- A. Policy Committee Report was given by Stephanie Haan-Amato. The committee met on May 28.
- B. Stephanie Haan-Amato stated that the suggested revision to the school's existing Textbook Policy was being introduced to the Council for the first time. The business manager files a report yearly for Instructional Materials, and this policy needs to be in place. Janet Acosta moved to approve the Textbook Policy. Martin seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- C. The School-Sponsored Activities Policy is a new policy and will define the way teachers will request sponsored activities. Carrie Hamblen moved to approve the School-sponsored Activities Policy. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.
- D. Carrie Hamblen moved to postpone the vote on the Internal Control Policy until next meeting (August 15) due to edits that were brought up in this meeting (Head Admin needs to be changed to Executive Director, strike GC audit Chair (under Segregation), operating budget should change to proposed operating budget, and 10 days prior to the PED submission date). Governance Council members should send corrections in before next meeting's agenda is made. Janet Acosta seconded to motion to postpone. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.



# J. PAUL TAYLOR ACADEMY

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



E. Arthur Berkson moved to approve the Posting and Distributing Materials in the School as presented. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

F. Arthur Berkson moved to approve the Executive Director End-of-Year Evaluation. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Arthur Berkson, Janet Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

## VII. Committee Check-Ins and Updates

A. Arthur Berkson gave the Facility and Safety Committee report from the meeting on 7/16/2018. The submitted report will be attached to tonight's agenda and re-posted. Sod is currently being installed and looks great. A meeting was held with Bobby Stout, Executive Director of LCPS Operation and it was discussed that there was a miscommunication about whom will be responsible for the maintenance of grass as Arthur Berkson had initially been told that LCPS would provide the maintenance but that is no longer the case. Arthur Berkson and Bobby Stout will revisit this issue soon.

B. Carrie Hamblen and Janet Acosta stated that the Development Committee has not met yet. The next meeting is scheduled for 7/23/2018.

C. Sherry Booth stated that there were no updates for the Academic Oversight Committee as the committee has not yet met.

D. Janet Acosta updated the board about the Parent Advisory Committee which met briefly before this meeting. Janet Acosta let everyone know about a few upcoming calendar items, by passing out the PAC calendar of events so the GC can plan to attend it possible/interested. There will be a book fair at Barnes and Noble July 28 and 29.

E. Janet Acosta stated the Gifted Advisory Committee has not met yet.

## VIII. Other Business - Stephanie Haan-Amato

A. Member Goals-for-the-Year Check In - Robyn Rehbein handed out the Member Goals-for-the-Year that each member set and gave each member a goal check in chart, and asked they return them before leaving tonight.

B. Open Discussion





# J. PAUL TAYLOR ACADEMY

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



1. Stephanie Haan-Amato met with the teachers and staff yesterday during a staff meeting. A teacher expressed that GC Members are always welcome to visit the classrooms. It was discussed if teachers would prefer for GC members to schedule a time to stop by or just to drop-in. Stephanie Haan-Amato suggested sending an email to all teachers to coordinate a visit.
2. Sherry Booth would like Keyon Kamali to present to the GC on his attendance to a leadership academy this summer. Stephanie Haan-Amato agreed that it can be placed on an agenda.
3. Robyn Rehbein asked if staff/teachers can be introduced at the beginning of meetings.
4. Ric Hernandez spoke of a JPTA track team (middle school). He reviewed the New Mexico Activities Association application and found that it would require some new policies, something to consider this year. Ric will make policy change recommendations to the Policy Committee so that the application can be submitted next year.

Janet Acosta Left at 8:39 pm.

## IX. Closed Session

Martin Lopez moved at 8:45pm to go into Closed Session to discuss Collective Bargaining Strategies; closed Pursuant to Section 10-15-1-H (5). NMSA 1978 with an Invitation to Christy Takacs, Executive director and Ric Hernandez to stay for the Closed Session. Carrie Hamblen seconded the motion. Motion was passed unanimously by roll call vote from Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein.

The Council returned from Closed Session to Open Session at 9:16pm. Nothing other than Collective Bargaining Strategies (pursuant to Section 10-15-1-H(5). NMSA 1978) was discussed during the Closed Session and no action was taken.

## X. Closing Items

Robyn Rehbein moved to adjourn the July 18, 2018 Regular Meeting. Martin Lopez seconded the motion. Motion was passed unanimously by roll call vote from Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein. Meeting was adjourned at 9:17pm.



# *J. PAUL TAYLOR ACADEMY*

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



Respectfully Submitted,

---

Robyn Rehbein  
JPTA Governance Secretary

Approved August 15, 2018

---

Stephanie Haan-Amato  
JPTA Governance Council Chair