



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, April 17, 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 April 17, 2019. The meeting was called to order at 6:32 P.M. to conduct a Regular Meeting.
 1. Roll was called by Robyn Rehbein: Governance Council members Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Martin Lopez, Tomasa Shanbhag, and Jerry Wallace were present. Sherry Booth arrived at 6:45 P.M. Arthur Berkson was excused. A quorum was confirmed. Christy Takacs, Executive Director, Sharon Myers, Assistant Executive Director, Gina Trujillo, Assistant Business Manager, and staff member, Jaime Alvarez, were present. There were no members from the public in attendance.
- B. Chair, 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. Robyn Rehbein moved to approve the agenda for the April 17, 2019, Regular Meeting Agenda. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Martin Lopez, Tomasa Shanbhag, and Jerry Wallace.
- E. Martin Lopez moved to approve the minutes for the March 13, 2019 Regular Meeting Minutes. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Martin Lopez, Tomasa Shanbhag, and Jerry Wallace.

II. Public Input

- A. Public Input
 1. Public Input - Chair, Stephanie Haan-Amato, called for any public input. There was no public input.
 2. Staff Input - Chair, Stephanie Haan-Amato, called for any staff input. There was no staff input.

III. Finance

- A. Martin Lopez reviewed the February Finance Committee Report that was included in the meeting's agenda. Carrie Hamblen moved to approve the February Finance Committee Report. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Sherry Booth, Martin Lopez, Tomasa Shanbhag, and Jerry Wallace.
- B. Technology Technician Salary Schedule - Stephanie Haan-Amato discussed the Technology Salary Schedule and advised the Council that it will be approved next month.

Christy Takacs stated that she would assure that all salary schedules would be ready for approval with the budget.

- C. Review of 2019-20 Draft Budget - Christy Takacs and Gina Trujillo discussed with the Governance Council the review of the 2019-20 Draft Budget. Ms. Takacs stated there will be a parent meeting and staff meeting for draft budget on April 23, 2019.

IV. Governance

A. Membership Committee Report

1. Review of GC Self Evaluation Results - Robyn Rehbein discussed the results of the Governance Council Self Evaluation. Robyn discussed that some of the things that members thought the GC should work on in the next year are policy updates, strategic planning, succession planning, increasing membership, more opportunities to be visible at the school, and increasing environmentally conscience decisions for the school. At the annual retreat, members would like to focus on preparing for charter renewal, getting members more active, mapping out the year, and reviewing financials. The members identified that the school needs to improve in the next year on their test scores, improve Spanish Language Acquisition, complete the outdoor play area, and setting goals in cooperation with Executive Director.
2. Member Training Requirement Progress Update - Robyn Rehbein informed the Council that all members are done with the Member Training Requirement, except for the new board member, Jerry Wallace. Jerry has completed the 2-hour on-line training to allow him to vote.

- B. Update on Filling of Position 4 with Jerry Wallace - Stephanie Haan-Amato discussed the approval vote of Jerry Wallace. She advised that the paperwork has been submitted and all PED requirements have been met.

- C. Dates of GC Summer Retreat - All board members present discussed the upcoming dates of the Governance Council Summer Retreat. The Summer Retreat will be June 28th and 29th, 2019. The retreat times and locations are still to be determined. Governance Council will update members on specific times and locations for the Governance Council Summer Retreat.

V. Executive Director Support and Evaluation

- A. Executive Director Report - Christy Takacs discussed the items in the Executive Director Support and Evaluation. She shared enrollment numbers for the next school year. Second grade teacher, Jaime Alvarez, discussed what the plan was for the next year regarding the JPTA Spanish Language Acquisition, and a draft plan was provided to members. Ms. Takacs updated members on the status of the Safe Schools plan. A playground updated was provided. There was excavation that was done on April 17, 2019. She advised that playground equipment installation should happen soon. There will be an Outdoor Garden volunteer work day on May 1, 2019. There is going to be coordination to build 6-8 beds with Alma De Arte Charter High School. There are some items that were available for pickup from a closing Anthony, New Mexico Charter School that J. Paul Taylor Academy had received. A pickup time is needing to be coordinated.

VI. Policy

- A. Food Allergy and Intolerance - Stephanie Haan-Amato discussed the Food Allergy and Intolerance Policy. Robyn Rehbein moved to approve the Food Allergy and Intolerance Policy. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Sherry Booth, Martin Lopez, Tomasa Shanbhag, and Jerry Wallace.

- B. Weapons Free School Zone - Stephanie Haan-Amato discussed the Weapons Free

School Zone Policy. Committee met through email and discussed the policy. Robyn Rehbein moved to approve the Weapons Free School Zone Policy. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein, Sherry Booth, Martin Lopez, Tomasa Shanbhag, and Jerry Wallace.

VII. Academic Oversight Committee

- A. Update on Teacher Survey – Sherry Booth stated that she had difficulty accessing the teacher survey. Teacher survey is suggested to be discussed at May 15, 2019 meeting.
- B. Update on Family Survey - Christy Takacs provided an updated on the Family Surveys. Informed that a deadline is May 1, 2019. Advised that parents can access the survey through the link the Ms. Takacs provided to families via email. Results will be provided at the May 15, 2019 meeting.

VIII. Committee Check-Ins and Updates

- A. Facilities and Safety Committee - Christy Takakas provided updates for playground during the Executive Director Report earlier in the meeting.
- B. Parent Advisory Committee - Stephanie Haan-Amato - briefly discussed the Parent Advisory Committee. Informed there would be a blood drive fundraiser on May 2, 2019. There will be a celebration for the Sunshine Committee on May 1, and Governance Council members are invited to attend.
- C. Gifted Advisory Committee – Christy Takacs reported that the Gifted Advisory Committee had not met since the last GC meeting.
- D. Development Committee (JPTA Foundation) - Carrie Hamblen informed that the Foundation had not met.

IX. Other Business - Stephanie Haan-Amato

- A. Member Goals Check-In - Robyn Rehbein discussed the Member Goals Check in goals that were set at the retreat.
- B. Staff Appreciation - Carrie Hamblen and Stephanie Haan-Amato discussed the ideas for teacher and staff appreciation gifts with the other members.
- C. Open Discussion - Chair, Stephanie Haan-Amato called for any items for open discussion. Carrie Hamblen informed that one of the board members of a new charter school, reached out regarding guidance on filling student slots. They have requested a waiting list from J Paul Taylor Academy. Christy Takacs advised that a formal request letter needs to be sent, and information can be discussed as how to proceed. The Sunshine Committee luncheon to honor volunteers will be on May 1, 2019 at 12:00 P.M. Invitations will be sent to board members.

X. Closed Session

- A. Sherry Booth moved at 8:36pm to go into Closed Session to discuss Limited Personnel Issues, closed Pursuant to Section 10-14.1.H(2), NMSA 1978. Robyn Rehbein seconded the motion. Motion was passed unanimously by roll call vote from Sherry Booth, Martin Lopez, Jerry Wallace, Stephanie Haan-Amato, Carrie Hamblen, Tomasa Shanbhag, and Robyn Rehbein.

The Council returned from Closed Session to Open Session at 9:29pm. Nothing other than Limited Personnel Issues, closed Pursuant to Section 10-14.1.H(2), NMSA 1978 was discussed during the Closed Session, and no action was taken.

- Y. Closing Items

A. Jerry Wallace moved to adjourn the April 17, 2019 Regular Meeting at 9:29 P.M. Carrie Hamblen seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Jerry Wallace, Tomasa Shanbhag, Martin Lopez, Stephanie Haan-Amato, Carrie Hamblen, and Robyn Rehbein. Meeting was adjourned at 9:30 p.m.

Respectfully Submitted,

Robyn Rehbein
JPTA Governance Council Secretary

Approved May 15, 2019

Stephanie Haan-Amato
JPTA Governance Council Chair