

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [J. Paul Taylor Academy], hereafter "The School", effective [20] of [Oct], [2021].
The School was approved for a [5 yr] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS: 5

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 5

☐ **RESIGNATION**

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER:

NAME OF INDIVIDUAL RESIGNING:

☐ **REMOVAL**

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO ☐ AN EXISTING POSITION OR ☒ A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD: 10/20/2021

NAME OF INDIVIDUAL BEING DESIGNATED: Mari Noopila (position 6)

HOME ADDRESS: 8166 Consitution Road Las Cruces, NM 88007

PHONE NUMBER: 5755717300

EMAIL ADDRESS: mari.noopila@jpaultayloracademy.org

NAME OF BOARD MEMBER BEING REPLACED: openned position 6

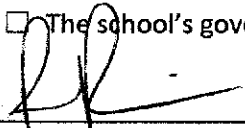
☐ **REQUEST FOR EXTENSION:**

☐ **VOTE NOT TO REPLACE MEMBER:**

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by [Robyn Rehbein] on [11/17/2021], and affirms the school meets the following eligibility criteria:

- ☐ Amendment must be submitted to the PEC within 30 days of change in membership; and
- ☐ The school's governing board is in compliance with all reporting requirements.


Charter School Representative Signature

11/2/2022
Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

☐ Approved

☐ Denied

Chair, Public Education Commission

Date

Public Education Commission Governing Body Member Change Notification Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and J. Paul Taylor Academy, hereafter "The School", effective 20 of [October], [2021]. The School was approved for a [5 Year] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS: 5

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 5

EFFECTIVE DATE OF CHANGE: 9/15/2021

☐ RESIGNATION

DATE OF RESIGNATION:

NAME OF INDIVIDUAL RESIGNING:

☐ REMOVAL

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO ☐ AN EXISTING POSITION OR x☒ A NEW POSITION

DATE OF DESIGNATION: 10/20/2021

NAME OF INDIVIDUAL BEING DESIGNATED: Cassie McClure (position 5)

HOME ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS: cassie.mcclure@jpaultayloracademy.org

NAME OF BOARD MEMBER BEING REPLACED: reopen position 5

☐ REQUEST FOR EXTENSION:

☐ VOTE NOT TO REPLACE MEMBER:

The School's Governing Body Member Change Notification is hereby submitted by, [CHARTER SCHOOL REPRESENTATIVE], on [DATE], and affirms the school meets the following eligibility criteria:

- ☐ Notification was submitted to the PEC within 30 days of change in membership.
- ☐ The school's governing board is in compliance with all reporting requirements.

Charter School Representative Signature

Date

The School's Governing Body Member, or Charter Representative Change Notification was:

☐ Approved

☐ Denied

Chair, Public Education Commission

Date



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegría de Aprender



DRAFT

J. Paul Taylor Academy Charter School

Governance Council Regular Meeting

Wednesday, October 20, 2021 6:30 PM (MDT)

Las Cruces, New Mexico

Zoom Video Conference Call in compliance with social distancing standards imposed by the State of New Mexico.

I. Opening Items

- A. **Call the Meeting to Order** – Chair, Robyn Rehbein, called the meeting to order at 6:34 p.m.
 - 1. **Roll Call** – Roll was called by Secretary, Jerry Wallace: Governance Council members Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag and Jerry Wallace were present via Zoom video. A quorum was confirmed. Others in attendance were Eric Ahner (Executive Director), John Richmond (SWREC Business Manager). Public attendees are listed under public input.
- B. **Conflict of Interest** – Chair, Robyn Rehbein, called for any conflict of interest. No conflicts of interest were presented by those who were in attendance.
- C. **Reading of Mission Statement** – Barbara Chamberlin read the Mission Statement: *J. Paul Taylor Academy, in alliance with our local community and families, offers a rigorous curriculum emphasizing project-based learning, conversational Spanish, and healthy living.*
- D. **Approval of Agenda** – Tomasa Shanbhag moved to approve the October 20, 2021 Regular Meeting Agenda. Coree King seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve the October 20, 2021 Regular Meeting Agenda: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve the October 20, 2021 Regular Meeting Governance Council Agenda. Motion passed; the October 20, 2021 Regular Meeting Agenda is approved.
- E. **Approval of September 15, 2021 Regular Meeting Minutes**– Jerry Wallace moved to approve the September 15, 2021 Regular Meeting Minutes. Barbara Chamberlin seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve the September 15, Regular Meeting Minutes: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to



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approve the September 15, 2021 Governance Council Minutes. Motion passed; the September 15, 2021 Regular Meeting Minutes are approved.

II. Public Input

A. Public Input – Chair, Robyn Rehbein, called for public input.

1. Public Input- Mari Noopila and Cassie McClure were the only members of the public present via Zoom. There was no other public input at this point in the meeting.
2. Staff Input- April Larcher (staff member) was the only member of the staff present. There was no staff input at this point in the meeting.

III. Finance

A. Approval of the September Finance Committee Report– Treasurer, Coree King, reviewed the September Finance Report. There was a brief discussion on the status of the cash balance issue. Treasurer, Coree King noted that everything was in order on September's Finance Report. Tomasa Shanbhag moved to approve the September 2021 Finance Committee Report. Jerry Wallace seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve the September 2021 Finance Committee Report: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve the September 2021 Finance Committee Report. Motion passed; the September 2021 Finance Committee Report is approved.

B. Approve BAR 535-000-2122-0004-I - John Richmond, briefly discussed this initial BAR for \$43 for Go Bond funds. Barbra Chamberlin moved to approve BAR 535-000-2122-0004-I. Coree King seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve BAR 535-000-2122-0004-I: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve BAR 535-000-2122-0004-I. Motion passed: BAR 535-000-2122-0004-I is approved.

C. BAR 535-000-2122-0005-IB-John Richmond, briefly discussed this initial budget BAR for \$554. Tomasa Shanbhag moved to approve BAR 535-000-2122-0005-IB. Jerry Wallace seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve BAR 535-000-2122-0005-IB: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to



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approve BAR 535-000-2122-0005-IB. Motion passed: BAR 535-000-2122-0005-IB is approved.

- D. BAR 535-000-2122-0006-IB-** John Richmond, briefly discussed this initial budget BAR for \$198,904 for ESSER III funds. Barbara Chamberlin moved to approve BAR 535-000-2122-0006-IB. Jerry Wallace seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve BAR 535-000-2122-0006-IB: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve BAR 535-000-2122-0006-IB. Motion passed: BAR 535-000-2122-0006-IB is approved.
- E. BAR 535-000-2122-0007-IB-** John Richmond, briefly discussed this initial budget BAR for \$152,448 for Capital Outlay funds. Barbara Chamberlin moved to approve BAR 535-000-2122-0007-IB. Coree King seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve BAR 535-000-2122-0007-IB: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve BAR 535-000-2122-0007-IB. Motion passed: BAR 535-000-2122-0007-IB is approved.
- F. BAR 535-000-2122-0008-IB-** John Richmond, briefly discussed this initial budget BAR for \$3,154 for ESSER II- Air Quality funds. Coree King moved to approve BAR 535-000-2122-0008-IB. Jerry Wallace seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve BAR 535-000-2122-0008-IB: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve BAR 535-000-2122-0008-IB. Motion passed: BAR 535-000-2122-0008-IB is approved.
- G. BAR 535-000-2122-0009-T-** John Richmond, briefly discussed this BAR for \$0 (as it is a maintenance BAR) for ESSER II. Tomasa Shanbhag moved to approve BAR 535-000-2122-0009-T. Coree King seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve BAR 535-000-2122-0009-T: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve BAR 535-000-2122-0009-T. Motion passed: BAR 535-000-2122-0009-T is approved.
- H. BAR 535-000-2122-00010-M-** John Richmond, briefly discussed this BAR for \$0 (as it is a transfer BAR) for ESSER II. Coree King moved to approve BAR 535-000-2122-00010-M. Barbara Chamberlin seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to approve BAR 535-000-2122-00010-M: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to approve BAR 535-000-2122-00010-M BAR BAR 535-000-2122-00010-M. Motion passed: BAR 535-000-2122-00010-M is approved.



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IV. Governance

- A. Re-Open of Governance Council Position 5-** Jerry Wallace moved to re-open Governance Council Position 5. Barbara Chamberlin seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to re-open Governance Council Position 5: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to re-open Governance Council Position 5. Motion passed; the re-opening of Governance Council Position 5 is approved.
- B. Re-Open of Governance Council Position 6-** Tomasa Shanbhag moved to re-open Governance Council Position 6. Jerry Wallace seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to re-open Governance Council Position 6: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative to re-open Governance Council Position 6. Motion passed; the re-opening of Governance Council Position 6 is approved.
- C. Call for Nominations of New Governance Council Member Followed by Vote (Position 5)** Chair, [Robyn Rehbein](#), called for nominations for Governance Council Position 5. [Barbara Chamberlin](#) nominated [Cassie McClure](#). Tomasa Shanbhag motioned to approve Cassie McClure. Jerry Wallace seconded the motion. [Cassie McClure](#) accepted the nomination. Secretary, Jerry Wallace, conducted a roll call vote to appoint Cassie McClure to Governance Council Position 5: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, and Jerry Wallace voted in the affirmative appoint Cassie McClure to Governance Council Position 5. Motion passed; Cassie McClure appointment to Governance Council Position 5 is approved.
- D. Call for Nominations of New Governance Council Member Followed by Vote (Position 6)** Chair, [Robyn Rehbein](#), called for nominations for Governance Council Position 6. [Barbara Chamberlin](#) nominated Mari Noopila. Tomasa Shanbhag motioned to approve Cassie McClure. Coree King seconded the motion. Mari Noopila accepted the nomination. Secretary, Jerry Wallace, conducted a roll call vote to appoint Mari Noopila to Governance Council Position 6: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, Jerry Wallace and Cassie McClure voted in the affirmative appoint Mari Noopila to Governance Council Position 6. Motion passed; Mari Noopila appointment to Governance Council Position 6 is approved.
- E. Statement of Governing Body to Consult with PED-** The Statement of Governing Body to consult with the PED will need to be signed again due to new members. It will be emailed out for signatures.
- F. Approve Lunch Monitor/Extended Learning Program Staff Pay Schedule -** Eric Ahner briefly discussed the Lunch Monitor/Extended Learning Program Staff



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Pay Schedule. [Barbara Chamberlin](#) moved to approve the Lunch Monitor/Extended Learning Program Staff Pay Schedule. Jerry Wallace seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to to approve the Lunch Monitor/Extended Learning Program Staff Pay Schedule: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, Jerry Wallace, Cassie McClure and Mari Noopila voted in the affirmative to approve the Lunch Monitor/Extended Learning Program Staff Pay Schedule. Motion passed; the Lunch Monitor/Extended Learning Program Staff Pay Schedule is approved.

G. Approve Administrative Salary Schedule - Eric Ahner briefly discussed the Administrative Salary Schedule. Coree King moved to approve the Administrative Salary Schedule. Cassie McClure seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to to approve the Administrative Salary Schedule: Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, Jerry Wallace, Cassie McClure and Mari Noopila voted in the affirmative to approve the Administrative Salary Schedule. Motion passed; the Administrative Salary Schedule is approved.

H. Approve 2021-2022 Certified Teacher Salary Schedule (Non-ELTP 189 Days)- Eric Ahner briefly discussed the 2021-2022 Certified Teacher Salary Schedule (Non-ELTP 189 Days). Barbara Chamberlin moved to approve the Administrative Salary Schedule. Tomasa Shanbhag seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to to approve the 2021-2022 Certified Teacher Salary Schedule (Non-ELTP 189 Days): Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, Jerry Wallace, Cassie McClure and Mari Noopila voted in the affirmative to approve the 2021-2022 Certified Teacher Salary Schedule (Non-ELTP 189 Days). Motion passed; the 2021-2022 Certified Teacher Salary Schedule (Non-ELTP 189 Days).

V. Executive Director Support and Evaluation

A. Executive Director Report - Eric Ahner screen shared his Executive Director report which included information about enrollment, school demographics, COVID-19 updates including quarantine and his Executive Director goals. Mr. Ahner asked if there were any questions on his report found in the agenda.

VI. Policy Committee

A. Nondiscrimination Policy- This policy was briefly discussed. This policy didn't make it on the website last month so it will be posted on the school's website for review and feedback so that the policy can be voted on during the next meeting.

B. Discipling and Suspension Policy- This policy was briefly discussed. This policy didn't make it on the website last month so it will be posted on the school's website for review and feedback so that the policy can be voted on during the next meeting.



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VII. Committee Check-Ins and Updates

- A. **Facilities and Safety Committee-** Chair, Robyn Rehbein, gave the report that the committee meeting was postponed until 10/29/21.
- B. **Development Committee-** Executive Director, Eric Ahner gave the report that the committee has not met.
- C. **Parent Advisory Committee-** Chair, Robyn Rehbein gave a brief report from the meeting that was held on October 13, 2021. The minutes were screen shared with those on the Zoom call and a summary of the meeting was given.
- D. **Gifted Advisory Committee-** Coree King gave the report that the committee has not met recently. The next meeting will be held around November 2021.
- E. **Academic Oversight Committee-** Jerry Wallace gave the report that the committee has not met recently.
- F. **Membership Committee-** Jerry Wallace and Barbara Chamberlin gave the update on this committee. New members were voted in tonight and the next focus will be on the succession plan.
- G. **Equity Council-** The council met this month and had a productive meeting in which they made a schedule of meetings and agenda topics.

VIII. Other Business

- A. **Open Discussion-** Chair, Robyn Rehbein, called for any open discussion. Open discussion included:
 - Committee's for new Governance Council members. Barbara Chamberlin stated that her committees can be changed if needed to best fit the new members' interests and strengths.

IX. Closing Items

- A. **Adjourn** – Tomasa Shanbhag moved to adjourn the October 20, 2021 Regular Meeting of the J. Paul Taylor Academy's Governance Council. Cassie McClure seconded the motion. Secretary, Jerry Wallace, conducted a roll call vote to adjourn the meeting; Barbara Chamberlin, Coree King, Robyn Rehbein, Tomasa Shanbhag, Jerry Wallace, Casise McClure and Mari Noopila voted in the affirmative. Motion passed; the October 20, 2021 Regular Meeting of the J. Paul Taylor Academy's Governance Council was adjourned at 7:38 p.m..

Respectfully Submitted,



J. PAUL TAYLOR ACADEMY

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Jerry Wallace
JPTA Governance Council Secretary

Approved _____, 2021

Robyn Rehbein
JPTA Governance Council Chair

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Mari Woopita, after being duly sworn, state:

1. My name is Mari Woopita and I reside in Las Cruces, New Mexico.

2. I am a member of the governing body of the [insert name of school] in J. Paul Taylor Academy, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]

[Signature]

11/26/2021
Date

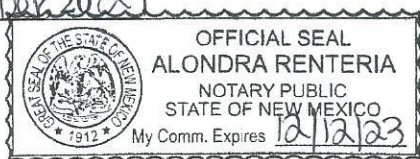
Mari Woopita
[Print]

[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26 day of November 2021

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: December 12 2023

J. PAUL TAYLOR ACADEMY

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- Spouses, fathers, fathers-in-law, mothers, mothers-in-law, brothers, brothers-in-law, sisters, sisters-in-law, sons, sons-in-law, daughters, daughters-in-law, other relatives by blood or marriage, or domestic partners;
- Any corporation or organization of which you; are a board member, an officer, a partner, participate in management of, are employed by, contract with, or are directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; or
- Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. Name of employee or governing body member:

Mari Neopila
(print)

2. Capacity: ☐ governing body member ☒ governing body committee member ☐ head administrator ☐ business manager ☐ staff/faculty member _____
(position)

3. Have you or any of your affiliated persons provided services or property to J. Paul Taylor Academy in the past year? ☐ YES ☒ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated persons and your relationship with that person:

(attached additional pages, if necessary)

4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which J. Paul Taylor Academy was or is a party. (e.g. vendor contracts, equipment or real property leases, etc.) ☐ YES ☒ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

(attached additional pages, if necessary)

5. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from J. Paul Taylor Academy or as a result of your relationship with J. Paul Taylor Academy any benefits that in the aggregate could

Governance Council Members Code of Ethics

The members of the J Paul Taylor Academy Governing Council recognize that they hold authority as members of the Governing Council, not as individuals, to make a clear public statement of its philosophy of service to the students of J Paul Taylor Academy.

Members will uphold and help enforce all laws, state rules, regulations and court orders pertaining to schools and other charters. Desired changes should only be brought about through legal and ethical procedures.

Members will make decisions in terms of the educational welfare of the students and their health and welfare, regardless of student's abilities, race, creed, gender or social standing.

Members will assume responsibility for policy making, planning and evaluation, and hiring the school's Executive Director.

Members will remain current on student progress and academic performance, special events, and any concerns, as reported to the council by the J Paul Taylor Academy Executive Director while recognizing that the role of the council is that of assuring a well run school not that of administering the school.

Members will recognize that the Governing Council, not the individual member, constitutes the authority for decision making and will make no personal promises nor take any private action that may compromise the Governing Council.

Members 'decisions will be independent of special interest or partisan political groups.

Members must avoid conflict of interest with respect to their fiduciary responsibility and will not use their position for personal gain or advantage, or for the gain of friends or relatives. Members shall annually sign a Conflict of Interest Statement as well as immediately notifying the Governance Council if an actual or potential conflict may exist.

Members, during and after term of office, will maintain the confidentiality of all matters pertaining to the school that if disclosed, would needlessly injure individuals or the school. Members will provide accurate information regarding other school matters to the J Paul Taylor Academy staff and community.

Members will support and protect school personnel in the proper performance of their duties.

Members will refer all complaints to the J Paul Taylor Academy Executive Director. If the complainant believes that the issue is still not resolved, he/she may submit the concern in writing to the council. The council will decide if the issue warrants further attention by the Executive Director.

New members will review all J Paul Taylor Academy Governing Council Policies, Procedures and Bylaws. They will agree to attend the earliest possible scheduled training session for Charter School Governing Council Members.

Candidates for Governing Council Members will receive and review the J Paul Taylor Academy Governing Council membership packet. They will sign a copy of the J Paul Taylor Academy Governing Board Code of Ethics as well as the Governing Council Members Letter of Commitment.

Name: Mari Woopila

Signature: 

Date: 11/19/21

be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to J. Paul Taylor Academy? ☐ YES ☒ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

(attached additional pages, if necessary)

6. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving J. Paul Taylor Academy? ☐ YES ☒ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

(attached additional pages, if necessary)

7. Are you aware of any other events, transactions, arrangements, or other situations that have occurred or may occur in the future that you believe should be examined by J. Paul Taylor Academy's governing body in accordance with the terms and intent of J. Paul Taylor Academy's Conflict of Interest Policy? ☐ YES ☒ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

(attached additional pages, if necessary)

I, Mari Woopila, hereby confirm that I have read and understand J. Paul Taylor Academy's Conflict of Interest Policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the president of the J. Paul Taylor Academy's governing body or the head administrator or his/her designee immediately.


Signature

11/19/21
Date

ASSURANCES

My name is Mari Woopila and I reside in Las Cruces, NM. I am a member of the governing body for J. Paul Taylor Academy a charter school which is located at 402 W. Court. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Mari Noopila
Printed Name

N N
Signature

11/19/21
Date

ASSURANCES

My name is Cassandra McClure and I reside in Las Cruces, NM. I am a member of the governing body for J. Paul Taylor Academy a charter school which is located at 402 W. Court. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Alexandra McClure
Printed Name

[Signature]
Signature

11/29/21
Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Cassandra McClure, after being duly sworn, state:

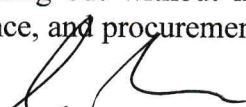
1. My name is Cassandra McClure and I reside in Las Cruces, New Mexico.

2. I am a member of the governing body of the [insert name of school] in J. Paul Taylor Academy, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.



[Signature]

11/29/21
Date

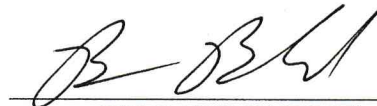
Cassandra McClure

[Print]

VERIFICATION

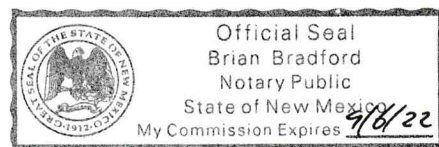
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 29 day of November, 2021.

[Notary Seal:]



NOTARY PUBLIC

My commission expires: Sept 6, 2022.



J. PAUL TAYLOR ACADEMY

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- Spouses, fathers, fathers-in-law, mothers, mothers-in-law, brothers, brothers-in-law, sisters, sisters-in-law, sons, sons-in-law, daughters, daughters-in-law, other relatives by blood or marriage, or domestic partners;
- Any corporation or organization of which you; are a board member, an officer, a partner, participate in management of, are employed by, contract with, or are directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; or
- Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. Name of employee or governing body member:

(print)

Cassandra McClure

2. Capacity: ☐ governing body member ☒ governing body committee member ☐ head administrator ☐ business manager ☐ staff/faculty member _____
(position)

3. Have you or any of your affiliated persons provided services or property to J. Paul Taylor Academy in the past year? ☐ YES ☒ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated persons and your relationship with that person:

(attached additional pages, if necessary)

4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which J. Paul Taylor Academy was or is a party. (e.g. vendor contracts, equipment or real property leases, etc.) ☐ YES ☒ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

(attached additional pages, if necessary)

5. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from J. Paul Taylor Academy or as a result of your relationship with J. Paul Taylor Academy any benefits that in the aggregate could

be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to J. Paul Taylor Academy? ☐ YES ☒ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

(attached additional pages, if necessary)

6. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving J. Paul Taylor Academy? ☐ YES ☒ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:


(attached additional pages, if necessary)

7. Are you aware of any other events, transactions, arrangements, or other situations that have occurred or may occur in the future that you believe should be examined by J. Paul Taylor Academy's governing body in accordance with the terms and intent of J. Paul Taylor Academy's Conflict of Interest Policy? ☐ YES ☒ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

(attached additional pages, if necessary)

I, Cassandra McClure, hereby confirm that I have read and understand J. Paul Taylor Academy's Conflict of Interest Policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the president of the J. Paul Taylor Academy's governing body or the head administrator or his/her designee immediately.



Signature

11/29/2021

Date

Governance Council Members Code of Ethics

The members of the J Paul Taylor Academy Governing Council recognize that they hold authority as members of the Governing Council, not as individuals, to make a clear public statement of its philosophy of service to the students of J Paul Taylor Academy.

Members will uphold and help enforce all laws, state rules, regulations and court orders pertaining to schools and other charters. Desired changes should only be brought about through legal and ethical procedures.

Members will make decisions in terms of the educational welfare of the students and their health and welfare, regardless of student's abilities, race, creed, gender or social standing.

Members will assume responsibility for policy making, planning and evaluation, and hiring the school's Executive Director.

Members will remain current on student progress and academic performance, special events, and any concerns, as reported to the council by the J Paul Taylor Academy Executive Director while recognizing that the role of the council is that of assuring a well run school not that of administering the school.

Members will recognize that the Governing Council, not the individual member, constitutes the authority for decision making and will make no personal promises nor take any private action that may compromise the Governing Council.

Members' decisions will be independent of special interest or partisan political groups.

Members must avoid conflict of interest with respect to their fiduciary responsibility and will not use their position for personal gain or advantage, or for the gain of friends or relatives. Members shall annually sign a Conflict of Interest Statement as well as immediately notifying the Governance Council if an actual or potential conflict may exist.

Members, during and after term of office, will maintain the confidentiality of all matters pertaining to the school that if disclosed, would needlessly injure individuals or the school. Members will provide accurate information regarding other school matters to the J Paul Taylor Academy staff and community.

Members will support and protect school personnel in the proper performance of their duties.

Members will refer all complaints to the J Paul Taylor Academy Executive Director. If the complainant believes that the issue is still not resolved, he/she may submit the concern in writing to the council. The council will decide if the issue warrants further attention by the Executive Director.

New members will review all J Paul Taylor Academy Governing Council Policies, Procedures and Bylaws. They will agree to attend the earliest possible scheduled training session for Charter School Governing Council Members.

Candidates for Governing Council Members will receive and review the J Paul Taylor Academy Governing Council membership packet. They will sign a copy of the J Paul Taylor Academy Governing Board Code of Ethics as well as the Governing Council Members Letter of Commitment.

Name: Cassandra McClure

Signature: 

Date: 11/29/21

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the J. Paul Taylor Academy, located in Las Cruces, New Mexico.


In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of J. Paul Taylor Academy's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

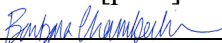
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE J. Paul Taylor Academy GIVE THE FOREGOING STATEMENT THIS 20th DAY OF October, 2021.

1. 
[Robyn Rehbein \(Oct 21, 2021 17:15 MDT\)](#)

[signature]

Robyn Rehbein, Chair

[print]
2. 

[signature]

Barbara Chamberlin, Vice-Chair

[print]
3. **Jerry D. Wallace**
[Jerry D. Wallace \(Oct 26, 2021 12:49 MDT\)](#)

[signature]

Jerry Wallace, Secretary

[print]
4. **Coree King**
[Coree King \(Oct 26, 2021 12:56 MDT\)](#)

[signature]

Coree King, Treasurer


[print]
5. **Tomasa Shanbhag**
[Tomasa Shanbhag \(Oct 27, 2021 19:30 MDT\)](#)

[signature]

Tomasa Shanbhag

[print]

Attach additional pages if membership exceeds five.

6. 

[signature]

Cassie McClure

[print]

Mari Noopila
7. _____
[signature]

Mari Nooplia

[print]