**LA PROMESA EARLY LEARNING CENTER**

**Governance Council Minutes**

**July 26, 2016**

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| **Board Members Present** | **Irene Byars, Danny Baca, Reggie Sanchez, Yvonne Baca, Selia Cervantes, Julian Munoz** | |
| **Absent** | **Rey Rivera** | |
| **Others in Attendance** | **Analee Maestas, Rhonda Córdova, Patty Matthew, Leo Valdez** | |
| **QUORUM** | **X YES** \_\_\_\_\_**NO** |  |
| **Meeting called to order** | 4:40 pm – Reggie Sanchez |  |
| **Item** | **Discussion** | **Action/Recommendation** |
| **Approval of the Agenda** | Reggie Sanchez called meeting to order.  Ms. Sanchez asked for approval of the Agenda. | Motion to approve Agenda was made by Yvonne Baca, seconded by Irene Byars. Reggie Sanchez called for a vote, Board approved unanimously. |
| **Approval of Minutes** | Corrections made to June 28, 2016 minutes  -Diego Trujillo was present  -Correction of Mr. Munoz first name from Joey to Julian.  Mr. Munoz also was present. | Motion to approve Board Minutes dated June 28, 2016 with changes was made by Yvonne Baca, seconded by Irene Byars. Danny Baca called for a vote, Board approved unanimously |
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| **Discussion/Action Items** |  |  |
| **Election of Officers** | **A Description of Board officers and responsibilities was given to board for review**.  Ms. Sanchez called for nominations for the Chair of the Board  **Chairperson:**  -A Nomination for Julian Munoz to be Chair was made by Irene Byars  -Julian Munoz accepted nomination  Meeting was turned over to the new Chair Julian Munoz  **Vice Chair-**  -A nomination was made by Yvonne Baca for Reggie Sanchez to remain Vice –Chair  -Reggie Sanchez accepted nomination for Vice Chair  Selia Cervantes arrived to the board meeting.  **Secretary**  -A nomination by Reggie Sanchez was made for Irene Byars as board Secretary  -Irene Byars accepted nomination | Motion to approve Julian Munoz was made by Irene Byars, seconded by Yvonne Baca. Reggie Sanchez called for a roll call vote.  -Roll call vote was taken and Board Members voted in the affirmative to accept approval Julian Munoz as Chair.  -Selia Cervantes and Rey Rivera not present.  Motion to approve Reggie Sanchez as Vice Chair was made by Irene Byers, seconded by Yvonne Baca. Julian Munoz called for Roll call vote. Roll call vote in the affirmative with exception of Selia Cervantes and Rey Rivera not present.  Motion to approve Irene Byars for board Secretary was made by Reggie Sanchez, seconded by Yvonne Baca. Julian Munoz called for a roll call vote. All board members voted yes except Rey Rivera who was not present. |
| **Audit/ Finance Committee** | Audit/Finance Committee Chairs  - Need to have a Chair for each committee  -Audit committee needs to have a parent, community member as well  -Julian Munoz volunteered himself as Chair of Audit Committee  -Julian asked for volunteers for Finance Committee. Irene Byars volunteered to be Chair the Finance Committee.  -Audit is scheduled August 8, 2016-August 12, 2016 |  |
| **Board of Education Check Signer** | - A board member will be required to sign off on all reimbursements made to administration  -This was previously Danny Baca  -Need someone who will be available to sign regularly  -Irene Byars volunteered to be Board check signer | Motion to approve Irene Byars as board check signer was made by Diego Trujillo, seconded by Reggie Sanchez. Julian Munoz called for a vote, Board approved unanimously |
| **Conflict of Interest Forms** | -At beginning of every year board members and staff are required to fill out conflict of interest forms.  -Will be completed and turned in following board meeting for board disclosure of any related parties |  |
| **Approval of Staff & Student Handbook** | **A copy of Staff and Student Handbook was given to board members for review**  **Student/Parent Handbook**  -1st change (pg. 9)- Make up work request form – All students will be able to make up work  -2ndUniform Policy (pg. 29) – grade 5-8 will be allowed to change color of Polos to Red or blue. Rationale is to decrease uniform violations. Making academics a priority.  -Kinder-5th will have no changes to uniform policy.  **Staff Handbook**  Smoking policy (pg. 5) to include language specific to electronic cigarettes/vaporizers being prohibited on La Promesa’s premises or vehicles.  -Social Media to be used appropriately at all times.  -Dress Code- Students are expected to wear appropriate attire and staff should be held to same standard.  -Unacceptable activity (pg. 12)-excessive use of cell phones will not be tolerated.  -Teachers will be held to same standards as students, and should be setting example.  -Cell Phone use is Prohibited by students  -Failure to report late/absent attendance (pg. 22) Attendance is part of evaluation system. Will give same message to teachers and staff.  -Reporting early is critical to assure adequate arrangements are made.  -Administrative Leave (pg. 13)- An employee may be placed on leave if suspected of violating La Promesa’s Policy  -Personnel File (pg. 14)- Absent or lateness - arriving late 3 times, missed instructional time, an adequate number of staff needed to supervise students. May lead up to disciplinary action    **Julian asked what is defined as excessive absence.**   * Staff is given 10 sick days and 2 personnel days annually. So any time that exceeds this time is defined as excessive   -Student Discipline (pg. 16)- Should separate classroom/ administrative discipline procedures  -Teachers are required to submit classroom management plan.  -Paragraph 2- Eliminate (4) reports required before administration takes over  -Anti-bullying –Appendix A requirement of teachers to define what bullying is so that students know it is their responsibility.-----Staff Parking-Parking lot is often congested so each staff member will be assigned a parking spot, Will help with monitoring and supervision  -Performance Reviews’ Summative Evaluation of Teacher  Added (para 1)- Participation is required of teachers in the Summative Evaluation System. (acknowledging that it is a requirement)  -Rhonda- Under holidays- contract days exclude holidays (will change language around absences)  -Julian will compare with state and make changes if needed.  -Will come back for staff handbook approval | Motion to approve Student/Parent Handbook with changes was made by Reggie Sanchez, seconded by Irene Byars. Julian Munoz called for a vote, Board approved unanimously |
| **BARS/ Finance Report** | **-**Mr. Munoz asked for explanation of BARS  Rhonda explained that a BARS are required before any budget can be spent fund account unless in the original budget. She explained that there are (3) Different Types of BARS  -Initial Budget  -Increase  - Decrease  Finance Report for June was presented to board for review and approval. | Motion to approve June Finance was made by Reggie Sanchez, seconded by Irene Byars. Julian Munoz called for a vote, Board approved unanimously |
| **Administrative Reports** | **-**Enrollment is good, for K-3 Plus and participation is good.  -Enrollment Projected 400 students for the regular school year.  -There is a waiting list but only in specific grades.  K3 Plus requires at least 10 days of participation. There will be  incentive field trips each week to encourage participation.  -K Plus intention this year is to have all students ready with an individual academic plan. We want teachers to have a good handle on students’ academic plans and areas for RTI  -Mid school is lacking strong curriculum and plans for a more project base curriculum is developing.  -Blended model will be used to drive instruction (online digital curriculum). This summer teacher preparation has begun.  -Friday’s schedule is to resolve around experimental learning.  -Pre-K Program at Central – Parents are wanting a full day program. Half day program makes it hard for parents who work.  -Will continue to work with CYFD to fund the second part of the day.  -Pre-K Bathrooms will be completed by August 15, 2016  -School Calendar is available online!! |  |
| **Closed Session** | **-** Julian Munoz asked for a motion to go into Executive Session on a limited personnel issue and discussion on Lease/Purchase building issues. Mr. Munoz called for a roll call. | Reggie made motion to move into Executive Session, 2nd by Yvonne Baca.  Mr. Munoz called for a Roll call – all voted in the affirmative. |
| **Return to Open Session** | **Returned from closed session @8:20**  Executive Session was held on a limited personnel issue and discussion on Lease/Purchase building issues.  A motion was made to put Dr. Maestas on administrative leave with pay. | Motion to put Dr. Maestas on administrative leave was made by Diego Trujillo, seconded by Reggie Sanchez.  Mr. Munoz called for vote, motion passed unanimously. |
| **Open Forum**  **Adjourn** | Meeting was adjourned at 8:25 |  |