**LA PROMESA EARLY LEARNING CENTER**

**Governance Council Special Board Meeting Minutes**

**Date: August 31, 2016**

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| **Board Members Present** | **Reggie Sanchez, Yvonne Baca, Selia Cervantes, Julian Munoz** | |
| **Absent** | **Rey Rivera, Diego Trujillo, Irene Byars** | |
| **Others in Attendance** | **Chris Jones, Patty Matthews, Katie Poulos, Phillip Gloudemans** | |
| **QUORUM** | **X YES** \_\_\_\_\_**NO** |  |
| **Meeting called to order** | 5:55 pm – Julian Munoz |  |
| **Item** | **Discussion** | **Action/Recommendation** |
| **Approval of the Agenda** | Julian Munoz called meeting to order.  Mr. Munoz asked for approval of the Agenda. | Motion to approve Agenda was made by Reggie Sanchez, seconded by Selia Cervantes. Julian Munoz called for a roll call vote, Board approved unanimously. |
| **Approval of Minutes** | July 26, 2016 board meeting minutes approved  - No corrections requested | Motion to approve the July 2016 LPELC GC minutes made by Reggie Sanchez, seconded by Yvonne Baca. |
| **Discussion/Action Items** |  |  |
| **Facilities Acquisition** | - Discussion regarding working with CSDC to enter a new lease that includes the build out of three vacant building on LP campus  - Brokered by Leo Valdez  - Now to be decided by Earlier Learning Solutions Foundation to decide if they are interested in giving up ownership of the facilities  - Chris Jones stated that he would like to encourage the Earlier Learning Solutions Foundation board to meet to discuss |  |
| **External Audit** | - Discussion regarding the decision to hire external auditing firm to conduct audit of K-3 Plus and admin. reimbursement files  - Annual audit scheduled for early October- increased sample size  - PED audit conducted August 12, 2016  - Member input on need to conduct additional audit  - Concern over cost of extra audit | Motion to table item and carry over item to next agenda made by Reggie Sanchez, seconded by Selia Cervantes. Item tabled. |
| **Resignation of Irene Byars** | -Resignation submitted by Irene Byars (Secretary) on 08/23/16  - Issues cited in letter of resignation were shared by Chris Jones (principal of LPELC)  - Stress and the recent developments noted as difficult circumstances for volunteer board members | Motion to accept the resignation of Irene Byars was made by Julian Munoz, seconded by Yvonne Baca. Julian Munoz called for a roll call vote, resignation accepted by a vote of 4-0 in the affirmative. |
| **Election of Officer (Secretary)** | - Role of secretary discussed  - GC member questioned the responsibilities of secretary  - Selia Cervantes expressed interest  - No self-nominations offered | No action taken. |
| **Process for recruiting and selecting new officers** | - Process for recruiting and selecting new members and electing officers in bylaws  - Bylaws to be reviewed by GC members  - Methods to advertise vacancies include: newsletter, website, reception area, word of mouth  - Process for interested applicants includes sending resume and letter of interest to GC general inbox, followed by presentation at upcoming GC meeting  - GC votes to accept |  |
| **LPELC 2016 School Grade** | **-** 2016 school letter grade shared by Chris Jones (principal)  - F grade for 2016  - Decreased from C in 2015  - Students increased proficiency in both math and reading  - VAM used to calculate school grade  - Explanation of VAM requested  - ELL student performance increased significantly  - Q1 and Q3 student growth was inadequate  - Nearly all opportunity to learn and bonus points awarded |  |
| **LPELC 2016 PARCC Results** | **-** Shared by Chris Jones  - PARCC passing score = 4 or 5  - LPELC ELA PARCC average for grades 3-8 was 11.17% proficient and advanced  - LPELC Math PARCC average for grades 3-8 was 13.17% proficient and advanced  - Both scores increased from SY 15-16  - Data to be shared with GC each trimester |  |
| **LPELC Athletics Handbook** | -Handbooks reviewed by GC members  -LP athletic director, David Romo not in attendance to explain handbook policies  -Chris Jones recommended tabling discussion and possible approval until AD could be in attendance | Motion to table LP athletics handbook discussion/approval was made by Reggie Sanchez. Seconded by Yvonne Garcia. Julian Munoz called for roll call vote, GC approval unanimously. |
| **LPELC Handbook Calendar Change** | - Parent teacher conferences originally scheduled for October 25-27  - Trimester not yet over before original dates  - Report cards would not be ready for conferences  - Parent teacher conferences to move to November 21-22  - Does not decrease number of instructional days- increases instructional days by one | Motion to approve calendar change made by Selia Cervantes. Seconded by Reggie Sanchez. Julian Munoz called for a roll call vote, all voted in the affirmative. |
| **BARs and Finance Report** | **-** BARS included:  1. NM Pre-K, 2. NM Grown FVV, 3. Fresh Fruits and Vegetables  - July finance Report for was presented to board for review. Financial oversight by Vigil Group and under the control of the PED. | Motion to approve BARs made by Julian Munoz, seconded by Reggie Sanchez. Julian Munoz called for vote, approved unanimously. |
| **Admin Report** | - Enrollment at 407, up from 375  - Waiting lists in most grades, highest in 5th and 6th  - Discovery Education Assessment testing underway  - Review of PARCC scores with staff and students  - Middle school blended learning program underway  - Focus this year will be differentiated instruction and addressing the needs of Q1 and Q3 students  - Staff morale continues to struggle due to developments  - Fall athletics program underway  - CSD GC observations to begin- CSD in attendance prior to Principal being able to discuss with GC |  |
| **Open Forum**  **Adjourn** | N/A  Meeting was adjourned at 8:25 PM. |  |