**LA PROMESA EARLY LEARNING CENTER**

**Governance Council Board Meeting Minutes**

**Date: September 27, 2016**

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| **Board Members Present** | **Reggie Sanchez, Selia Cervantes, Julian Munoz, Diego Trujillo, Ray Rivera** | |
| **Absent** | **Yvonne Baca** | |
| **Others in Attendance** | **Chris Jones, Patty Matthews** | |
| **QUORUM** | **X YES** \_\_\_\_\_**NO** | **Selia Cervantes left at 6:38 PM, quorum still in order.** |
| **Meeting called to order** | Mr. Munoz called the meeting to order at 5:35 PM. |  |
| **Item** | **Discussion** | **Action/Recommendation** |
| **Approval of the Agenda** | Agenda items #4, 5, 6, 7 moved to beginning of agenda. | -Motion to approve agenda made by Selia Cervantes, Seconded by Reggie Sanchez  -Julian Munoz called for a vote to approve agenda: passed unanimously by vote of 5-0 in favor, 0 opposed, 0 abstained |
| **Consideration for Approval to Convene in Executive Session Pursuant to the Open Meetings Act: NMSA 1978 § 10-15-1 (H)(2) for the Purpose of Discussing Confidential Personnel Matter Re: Head Administrator** | -GC discussed the need to convene in closed session, facilitated by Patty Matthews | -Julian Munoz asked for a motion to approve meeting in a closed session  - Selia Cervantes motioned to meet in closed session, Seconded by Ray Rivera  -Julian Munoz called for a vote; Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained GC members unanimously by a vote of 4-0, approved meeting in closed session to discuss confidential personnel matter re: head administrator, – in favor: Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained |
| **Reconvene to Open Session** | -GC returned to closed session at 6:15 PM.  - Executive Session was held on a limited personnel issue |  |
| **Action as Necessary from Closed Session** | - A motion was made to accept the resignation of LPELC Executive Director, Dr. Maestas | -Julian Munoz asked for a motion to accept the resignation of Dr. Maestas  - Ray Rivera motioned to accept the resignation of Dr. Maestas, Seconded by Diego Trujillo  -Julian Munoz called for a vote; Reggie Sanchez, Selia Cervantes, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained GC members unanimously approved to accept the resignation of Dr. Maestas by a vote of 5-0 – in favor: Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained |
| **Approval of Minutes** | -Julian Munoz asked GC members to review and recommend corrections.  -No motions from GC members to make corrections to August 31, 2016 minutes. | -Motion to accept 8/31/16 minutes made by Reggie Sanchez, Seconded by Selia Cervantes  -Julian Munoz asked for a vote to approve 8/31/16 minutes: passed by vote of 4-0 – in favor: Sanchez, Cervantes, Munoz, Rivera; 0 opposed; 1 abstained: Diego Trujillo (due to absence at 8/31/16 GC meeting). |
| **Discussion/Action Items** |  |  |
| **Budget Report, BARS** | -Michael Vigil (Business Manager) provided report on NMPED request to have Vigil Group provide LPELC financial oversight  - Explained NMPED restrictions on finance  -GC members asked questions related to previous financial practices  -Mr. Vigil noted he is working closely with Mr. Jones, acting head administrator  -Mr. Vigil estimated a six month timeline for putting the LPELC finances back in order  -Mr. Vigil provided explanation of maintenance, transfer, and increase BARs to ensure budget is in place for salaries and benefits  BARS: 528-000-1617-0009-M; 528-000-1617-0010-M; 528-000-1617-0011-T, and ; 528-000-1617-0012-I  -Financial priorities: payroll, liabilities, facility/utilities, payables/vendors  -Taxes will require reconciliation of employee liabilities- Vigil Group will work with each employee individually  -Vigil Group will provide more documentation to GC than before so that members can stay abreast of financial health of LPELC  -Audit FY16 will begin – Audit committee needed for audit  -Vigil Group will work with audit team to try obtaining a ‘qualified opinion’ | -Julian Munoz asked for a motion to approve BAR #528-000-1617-0009-M  Reggie Sanchez motioned to approve BAR #9-M, Seconded by Diego Trujillo  Julian Munoz amended motion to include all BARs  -Diego Trujillo motioned to approve BARs #10-M, 11-T, and 12-I, Seconded by Ray Rivera  Julian Munoz called for a vote, BARs approved unanimously by a vote of 4-0 –in favor: Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained |
| **Resignation of Yvonne Baca** | -Resignation letter included in board packets  -No discussion re: resignation | -Julian Munoz asked for a motion to accept the resignation of Yvonne Baca  - Reggie Sanchez motioned to accept the resignation of Yvonne Baca, Seconded by Ray Rivera  -Julian Munoz called for a vote; Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained GC members unanimously approved to accept the resignation of Yvonne Baca by a vote of 4-0 – in favor: Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained |
| **Election of officer (Secretary)** | -Julian Munoz introduced the agenda item and urged members to consider the importance of the secretary position.  -Selia Cervantes, during the August GC meeting, expressed her desire to assume the position of secretary  -GC discussion around nomination with further discussion regarding Selia Cervantes’s acceptance if nomination approved by GC | -Julian Munoz asked for a motion to approve Selia Cervantes as new Secretary of LPELC GC  -Diego Trujillo motioned to accept the nomination of Selia Cervantes as Secretary, Seconded by Reggie Sanchez  -Julian Munoz asked for a vote; Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained |
| **GC Member replacement process** | -Chris Jones provided an overview of the steps taken to replace GC members: September newsletter, LPELC GC webpage, parent notices, and word of mouth recruiting  -Process to be reviewed within existing bylaws  -Further development of “replacement process” to be decided during working session  -A potential board member with military and federal programs experience was on hand to observe the LPELC GC meeting |  |
| **Review of bylaws** | -GC reviewed LPELC GC bylaws provided in GC member packets  -Patty Matthews encouraged group to review bylaws and reconvene in working session to revise potential bylaws  -Diego Trujillo and Julian Munoz agreed that a working session would be appropriate and in the best interest of the GC |  |
| **Admin. PD travel approval** | -Chris Jones (LPELC principal) requested proposed travel approval to attend the iNACOL conference in San Antonio on October 25-28, 2016  -Jones explained the new blended learning model that is being implemented in the MS at LPELC  -Conference is an invaluable PD experience that provides knowledge acquisition and networking opportunity  -Jones provides PD to MS staff as the creator of the current model and former digital learning director at APS  -Jones stated that he will use what he learned to provide ongoing PD and support during the 16-17 school year  -Process of approval follows board policy required for admin. reimbursement  -Conference information, travel costs, request form with GC chair signature provided  -Initial approval to be requested by Vigil Group  -Final approval requested from NMPED  -Funds taken from Title II which is dedicated to the development of teachers and principals | -Julian Munoz asked for a motion to approve Chris Jones’s travel request  -Ray Rivera motioned to approve Jones’ travel request/request for reimbursement, Seconded by Diego Trujillo  -Julian Munoz called for a vote; Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained |
| **LPELC as APS magnet** | -Chris Jones discussed the potential of LPELC transitioning to the Albuquerque Public Schools district as a magnet  -Pending PEC decision  -Pending CSD recommendations  -Pending ability to work out logistics including legal processes  -Potential for facility acquisition  -Safeguard for LPELC families, staff and students  -Ability for the LPELC legacy to live on  -Meeting held at APS City Center with current superintendent, board president, and attorney  -Further discussion regarding process to take place in the future  -LPELC GC decision to transition  -K-3 Plus and lease reimbursement problems as concerns – problems to the LPELC cash balance  -Jones stated that the primary goal is to work through the current issues and live out the term of the current charter that has three years left |  |
| **Principal Report** | Chris Jones provided the following updates to GC members:  -Enrollment update  -Staff morale  -Payroll concerns  -Field trip requests  -Optimism regarding direction for remainder of school year  -BOY assessments nearly complete  -Athletics going well  -Staffing concerns |  |
| **Open Forum**  **Adjourn** | NA  Meeting was adjourned at 8:17 PM | -Julian Munoz asked for a motion to adjourn  -Reggie Sanchez motioned to adjourn, Seconded by Diego Trujillo  -Julian Munoz called for a vote; Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained GC members unanimously approved to adjourn, by a vote of 4-0 – in favor: Reggie Sanchez, Diego Trujillo, Ray Rivera, and Julian Munoz; 0 opposed; 0 abstained |