**LA PROMESA EARLY LEARNING CENTER**

**Special Governance Council Board Meeting Minutes**

**Date: May 11, 2017**

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| **Board Members Present** | Julian Munoz, Regina Sanchez, Judy Griego, Cipriano Lucero | |
| **Absent** | Ray Rivera, Diego Trujillo, Selia Cervantes, | |
| **Others in Attendance** | Chris Jones, Jessica Estevan | |
| **QUORUM** | X **YES** \_\_\_**NO** |  |
| **Meeting called to order** | Mr. Munoz called the meeting to order at 5:38pm |  |
| **Item** | **Discussion** | **Action/Recommendation** |
| **Approval of the Agenda** | No discussion. | Julian Munoz called for a motion to approve the 05/11/17 agenda.  Judy Griego motioned,  Cipriano Lucero seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0;  0 opposed; 0 abstained |
| **Approval of Minutes** | 05/04/17 Minutes were reviewed and approved. | Julian Munoz called for a motion to approve the 05/04/2017 Special Meeting Minutes.  Cipriano Lucero motioned,  Judy Griego seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Special Issues**  **Discussion/Action Items** |  |  |
| **Discussion:**  **Approval of LPELC Corrective Action Plan (Version 1)** | Jones: We are going up tomorrow to Santa Fe. I will present to the PEC and they will vote on the Corrective Action Plan. There is some language in there that states that the performance indicators still need to be finalized. Within the Corrective Action Plan, it does call for a couple of things that will impact the GC:   1. Training- Requiring 16 hours (2 work sessions) of special training for the GC, provided by the PED. 2. Evaluation- outside approved Organization will come in and provide training on self-evaluation for the GC and evaluation of the Executive Director. They would provide guidance and offer you some support in doing the self-evaluation and evaluating myself as the Executive Director.   These things will be required before June 30th. Let’s wait to continue this conversation until the May meeting, so we can figure out what the PEC truly requiring. One thing we are pushing back against is allowing them to dictate when these training dates would be. They can’t be at a time that is disruptive to people’s careers.  Tomorrow we will have that piece finalized. The only things we won’t have finalized are the performance indicators, which they have raised on us (1.5 years of growth for our students/per year) or we have to earn an ‘A’ next year). So they have given us some goals and I looked up the research behind 1.5 years growth and ultimately it’s almost impossible to make. I looked up the research behind on this specific assessment from NWEA and it said it’s bad to even develop goals in that way. I just emailed Raquel again; I’m trying to go the APS route so they can just take us in.  We’ve had a history of low performance and I think we’ll make some gains next year. Ultimately, no one across the state makes that sort of gain. They didn’t follow Due Process, now they are trying to go back and that’s the reason that we have this additional year. There is a research study, specifically on 1.5 years of growth on NWEA, and it says that it’s unfeasible. |  |
| **Approval of RFP #2017-001 Legal Services Contract and Signatures** | Jones: We did have Diana Diaz, our Office Manager, go through Chief Procurement Officer Training and she passed the Certification. So we now have one; that was an audit finding for us last year. I actually developed the RFP; I went through all of the Procurement requirements. Patty Matthews was the only one who submitted a proposal to us; she was the only offer. We exceeded that threshold of $59,999, so we had to go to RFP and she was the only one who submitted. We reviewed her proposal and of course she was selected. We gave her the final notification yesterday. There is a protest period as of now, but she’s the only offer, so there’s really no one to protest. It’s in our best interest to move forward with the agreement. | Julian Munoz called for a motion to approve the RFP #2017-001 Legal Service Contract.  Judy Griego motioned,  Regina Sanchez seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Approval of SY 17-18 CES Contract and Signatures** | Jones: The amount for Ancillary Services exceeds $100,000; we pay them a good amount of money. We started this year with about $89,000, so we will have to pass a BAR in the very near future. This contract is to make sure we secure those services and it is required under IDEA B. We have a Diagnostician, an Occupational Therapist, a Recreational Therapist, a Speech & Language Pathologist, and a Social Worker. These people come out and provide specialized services to our Special Education students depending on their program. I’m trying to bring back a Bilingual Speech & Language Pathologist, who has worked here before.  I wanted to share this with you because we can expect to pay well over $100,000 in Ancillary Services for the coming year. It does depend on student’s needs, so it can increase or decrease. | Julian Munoz called for a motion to approve the Preliminary Contract for CES.  Cipriano Lucero motioned,  Judy Griego seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Approval of Lease Assistance Application and Signatures** | Jones: As you know, last year we had to really fight for the second half of our lease assistance. Last year, we were awarded $130,000 upfront.  PSFA wanted some additional certifications:   1. Maintenance: They wanted a certification signed saying that they would assume maintenance of the building. We know we are struggling with the foundation anyhow. They should be paying for a lot of our expenses, as well as the other things we already discussed in closed session. 2. Public Building: We also needed to have a Certification that said we sought out a public building, we couldn’t find a public building, and because of that we ended up here.   Mr. Munoz and I met with the notary and they signed the certification documents. I submitted to the PSCOC (Public Schools Capital Outlay Council). They approved in a November meeting and they awarded us the remaining $130,000 in lease assistance. In total, we received this year over $260,000 in lease assistance.  We are going to resubmit this application and we should receive a higher amount because we had more students this year. So this year it should be based on an amount around 377 students; last year it based on 353 students. Each student in this formula is worth about $743, so we should end up with more money this year to help us with that lease.  I will send you this application electronically. Each member of the GC has to sign a Conflict of Interest form. | Julian Munoz called for a motion to approve theLease Assistance Application.  Cipriano Lucero motioned,  Judy Griego seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Approval of Title I Application and Signatures** | Jones: Right now it doesn’t look like the GC has a signature page that is prepared. I have looked in the modules that are in SharePoint and I don’t see anything that requires full GC signatures or approval. But based on my meetings with Title I, they didn’t note at that time that there was GC signatures required. So let me figure out the answer to that question.  Munoz: Let’s table it to May 30th.  Jones: Title I basically goes to salaries and benefits. I’ve shared with you the plan for next school year which is Social/Emotional Support, RTI, and Professional Development. The Title I application will be based around those 3 pillars. We are going to get a curriculum for each of those areas and we are going to have sustained PD for our Teachers, so that they are better equipped. It’s about $163,000, that we can utilize for each of these pillars that are going to help us with the turnaround plan. | Julian Munoz called for a motion to table this item for the May 30th meeting.  Regina Sanchez motioned,  Judy Griego seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Fine Arts Presentation and Application Approval and Signatures** | Jones: With me today we have Ms. Jessica Estevan, she’s our Art Teacher and she came to us in July for the K-3 Plus Program. She recently graduated from a really prestigious Art School out of Oregon. She is really knowledgeable and passionate about culture of New Mexico and really good about integrating the arts into our units of study. So this year is her first year of teaching and next year we are really hopeful that we’re going to work collaboratively with teachers. She has prepared a PowerPoint presentation about the Art Program.  Estevan: This year I wanted to start with the basis; I felt like a lot of the kids were lacking the basics. They had an interest in art, they were excited, but they didn’t know how to hold a brush or use scissors properly. I really wanted to focus on the concepts and connections that art can create. They are beginning to connect art with emotion and feelings and they can express how they feel through their art. They are eager and excited to work; they aim to please.  3 Main Goals on the Art Application:   1. Students learn about different historical periods and their influence on different types of art 2. To implement the strategic professional development plan for art and non-art teachers 3. Contributing to culture and community by effectively creating work of art and performing for an audience   For our year long plan for next year, I do want to create a mission statement for the Art Program. We need to implement more cultural themes in the curriculum. I want to do Gust Speakers and do Artist Visits. We need to be involved in the State Fair next year. I would like to get more involved in the Community Art Shows. I want students to be able to present their work and progress in an “End of the Year Portfolio”.  Jones: This is an Elementary Art Application and it generates about $68,000. There are a lot of requirements from Parent Advisory Committees to actual Exhibitions. | Julian Munoz called for a motion to approve the Fine Arts Application.  Cipriano Lucero motioned,  Judy Griego seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Approval of Hard to Staff Application and Signatures** | Jones: I am not going to submit the application. It is an incentive for many of our staff members depending on their rating from their Summative Evaluation. The reason that I decided to omit that from the agenda and from consideration is because I already applied for a teacher incentive pilot program. For me, it’s another compliance piece and it’s more paperwork. | Julian Munoz called for a motion to not approve theHard to Staff Application.  Regina Sanchez motioned,  Cipriano Lucero seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Approval of Head Administrator Travel and Signatures** | Jones: Next year, we are going to have a PBIS Committee. We will have strategies in place and have a committee that monitors student discipline. It’s more about positive reinforcement. This fits right into the Social/Emotional pillar that I have described to you. I want to go with the committee to both trips – ATL and LV. These are trips that would be supported by Title I; we have the $23,000 in Title I funds that we discussed last board meeting. The committee that would travel would be responsible for implementing the strategies and developing the entire PBIS system to use next school year. | Julian Munoz called for a motion to approve the Head Administrator Travel to conferences in Atlanta and Las Vegas.  Judy Griego motioned,  Cipriano Lucero seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Adjourn** | Next GC Meeting: 05/30/2017 at 5:30pm  Meeting was adjourned at 6:35pm | Julian Munoz asked for a motion to adjourn.  Judy Griego motioned,  Cipriano Lucero seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained. |