**LA PROMESA EARLY LEARNING CENTER**

**Governance Council Board Meeting Minutes**

**Date: December 27, 2016**

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| **Board Members Present** | **Reggie Sanchez, Julian Munoz, Cipriano Lucero, Judy Griego** | |
| **Absent** | **Ray Rivera, Selia Cervantes, Diego Trujillo** | |
| **Others in Attendance** | **Chris Jones, Patty Matthews, Mike Vigil** | |
| **QUORUM** | **X YES** \_\_\_\_\_**NO** |  |
| **Meeting called to order** | Mr. Munoz called the meeting to order at 5:38 PM |  |
| **Item** | **Discussion** | **Action/Recommendation** |
| **Approval of the Agenda** | No discussion. | Julian Munoz called for a motion to approve the 12/18/16 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** | Minutes were not prepared due to the absence of secretary, Selia Cervantes. Minutes will be presented and approved at the January 31, 2017 GC meeting; for this reason, tabling of the approval of minutes was considered and then voted on. | Julian Munoz called for a motion to table. Judy Griego motioned, Cepriano Lucero seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Discussion/Action Items** | . |  |
| **Budget Report, BARS** | Mike Vigil shared financial reports with GC. The budget report shared was not reflective of the reconciled general ledger through FY 16. Vigil stated that the budget is current over expended. Vigil will work with head administrator to ensure all funds are utilized from other sources such as federal programs and initiatives. The school will need to limit their spending for the remainder of the current fiscal year. La Promesa had a good “cash month” with K-3 Plus reimbursement – allowed the school to pay past due invoices and work on clearing the AP recon sheet.  $574,000 in deposits; $300,000 in withdrawals. The school is working on a plan of action to present to the PEC. Still awaiting a corrective action plan and communication regarding next steps. BARS were required by the NMPED based on the recent special session: 1. Decrease in instructional materials by $2,000; Decrease in transportation by $9,000; Increase in vendor funds due to reimbursements (based on previous overpayments) by $22,000.  BARS:   1. 528-000-1617-0018-D 2. 528-000-1617-0019-D 3. 528-000-1617-0020-I | Julian Munoz called for a motion to approve BARS. Reggie Sanchez motioned, Cipriano Lucero seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained |
| **Adoption of Bylaws** | Patty Matthews provided GC with an overview of the bylaws development process. Work began during the November 30, 2016 LPELC GC working session. During the 11/30/16 session, members analyzed previous bylaws, evaluating their completeness and relevance in relation to the training provided regarding board responsibilities (financial, academic, governance). Matthews summarized bylaws by each article. GC members made recommendations to revise bylaws. These included:  Article V, paragraph 7. Amount shall not exceed $49,999.  Article VII, paragraph 4. The head administrator will serve as an ex-officio member of the GC.  Article VII, paragraph 5. Council president or his/her designee is responsible for notifying the PEC.  Article VIII, paragraph 1. The council may elect a member to serve as the treasurer as it deems necessary and appropriate.  Article IX, paragraph 2. Advisory board language omitted.  Article IX, paragraph 4. All committees must consist of at least one (1) Council member.  Article IX. Council Committees include: standing committees, school council, director’s committees, ad hoc committees.  Article IX, paragraph 2.  A. Each public school shall create an advisory “school council” to assist the school principal with school-based decision-making and to involve parents in their children's education.  B. A school council shall be created and its membership elected in accordance with local school board rule. School council membership shall reflect an equitable balance between school employees and parents and community members. At least one community member shall represent the business community, if such person is available. The school principal may serve as chairman. The school principal shall be an active member of the school council.  C. The school council shall:  (1) work with the school principal and give advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curricula and on the public school's proposed and actual budgets;  (2) develop creative ways to involve parents in the schools;  (3) where appropriate, coordinate with any existing work force development boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities; and  (4) serve as the champion for students in building community support for schools and encouraging greater community participation in the public schools.  Article X, paragraph 2. A request to have an item placed on the agenda must be submitted in writing to the President at least 48 hours prior to the required time the agenda must be posted.  Article X, paragraph 7. Omitted: “Council members appearing by telephone shall make advance arrangements with the Council President at least \_\_ days in advance of the meeting.” | Julian Munoz called for a motion to adopt the changes to the existing bylaws. 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 |
| **Adoption of OMA Resolution** | Patty Matthews presented OMA Resolution draft. Resolution had been developed by GC members during November 30, 2016 GC Working Session. Matthews and GC recommended revisions:  2. “Unless otherwise specified, regular meetings shall be held on the **last** Tuesday of each month, at 5:30.”  10. “The Governance Council, at the beginning of any meeting, may amend, revise or supplement rule for public comment as it deems appropriate under the particular circumstances.” | Julian Munoz asked for a motion to approve amended resolution. 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 |
| **2017 Performance Pilot Application** | Mr. Jones described the process for applying for the 2017 Performance Pilot program. Summarized changes to current application that were included in continuing application:   1. Emphasis on charter goals found within the academic performance framework 2. Emphasis on incentive requirements aligned with school report card 3. Heavy emphasis on identify Q1 and Q3 students and using differentiated instruction to close gaps and accelerate learning respectively 4. Use of program to recruit and retain HQT – bilingual and TESOL endorsed 5. Individual awards    1. Teachers: Effective, highly effective, exemplary ratings on NM Teach summative evaluation; 50% (Reading) and 55% (Math) of students meeting proficient or advanced/achievement level 3 or 4 requirements on the Discovery Education Assessment; 2 or fewer days absent during SY 17-18    2. Admin: All academic indicators met or exceeded per the academic performance framework 6. Group Awards    1. Teachers: Increase in school letter grade by at least one letter    2. Admin: Increase in school letter grade by at least one letter |  |
| **Facilities Update** | Mr. Jones shared with GC members the plan for facilities. Potential options for facilities include:   1. Working with APS to participate in Bond Election facilities acquisition program. Meeting to be held in January. 2. Work with Charter School Development Corporation to negotiate purchase of La Morada facilities from Earlier Learning Solutions Foundation Inc. 3. Decrease program size and return to Central campus with less grade levels served and a smaller enrollment.   Mr. Jones wants to present plans for facilities to the PEC along with a couple other programmatic amendments to material terms. Jones would like this presentation to take place before April 1. |  |
| **Principal Report** | Mr. Jones gave an overview on progress toward meeting Performance Framework Indicators in Math and Reading. Shared Discovery Education Assessment (DEA) Regression Report. The reading and math indicators/goals require that students show average or above average growth or test at achievement level 3 or 4 as indicated by the Regression report; 75-89% (Meets) 90% or Greater (Exceeds)  Based on the DEA Test 1 to Test 2 Regression Report:  Reading: Grades K, 1, 2, 3, 4, 5, 6, 8 MET goal; Grade 7 EXCEEDED goal  Math: Grades K, 1, 2, 3, 4, 5, 8 MET goal; Grades 6 and 7 EXCEEDED goal  Jones also reported that the school has taken action on (met) or is working towards taking action on (meeting) each of the requirements of the Initial Financial Oversight Plan given to the school on August 12, 2016 during the meeting with NMPED at which time the school’s board of finance was suspended. |  |
| **Open Forum**  **Adjourn** | NA  Next GC meeting: January 31, 2017  Finance Committee: 5:00 PM  Regular GC Meeting: 5:30 PM  Meeting was adjourned at 8:20 pm | 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. |