

LA PROMESA EARLY LEARNING CENTER
Governance Council Board Meeting Minutes
Date: October 18, 2016

Board Members Present	Reggie Sanchez, Selia Cervantes, Julian Munoz, Diego Trujillo,	
Absent	Ray Rivera	
Others in Attendance	Chris Jones, Patty Matthews, Judy Griego, Jose Cipriano Lucero	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:43 PM	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Julian Munoz called for a motion. Selia Cervantes motioned, Diego Trujillo 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 approved after Selia Cervantes agreed to accept the nomination of Secretary. Admin. Travel request item was also adjusted to include updated conditions of travel – 3 quotes. Previous admin. travel approval language was omitted from a section in which it was incorrectly added.	Julian Munoz called for a motion. Reggie Sanchez motioned, Selia Cervantes 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. Report was not full/usual report shared with GC. Vigil noted that he provides complete information but tailors presentation to GC needs/requests. Vigil provided overview of NMPED assignment due to board of finance suspension. Vigil explained account summary report. Plans to continue sharing details of LPELC financial reports at future finance meetings. Will coordinate with Mr. Jones and members of the finance committee. Vigil explained BARS: Teacher and School Leader Incentive Pay Pilot – BARS 0014-IB and 0015-IB (both initial BARS). Expressed concern regarding teacher resignations after receipt of incentive pay award. Question raised regarding need to deduct taxes and employee contributions from incentives. Questions regarding school's plan for distributing awards. GC would like a full report regarding administration's plans for rolling out pilot during SY 16-17. Mr. Vigil and Mr. Jones to present during Nov. GC meeting.	Julian Munoz called for a motion. Reggie Sanchez motioned, Diego Trujillo seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Lease reimbursement	Mr. Jones provided a summary of the lease reimbursement award. Certifications and lease amendment were needed to "complete" file. PSFA award letter was provided to GC. Award is for only 50% of past year's award amount. Patty Matthews followed up on Jones's summary: Awards are usually given to schools each spring. School has asked PSCOC to reconsider awarding the full reimbursement to schools that have met PSFA requirements. To be determined during November 2 and November 10 meetings.	

Audit committee meeting	Patty Matthews explained to GC the statutory requirement for audit committees. Explained audit committee composition and requirements. Stated that committees meet only during audit season. Summarized language in state audit rule. The audit committee will prepare the management responses based on FY16 audit results. LPELC audit committee will be used to track compliance with plan set forth to address audit findings. Mr. Munoz followed up with a summary of audit committee pre-meeting. Stated that audit firm instructed LPELC to continue meeting on a regular basis. Mr. Vigil agreed with the recommendations of Matthews and audit firm. PM explained finance committee composition and responsibilities. Make up: 2 council members, principal, business manager. Statutory requirement explained- maintain composition, add members, maintain chair and remaining members. Julian Munoz requested a change of agenda order and requested the consideration by GC members to move agenda items D and E before C.	Julian Munoz asked for a motion to approve the changing of agenda items. Selia Cervantes motioned, Reggie Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Consideration appointment of GC member applicants	Judy Griego presented to GC. Shared experience and credentials. Expressed desire to give back to community. Jose Cipriano Lucero presented to GC. Shared experience and credentials. Expressed interest in serving as a parent/family GC member. Julian Munoz expressed his appreciation for new GC member interest. Patty Matthews summarized GC member roles, responsibilities, and commitments. Emphasized importance of relationship with director.	Julian Munoz asked for a motion to approve the applications and accept incoming GC members. Judy Griego Diego Trujillo motioned, Selia Cervantes seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained Jose Cipriano Lucero Diego Trujillo motioned, Reggie Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
GC Member replacement process	Mr. Jones reviewed the NMPED change of governance member process. Julian Munoz made request for GC members to consider volunteering for committees. Lucero and Cervantes volunteered for the finance committee. Munoz and Griego volunteered for the audit committee.	Julian Munoz asked for a motion. Diego Trujillo motioned, Reggie Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 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 Selection and Contract	Meeting convened to closed session at 7:08 PM.	Julian Munoz asked for a motion. Reggie Sanchez motioned, Diego Trujillo seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained.
Reconvene to Open Session	GC reconvened to open session at 8:10 PM.	
Statement of Closure	Yes or No vote to be held. Per requirements of OMA, nothing other than what was included on the October 18 LPELC GC agenda was discussed in closed session.	Julian Munoz called for a roll call vote: All GC members voted 'Yes' (6) based on roll call vote; Exception was Ray Rivera (absent)
Action as Necessary from Closed Session	Julian Munoz asked for motion to approve contract of new Executive Director, Chris Jones. Contract amount of \$100,300 at a prorated amount. Patty Matthews to provide a standard form of contract. Executive Director job description to be provided.	Julian Munoz asked for a motion. Selia Cervantes motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained.
Principal Report	Mr. Jones explained the upcoming Parent Connection Literacy Night event. Literacy workshops to be provided by teachers. Fall Festival to be held at both locations on October 27 and 28. Great turnout in the past. Games for all. Ticket on sale. Pre-K observations complete and feedback from NMPED was positive. 2016 summative evaluations were received for all teachers. Meetings were held. Some teachers chose to appeal. Title I requirements explained- parent input meeting and annual meeting to be held in October and November. Staffing needs were explained to GC – 2 nd and 5 th grade vacancies exist. Saturday schools implemented for current schools year as alternative to out of school suspensions; also used to give students make-up work opportunities. Mr. Jones thanked the Vigil Group for their help in getting LPELC finances back in order.	
Open Forum	NA Next GC meeting: November 15, 2016 Finance Committee: 5:00 PM Regular GC Meeting: 5:30 PM	Julian Munoz asked for a motion to adjourn. Diego Trujillo motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained.
Adjourn	Meeting was adjourned at	

