

LA PROMESA EARLY LEARNING CENTER
Special Governance Council Board Meeting Minutes
Date: May 4, 2017

Board Members Present	Julian Munoz, Judy Griego, Selia Cervantes, Cipriano Lucero	
Absent	Reggie Sanchez, Ray Rivera, Diego Trujillo	
Others in Attendance	Chris Jones, Jackie Rodriguez, Mike Vigil, Danielle Miranda, Connie Dove, Esteban Cole	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:33pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Julian Munoz called for a motion to approve the 05/04/17 agenda. Selia Cervantes motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Discussion/Action Items	·	
Approval of BARS	BARs for Consideration: 528-000-1617-0032-I 528-000-1617-0033-M 528-000-1617-0034-M 528-000-1617-0035-T 528-000-1617-0036-D 528-000-1617-0037-D <u>Vigil:</u> - Increase: We received an increase for the current year in the amount of \$20,146. Mr. Jones is going to have this dedicated for Professional Development. It's important to understand that the Title I award is a federal award, so they operate on a different fiscal year than the state does; they go through September 30th. Mr. Jones actually has through September 30th to choose a PD to send Teachers to, that way we can apply for reimbursement through PED and get the money back and have no risk of losing any funds. He hasn't identified a specific training at this point. So we are going to send this BAR to PED with the notion that they will be determining over the next few months and all PD will be attended and expended by September 27th. So that gives us at least, the very minimum of 3 days to collect the information to request reimbursement, so we don't lose the funds. - Maintenance: This portion covers your over expended budget lines with lines in which you have available in budget and you can do it within the functions \$1000 or almost \$2000 combined. - Maintenance: The Library/Media Specialists did not get hired. There was a good portion that was given to a Library Staff position. There was some money in there that wasn't being used. There was a portion for a teacher that was estimated at too high of an amount. So we pulled all of those together. Mr. Jones worked with Title I, to see how we could get those expended because they were just sitting there; there was about \$60,000 in unused funds. So he was able to convince the Title I liaison for the school that the budget could be pulled and could be expended on a salary that was already had throughout the year. So there was a position that you had where this person was basically performing the function of that Title I Program Coordinator. So what you have is basically an adjustment of your original application to utilize funds that were being unused. We are not doing anything new with it. We're basically cutting down on expenditures from what's already been expended on for the year because this person was already doing that job. The importance of that is we're taking all those funds and we're freeing up the Operational Budget. So that hit of the big \$300,000 deficit we've been talking about, we are chipping away at it and making things better as we go into next year - Transfer: When you move between functions, it's called a Transfer. So we're reducing those lines that were over projected and find uses for those. That goes down to your salaries for the coordinator or your program specialist. So we are utilizing those funds. It's important to know that Mr. Jones went through the correct channels to get this done. If you start moving stuff around or requesting it they will	Julian Munoz called for a motion to approve all BARs. 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

	probably reject your bar or if you say you're going to do something outside of your application, they'll come back and say that you didn't say what you were going to do and you'll end up having to pay cash back for that. 5. Decrease- \$52,509, this is for individual payouts. There were a handful of teachers that qualified, from the previous year. They have to have us do a BAR to reduce it out of their system. So they can show the PED we have this pool of funds, if we want to do the initiative again or we'll do a different initiative. So it's mostly procedural but we aren't losing any money because we spent that \$52,509. Once this BAR is approved we can request that reimbursement. So we do have a handful of teachers that got a \$2,000 or \$3,000 stipend for doing a good job last year. 6. Decrease- \$1,999, there was a portion of this grant that was for group pay. I have no idea how anyone qualifies for this; I've never seen it paid out. But the fact is that it didn't seem like the group qualified, so we are just returning this money. This is was for the school's letter grade.	
Facilities Update	<u>Jones:</u> We know with our facilities we are in a bind and it's an urgent matter for us to resolve. We have a building here that we really do like and we appreciate the space, it's a great learning environment but it's also very expensive and it has put us in a bad financial position. We know that we've had the issues with the foundation throughout the entire school year. We also know that we own a facility at Central. So I want to introduce to you today, Ms. Connie Dove. We are going to discuss facilities tonight, it is an extension of the conversations we've had previously. There are many considerations but that is why Ms. Dove is here tonight, to share some possibilities when it comes to facilities. <u>Dove:</u> I was actually your broker when these facilities were purchased. In fact, I had a school that was interested in leasing your other 4 buildings. So I actually had a broker agreement with the school as late as March of this year. I have had a long history with La Promesa, you probably don't necessarily know who I am but I've been in the background for a long time and have been a real supporter. I just really appreciate the children and the families that you serve and those are the schools that I really like to work with. <u>Munoz:</u> Do you want to establish a Facilities Committee? <u>Jones:</u> We do need to address our Facilities Committee. Informally, we have discussed a couple of potential members to assist in Facilities. We need to reestablish some sort of Facilities Committee. We also have a facilities master plan that needs to be completed and submitted before the end of June. That is something that is a requirement for charter schools; it is done every 5 years. I've gotten an extension from PSFA; we did miss the deadline but that was granted to us because we were going through the revocation threat. If we can get our committee members and reestablish that committee that would be great, I know I had spoken to Ms. Judy and Mr. Cipriano. I want to add that it's really important that Cipri is directly involved because he has a direct stake. <u>Griego:</u> I'm willing to do it. I will need a lot of data; that will give me a strategic picture of where we are at. And if we can't afford this place, what are our other options so we don't cut down on the numbers. <u>Munoz:</u> Basically the way I would want this to work is we'll authorize you to get the information for the options, gather data, and then you'll present that to Mr. Jones. So you would collaborate and then you would present to the council. As long as you're ok with what you're planning, I'm probably going to be ok with what we'll vote on. That way it can be quick because I believe this is very time sensitive. I think we'll also authorize you to talk with Ms. Connie regarding the options. <u>Jones:</u> All the facilities decisions that we make going forward will impact our program. If we end up consolidating, we have to decrease enrollment and grade levels; it's going to impact our program. It's very important that we come together and make sound decisions about how we proceed. Another thing to keep in mind, we have families that have been loyal to us and it's really important that we come up with creative solutions that we can give back that loyalty to our families. I'll let you know that my opinion of cutting grade levels and enrollment isn't really an option. But I'm the Executive Director and you're the council, you guys are my boss. But we need to find solutions and nothing is impossible. I look forward to working with you guys, so we can maintain our program.	Julian Munoz called for a motion to create a Facilities Committee, headed by Ms. Judy Griego. Authorization would be to gather data and present to council all of the options she discovers. Selia Cervantes 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 Federal and State and Local Applications	<u>Jones:</u> We have 2 applications that are due tomorrow, which is going to be Title III and Bilingual. This application is due tomorrow, so this approval is essential which is why we called a Special Meeting. As Administrators we are responsible for completing these applications within a small window. Not only that but we have to get board approval and we have to submit signature pages. Title III Application- these funding sources are really important to us. We are a Dual-Language, a 50/50 immersion program, so we get a bilingual portion. We get a good pot of money for the program that we implement and we have to maintain. We have to provide a really good program to make sure that our kids are acquiring the English language. When we talk about dual language, we have ½ the day of instruction in English and ½ the day of instruction in Spanish. <i>Federal Requirements:</i> We have a 45 minute English Language Development Block. That means that our staff has to provide intensive and explicit instruction to students to help them develop the English Language and that proficiency level is essential. This year we are going to really focus on certain things and be more intentional about how we provide that instruction. There are 2 parts when it comes to serving EL's: the 1st part is making sure they develop their skills within the language and they become more proficient in using English. Everything from academic vocabulary to explicit phonics instruction. The 2nd part is within Social Studies and Science and how they acquire that content as well. We have to use specific strategies like sheltered instruction. It's very intentional in making sure that you have these supports in place, so that kids can access Social Studies and Science. They need to be able to read and write grade level text. <i>Enrollment:</i> This is really important for our school. We're a Dual-Language School; this is our entire mission. This is what our school is all about. At the beginning of each school year, our students and their parents complete a 'Language Usage Survey'. This helps to identify if there is another influence, when it comes to language in the home. If it turns out that students have another language that they're exposed to, that could influence and impact their learning, we have to screen them. We have an English Language Screen that we use to figure out how proficient our kids are within the English Language. They have to have a certain cut score, if a kids is 26 or lower you recommend placement into the ELL program. Parents then have the opportunity to opt them out. Otherwise they receive services all school year. In February/March, they take the Access Assessment that determines student's level of English proficiency. If a student scores a 5 on the assessment, they are no longer considered ELs. We have an enrollment of 377 students and 214 students are identified and in program as EL's, this is from our last data snapshot through STARS Reporting. <i>Budget Plan:</i> We need to make sure we are managing our money appropriately and expending our money on things that matter. A charter school is all about a mission. La Promesa's mission is to really embrace cultural and linguistic diversity. We have a high percent of ELL and we have to do a good job at meeting their needs. We have a lot of monolingual Spanish speakers who come to us and new to the U.S. <i>(c) Required Activity – Professional Development</i> It's one of our critical pillars and it is how we are going to make this turnaround. Our staff can't be expected to do things without us providing the appropriate resources. <i>GLAD Training:</i> We are going to use GLAD strategies and it's going to be the model for the entire school. We have 12 teachers that are going to be trained and we already have 7 that have been trained before. It's an expensive process but it's definitely worth the money. Our teachers will develop units of study and incorporate those strategies into their daily instruction. <i>Sheltered Instruction and Cultural and Linguistic Diversity Training:</i> We talked about our mission and how it speaks to diversity; that means that we do understand culture. So \$3,000 is going to be dedicated to getting some PD from an organization from NMHU, they are going to provide some of that training. <i>ELD Curriculum-Based Training:</i> We are going to acquire curriculum to use during the 45 minute block. They are going to learn how to use it. <i>Substitutes:</i> About \$3,405 is going to be expended on substitutes so we can classroom visits and see how our colleagues are implementing GLAD strategies. We are going to have some of our vendor partners come out and provide additional training. <i>Parent, Family and Community Engagement:</i> this is all about how we engage with our	Julian Munoz called for a motion to approve the Title III English Language Acquisition Local Plan for 2017-2018. Judy Griego motioned, Selia Cervantes seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained Julian Munoz called for a motion to approve the State Bilingual Multicultural Education Program Funding 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
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parents and community. You know we do a great job with that but we have to make that more meaningful also. I do want to contract with someone to provide ELD classes for our parents, we want to give them the opportunity to come out and learn the language so they can better support their student at home.

Parent Advisory Committee: will meet 4 times during the SY. We had a meeting last week and we provided them information about what our programs entail. This will take place with our Parent Connection Events. We are not going to have monthly Parent Connections this year; we will only have 4 events. We are going to make sure we have great attendance and great offerings for our parents.

(d) Authorized Activities

Improving the Instructional Program: We are going to acquire an actual curriculum and use it during the 45 minute ELD block.

Providing to English Learners: We have a program called Edgenuity that offers supplemental course offerings that pertain to career and technical education.

Teachers will monitor student usage and provide extension opportunities via project based and service learning experiences.

We have a total \$24,873 award through Title III.

State Bilingual Multicultural Education Program Funding Application
Rodriguez:

Funding Application: Like Mr. Jones said we are a dual-language program, it's a 3 hour instructional program. We have 41 students that do not participate in our program; these numbers are taken from our 80 and 120 day of our current school year. 226 students are identified as ELL. 110 students are Monitor- they are 1 or 2 year exited. Our projected total students in each BME program are 396.

Student Placement: These are instructional guidelines that we have to follow within our program. These are assurances that we are making to the PED.

Instructional Model and Course Information: We complete an instructional plan that we have to submit to the PED, how we are instructing within bilingual program. You will see that in every grade level (K-8) it is listed 3 times. It is listed 3 times because we provide Spanish in 3 content areas (Spanish LA, Math, and Social Studies). We will add the Course Codes; those are used for STARS. We do note our ELD block which is provided for all of our students K-8.

School BME Program Goals:

1. *Home/Heritage (target) Language Proficiency:* We looked at trend and data and we identified a smart goal and action steps on how we are going to accomplish that.

2. *English Language Proficiency:* Focuses on ELLs and Access scores. So it looks at student's scores and looks at trends. We identified a smart goal and action steps on how we are going to accomplish that. A lot of the action steps is for PD to support our student's needs.

3. *Academic Achievement in ELA:* For Performance Indicators, I referred to Istation for K-3, PARCC for 3-8, and DEA for 1-8. Same thing, we looked at trends and identified a smart goal and action steps.

4. *Academic Achievement in Math:* For Performance Indicators, I referred to PARCC for 3-8, and DEA for 1-8. We identified the trends and make a smart goal with the action steps.

5. *Academic Achievement in Social Studies, Science or Fine Arts:* This was new to me; I never knew how this tied into the Bilingual Plan. We are looking to develop some portfolio assessments within our Art Program and with our units of study. Units of study had already been developed so it's really tightening up and asking our teachers to create end of unit assessments. We identified smart goals with the action steps.

Graphs: that follow support the data points from the 5 goals. I do not have graphs for Goal 5. For our portfolio development, I hope to pull some rubrics together.

PD: One of the pillars we are focusing on for improvement for next year is the development of our teachers and tightening up on our Tier 1 interventions. A lot of this is aligned to that direction; bringing in resources and materials to support language acquisition.

Parent Advisory Committee: This will be included 4 times a year. We will involve our parents in decision making as far as the program.

Approval of Head Administrator Travel	<u>Jones:</u> As the Head Administrator, I need your approval to travel to Santa Fe. I am also participating in the GLAD Training. As I mentioned to the PEC, it is very important that I am in tune with what's going on. Dual-Language Education of NM is facilitating a 2-day workshop and it's in Santa Fe. This is a part of the current year's funding and 12 teachers in total are going.	Julian Munoz called for a motion to approve the Head Administer Travel. Cipriano Lucero motioned, Selia Cervantes seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Head Administrator Evaluation	<u>Munoz:</u> This is something Mr. Jones and I were talking about earlier. It is part of our responsibility to evaluate on how Mr. Jones is doing. He sent me a form that was used last year, to evaluate Ms. Maestas. You can add anything to the form or make changes. But I think we need to have this prepared by next meeting. <u>Jones:</u> I think it's really important that the council looks into evaluations and does some research to try to improve the form Mr. Munoz has. One of the parts of the Corrective Action Plan is that 1. I undergo Leadership Training and 2. I am evaluated by an external evaluator. So we are going to have to budget something to have an external evaluator. It's really important for this year, before the Corrective Action Plan hits, that we demonstrate that I get a good evaluation and understand how to improve upon what I am doing but that you guys show that you've done your due diligence in researching a proper evaluation for the head administrator. <u>Munoz:</u> So for May 30th, we will have a final draft of that evaluation completed. Then we will have a master copy and complete the evaluation for Mr. Jones.	
Closed Session		Julian Munoz called for a motion for La Promesa Board of Education to convene an Executive Session to discuss the La Morada facility lease agreement. 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
Reconvene to Open Session	Reconvene at 7:41pm <u>Munoz:</u> Roll Call- states that all members agree that the matters discussed in the Executive Session were only limited to those specified in the agenda. Roll Call by Julian Munoz	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action) b. Facility lease agreement (Discussion/Action)	<u>Jones:</u> When I was developing the agenda, Patty was going to come and give us some options about the lease agreement. As we know, she advised she could give us 3 options. We will have to delay that particular item. We did discuss the lease agreement to a certain extent but we didn't vote on anything.	Julian Munoz called for a motion to table this Facility lease agreement portion regarding the 3 options that Ms. Patty was going to present until next special meeting, next Thursday. Judy Griego motioned, Cipriano Lucero seconded. -There is no action to be taken based on the executive session we had today.
Public Comment	N/A	Julian Munoz asked for a motion to adjourn. Judy Griego motioned, Selia Cervantes seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained.
Adjourn	Next GC Special meeting: 05/11/2017 at 5:30pm Meeting was adjourned at 7:45pm	