

LA PROMESA EARLY LEARNING CENTER
Finance Committee Meeting Minutes
Date: April 25, 2017

Board Members Present	Selia Cervantes, Cipriano Lucero, Ray Rivera	
Absent		
Others in Attendance	Chris Jones, Jackie Rodriguez, Mike Vigil, Danielle Miranda	
QUORUM	___ YES <u>X</u> NO	
Meeting called to order	at 5:03 PM	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	
Public input for the development of the FY 18 Budget	N/A	
Budget Report	<u>Jones:</u> It is still fairly early to put together an actual budget for next SY. We will get input from parents at the Parent Connection event on Thursday. We will have a Budget Parent Advisory Committee. We have to have 2 public input sessions before we can finalize anything. It is application season; I have 6 applications that I need to submit in May. <u>Vigil:</u> We got our 9/10 B5, which is your funding for next year. That was given to us last week. At the same time, Mr. Jones sent me a staff listing request; I asked him what he can operate on with the staffing. We know we are going to go into next year with a deficit and we have to try to work our way against that deficit. The only way to do that is to have the same level of students, in the same level of operations and serving those students but not necessarily having all of the support staff that maybe wanted but not necessarily needed. We did get together and tried to figure out salaries and benefits. <u>Jones:</u> Salaries and benefits eat up majority of the budget. This year's big expense was legal; we had a lot of legal expenses. <u>Vigil:</u> One thing we know for sure going into next year, the benefits that the schools are required to offer their employees is going up about an average of 4%. So we have to make sure to budget for that. We will have about \$200,000 more in our budget next year. If we can live within our means, like we did this year, we can utilize that \$200,000 to help with that deficit. We have kept all the new spending down; that is reflected in your reports. The bank balanced with zero variance to the general ledger. Cash Summary Report- Updated list of where the cash sits by fund (page 14). When we do meet with David Craig, we are going to recommend an assumption that over the past 3-5 years the school has had expenditures out of its capital funds that were expended incorrectly out of its SEG funds. So not anything illegal, just that the work wasn't reported correctly. So the cash is just sitting in the wrong area. It's a long shot but if he allows this, it basically restores the cash to the right side of that listing. BAR for consideration: 1. 528-000-0031-I It's an increase to your Title III award, for Professional Development. In the amount of \$3,358. <u>Jones:</u> Title III gave us an additional \$3,358. We are going to use this money for Professional Development. We are going to partner with a group that we have in mind to work on revamping our program.	

LA PROMESA EARLY LEARNING CENTER
Governance Council Board Meeting Minutes
Date: April 25, 2017

Board Members Present	Julian Munoz, Reggie Sanchez, Selia Cervantes, Cipriano Lucero, Judy Griego, Ray Rivera	
Absent	Diego Trujillo	
Others in Attendance	Chris Jones, Jackie Rodriguez, Mike Vigil, Patty Matthews, Danielle Miranda, Eddie	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:46 PM	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Julian Munoz called for a motion to approve the 04/25/17 agenda. Cipriano Lucero motioned, Reggie Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
Approval of Minutes	03/28/17 Minutes were reviewed and approved	Julian Munoz called for a motion to approve the 03/28/2017 Board Minutes. Judy Griego motioned, Reggie Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
Discussion/Action Items	.	
Public input for the development of the FY 18 Budget	<u>Jones:</u> We need to gather input, on 2 separate occasions, for the FY 18 Budget. We have Parent Connection night coming up on Thursday. Next year, we will have many Parent Advisory Committees who will give us input and help us plan programs effectively. <u>Vigil:</u> We just started developing the FY 18 budget this week. We are going to have about \$200,000 more next year. We are going to have a very conservative approach, mainly with staffing. Still provide the services needed but to hedge against the impending deficit going into next year. That is going to be a big issue going into the first quarter next year with the PEC and PED and how they are going to report the school's financial status as a way to stay open. Knowing that we are getting more money is not necessarily that we're going to budget it all for spending. When I do provide a draft of the budget for you to look over, you are probably going to see a line where it restricts expenditures. Basically it tells you that you have a good chunk of money that we're saying you're not going to spend at all. That way the budget lines back up and get us back to zero, hopefully within one year or two year at max. We just started the process, I got the staff listing and it's going to be 80-90% of your budget is staff and their benefits. Beyond that we are able to determine how much we can save. Hopefully I will have something for you soon. <u>Rivera:</u> The items need to be prioritized. Then going off your priority list, take the shots at them. <u>Jones:</u> One of the strategies that we will employ is maximizing our Title Funds. We need to use that money wisely. The only thing we can really do is be more efficient when it comes to staffing. So we have to cut back on some of our clerks. A lot of it has to do with enrollment as well; we have statutory requirements when it comes to how our class sizes are built and if they require educational assistants. Each educational assistant we pay about \$19,000, plus benefits. So when we try to build that out, it really depends on enrollment and when kids come to register. They can submit Letters of Intent but until you have that registration packet, you really don't know. And you really don't know until the 1st or 2nd week of school because some of the students may not attend. But in planning the budget that's how we can get this thing under control. With facilities being a huge priority and an issue that we have to resolve in the very immediate future.	

Budget Report	<u>Vigil:</u> For the month of March, there were only 4 new POs opened and they all pulled a total less than \$500. We are seeing very little spending as we go towards the end of the year, which is what we need. The reports look very much the same as they did last month, not a lot of change, we like to see that. Cash Summary Report- Updated list of where the cash sits by fund (page 14). BAR for consideration: 1. 528-000-0031-I It's an increase to your Title III award, for Professional Development. In the amount of \$3,358. It's for ELL- English language Learners.	Julian Munoz called for a motion to approve BAR 0031-I. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
SY 2017-2018 Salary Schedule Approval	<u>Vigil:</u> I suggest that we table this. This usually goes along with the approval of the budget itself. My recommendation is going to be that we maintain the salary schedule where it's at as opposed to giving raises. That's not just for this school, across the state funding has not increased. It's going to be really hard for most school's to increase salaries beyond the step that they get. <u>Jones:</u> It was added because it is contract season as well. I have to start to issue contracts and we have to have that approval. Without knowing the salary schedule for our employees, I can't issue contracts. <u>Matthews:</u> You have a Letter of Renewal, which is a binding contract. That letter itself constitutes a contract if the employee signs it. You could put in that Letter of Renewal that it's at a minimum of last year's salary plus a step increase. <u>Munoz:</u> Would you be able to have a lineup basically for next year? <u>Jones:</u> They have submitted to me Letters of Intent to return, to say I would like to return and these are my 2 grade level options in which I would like to instruct. I haven't given them a Letter of Commitment, to say we will sign you to a contract based on the things that were mentioned by Ms. Matthews. So that will be the next step, so that they have some security.	Julian Munoz called for a motion to table agenda item c. SY 2017-2018 Salary Schedule Approval for next meeting. Judy Griego motioned, Ray Rivera & Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
Data Presentations	Pre-K - 8 th Grade Teachers presented Student Achievement Data & Growth Data as it relates it our Academic Indicators.	
ACES Membership/Resolution	<u>Jones:</u> This is really about cooperative procurement training. ACES is an organization that, if you would like to become a member (free of charge), we pass a resolution and we can use their services. I decided to join, in case, if you approve. They are posting our building and they were going to advertise that for us. My only intent is for them to advertise our building. <u>Griego:</u> Do you know how many other charter schools go through this? I'd be interested in finding out what other schools use them. And then maybe having you contact their Administrators to find out if they're worth utilizing. I don't know enough about them to feel comfortable to say yes. <u>Munoz:</u> I like the idea but if you could get the information on fee schedule and contact other schools that have used them and then we could put that onto the May 4th meeting, the special meeting. We can approve them but not utilize their other services until we get more information.	Julian Munoz called for a motion to approve the ACES membership regarding just advertising the leasing of the Central location. Cipriano Lucero motioned, Reggie Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
LPELC CAPs- 2 financial and 1 academic	<u>Jones:</u> We developed 2 corrective action plans for finance. One was based on the August 12th audit of La Promesa that caused our board of finance suspension. It's a list of conditions that we are to satisfy within the first year; it's the initial financial oversight plan. The other is based on the FY 16 audit that was conducted. So we had 2 corrective action plans that we had to submit and we submitted those 2 weeks ago. One went to the Audit Bureau at PED and the other went to David Craig, who is the Director of School Budget and Finance. We have action steps that are very specific. We have to make sure that we are making progress to achieving our stated goals. We have already accomplished many of those. The other is an academic corrective action plan. We went to Santa Fe this morning, we sat down with a subcommittee of PEC and we hashed out some details about what we need to do to improve. We have new academic indicators. So as opposed to 1 year of growth for students, they are looking for 1.5 years of growth. So we have 75% goal overall, which means our students have to be proficient or above or have 1.5 years of growth. May 4th Special Meeting: We have many applications that are due on May 5th, so we need approval and signatures from the GC before we submit them. <u>Matthews:</u> We offered that we would have a 'C' by 2018. They came out and voted for that to be an immediate revocation if you didn't have the 'C'. It would have just crushed the ability to move into the next school year, if you didn't know where you were going to be. The Chair of the Commission actually showed up at the meeting and she said she wouldn't shut you down just on the letter grade alone but she would also look at student performance standards. You have to meet the new student performance standards by the	Julian Munoz called for a motion to move this item agenda LPELC CAPs- 2 financial and 1 academic to a special meeting. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained

	end of May 2018. If we meet those, then you're good to go for the balance of your charter. The 1.5 growth came because they keep pushing that if your kids are below grade level, if you only make 1 year of growth, they're never going to get proficient.	
Travel request- Head Admin. Title II	<u>Jones:</u> I think we should table that for May 4th as well. We have 3 areas that we have identified: 1. Social/Emotional Support for students- including parent resources, parent education. If we don't address that, then we're never going to get anywhere. 2. Intervention- Response to Intervention is critical. We have to identify our kids early in the year and we have to provide them the interventions they need to move our Q1 students. That also requires we invest in resources. 3. Professional Development- This requires, more than anything, that we address the adult issues. As we just saw you see variances and that is a lack of Professional Development and Professional Growth. We developed a PD Plan, it identifies many areas. We are trying to create these opportunities for training to address each of these things in the plan. We are going to put together a pretty comprehensive plan. One of the trainings that I am hoping to attend is GLAD Training for our ELL students and it's going to be in Santa Fe and requires a night stay. There are 12 teachers that will be attending and I have approved their travel. But I need you to approve my travel, so that I can attend along with them because I am the head learner along with Mrs. Rodriguez. We have a lot of Title I funds that we need to expend before a certain date. I am going to propose some travel opportunities for myself because I need to always stay up to speed. I have to be directly involved with what's going on and with this transformation process.	Julian Munoz called for a motion to move agenda item Travel request- Head Admin. Title II to a special meeting. Judy Griego motioned, Reggie Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
Facilities Update	<u>Jones:</u> We are consolidating and bringing all of the teachers to K-8 here. We have to do it to support our teachers, to provide professional development and to build culture. It doesn't work when you have split campuses. We are hoping to lease out the Central location to offset our Operational deficit. We also have some huge issues going on with this facility and part of that is in the closed session. We have some things that we absolutely have to work out.	
Enrollment/lottery update	<u>Jones:</u> You have our projections for next school year. Another process that we had to do this year was enrollment periods. You have separate enrollment periods beginning with your returning students, you give them the opportunity to submit Intent to Return forms. But you have an enrollment cap per grade level, you set that upfront and you can only allow so many students based on space and availability. If you have too many applicants, then it goes into a Lottery. We have 3 separate enrollment periods. Right now, we are on the 3rd. After your returning students, you move into accepting new Letters of Intent from new students and you go through the same process of having an enrollment period. Right now, we have waiting lists in several grade levels (K, 1, 3, 7). The other grade levels were very close to capping. The projection is based on 396 students. The budget this year is based on 367 students; which was the average of the 80 and 120 day. That's more; it's up from last school year by 10 students, which is why we are seeing an increase. Next year, if we were to stay in this building on the 80 and 120, if we can keep 396 students we will see another increase. The staffing pattern is not based on funding. This is really based on our program and what we need per grade level. We had to revise this and make sure that we had a process when the CSD came out. We will keep you up to date in terms of enrollment. I think we will meet our goal because we haven't recruited yet.	
CSD visit update	<u>Jones:</u> On April 19th the CSD came out and conducted their site monitoring visit. It's an annual requirement; it's part of our charter contract. They brought a team with them, 6 members of the CSD came out. This year we had members of different bureaus and departments. For example, they brought someone who is the Director of the Licensure Department to come out and inspect our personal files; that was an audit finding for us. They brought someone from the Accountability and Reporting Department to look through our CUM folders. They brought a lot of people; they brought someone from the Bilingual Bureau. They brought a former Administrator who did the Special Education piece. The response we got was fairly positive. We had some compliance issues. But they told us we were in pretty good shape when it comes to those personal files. They commended us for the EL program, although we had a tough site visit from the Bilingual Bureau. They were really about technical support. We will share the site visit report and what's in the Web EPSS monitoring tool with you. They also said your contract requires a 2nd visit, so they are coming back on May 2nd. Because they didn't give us 30 day notice, I requested a list of items that they are looking for. And their director said you already received that, you got it before our 1st visit so you're pretty much taken care of with regards to what you're requesting.	

	<u>Matthews:</u> This is not normally how it happens by the way. They come in; they do the site visit, that's it. Under the contract they have 45 days to give you the report. You, by contract, have 30 days to respond to any problems. So for them to come back and see if you've complied with what they found what was wrong in the first visit is insane. But I feel that we alerted the commission to this issue and that they're aware of it and not have it.	
BMEB Visit Update	<u>Jones:</u> We have some issues that we need to work through when it comes to serving EL's. For example, there are requirements when it comes to testing. Students come, they fill out a 'Language Usage Survey' and it's always been a part of our registration packet on the last page. That's a no-no, so we have to separate it. The other, once you see there's another influence of a 2nd language in the home, you have to give them a screener. It was called the WAPT, now it's called the WIDA Screener and it's online. So you have to identify those kids and you have to screen them within 20 days. We have to make sure we go through the process, everyone has to be certified and you have to have the certificates on file before administering any assessments. After their done with the assessment, you have to score accordingly. Then you have to provide parents with a notification letter to say your student qualifies for EL services, these are their scores and if you do not want them to receive services, we can schedule a meeting and opt them out of services. One letter goes home; the other copy goes in their file. That's an immediate process that has to happen in the future. Other things like Access, once they are identified for EL services, you give them the access test, that's the EL Proficiency Test. If they score 5 out of 6, then they exit out and you have to notify parents. If they stay in program again it should be a notification to the parents. ELD block needs to happen, in which you have to instruct on literacy development and it has to be explicit. <u>Munoz:</u> So you're saying before Mrs. Rodriguez and you became to this school that was never happening? And we never had any type of visit before? <u>Jones:</u> That is correct. They have never come here to this school to visit and it's our mission. They came here this year and found some things. They have offered lots of help and commended us on the presentation about the application. So I truly believe they are about technical support.	
	Voted to move Head Administrator Report & Public Comment above Closed Session Next GC Special Meeting: May 4, 2017 Next GC Meeting: May 30, 2017 Finance Committee: 5:00 PM Regular GC Meeting: 5:30 PM	Julian Munoz called for a motion to move the Head Administrator Report and the Public Comment items before the Closed Session agenda item. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained
Head Administrator Report	<u>Jones:</u> We went over enrollment, that's critical. Enrollment is looking good as of now. I have some urgent thing we have to address. I have shared my priorities with you. We have to address the 3 pillars (Social/Emotional, Response to Intervention, Professional Development) before we can make any movement in terms of academic. So you're going to see a lot coming from me in the near future about that. Facilities are an emphasis area for me. We have to figure that out very quickly. K-3 Plus was approved. So we have a smaller program this year but we did get that approved. I am submitting applications soon and I will run those by you for approval.	
Public Comment	N/A	
Closed Session	Discussion concerning report to the OSA; Discussion concerning 7500 La Morada facility lease agreement	Julian Munoz called for a motion for La Promesa Board of Education to convene an Executive Session to discuss the facility lease agreement. -Julian Munoz called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained