

LA PROMESA EARLY LEARNING CENTER
Governance Council Board Meeting Minutes
Date: May 30, 2017

Board Members Present	Julian Munoz, Regina Sanchez (by phone), Cipriano Lucero, Judy Griego	
Absent	Selia Cervantes, Ray Rivera, Diego Trujillo	
Others in Attendance	Chris Jones, Mike Vigil, Danielle Miranda	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:36pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Julian Munoz called for a motion to approve the 05/30/17 agenda. 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 Minutes	05/11/17 Minutes were reviewed and approved	Julian Munoz called for a motion to approve the 05/11/2017 Board Minutes. 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
Discussion/Action Items	.	
FY 18 Budget	<u>Vigil:</u> We've gone through how we are going to end up this year, to determine how we are going to focus on next year's program. This year, as we all know, we are not going to finish with cash in the bank. We are actually going to have a deficit, so we are not taking any cash over. But from the budget's amounts we are actually going to have \$33,000 more from this current year into the next fiscal year. What I've asked Mr. Jones to do is provide a staffing pattern with the minimum he needs to operate his program; with that we were able to provide a balance budget. So your revenue amount which is subject to change is about 2.94 million. You have 18 Teachers in your Operational SEG Staff, 6 Instructional Assistants, and 1 Special Education Teacher (maintaining all positions). Another change, we are looking to add a Dean of Students position and this would be a support service to students. We have a balance budget and at this time the PED has not asked for a Technical Review, so there is a good chance we will get the green light to get approved as is. If they do ask for us to set aside some restrictive money that we can't use, that's the line I'll have to reduce is that Dean position.	Julian Munoz called for a motion to approve the 2018 FY Budget as presented. 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
Budget Report, BARS	BARS for consideration: 528-000-1617-0038-I 528-000-1617-0039-IB 528-000-1617-0040-I <u>Vigil:</u> 24106 is Federal Funding for Special Education called IDEA-B. This is a final allocation plus some carryover from the previous year in the amount of \$11,057. We are not going to budget anything new; we are going to use this for ancillary services. So we're going to move expenditures that have already occurred into this federal fund and receive reimbursement (to help our cash situation). - This is also a portion for IDEA-B- it's for the cash carryover from the previous year but this is actually for the Preschool portion. It's a very small amount for \$956. I'm going to ask Mr. Jones to help me identify any sort of Special Education services that were provided to the Pre-K program. - Medicaid Reimbursement- This is for cash received. There is a Medicaid billing that we utilize and for those student's that qualify for some of their ancillary services, you get money back from the federal government. We received \$7,363 and this is going towards ancillary Diagnosticians.	Julian Munoz called for a motion to approve BAR #38, #39, and # 40. Cipriano Lucero motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

SY 2017-2018 Calendars	<u>Jones:</u> The CSD now has a special tool where they audit all of your calendars to see if you're in compliance. We are going to begin the SY with 5 full days of PD (August 14-18). Students will return on August 21 st and that will extend our SY until June 4 th . We have a 187 day contract for Teachers; we've always had 185 days but we are expecting our staff work 2 additional days. So we will have 180 Instructional days and 7 Non-Instructional days for the same contract, so there isn't an increase based on the number of days they work (more planning and prep time). All the events in this calendar are requirements under our Charter and if we don't do it then they can shut down our Charter for material violation. However, one thing that I want to try to limit this year is the monthly Parent Connections events, we need to do fewer events and do them better. The next calendar we need to submit is the Budget Calendar and I need to work with Mr. Vigil to make sure that is done correctly.	Julian Munoz called for a motion to approve the SY 2017-2018 Calendars. 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
Realtor Association of NM Listing Agreement		Julian Munoz called for a motion to table Realtor Association of NM Listing Agreement until next meeting. 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
Food Services – Canteen of New Mexico – contract approval	<u>Jones:</u> The entire thing is a contract between the school and ACES. ACES is that cooperative that we just joined; we passed the resolution. They offer a lot of services and this is one of them. You are looking at the price per meal and it's probably the most important piece; we pay this on a monthly basis. Within the agreement it says that Canteen will provide our food services.	Julian Munoz called for a motion to approve the Food Services contract for Canteen of NM through ACES. 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
New GC member presentations and acceptance		Julian Munoz called for a motion to table this item until next meeting. 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
LPELC Facilities Master Plan update	<u>Jones:</u> We did meet on May 17 th with the Design Group; they are helping us put together a Facilities Master Plan. Facilities Master Plans are due every 5 years and Charter Schools have to have them in place. This was supposed to be done in January of 2017 but PSFA decided to postpone because of our situation. You take the Academic Plan, Growth Projections, and you create something that we have to submit to the PSFA for approval. We are going to meet again on June 8 th at 9am. We have teacher members and I would like Judy and Cipri to attend.	
Head Administrator evaluation and approval of 17-18 contract(s)	<u>Jones:</u> The only contract is the K-3 Plus Contract. I submitted the contract and I wasn't sure if they were going to give us the K-3 Plus Program this year but we've been pretty steady. This year they awarded us again. It's a separate program and you have a lot of requirements such as Reporting requirements, Theme requirements (family & community), and Progress Monitoring requirements. The thing that we haven't had a lot of is resources and clear guidance and direction, so through K-3 Plus Funding we are purchasing an English Language Development Curriculum. We are going to implement improvement plans and personalized learning plans for students; really focusing on getting a jumpstart and boosting communication early on. It's a great program and this is a contract that would allow me to serve as the Principal of this program.	Julian Munoz called for a motion to table the Head Administrator Evaluation until next meeting. 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 Julian Munoz called for a motion to approve the K-3 contract for 2017-2018. 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

		0 opposed; 0 abstained
Legal Services contract update	<u>Jones:</u> We had the protest period; so we had to wait until the protest period expired before we sent it off. So this week I will send it to Mr. Vigil and he will seek to have it approved.	
Closed Session		Julian Munoz called for a motion for La Promesa Board of Education to convene an Executive Session to discuss concerning Special Designation by the OSA and 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 7:30pm <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)		Julian Munoz called for a motion to give Facility Committee and Executive Director authority to discuss and move forward with the facility plan. 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
Head Administrator Report	<u>Jones:</u> Enrollment is about 363 students; we do have some openings and many grade levels are capped. We worked really hard with the lottery process and to accommodate our parents and it would be difficult to send them away at this point in time. Staffing is looking well; I am looking for Bilingual Teachers and it is hard to find them. Mrs. Rodriguez, our assistant Principal has accepted a position as a principal of another school in Rio Rancho. We are well on our way with the Administrative Team and Staff and I think we are going to be a lot more efficient to allow us to focus on the academic program and I am excited about that. Framework Update: The 1.5 years, the goal that they've established for us is going to be extremely difficult. In a nationwide study 23% percent of students meeting that goal is average for elementary schools across the nation and we have to have 85%. This is a study done by the assessment company. We are going to do everything within our power to meet the goal. We are going to focus on having integrity, knowing we are going to improve our systems, get resources and have PD. We are going to stay positive, work as a team, and do the best that we can.	
Public Comment	N/A	Julian Munoz asked for a motion to adjourn. 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.
Adjourn	Next GC Special meeting: 06/30/2017 at 5:30pm Meeting was adjourned at 7:43pm	