

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

<b>Board Members Present</b>	Julian Munoz, Regina Sanchez, Judy Griego, Ray Rivera,	
<b>Absent</b>	Selia Cervantes, Diego Trujillo, Cipriano Lucero	
<b>Others in Attendance</b>	Chris Jones, Mike Vigil, Danielle Miranda	
<b>QUORUM</b>	<u> X </u> YES <u> </u> NO	
<b>Meeting called to order</b>	Mr. Munoz called the meeting to order at 5:30pm	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of the Agenda</b>	*Change Agenda Item #9: Next meeting will be July 25, 2017.	Julian Munoz called for a motion to amend the agenda for item #9, next meeting July 25, 2017. Ray Rivera 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 06/30/17 agenda. 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
<b>Approval of Minutes</b>	05/30/17 Minutes were reviewed and approved	Julian Munoz called for a motion to approve the 05/30/2017 Board Minutes. Judy Griego motioned, Ray Rivera seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
<b>Discussion/Action Items</b>		
<b>Budget Report Update</b>	<p><u>Vigil</u>: Not a lot has changed from April 30<sup>th</sup>. We are sticking strictly to what was the bare minimum needed to quota the school year; not a lot was opened as far as new Pos. the new POs that were opened were at reimbursement funds; so we had some purchases out of Title III funds for ELL (supplies) and purchases for Title I for PD. Mr. Jones took staff out to Atlanta for training. PED already approved it and we got the checks back to reimburse employees. The school closed May with about \$270,000 in the bank, so when you look at the cash we actually are in a good position. Going into June, we will see a lot more cash coming in so we should be good going into the fall. In the July meeting, I'll have wrap up of your full fiscal year and I'll give you an indication of where the school is at by fund, that way you know what we need to do to get the school back into being financially stable. I don't think it's an impossibility, I think this next coming year is going to be a lot easier on the finance side than it was in the current year. We actually have a system in place; we know what is coming in and what is going out.</p> <p>Moving into next year, we got the FY18 Budget approved. But there was a change made, so I submitted it on the 15<sup>th</sup> of this month. It was due on the 16<sup>th</sup> and on the 16<sup>th</sup> I got a call from the Director of School Budget and Finance and he wanted an estimate of what I thought the deficit was going to be. At that time, it was estimated around \$229,000, so that's what he had us set aside. So this does change the budget from what you approved. In order to get to that \$229,000:</p> <ul style="list-style-type: none"> <li>• We actually did set aside \$21,000 in a restrictive expenditure line, so we used the whole thing.</li> <li>• The \$46,000 Dean of Students line we had to eliminate completely along with the \$11,000 of the benefits that are associated with that.</li> <li>• We reduced 2 Instructional EA's, total of \$38,000 along with \$9,000 in benefits; so you went from 6 budgeted now down to 4.</li> <li>• Reduced Contracted services in \$2,600 which is your operation and maintenance plan.</li> <li>• \$50,000 in transportation contractors out of the Operational Fund.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Reduce Legal Services by \$10,000.</li> <li>• \$2,000 in other contract services (lobbyists).</li> <li>• Reduction of \$2,800 in the Operational Maintenance Supplies.</li> </ul> <p>Hopefully we will keep it down; chances are we will have to look elsewhere but this was a quick fix. They were not going to approve the budget unless we had the \$229,000 figured. At the next meeting, I will give you an updated finalized FY 18 budget.</p>	
<b>Approval of 2017-2018 IDEA-B Application</b>	<p><u>Jones:</u> IDEA-B is how we get our Special Education Funding. Every year, we have to apply for these federal funds. We get \$69,000 and this goes into our instructional staff that provides services to Special Education students. Mr. Vigil plugged in some information for me for Maintenance of Effort. We had to have a parent advisory committee that gave input about the program. This isn't approved yet because we have to have board signatures. Once approved, I will get the signatures and upload the application to Web EPPS. At that point, they will review it and approve it. At the next meeting, we will probably have to pass a BAR because this is kind of late in the year.</p> <p><u>Vigil:</u> This application came out super late. You have no risk of losing the funds, just get it signed tonight.</p>	<p>Julian Munoz called for a motion to approve the IDEA-B 2017-2018 Application. 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</p>
<b>Student/Parent and Employee Handbook Changes</b>	<p><u>Jones:</u> Parent/Student Handbook has 4 changes:</p> <ol style="list-style-type: none"> <li>1. Family Educational Rights and Privacy Act- FERPA- about student records (how to access them/release them). Before we've never really had a FERPA policy but it's important that we have it now. So that we know what we're obligated to do as a school and so that parents know what their rights are and how to obtain records. It's very standard throughout districts.</li> <li>2. Homeless Education Policy- Our School will ensure that children in transition are free from discrimination, segregation, and harassment. We have to work with CYFD to ensure we give the families a timely notice for required records. This guarantees families that we are going to work with them.</li> <li>3. Admissions- If a student has been expelled within the previous year, they must get that cleared before they can enroll at LPELC. Being cleared means that I have to work with the previous administrator.</li> <li>4. Discipline Matrix-       <ol style="list-style-type: none"> <li>a) Suspensions- I took away with 'Out of School Suspension, we can do an In School Suspension or Saturday School Suspension. Violating school rules is based on relationships; the students should be responsible for building the rules.</li> <li>b) Cell Phones- That was a problem for us last year with our middle school students. So I changed a 'Mandatory Administrative Meeting' to 'Parent/Student/Teacher/Problem-Solving Conference. So the Teachers will hold the meeting and work it out with the student and parent.</li> <li>c) Disobedience/Insubordination &amp; Defiance of Authority- We are not going Out of School suspend a kid because our professionals are getting into power struggles with kids. This year, we are going to focus on relationship building and really getting to know our students; we are going to get a social/emotional curriculum.</li> </ol> </li> </ol> <p>Employee Handbook has 5 changes:</p> <ol style="list-style-type: none"> <li>1. Financial Policies- We're adding this policy. Teachers are to not handle any cash, only the designee (Diana Diaz) is allowed to handle cash.</li> <li>2. Mentorship Program- Required by the state; all Level 1 teachers are required to participate in the program to make sure they are supported. Cindy Segura (Level 3 teacher) who is going to be the chair of the Mentorship Program. Level 1 Teachers are required to be mentored; they have to go through a mentorship process before advancing licensure levels. They are going to go through a series of book studies, classroom observations, and co-teaching.</li> <li>3. Leaves- Staff earns ½ day worth of personal/sick leave per pay period.</li> <li>4. Reporting Child Abuse- All staff members are required to complete the Child Abuse, Neglect, &amp; Detection course.</li> <li>5. Mentoring Plan &amp; Handbook- Provide reflective teaching experiences for our Level 1 teachers.</li> </ol>	<p>Julian Munoz called for a motion to approve the changes made to the Parent/Student and Employee Handbook. Ray Rivera motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<b>Mckinney Vento Homeless Policy and Dispute Resolution Process</b>	<p>*Discussed with Agenda Item c.</p>	
<b>Travel Request- Head Admin. Leadership Training- Title II</b>	<p><u>Jones:</u> The PEC is requiring that I undergo actual Leadership Training; this is a 2-day training that is in Denver. This training is going to help me establish what the norms and procedures are for running a district. The dates for the training are July 17<sup>th</sup> and 18<sup>th</sup>. The total amount is \$1,663 and it is going to come out of Title II; it is out of pocket based on reimbursement.</p>	<p>Julian Munoz called for a motion to approve the Travel Request for Mr. Jones to go to training. Ray Rivera motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved</p>

		unanimously by a vote of 4-0; 0 opposed; 0 abstained
<b>Enrollment/Lottery Update</b>	<u>Jones:</u> We are capped in majority of the grade levels (K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> ) with a total of 363 students. K-3 Plus begins this Thursday; staff will return on Monday for ½ day training. We have 213 students enrolled for K-3 Plus. We're one of the biggest programs in the state; we're the first charter school to ever receive the award. We will have transportation services; buses will begin on the 10 <sup>th</sup> .	
<b>CSD Visit Update</b>  <b>BMEB Visit Update</b>		Julian Munoz called for a motion to table the CSD Visit and BMEB Visit Updates until next meeting. Judy Griego motioned, Ray Rivera seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
<b>Closed Session</b>		Julian Munoz called for a motion for La Promesa Board of Education to convene an Executive Session to discuss Confidential Personnel Matter Re: Head Administrator Evaluation and Contract. Judy Griego motioned, Ray Rivera seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
<b>Reconvene to Open Session</b>	Reconvene at 7:07pm <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 Regina Sanchez	<b>Reconvene to Open Session</b>
<b>Action as Necessary from Closed Session (Discussion/Action)</b>		Julian Munoz called for a motion to approve what was discussed in the Executive Session. Judy Griego motioned, Ray Rivera seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
<b>Head Administrator Report</b>	<u>Jones:</u> Enrollment- We have a couple of spaces left and I'm going to work to fill those. Budget Authority becomes available July 1 <sup>st</sup> and my program begins July 3 <sup>rd</sup> . For K-3 Plus I have about \$275,000 budget but I cannot begin to spend money until July 1 <sup>st</sup> ; It's a really tight timeline. Staffing wise, we are fully staffed. Diana Diaz will be the Director of Operations, she will help me with Nutrition Services, HR stuff, Purchasing and Operational, so that I can get back to being the curriculum person while still handling my responsibilities as the head administrator. I have submitted all of the applications for funding; hopefully we get all of the final approvals. I think we should be ready to go for next school year. I have purchased an ELD Curriculum, so that we can address our ELLs. I want to purchase an Intervention Curriculum. I'm excited about next year, we will have our rough patches but we're going to make progress.	
<b>Public Comment</b>  <b>Adjourn</b>	N/A  Next GC meeting: 07/25/2017 at 5:30pm  Meeting was adjourned at 7:18pm	Julian Munoz asked for a motion to adjourn. Ray Rivera motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained.