

LA PROMESA EARLY LEARNING CENTER
Governance Council Board Meeting Minutes
Date: August 28, 2017

Board Members Present	Julian Munoz, Judy Griego, Regina Sanchez, Cipriano Lucero	
Absent	Selia Cervantes, Diego Trujillo, Ray Rivera	
Others in Attendance	Chris Jones, Danielle Miranda, Patty Matthews, Brenda Baca	
QUORUM	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:41pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	<p>No discussion.</p> <p>*Table Items 'h' and 'i' for a Special Meeting- that will be determined at the end of this meeting</p> <p>*Based on Legal Council Recommendation: Table Items 'n' and 'o' to a Closed Session in the upcoming Special Meeting.</p>	<p>Julian Munoz called for a motion to table Items 'h' & 'i' from the agenda and move them to a Special Meeting. 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</p> <p>Julian Munoz called for a motion to table Items 'n' & 'o' from the agenda and move them to a Closed Session in the upcoming Special Meeting. 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</p> <p>Julian Munoz called for a motion to approve the 08/28/17 amended agenda. 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</p>
Approval of Minutes	07/25/17 Minutes were reviewed and approved	Julian Munoz called for a motion to approve the 07/25/2017 Board Minutes. 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
Discussion/Action Items		
Budget Report		

<p>Approval of BARs</p>	<p>BARs for consideration:</p> <ol style="list-style-type: none"> 528-000-1718-0003-IB 528-000-1718-0004-IB <p><u>Jones:</u></p> <ol style="list-style-type: none"> This is based on the IDEA-B Application that you approved back in June. The way we spend our IDEA-B funds for our particular school is to pay for our 2 full-time instructors. Each teacher serves a grade band- Mrs. Barnwell serves K-5th Grade and Ms. Miranda serves 6th-8th. This will help pay for the instructors and their benefits. This is the Initial Budget of \$441. We have an allocation for Pre-K, where we have to identify and serve students through Child Find. 	<p>Julian Munoz called for a motion to approve BAR #0003-IB and #0004-IB. 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> <p>Julian Munoz called for a motion to table the remaining BARs until next meeting. 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</p>
<p>Approval of Head Administrator Travel Request – Las Cruces and Roswell</p>	<p><u>Jones:</u> Las Cruces- Tomorrow I have to travel to Las Cruces for a Bilingual Director’s meeting. This meeting is a requirement for all Bilingual Director’s to attend and get information about upcoming trainings and compliance requirements. The total amount is \$338.37. Roswell- I am also attending a WIDA Training in Roswell. Title III is a federal fund and it’s the way we support our English Language Learners and we have 72% of ELL’s at our school. The Total amount is \$531.50.</p>	<p>Julian Munoz called for a motion to approve the Head Administrator Travel Requests to Las Cruces and Roswell. 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>
<p>Approval of PAC Required GC Assurance Letter Re: Maestas Family</p>	<p>*Assurance Letter was read by Julian Munoz</p> <p><u>Matthews:</u> add “to the best of our knowledge”</p>	<p>Julian Munoz called for a motion to approve the Maestas Family Assurance Letter with the addendum that has been recommended by Patty Matthews. 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</p>
<p>Approval of Plan for GC Recruitment and Selection Process</p>	<p><u>Griego:</u> I don’t want to approve it at this time. I want to present it and have the Board take the time to look at it and make changes because it’s going to be our Recruitment Plan. I did a lot of research and took things from different organizations of what I thought our organization might need and created a draft plan. But I need for you to take a look at it and do the same thing I did and research other plans. <u>Matthews:</u> Include an Application to be filled out and get a Disclosure statement signed. Also a Mentor Program. I will see if there is anything else and I will forward it to you. <u>Munoz:</u> Please get your comments to Ms. Judy before the September 27th meeting; that we can she can incorporate them into a final recruitment plan.</p>	<p>Julian Munoz called for a motion to table this Recruitment Plan until the next meeting on September 27th 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</p>
<p>Governance Council Member Presentations and Approval of New Members</p>	<p><u>Munoz:</u> This is Ms. Brenda Baca; she was in the training. At this point, I’m going to have you get with Ms. Judy, she’s going to ask you a few questions and have you fill out an Application. For next meeting, if you can tell us why you want to be a GC member.</p>	<p>Julian Munoz called for a motion to table this item until the meeting on September 27th. 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</p>
<p>Approval of Governance Council Member Resignations – change of membership form GC signatures</p>	<p><u>Munoz:</u> We had 3 members resign. Ray Rivera sent an email on August 22nd, Selia Cervantes sent a Letter on July 27th, and Diego Trujillo sent an email on July 30th. If anyone of us could reach out to them and see if they would be interested in being a part of the Foundation.</p>	<p>Julian Munoz called for a motion to accept the resignations of Diego Trujillo, Selia Cervantes, and Ray Rivera. Cipriano Lucero motioned, Judy Griego seconded. -Julian Munoz called for a</p>

		vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of NM Dash 90 Day Plan	*Tabled until next meeting	
Approval of ABC Community Schools RFP	*Tabled until next meeting	
GC Training Report (Mr. Munoz)	<p><u>Munoz:</u> We all took what we could from the training. I told them that we were willing to accept the responsibilities of the Board, we are fixing it and we have done a lot of changes. I am going to send an email to Katie Poulos regarding the resources she said she could help us with for a contractor to help us evaluate an Executive Director and a contractor to help us evaluate us as a board.</p> <p>Things I took from the training:</p> <ul style="list-style-type: none"> • Checks & Purchases: I would like Mr. Vigil to provide a list of ongoing checks and purchases at every meeting. That way if we need to do quick spot audits on our side. I would also like a list of the ongoing BAR history. • Physical Inventory: school has acquired a web based system Asset Panda • Performance Framework: I did mention to them that we update our own Performance Framework based on our internal audit. I think we should probably be getting updates on the Performance Framework and the CAP regularly. <p><u>Jones:</u> May I recommend that we add the Performance Framework Monitoring Tool to Google Sheets, which will allow you to see it in real time. That will allow me to update that tool on a regular basis and you can see all of that information. I can add alerts; you will receive an email when any changes are made. I suggest that we emphasize the academics. I can give you in-depth explanations as to what I have done and my staff with the curriculum and the instruction.</p> <p><u>Munoz:</u> Academics will be a standing item on the Agenda; it will not be an item for approval. Mr. Jones will include the CAP and the Performance Framework summary into his Head Administrator Report.</p>	
2017 A-F Letter Grade Overview	<p><u>Jones:</u> Istation Reading (K-2) and PARCC Math & Reading (3-8) are what are used for that Letter Grade. These assessments are also attached to the Teacher Evaluations. Its accuracy is really important. But we found that there was a glitch in the assessment. We have a student who answered the questions correctly and the test reported it as incorrect and received no points. I sent this to the technical support at Istation and I haven't heard back from them. I haven't looked at all of the student's scores but they all took the same assessment, the test is consistent.</p> <p>We received a 'D' on our Letter Grade; we need 11 points to get to a 'C'. It shows that we made some gains but it's broken into several components:</p> <ul style="list-style-type: none"> • Current Standing: 10.31/F • School Improvement: 3.10/F • Improvement of Higher-Performing Students: 6.63/C (We did better than expected) • Improvement of Lowest-Performing Students: 6.02/F • Opportunity to Learn: 10.18/A (Our parents always give us high ratings) • Bonus Points: 3.34 (They didn't let me submit our Next Step Plans) <p>I am hopeful because we ended up getting points in an area I didn't expect and I didn't expect for us to make any gains, I expected for us to decrease. This year, we are way more focused. There are some non-negotiables and some turnaround pillars that we are sticking to. I feel comfortable and confident to say that if we were able to do this and increase by any points last year, I think we could make up the 11 points or exceed that. I think we have the potential to make some gains.</p>	
Curriculum, Instruction and Assessment Overview	<p><u>Jones:</u> We pushed back our school year one week because I allocated resources and funding toward planning a really comprehensive 5-day Professional Development. Based on our Staff's needs:</p> <ul style="list-style-type: none"> • Intervention (turnaround pillar) • Social/Emotional Curriculum & Classroom Management- (Move This World) • CCSS and Sheltered Content Instruction (Unit Plan Template) • Orientation and Unit Planning • Istation (Resources & Data Reports) <p>Everyone has been trained, now the expectation is that they do it. I need to see the implementation through my Walk-Throughs.</p> <p>We have an 'Assessment Calendar' and we assess a lot throughout the school year, un English and in Spanish.</p> <p>We are very much prepared for what the school year is going to bring and if we can stay</p>	

	<p>on top of what we're doing and monitor our initiatives we can make a difference. We have a 90-day plan that I will be presenting to you at our next meeting. At 30 days, we stop and monitor our initiatives. At the 60-day mark, we stop to see how close we are to reaching our goals. Next time, you will have a plan that you can follow and hold us accountable.</p>	
Staff Development Update	<p><u>Jones</u>: Curriculum, Instruction and Assessment Overview feeds into Staff Development. It is about the staff; the staff implements the curriculum. I can only do so much from my office; all I can do is put together the systems from a higher level so that they can succeed.</p>	
Update on Pending Litigation	*Tabled until next meeting	
Update on the Office of the State Auditor's Special Audit	*Tabled until next meeting	
Head Administrator Report	<p><u>Jones</u>: We have Home Visits coming up next week. They are utilized for grades K-8; teachers actually get out into the homes and learn a lot the families. They partner up with their grade-level partner and visit the home of their students for 3 days. We are going to use this as a tool for urgency and be very upfront with our parents as to where their child is academically; I want our parents to know the Data.</p> <p>Open House is this Thursday at 5:00pm. We have to work with our families and we have to let them know the reality of what we're doing and where our kids are.</p> <p>RTI- We have 2 45-minute blocks built into the schedule. Our PE and Art Teachers serve as Interventionists. We also have After-School RTI for the students that are really struggling.</p> <p>Transportation- We have an activity bus that was purchased with legislative funds. Through Herrera Coaches, we have 2 buses that transport our students to and from school. Every single year, I have to have our bus inspected twice (fall and spring). This year, I have already scheduled the first inspection and it's scheduled for next week and I notified the PED. We are still looking for a bus driver and it's really difficult but I have an ad out for a driver.</p>	
Public Comment	N/A	Julian Munoz asked for a motion to adjourn.
Adjourn	<p>Next Special Session Meeting: September 2, 2017 at 6:30pm</p> <p>Next GC meeting: September 26, 2017 at 5:30pm</p> <p>Meeting was adjourned at 8:38pm.</p>	<p>Judy Griego motioned, Cipriano Lucero seconded.</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>