

LA PROMESA EARLY LEARNING CENTER
Governance Council Board Meeting Minutes
Date: September 26, 2017

Board Members Present	Julian Munoz, Judy Griego, Regina Sanchez	
Absent	Cipriano Lucero	
Others in Attendance	Chris Jones, Danielle Miranda, Brenda Baca, Ray Rivera, Patty Matthews, Mike Vigil, Alyssa Lucero	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:39pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Julian Munoz called for a motion to approve the agenda. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Minutes	Minutes were reviewed and approved	Julian Munoz called for a motion to approve the minutes from 9/2 Special Meeting. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Discussion/Action Items		
Budget Report	<p><u>Vigil:</u> I want to introduce Alyssa Lucero; she works with me at The Vigil Group. The Account Summary Reports that you have are through August 31st. Everything is coming in as normal, I don't expect anything to be out of the norm as far as our revenues. There is a possibility for insurance recoveries. In light of what has happened over the past couple of weeks, as you all know, there is the option to make a claim against your insurance. So you are protected by your risk insurance and we've already put in the claim report. They will review that, along with the state auditor report, and with any report from APD and after that is done they will make a determination of what qualifies and what does not. We're hoping that check comes within this year because if the school can claim everything that was on that report, we'd be open for the next 2-3 years like we were thinking it would take us.</p> <p>Page 3- Operational: We do have availability for \$113,029 and that is going to be boosted by what we will get from the lease reimbursement. They approved a flat funding, so we know that we are going to get that, close to the same amount as last year, if not more. Overall the expenditure budget is looking a lot cleaner than last year.</p>	
Approval of BARs	<p>BARs for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1718-0001-I 2. 528-000-1718-0002-D 3. 528-000-1718-0005-I 4. 528-000-1718-0006-M 5. 528-000-1718-0007-I 6. 528-000-1718-0009-T <p><u>Vigil:</u></p> <ol style="list-style-type: none"> 1. Student Library Funds- it's an adjustment of \$1. <i>Justification: Budgeting of award per PED.</i> 2. This is another PED request from the Capital Outlay Bureau. A portion of your special procreation expired last year in the amount of \$112,001. We still have access to some of these; you have 4 separate capital procreations. <i>Justification: Reduction of award per PED.</i> 3. This is for that E-rate funding that we received of \$26, 027. We're using it for individual lines that were currently negative. There is no requirement to use them for how they were expended in the previous year; so we can use them how we want. 	
		Julian Munoz called for a motion to approve BARs #0001, #0002, #0005, #0006, #0007, and #0009. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained

	<p><i>Justification: Entry of actual revenues received to date.</i></p> <p>4. This is Maintenance on your K-3 Plus program from the support services. The office of administration went over budget based on our projections. But we did have availability in your general administration (advertising budget) and central services. We are transferring some budget from one area to another; this transfer ensures that by function you have budget in the correct place. <i>Justification: Regular maintenance on 2000 functions.</i></p> <p>5. This is an increase for Instructional Materials. At the end of June, PED gathered all the instructional materials money that was sent to private schools that wasn't spent and redistributed it to public and charter schools. Your portion was about \$29,000; we didn't have time to budget it last year, so we do have this cash carrying over into the current year. <i>Justification: Increase to restricted cash per email from IM Bureau at PED.</i></p> <p>6. This is a transfer; no new money it's just an adjustment <i>Justification: Transfer from function 1000 to function 2100 for parent liaison position per application submitted to PED.</i></p>	
<p>Corrective Action Plan (CAP) Updates</p>	<p>1. NM Dash Plan Approval: <u>Jones:</u> This is one of our Corrective Action Plan items. The school turnaround plan that we were required to develop was shared with you during our Special Meeting. I did submit our plan to Mr. Martinez (facilitator). I am waiting for my credentials so that I can upload our plan to their online system. We are registered for the next NMDash Training-Step 2 on October 5th. He said that we will get our credentials on October 5th at the training.</p> <p>2. BOY short cycle assessment data updates: <u>Jones:</u> Istation ISIP for grades K-2nd, in the last few months our students have made some gains. It looks like 33% of our students are considered proficient right now; we're expecting for this trend to remain. We want to see the number of Tier 1 students continue to increase. We're using this data to recommend students for interventions (after-school).</p> <p>3. NWEA: <u>Jones:</u> We're using this assessment for our performance framework. We have to achieve 1.5 years of growth for 85% of our students. BOY assessments are just wrapping up and we're looking at that data. In the initial CAP they misstated the language; what Julia Barnes proposed is inaccurate. Looking at these reports, there is more to it than what was proposed. If they hold us to what they originally proposed, we're going to be out of luck because that is not how you do the calculations. We really won't know if we met our goal until March or April. We created our testing windows so that this test would be complete before we begin the PARCC because we want to know our destiny. NWEA has their own research that they conducted and it showed that 1.5 years of growth is something you shouldn't even ask for and I've shared that with the PEC.</p> <p>4. Assurance letter RE: Maestas Affiliation: <u>Jones:</u> We sent this letter via email and through certified mail to Patricia Gibson and Katie Poulos.</p> <p>5. Council recruitment and selection plan update: <u>Griego:</u> I made some changes from the last time and I will include Patty's changes. I can put a Board Manual together. <u>Jones:</u> This is another element of our CAP, it's a requirement and we have a site visit on October 20th.</p> <p>6. Head Administrator Travel Request for required leadership training: <u>Jones:</u> I submitted a travel request that is in your packet. One of the parts of the CAP is for me to attend Leadership Training; I have to attend trainings on a quarterly basis. For my first training, I attended Superintendent Training in Denver. I would like to attend a training provided by Solution Tree called 'Leadership NOW Summit' in Las Vegas, NV. This training is for principals and superintendents. I provided you with an estimate for \$1,500.</p>	<p>#5 Julian Munoz called for a motion to approve the Governing Council Recruitment Plan as amended by Ms. Patty Matthews. Regina Sanchez motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p> <p>#8 Julian Munoz called for a motion to approve Head Administer Travel Request. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
<p>Performance Framework Updates</p>	<p>1. Serving ELs (mission-specific indicator): <u>Jones:</u> We have to renegotiate our mission specific indicator because only 23% of our students met that goal based on the restructuring of the Access Test. We are going to propose an amendment; that language has to be changed. 75% of our kids this year are not going to meet that goal. We just finished our screening of EL's based on the surveys; we will be sending notifications home to parents.</p> <p>2. Enrollment: <u>Jones:</u> We are at 362 students right now; we should be at 384, our enrollment is down. We are having a lot of parents question whether or not their kids should be here, the more we are on the news. We also do not have a lot of staff members lined</p>	

	<p>up to come and be here. So I'm really trying to work with the staff through coaching because we are not going to get replacements. Our 40th day is on October 11th; on the 40-day report they true up your budget. Your budget is based on your 80 and 120 day report.</p> <p>3. Credentialing: <u>Jones:</u> I have 4 teachers who just submitted for their TESOL certification. It's difficult to find teachers.</p> <p>4. Facilities master plan update: <u>Jones:</u> We did meet with The Design Group. We told them that we would like to put our energy into this facility. Central is not a good option for us; we would have to decrease so many students and with the Art Project there is no way for us to live there. I feel comfortable with the staffing pattern that I created this year and we have enough in budget to pay for the facility. I do have to submit a maintenance plan; David Craig did not approve our Maintenance Contract. I have to meet with David Craig by phone and send him a narrative. I also have to submit a Technology Plan. We should be finalizing that soon.</p> <p>5. Council committee member re-organization and selection: Move</p> <p>6. Consideration of council member resignation and replacement: <u>Baca:</u> I have been on the YDI Board for a few years. I have worked at Professional Home Care taking care of special needs children. I worked for Belen schools for 17 years. I worked for the State of New Mexico as a Correctional Officer, as a Nurse, also a Guard, and cook area person. I am a part of the PTA here at school. I also been a part of the 'Grandparents Raising Grandkids' organization here. I do a lot of work for kids. I am raising my granddaughter and she does come here. I think this is the best thing for us; we need more people from the community on the board. At the training, they said if you should commit 10-20 hours/week for this and if you're ok with that and you can handle that, we will take it.</p> <p>5. Council committee member re-organization and selection: <u>Munoz:</u> Ms. Regina Sanchez will you accept the responsibility of being the Head of the Finance Committee? Which would include scheduling the meetings, membership outreach, and be ready to present the financial items during the regular meeting? Ms. Baca would you also want to be on that committee? <u>Griego:</u> I accept. <u>Baca:</u> Yes. <u>Munoz:</u> The Finance Committee will be Regina and Brenda. The Audit Committee will be myself and Judy. I would like to table the council member resignation until the next meeting until we get clarification from Mr. Lucero and the PEC.</p>	<p>#5 Julian Munoz called for a motion to move item "Council committee member re-organization" until after new member nomination. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p> <p>#6 Julian Munoz called for a motion to approve Brenda's application into the La Promesa's Governing Council. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p> <p>#6 Julian Munoz called for a motion to table the resignation of Mr. Cipriano Lucero until next meeting. Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p>Approval of 10/24/17 Regular Meeting</p>	<p><u>Jones:</u> The 24th is the Tuesday before our regular meeting. Our regular meeting is scheduled for the last Tuesday of every month, which is October 31st.</p>	<p>Julian Munoz called for a motion to move our normally scheduled meeting, which is held on the last Tuesday of every month, to October 24th. 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>Closed Session</p>		<p>Julian Munoz called for a motion for La Promesa Board of Education to convene an Executive Session for the Purpose of Discussing Pending Litigation and the OSA's Risk Review, Property Tax Exemption, and La Morada Facility Lease Amendment. 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>

Reconvene to Open Session	Reconvene at 8:37pm <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 Judy Griego	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)	<u>Munoz:</u> Vote on the Lease Agreement	Julian Munoz called for a motion to vote on the amendment to the Lease Agreement. Judy Griego motioned, Brenda Baca 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> We do have the Harvest Festival on Friday, October 27 th and I encourage you to all attend. We do have athletics and I will share the schedules with you to attend. I would encourage you to drop in and see what the teachers are doing. We are also going to Santa Fe for a PEC Meeting on the 12 th if you all could attend; it starts at 9am. It will be a really good experience for you. <u>Munoz:</u> Mr. Ray, Ms. Judy will be in contact with you for the application process. Keep in mind we also need Foundation members.	
Public Comment Adjourn	N/A Next GC meeting: October 24, 2017 at 5:30pm Meeting was adjourned at 8:45pm	Julian Munoz asked for a motion to adjourn. Brenda Baca motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained