

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

<b>Board Members Present</b>	Julian Munoz, Regina Sanchez, Judy Griego, Cipriano Lucero	
<b>Absent</b>	Selia Cervantes, Diego Trujillo, Ray Rivera	
<b>Others in Attendance</b>	Chris Jones, Danielle Miranda, Patty Matthews	
<b>QUORUM</b>	<u>  X  </u> YES <u>    </u> NO	
<b>Meeting called to order</b>	Mr. Munoz called the meeting to order at 5:38pm	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of the Agenda</b>	<p>No discussion.</p> <p>*Executive Session removed</p>	<p>Julian Munoz called for a motion to remove Items 'IV &amp; V' from the 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> <p>Julian Munoz called for a motion to approve the 07/25/17 amended 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</p>
<b>Approval of Minutes</b>	06/30/17 Minutes were reviewed and approved	<p>Julian Munoz called for a motion to approve the 06/30/2017 Board Minutes. 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>
<b>Discussion/Action Items</b>		
<b>Budget Report</b>	<p><u>Jones:</u> There has not been a whole lot of spending because we're right in the middle of K-3 Plus. The only expenditures have had to do with K-3 Plus grant. The requisitions that have been submitted have been for supplies and materials. Otherwise, I have tried to decrease spending to make sure nothing is coming out of Operational.</p> <p><u>Matthews:</u> There is a potential 20% decrease in allocations that will affect your current year budget. For this school, it's substantial and is probably about \$60,000. But statewide it's a huge amount of money; it's roughly about 3 million. August 11<sup>th</sup> will be the full meeting of the Capital Outlay Council who will vote on the grants. I strongly recommend that someone from the school be there.</p>	
<b>PEC Corrective Action Plan update</b>	<p><u>Jones:</u> Patty and I went through several revisions of the CAP and what was reasonable and unreasonable regarding dates. I still need to get clarification on how I report my professional development and who that goes to. We have a draft version for this meeting.</p> <p><u>Matthews:</u> We had a negotiation on April 24<sup>th</sup>, subsequent to that Ms. Barnes put together a plan. We went before the commission in May and the whole body had to approve the sub-committee's recommendation for the plan. On July 7<sup>th</sup>, I wrote to Julia asking her to revise the plan with my notes.</p> <p><u>Jones:</u> Our Audit is scheduled for September 23<sup>rd</sup>; it will be an onsite audit.</p>	
<b>GC member training requirement changes</b>	<p><u>Matthews:</u> The CAP states members must complete a 2-day training (16 hours). PED is going to provide the training for free. There is a training schedule on the website. As you go into next year, your mandatory training requirements are 8 hours.</p> <p><u>Munoz:</u> Possible dates for training are August 8<sup>th</sup> &amp; 9<sup>th</sup> or August 15<sup>th</sup> &amp; 16<sup>th</sup>.</p>	

<p><b>PEC Annual GC Reporting – approval of number of positions</b></p>	<p><u>Munoz:</u> Based on our Bylaws we are allowed 5-11 members, but for this fiscal year we will have 5 members.</p>	<p>Julian Munoz called for a motion to complete this form that states we will have 5 board members for this fiscal year. 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</p>
<p><b>Approval to amend GC Bylaws – CAP requirements and GC membership</b></p>	<p>No Changes to Bylaws</p>	<p>Julian Munoz called for a motion to table Item ‘e’. 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</p>
<p><b>Approval of annual resolution</b></p>	<p>*Changes to section #2: The agenda will be posted at least seventy-two hours prior to the meeting on the bulletin board in the Administrative Office.</p>	<p>Julian Munoz called for a motion to approve an amendment on section 2. 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</p> <p>Julian Munoz called for a motion to approve the amended annual Resolution for 2017-2018 fiscal year. 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><b>Finalize CAP GC training dates</b></p>	<p><u>Munoz:</u> The first set of dates that we want is August 8<sup>th</sup> &amp; 9<sup>th</sup> or if that is not possible it will be August 15<sup>th</sup> &amp; 16<sup>th</sup>.</p>	
<p><b>GC recruitment and selection</b></p>	<p><u>Munoz:</u> Ms. Judy will have some rough drafts by August 29, 2017.</p>	
<p><b>GC election of officers</b></p>	<p><u>Munoz:</u> I will accept the nomination for President and nominate Ms. Judy for Vice President. I also nominate Ms. Regina for Secretary/Treasurer.  President: Julian Munoz  Vice President: Judy Griego  Secretary/Treasurer: Regina Sanchez</p>	<p>Julian Munoz called for a motion to approve set positions as listed. 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><b>Y 17-18 fleet services contract approval</b></p>	<p><u>Jones:</u> Transportation Contract for Herrera:  Last year our contract exceeded \$100,000; it was about \$127,000 for fleet services. This year our total will be \$99,960 for all the same routes. We have Bus A &amp; Bus B and about 5 pickups per bus. Our buses are full; we have about 86 students who ride the buses.</p>	<p>Julian Munoz called for a motion to approve the contract for Herrera Coaches for the 2017-2018 fiscal year. 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>

<b>Enrollment update</b>	<p><u>Jones:</u> Overall enrollment is very steady. I still need to staff 2 positions and it is really difficult to find applicants. However, I am hopeful. We projected 386 students for this school year. For the K-3 Plus Program, we had about 213 students projected and we had 202 who actually enrolled. So that gives you an idea; we're probably short 11 of the K-3 projection. The hard part is we have people who want to come for certain grade levels but not others. 2<sup>nd</sup> grade is an area we need to fill and 8<sup>th</sup> grade is going to be low. We will have kids who will begin with APS and then learn very quickly that it's not for them and then come to us. But enrollment right now looks ok, we won't know until the 21<sup>st</sup> for final numbers.</p>	
<b>NM Dash progress update</b>	<p><u>Jones:</u> The NM Dash process is a 90-day plan, school improvement initiative that is taking over the EPSS. We started this work last year when we were going through the Corrective Action Plan. NM Dash goes on 90-day cycles; you assemble a core team, set collaborative goals, and monitor those goals. We had our training on July 21<sup>st</sup> and identified our Focus Areas (goals).  3 Focus Areas:  1. Tier 1 Instruction- 2 week Unit Plans using CCSS  2. Intervention- 2-45 minute embedded Intervention Blocks during school day  3. Data Driven Instruction- NWEA and Istation  NM Dash is going to help us focus on the systems that we will implement and monitor them at the 30-day mark. I will bring you the full developed plan to the next meeting and ask that you review the goals that we've established which have to be approved by the GC.</p>	
<b>Head Administrator professional development update</b>	<p><u>Jones:</u> I went to Denver for training and it was really great. I shared our school situation and got a lot of good feedback. Appendix E is based on Principal responsibilities and you could create an evaluation out of these things. My proposal to you, as the Executive Director, is to maybe figure out which of these could be included in an evaluation.</p>	
<b>Facilities update – FMP development, La Morada lease, ELS Foundation</b>	<p><u>Jones:</u> There is an evaluation in your packets. We got a really good rating from the assessment that was conducted back in April. They looked at both campuses. The lower the score, the better you are and the higher the score, the worse off you are. Then you are prioritized based on the list of funding that comes available. So they gave us a really good rating. It talked about our priorities: we have to fill some cracks, there are some roofing work that needs to be done here, and a couple of other things. The next piece is we are still in the process of designing/developing the facilities master plan. We have the Design Group who we've contracted to do that work and we're going to have another meeting coming up soon and I will let you know when that meeting is.  Foundation: Mike Vigil and I figured out a way to make this campus work; we may be able to stay here if we survive the year. Maybe we can have a conversation with the Foundation or with ParkWest to talk about the price of the lease and especially the balloon payment, which is a huge concern. But as is, I could maintain this staffing pattern in the budget for years to come, as long as our enrollment holds a little steady. If we moved to Central, we would have to amend our contract.  I have already consolidated the campuses; we have no one left there except Pre-K and YDI. But to maintain that facility is a lot. It would be wise for us to sell that building and move Pre-K here, if we continue with the program. That will give us leverage to build out here.  But we have the Foundation. Stan, who is the Chair of the Foundation, told me that he is finished with the Foundation and is resigning at the end of August and is giving it to me. I told him that I will have to go through the negotiation process with ParkWest and figure out where we go from here.  <u>Matthews:</u> I recommend going forward that we need to talk to Phil, who is the representative, and tell him that we're willing to honor the lease payment.  <u>Jones:</u> We have to negotiate the lease, figure out what's going to happen. I will update you at the next meeting for the Facilities Master Plan; we have to have that finalized. I applied for another extension and it was granted. And we have to figure out the Foundation.</p>	
<b>Head Administrator Report</b>	-	
<b>Public Comment</b>  <b>Adjourn</b>	<p>N/A</p> <p>Next GC meeting: August 29, 2017  Regular GC Meeting: 5:30pm</p> <p>Meeting was adjourned at 8:42pm.</p>	<p>Julian Munoz asked for a motion to adjourn.  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>