

LPELC GC Meeting Minutes

Date: December 19, 2017

Board Members Present	Julian Munoz, Judy Griego, Regina Sanchez, Andrew Mathis	
Absent	Brenda Baca	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil, Alyssa Lucero	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:40pm	
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 4-0; 0 opposed; 0 abstained
Approval of Minutes	11/28/2017	Julian Munoz called for a motion to approve the 11/28 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		
Budget Review	<u>Lucero</u>: Page 1 of Finance Packet is the Revenue Report as of November 30th. The K-3 Plus summer program Reimbursement was received in November. Pages 2-8 is your Expenditure Report, as of November 30th we have about \$306,000 available for the fiscal year but \$229,000 is a part of the emergency reserve; so there is actually only \$77,000 available for the rest of the fiscal year. There was a Purchase Order for Franco Electric; we reduced significantly to create some availability for Instructional Materials from about \$55,000 to about \$26,000. <u>Jones</u>: Our staff is developing Units and we are investing in Curriculum. It will be a Spanish Curriculum for grades K- 8. Right now we are estimating about \$50,000 to acquire that Spanish curriculum set. <u>Lucero</u>: Operational- There are a couple negative functions but we do have a BAR to present for you to approve. There were no more major changes to the rest of the funds. Pages 9-10 is the Bank Account Register Activity Report- this report shows all revenues that came in and all checks that were made out for the month of November. There is about \$78,000 more in Revenues than in Expenditures. Pages 11-12 is the Outstanding POs Report- these are all open purchase orders as of early December. Page 13 is the Bank Reconciliation ending November 30th and the general ledger of reconciled at \$614,781.33. Page 14 is the Summary of the actual cash in the bank account. One thing to point out is Fund 11,000 was negative \$23,000 and this month we're back in the clear of \$45,000.	
Approval of BARs	BARs for consideration: 528-000-1718-0016-I <u>Lucero</u>: - This is about \$12,018 to fix those negative lines. <u>Vigil</u>: These are the last of the still dated checks that has on the system that we couldn't verify. Everything now is coming up to a point where we are aware of the checks that are out there and they're actually invoices that we know about. <u>Lucero</u>: Our 40 day count was projected at 394 and I don't think we've heard anything about that. <u>Jones</u>: The 40 day we ended at 363 and right now we're about 350; we're considerably down when it comes to enrollment.	Julian Munoz called for a motion to approve BARs #0016-I. Regina Sanchez motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

GC Training Tidbits	<u>Griego</u>: I'm going to ask that each Council member to take a topic and at each meeting, you can come up with a Training Tidbit to share with the group. I'm always learning, so I'm doing the first Training Tidbit and it's from the Bylaws Article 5 'Powers and Responsibilities of the Governing Council'. There are 17 Primary Powers and Duties and I took the top 3: 1. Develop education and operational policies for the LPELC; 2. Employ LPELC's head administrator, who shall be referred to hereafter as the "Director", evaluate the Director annually, and set the salary schedule for certified/licensed employees; 3. Charge the Director with the responsibility of implementing the charter; the responsibility over all employment, salary, assignment, termination, and discharge decisions; carrying out LPELC's policies, procedures, facilities plans, budget, and such other directives and policies adopted by the Governing Council from time to time. The Governing Council shall not be involved in the day-to-day operations of the school; If that wasn't new to you, it was new to me. It's just a learning process for me and hopefully it will be for all of us. So Mr. Jones how do we normally do that? <u>Jones</u>: I introduced to you the salary schedules back in April. At that point it's up to you to take a look at the recommendations and try to work with the Business Management Group to see how it factors into the overall budget. I would suppose that is how it's approached. <u>Griego</u>: Any questions? I think if we each take a subject, whatever subject you want, and present it to the board as a part of our training session, it will help us down the road.	
Targeted Support and Improvement Designation Update	<u>Jones</u>: TSI schools is a part of ESSA, it is one category of schools in need of improvement. TSI is not the real intensive improvement, it actually targets subgroups. The subgroup that's been targeted in our case is Students with Disabilities. This is saying that our Students with Disabilities have earned 26.01 points last year based on their student achievement scores (ISIP & PARCC). Our Students with Disabilities have been identified as struggling because they didn't meet the number of points necessary. We are closer to the 26 points than most schools; that means that our students are fairing much better than some of these schools. Essentially what we have to do now is try to identify a plan to get them above the 26.01 mark. I would honestly project us getting off this list this year.	
Corrective Action Plan (CAP) Updates	<u>Jones</u>: I have a couple updates; one is the training that Andrew went through. <u>Mathis</u>: I went to the Contract Training and I spoke with Ms. Poulos about my situation and she was pleasant about it. She mentioned that we need to give proper notice when there are changes to the board, the administrative staff or head of the foundation; she felt like there was not proper notice given when Mr. Jones took over. So if we could forward those emails to her again and Cc the GC Board. Another thing that was brought up was the 3-hour training for incoming board members. The 7 hours is that introductory and I will probably be taking that in March. <u>Jones</u>: Student Achievement- We have a 75% goal; that means that 75% of our students have to be proficient at grade level or they have to meet 1.5 years of growth. Right now, I'm evaluating the MOY Assessment and there is a lot of work that needs to be done. I have grades 1, 2, and 4 that have actually shown regression when it comes to overall proficiency. We need to figure out what's causing it and I think it's the lack of curriculum. If the Teachers have a curriculum, at least they'd have something that is standardized for all kids; all kids would be getting instruction that is aligned to standards. We have 3 months and in March we're going to know where we are. I will compile the data and I will share it with you in January. PD- Instead of attending training in Boston, I would like to request to go to an alternate training in Austin, which is going to save the school about \$1500. It's at the beginning of March; it's far less expensive, has really good leadership strands and it's for a shorter amount of time.	
NMPED Financial Improvement Plan Update	<u>Jones</u>: What we submitted to David Craig was looked at and reviewed. Ultimately, what we're going to do is what until the Audit is released to finalize the Financial Improvement Plan. <u>Vigil</u>: I'm probably going to anticipate sometime in January that it'll be released. We check on the state auditor website daily.	
Earlier Learning Solutions Foundation Update	<u>Jones</u>: Carter Jones is considering helping us with the Foundation board. At this point and time, we need to meet with the Stan (previous chair of the Foundation) because there are a lot of implications of not having that board together. If we are to negotiate anything with this facility, we need to have a Foundation; our Foundation at this time is nonexistent and there is a lot of work that needs to be done. I will work with Ms. Jones and hopefully we can get a 3rd member and try to reconstitute that Foundation and make it stronger than before.	
Head Administrator Report	<u>Jones</u>: Licensure- the decision was overturned and the applications were approved. Flier- We created a School flier to hopefully help to attract some students and get our enrollment up.	

Public Comment	N/A	Julian Munoz asked for a motion to adjourn. Judy Griego motioned, Regina Sanchez seconded.
Announcement of Next GC Meeting	Next GC meeting: January 30 th at 5:30pm	-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0;
Adjourn	Meeting was adjourned at 7:12pm	0 opposed; 0 abstained