

LA PROMESA EARLY LEARNING CENTER
Finance Committee Meeting Minutes
Date: November 28, 2017

Board Members Present	Regina Sanchez, Brenda Baca	
Absent		
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil, Alyssa Lucero	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Regina Sanchez called the meeting to order at 5:06pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Regina Sanchez called for a motion to approve the agenda for the finance meeting. Brenda Baca motioned. -Regina Sanchez called for a vote. Finance Committee approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
Approval of Minutes	10/24/2017	Regina Sanchez called for a motion to approve the minutes from the 10/24 finance meeting. Brenda Baca motioned. -Regina Sanchez called for a vote. Finance Committee approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
Budget Report Updates	<u>Vigil:</u> The first report is the Revenue Report. On October 4th we got the K-3 Plus, which is the summer program, it was for \$226,982.40. We also got our first reimbursement from the USDA which was for \$39,328.42. We also got in the Pre-K funding from the state, Title 1 (Federal government money for reading & math), Title 3 (ELL), and the Lease Reimbursement for \$69,391.50. There is nothing new to know. We will have at the end of this is a number of BARs to clean up this budget. The BARs are going to look so large because we had to make some big cuts that the PED made us set aside money to cover the deficit from last year. We are actually sitting really good and hitting out target as far as saving the money we need to. We are bringing in more money than we are actually cutting checks. We did turn in the 1st quarter cash report to the PED; they review that to make sure that we are making those targets and that was approved. If we continue with the budget the way that it is, we will continue to get our Operational money in and we'll get our reimbursements and at the end of it all we should have some positive amount, very worst a zero.	
Review of BARs	BARs for consideration: 1. 528-000-1718-0011-M 2. 528-000-1718-0012-M 3. 528-000-1718-0013-T 4. 528-000-1718-0014-I <u>Vigil:</u> • #1-3 These are all for Maintenance; this is no new money, it's no old money. We are just cleaning everything up. We will get better at the budget once we have a chance to use the budget to meet the school's needs as opposed to use the budget to pay back the deficits. • #14 This is actually some new money from the ABC Community School's Grant for \$10,000; it's for the after-school program. We got the Grant Award letter approved and signed, so that's why we are doing the budget now. This is reimbursement basis so we'll spend out the money and then resubmit to the county and they'll cut us a check back after they review what we spent it on. Budget and Finance wise everything is looking pretty good. We're having no major issues with making payroll or paying the payroll taxes. We have one small issue with the water company; they couldn't cash our check but we are working with them to resolve that issue. We updated our Finance Improvement Plan (spreadsheet) and submitted that 2 weeks ago and we got a response that they received it. When that comes back, I will bring it back to the finance committee.	

LPELC GC Meeting Minutes

Date: November 28, 2017

Board Members Present	Julian Munoz, Regina Sanchez, Brenda Baca, Andrew Mathis, Judy Griego(6:31pm)	
Absent		
Others in Attendance	Chris Jones, Danielle Miranda, 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 6:15pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Julian Munoz called for a motion to approve the agenda. 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
Approval of Minutes	10/24/2017	Julian Munoz called for a motion to approve the 10/24 minutes. Brenda Baca motioned, Andrew Mathis 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>Vigil:</u> We went over the reports ending October 31st. Revenues came in really good this month. We got our K-3 Plus summer program Reimbursement it was about \$227,000. Big revenue we received was for your Lease Reimbursement for \$69,000 for the 1st quarter; this was delayed because the PSCOC had a delayed vote. The Expenditure Report, we are addressing a number of the negative individual line items that are over budget because we do have plenty of budget availability. So 3 out of the 4 BARs tonight are for Maintenance, to clean up the budget. We are more than meeting the target of setting aside \$229,000 to address last year's deficit. We do need to see more revenues than expenditures. Your bank reconciled to the general ledger at \$536,279. Everything as far as budget we are on track as trying to meet that goal and saving the money.	
Approval of BARs	BARs for consideration: 1. 528-000-1718-0011-M 2. 528-000-1718-0012-M 3. 528-000-1718-0013-T 4. 528-000-1718-0014-I <u>Vigil:</u> • The first 3 again are for cleanup, we are just trying to get the budget straight. • The 4th is for the after-school program, it's for \$10,000.	Julian Munoz called for a motion to approve BARs #0011, #0012, #0013, and #0014. Regina Sanchez motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
FY17 Audit Update	<u>Vigil:</u> The audit is complete; we provided all the documents that we could possibly provide. The audit has not gone public yet, so I cannot talk about the details. I can say that we are on the right path as far as what we need to do in order to have the board of finance eventually returned. It could be within the next couple of years that we do see that happen. Staying with the processes that we have in place, with the PED oversight, I think we are definitely on that right track and I do think that the auditors do agree with that. They did really work with us and I do applaud the auditor that we had. Once it is released we can look at the findings and we will take some action as far as what needs to be done. But we will let you know how we took action and for what reason based on those findings. <u>Jones:</u> We did submit the Management Responses. I am looking forward to getting the full audit released; it should be interesting to read. The auditor was pretty fair this time and she gave us a good opportunity to provide documentation.	

NMPED Financial Improvement Plan Update	<u>Jones:</u> Mr. Vigil and I did submit the Financial Improvement Plan; we originally completed the plan and sent it to Mr. David Craig back in March. I think it was October 11th that Mr. Craig said he hadn't yet received or reviewed our plan; so he was prepared to get in front of the PEC to attest to the state of our finances. He did recommend some revisions, which we made and we met in November and we went over each of our responses. We haven't received any real feedback yet from Mr. Craig. <u>Vigil:</u> He did acknowledge that he received it. <u>Jones:</u> We are still waiting to get that information back from Mr. Craig. As of now, it's still in draft form. I did send that off to Iris from Capital Outlay and we did receive that bond for \$153,000 that can be used a technology upgrade or other little projects. The deadline for starting a project is December 1st, so I am waiting to hear back from her. <i>*Judy Griego showed up to the meeting at 6:31pm.</i>	
Title II Application Submission Update	<u>Jones:</u> I did submit the Title II Application. It is complicated and this year they kind of put restrictions on the funds as to who you can serve. You're supposed to target your minimally effective or ineffective teachers as opposed to general PD for everyone. So I completed the application and it is addressing a couple of the needs we have here at the school. For example, TESOL applications and endorsement programs, giving the 4 teachers that we have the opportunity to take the courses that are required to get the license and then we can reimburse them, after they completed the course work successfully. The other was Professional Development around the different domains. For us planning and preparation is a big one; so PD for the amount of \$3,000 to teach staff how to better plan and prepare. We also allocated a lot of money towards Domains 2 & 3 which is instruction in the classroom. The last piece was the funding that's required for me to complete my CAP trainings; so a portion of the Title II application dedicated to the things that I need to fill. I haven't received any feedback yet but I'm hoping we will so we can utilize the funding of \$22,294. As soon as I get the feedback, I will send you the approved application.	
Facilities Update and Possible Action	<u>Griego:</u> In your packet you should have 'Discussion Paper #2'. Last time we met, we talked about what we want to do with the Central facility but we didn't have any action taken from the board. Based on my discussions with Chris and where we are on the financial side, we need to make a decision about what we want to do with that facility. That facility is sitting there with only 1 tenant and Pre-K. The options are A. Move to Central B. Sell the Central Facility and stay at La Morada C. Look at New Facilities D. Lease Central Facility (came up with discussion with Ms. Toha) <u>Munoz:</u> So we need to vote and make an action today. <u>Griego:</u> We really do need an action today, at least a decision so that we can go forward because it is a long process. <u>Jones:</u> If we were to sell Central, the money will just sit. We can spend it on things that we need here but we can't do anything we really need to do like build out facilities or gift it to the foundation. <u>Munoz:</u> I personally would like to sell that Central facility, get out of it, and get into one facility; if we have to put that 1.5 million into some type of mutual fund that will earn interest for the school until we decide what to do with it. If we approve that we want to sell it, it will leave the Facilities Committee to choose someone to sell it. <u>Sanchez:</u> We have that as a backup, if this building doesn't work out and we can put the kids back over there like they used to be. <u>Jones:</u> That's where the dilemma lies; that is a backup building for us. But there are other factors that are really influencing what we are doing right now. Does it even matter if we have a backup building? Because if we don't get renewed that doesn't make a huge difference. We do have the board of finance suspension and we if we move back we are going to have to significantly reduce our enrollment size and that means I'll have to go in front of the PEC and request an amendment. <u>Mathis:</u> That's not part of a growth strategy or sustainability strategy. There has to be expenses tied up in the maintenance of that building. By eliminating that building, you have money in the bank and reduce some of your expenditures which helps paint a more positive financial picture and we can develop a strong strategy moving forward. <u>Jones:</u> If we sell, we end up with 1.5 million in our pocket and we need to explore other options and see what we can get. Hopefully we can prove that academically we've become more sustainable after this year. Hopefully with an audit, maybe someone would be more willing to take a risk on us. I think we are starting to move more into that positive light, where people will start to look at us and come to the table and have those conversations. I'm not a voting member, but my opinion is to sell that building because it's off on its own and it's difficult to manage. If we could sell that building, that is one less stress we have to worry about and we can focus on what's important.	

	<u>Munoz</u>: At this point, I recommend that we start the process and get the realtors to see what interest there is for that building. <u>Mathis</u>: What happens to the student's there? What's that plan because if we start that process next year, we probably won't have them there. <u>Sanchez</u>: Would you just do away with that Pre-K? <u>Jones</u>: There are a couple things we can do... 1. We can eliminate the program altogether and not reapply for the Pre-K funding. When I look at the historical enrollment of students that are actually entering our program after Pre-K it isn't that high. 2. The other thing we can do is create another staffing pattern. We currently have 3 Kinder, 1st, and 2nd grade classes, and we can move to a more consistent pattern (2 classes at each grade) and bring the 2 Pre-K classes over here. This would have to be done before the lottery; the lottery will dictate the staffing pattern. <u>Munoz</u>: We first have to decide on the facility and then decide on what we're going to do with those 36 kids. <u>Mathis</u>: I think our goal should be to move those children over. We have the space and from what Mr. Jones says it's doable.	Julian Munoz called for a motion to approve to start the process to sell the Central Location. Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained Julian Munoz called for a motion to amend the motion to include the integration of Pre-K into the La Morada facility. Andrew Mathis motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Corrective Action Plan (CAP) Updates	<u>Jones</u>: There aren't a lot of updates with the exception of the Evaluations of the Head Administrator and the board. I sent Mr. Munoz the Purchase Order and the Contract for the evaluations. I did see Judy's emails and she's trying to get Andrew training, so hopefully we will get some kind of clarification on the training requirements. The other piece that is really important to the CAP is the student data. We are in the middle of year assessment right now and it doesn't look like we're going to meet the 1.5 years of growth goal, so we are stopping to look at curriculum. Some of the classes are meeting and exceeding their standard goal for the school year, which is what NWEA says our kids should be meeting. My staff is giving their best effort but we are not going to meet the 1.5 years of growth. Testing wraps up in December 8th and I will have that data for you hopefully at the next meeting. The NM Dash Plan is almost completely entered into the online system. A majority of our grade levels have already met our NM Dash goals, so we are doing well when it comes to that plan.	
Performance Framework Updates	<u>Jones</u>: MOY testing will conclude on the 8th and I will present to you the data at the next meeting. Recently, we did submit our Purchase Requisition and we're requesting a Purchase Order for the Access Assessment, it's coming up in the spring and it is one of our goals. Quarterly reporting, when it comes to the financial performance framework, we're supposed to be on monthly performing but we're still on quarterly reporting and that's going well. The audit just passed and we submitted the management responses. Expenditures right now look really good but now that the Curriculum acquisition is coming up that is going to be a hefty purchase. I will probably purchase a Spanish curriculum for Kinder-5th grader and once we have the funding next year I will buy the English component that compliments it. We are going to implement Blended Learning for grades 6th-8th, using Edgenuity. We recently purchased tables and we are going to install 12 computers in those classrooms. The students will be broken into 2 groups; one group will be on the computers doing an hour long lesson using Edgenuity and the teacher will be delivering a lesson with the other group. That is a part of our Dash Plan and that is how we're trying to close some gaps. Student Literacy Reporting is coming up; in the Spring I have to submit the number of students who are not yet proficient in reading and I also have to send parent notices home. We will have Retention Meetings before the end of the 2nd grading period. Common Core alignment is the reason we are looking at new curriculum. Our ELD program seems to be going well and we're hoping we will see better results when it comes to our Access tests. Dual Language Program- they have denied our application for TESOL Endorsements for 2 of our teachers. These teachers are each responsible for 48 students and each student is worth a certain amount of money, so we stand to lose a considerable amount of money. This is also a violation of one of our material terms. Patty has helped us out a lot and we do have a meeting with them next Friday and hopefully we can come to some sort of resolution for our staff. Next thing, our enrollment is at 348; our projection was 388, so we are down in enrollment and I'm hoping we can do some marketing very soon to recruit new students. We have a Safety Plan that is due on December 15th; so the next time that we meet I'm going to have to present that plan to you. Anyone who is interested in serving on that Safety Plan Committee, we'll be happy to have you. Facilities Master Plan- I did submit the Technology Master Plan to Wendy from The Design Group and she wants to come to the December meeting to present the Facilities Master Plan. The STARS 40 Day Report was submitted and it was certified, so everything went well and December 1st the 80th	

	day Report is due.	
GC Conflict of Interest Statement for New Members	<u>Jones:</u> I have everyone's with the exception of the 2 new members. But if everyone wants to sign them again, I will collect them.	
Board Self and Head Administrator Evaluation Update	<u>Munoz:</u> I just email Ms. Cherrin and after tonight's meeting we are going to set up some dates. I was thinking of having a special meeting next week to meet with her and go over those evaluations, so we can have something created quickly. Meeting will be Wednesday, December 6th at 5:30pm.	
Closed Session		Julian Munoz called for a motion for La Promesa Board of Education to convene an Executive Session to discuss threatened or pending litigation concerning former school employees. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Reconvene to Open Session	Reconvene at 8:23pm <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)	None	
Head Administrator Report	<u>Jones:</u> I did send you an email to invite you to the Winter Dinner; it's on December 15th at the Moose Lodge.	
Public Comment	<u>Matthews:</u> I am very proud of your board; you guys are doing an outstanding job and the turnaround has been amazing.	
Announcement of Next GC Meeting	Next GC meeting: December 19th at 5:30pm	Julian Munoz asked for a motion to adjourn. Regina Sanchez motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 8:27pm	