

LA PROMESA EARLY LEARNING CENTER
Finance Committee Meeting Minutes
Date: March 20, 2018

Board Members Present	Regina Sanchez, Brenda Baca	
Absent		
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Sr.	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Regina Sanchez called the meeting to order at 5:08pm	
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		Regina Sanchez called for a motion to approve the minutes from 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
Budget Report Updates	<u>Vigil Sr.:</u> - Page 1- Revenue Report as of February 28th: The school is going to get \$5,183,959.00 in revenues total based on the summary at the bottom. You're looking good on your revenues; I do not see any issues. We do have a BAR for the Pre-K Initiative. - Pages 2-6- Expenditures Report: The state requirement is that each function (every subtotal) stays positive. Right now, we have a couple of lines that aren't positive but we still have time before the end of the year to do what's called Maintenance BARs, to fix the negatives. Last year, we expected to be in the hole and the state was estimating \$229,000 for the Operational Fund. But we actually only ended up at \$119,000 in the hole. What we're anticipating for this year is that we will end up at \$135,000 negative for the Operational Fund. We want to get a clean audit, so we did a Cash Transfer; the state accepted it and these reports reflect that Cash Transfer. You go from a lot of negative accounts to very few negative accounts which is really good and in total you're still positive; the Operational Fund has \$277,230.50. The state required you to hold \$229,000 in reserves this year; this is money in your budget but we're not allowed, by the state, to spend it. Next year, they are talking about holding money again in that account until we go to no deficit in this fund. We're going to talk to David Craig and see if we can adjust what he is requesting. Our recommendation is that they only put \$135,000 at the max. We feel this next year you should have no deficit at all. - Pages 7-8- Bank Account Register Activity Report: This shows you everything that was paid and everything that was received by the school. Type: Cash Receipts is something that we deposited, Accounts Payable is a vendor payment, and Payroll Liability is direct deposits. - Pages 9-10- Outstanding PO's Report: This tells you when the Purchase Order was issued, the name of the Vendor, and Purchase Order amount. - Page 11- Bank Reconciliation: The bank is saying that you have \$1,037,602.25 but we have a number of checks that have been issued but not chased (38,044.11 worth). So your bank balance as of 2/28/2018 is \$999,588.14 and that is a lot of money. - Page 12- Cash Summary Report: The Operational is still negative \$105,641.81 and it is because of what was inherited. The other funds that are negative like Title I, IDEA-B, Title III, and Title II are reimbursement accounts. Each one of those negative lines is going to go to 0 by the end of the year; we're going to request for reimbursement for each of those grants.	
Review of BAR	BAR for consideration: 528-000-1718-0025-D <u>Vigil Sr.:</u> - Decrease: \$44,887 reduction of award based on letter from PED *Meeting was adjourned at 5:36pm	

LPELC GC Meeting Minutes

Date: March 20, 2018

Board Members Present	Julian Munoz, Judy Griego, Regina Sanchez, Brenda Baca, Andrew Mathis	
Absent		
Others in Attendance	Chris Jones, Danielle Miranda	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Julian Munoz called the meeting to order at 5:53pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion. <i>*Correction of Meeting Minutes date</i>	Julian Munoz called for a motion to approve the agenda. Brenda Baca motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Approval of Minutes	02/28/2018	Julian Munoz called for a motion to approve the 02/28 minutes. 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
Discussion/Action Items		
Budget Report	<u>Baca</u>: He did a breakdown from the Expenditures to the Bank Statements. On page 7 Bank Account Register Activity Report: This shows you everything that was paid and everything that was received by the school. We talked about how all the negative funds have been fixed and our only negative fund left is Operational. We have \$999,588.14 in the bank. He also said if we had any questions, we could contact him.	
Approval of BAR	BAR for consideration: 1. 528-000-1718-0025-D 1. Decrease: \$44,887 reduction of award based on letter from PED <u>Jones</u>: The BAR is for Pre-K- we did not meet our enrollment projections because it was a ½ program so we had to cut that program and this is the justification for that.	Julian Munoz called for a motion to approve BAR #0025-D. 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
Review of FY17 Audit	<u>Jones</u>: The Audit is public now. We actually had a good audit this time, it was better than the last time when we got 'no opinion' and this time we got 'modified opinion'. There is something very important to point out and that's the basis for the 'modified opinion' and it states that these things happened in the past. So they cannot judge us as an organization now for any of the things that you see in the audit because of past mismanagement. It was reconciled but there was such bad mismanagement in the past that we're carrying that deficit. Next year, we don't foresee us having a 'modified opinion' at all. We do not have to do through the entire audit, it was sent to you, so take a look at it when you have a chance. Mike and I are going to meet on Thursday to go over our Managerial Responses and I have to submit them to the CSD before March 26th.	
GC Training Tidbits	<u>Jones</u>: I gave you a copy of the 'Open Meetings Act'. Something that I found very helpful was the 'Closed Sessions- Permissible Subjects'. So looking at this, here are all the reasons that we can enter into Closed Session. I thought that this was important for us to look at and it's easy to read. It's also a huge compliance checklist that we can follow, just to make sure that we are in fact in compliance and understand the OMA.	
Title 1 Technical Assistance Visit Update	<u>Jones</u>: We had Title 1 visit and it went well. Louie Torrez came and brought 2 other people to review all of our documentation for Title 1. He came in and when he looked at all of our things like parent contacts, expenditures, application and goals. We ended up getting 'Quality' ratings for everything on this Assistance Tool with the exception of 1 (Foster Care has a 'Meets Expectations'). There was one area that we need to improve upon and that is Time and Effort. I created a specialized position for Danielle this year; right now she is 0.5 through IDEA-B and 0.5 through Title 1. She manages the website, responsible for a lot of the parent communication (newsletters & minutes), NSP for 8th Graders, and attends all Parent Connections. Her schedule shows that she is serving Special Education students throughout the day (which is her 8-hour contract day) and she works on those other tasks after school hours and on the weekends and it cannot be outside of that contract day. So Mike and I are probably going to have to do a Journal Entry and move what we charged against Title I back into the Operational Fund. Now I know that we just looked at our balances and we know that it's tight already but we will be able to cover that. It was my mistake. They said it was a great justification and they understand her value and what she does but they told me to never do a 0.5 again if you don't have to. If you want more information, I attached the interview questions in the packet.	

Approval of Charter Amendment Request- BMEP	<u>Jones:</u> I have gotten a feel for what the Charter is about and what La Promesa's strengths and weaknesses are. I'm going to be perfectly honest with you, when you talk about our demographics and our population in general kids are not coming at the middle school level for the Dual Language Program. They are coming because it's a small school and that is one of the biggest draws that charters have. However, when you come in grades 4th-8th grade without any ability to speak Spanish and you're immersed for ½ of your day in Spanish, you're going to see some of those deficits. Right now, our students learn for 3 hours per day in Spanish whether you know Spanish really well or not. I'm requesting that we file an amendment with the PEC and ask them to change our charter so that we can adopt the Heritage Model for grades 6th-8th. I'm proposing that we go to a Heritage and World Language Model. Heritage focuses on culture and more intense Spanish while World Language is a Spanish class for beginners. I think this model is going to work and increase our scores. Next year, this model will require 4 teachers (2 Bilingual certified and 2 TESOL certified) and this will give us the ability to have 6 periods throughout the day; the teachers would teach different grade levels and different subject areas. Ms. Miranda does the master scheduling and she and I are going to sit down and see how we can make it work. If we're going to set them up for success in high school, they need to be used to passing periods and engaging with different teachers throughout the day. This is going to create a more authentic middle school experience for our kids. <u>Munoz:</u> So you're expecting to have a positive impact on overall learning? How will that affect funding? <u>Jones:</u> With funding we have to see what the impact will be. I plan to reinvest in Edgenuity (digital curriculum), based on our projections we're already going to have 4 middle school classes and teachers (6th, 6th, 7th, and 8th); so now we are going to utilize all 4 teachers to create a different system. <u>Sanchez:</u> When would you go before the PEC? <u>Jones:</u> I was thinking May but I would like to do it soon so I can share this information with parents and staff. But we are already purchasing a core curriculum for Spanish and English Language Arts K-8. <u>Griego:</u> Well I personally don't know enough about either one of the models other than what you explained to us and that is why we have to rely on you as the Executive Administrator to make that decision and make the proposal so we can vote on it. <u>Munoz:</u> I think the proposal that you show the PEC should be what we look at and I think that would explain it. <u>Jones:</u> I've provided you the Program Models and Instructional Time from the BMEP Technical Assistance Model. Dual Language Immersion is what we are doing right now; right now our students have 3 hours of Spanish (SLA, Spanish Math, and Spanish Social Studies) plus an ELD block. Please keep in mind that in a Dual Language Program means full immersion and there isn't supposed to be any translation. The Heritage Model is also open to all students and requires 1-3 hours of Spanish per day and 1 hour of ELD. <u>Griego:</u> But you're just proposing to change the model for 6th-8th grade based on the data of the students coming in and as long as you have the data that goes why you're making the change, that's fine with me. <u>Mathis:</u> What does enrollment look like right now for next school year in elementary and middle school? <u>Jones:</u> The projection we came up with based on our 'Letter of Intent' was 350 students. We had at least 15 new kids come and fill out registration packets and we haven't had our mass registration dates yet. So we're projecting over 400 students for next school year. <u>Munoz:</u> This is something, if approved, you could implement by next school year. <u>Jones:</u> Yes, this is what we would implement.	Julian Munoz called for a motion to approve the charter amendment for the Heritage Model. Andrew Mathis motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Performance Framework Updates	<u>Jones:</u> I just wanted to let you know that I am filling out the Web EPSS based on 2 visits. Most of it is due March 26th. We had 12 total compliance concerns, many of which had to do with the audit which is now released. As soon as we submit the Management Responses, we'll probably get a 'working to meets' maybe a 'does not meet' in a couple of areas because its finance and they know our history. Ms. Miranda submitted all of the Next Step Plans for the 8th Graders, she submitted them to me and I submitted them to the PED for Bonus Points. We have up to 5 Bonus Points that we can receive and that counts towards our school letter grade. I will give you the final review when it's ready.	
Corrective Action Plan (CAP) Updates	<u>Jones:</u> One of the issues that we face is within the Web EPSS; they said we didn't revise our Bylaws. They said that in the CAP it required that we revise our Bylaws and we had to report that. If you recall in the CAP, it talked about how we needed to talk about the council membership (positions & qualifications). <u>Munoz:</u> They didn't want you, as Executive Director, involved in the Nomination Committee. <u>Jones:</u> There were a few things: The first was the Position & Qualifications (page 3) but we felt that it was just fine and the second thing was the Nomination Committee- Vacancies (page 4), they want the Recruitment & Selection Process Plan in our Bylaws. We need to change the language, so I can upload it to Web EPSS. <u>Munoz:</u> We need to change the part of the Nominating Committee. #4 Vacancies: the change will be "The Nominating Committee shall be comprised of 2 council members who will make recommendations to the Governing Council about potential new members as outlined in the Governing Council Recruitment Plan." <u>Griego:</u> I will also change it in the guidelines. <u>Jones:</u> We also need to readopt these because of the amendments. We do need the revision to be indicated somewhere. <i>*Added Revision Date on signature page</i>	Julian Munoz asked for a motion to approve the amended Bylaws. Brenda Baca motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Head Administrator Updates	<u>Jones:</u> We have testing coming up all through April and May. The important part to that is that we have 55 students who have to meet their reading and math goal; they either have to be proficient or they have to 1.5 years. When it's complete, I will let you know where we end up. We're having a Color Run on Saturday, May 12th. The price is \$13 and we have a promo code for the staff (LPELCSTAFF).	
Public Comment	N/A	
Announcement of Next GC Meeting Adjourn	Next GC meeting: April 24, 2018 at 5:30pm & Finance Meeting at 5:00pm Meeting was adjourned at 7:21pm	Julian Munoz asked for a motion to adjourn. 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