

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: August 27, 2018

Board Members Present	Regina Sanchez, Brenda Baca, Julian Munoz, Andrew Mathis	
Absent	Judy Griego	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Sr., Mike Vigil Jr., Patty Matthews, Carter Jones	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Regina Sanchez called the meeting to order at <u>5:37pm</u>	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Regina Sanchez called for a motion to approve the agenda. Julian Munoz motioned. Brenda Baca seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained Julian Munoz motioned to amend agenda to include items 3-10 as Special Issues that require Discussion/Action Items. Brenda Baca seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of Minutes	07/31/2018	Regina Sanchez called for a motion to approve the 7/31 minutes. Julian Munoz motioned. Brenda Baca seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Discussion/Action Items		
Budget Report	<p><u>Vigil Jr.:</u> You have reports that end 7/31/2018, that constitutes the first month of your new fiscal year. There is not going to be a lot of activity being that is the start of the first month.</p> <ul style="list-style-type: none"> • Page 1- Your revenues are coming in as expected. We got our SEG in at \$218,000. • Pages 2-8- Expenditures Report: We have a lot of the teacher contracts in and our budget is starting to take shape. There are some areas that we're going to have to do some maintenance. One being for your director; the contract was increased after the budget was established; we will have to move some money around to cover that. In addition to that, your central services is also over budget but again we have plenty overall in the total budget to cover it. Across all funds we actually have over 2.2 million in availability, most of that will be in capital funds. The budget is looking good. • Pages 9-10- Bank Account Register Activity Report: You had deposits of about \$385,000 and withdraws of almost \$409,000, it was heavier on the amounts going out but we expect that. • Page 11 Bank Reconciliation: We still have 1.9 million in the bank, so cash flow is not an issue. • Page 12- Cash by Fund Report: This ties into your bank reconciliation to make sure your cash is where you want it to be. You can see in the first column, the SEG is \$616,000, which is really good. 	
Approval of BARS	<p>BAR for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1718-0001-IB 2. 528-000-1718-0002-I 3. 528-000-1718-0003-I 4. 528-000-1718-0004-IB 5. 528-000-1718-0005-IB <p><u>Vigil Jr.:</u></p> <ol style="list-style-type: none"> 1. \$20,545- Title II: This is the application that you approved. You have additional compensation in the form of stipends for your teacher mentors and your PD for teachers at \$12,000 and \$3,500 for the director. 2. \$60 Donation: \$60 was donated by some anonymous parents. This will go into general supplies for the classroom. 3. \$1,808- Refund from prior year: YDI paid their May & June bills for their 	Regina Sanchez called for a motion to approve the BARS #0001, #0002, #0003, #0004, and #0005. Julian Munoz motioned. Brenda Baca seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

	<p>portion of utilities in the amount of \$1,808. This is a refund of what we already paid; it will be put towards maintenance and repair of building.</p> <p>4. \$19,314- Fresh Fruit & Vegetable Program- This can only be budgeted in Food and it is for \$19,314.</p> <p>5. \$5,000- NM Grown: This from local food program for \$5,000.</p>	
FY18 Audit Review	<p><u>Jones:</u> We have a new audit group that has come out to perform the audit this year. The audit started on the 6th and they brought in a group of three to do the fieldwork here. We really feel really confident about the outcome of this audit; we feel really good about the things we were able to do over the course of the year and what we've been able to provide. The one area of concern that I do have is the Foundation; they have been asking for documentation.</p> <p><u>Vigil Jr.:</u> They told me that they would do two days of fieldwork here at the school and then we get them everything that they request; they could get it done in three weeks. But I would imagine it will be probably another month before we get a draft of financials.</p>	
Board of Finance Update	<p><u>Jones:</u> There has been some communication about a board of finance lift.</p> <p><u>Vigil Jr.:</u> We've requested several times for a board of finance release on the suspension. The school got \$650,000, so there really are no more financial issues and we're well into getting a clean audit. About two months ago, I gave a pretty detailed email to him; letting him know where we are at and the things that we've done including the things that the GC has done. So hopefully the next time we meet, you will have your own board of finance.</p>	
GC SY 18-19 Annual Resolution	<p><u>Jones:</u> In your packet you will find the annual resolution. The last meeting we discussed changing the meeting day; it would continue to be the last week of the month but we would move our meetings from Tuesday to Monday. That is really the only change.</p>	<p>Regina Sanchez called for a motion to approve the 18-19 Annual Resolution. Julian Munoz motioned. Andrew Mathis seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Officer and Sub-Committee Position Review	<p><u>Jones:</u> I wanted to get us up to speed on the elections so everyone knows there responsibilities on the sub-committees. We also need at least two members in each sub-committee.</p> <ul style="list-style-type: none"> • Finance- Julian Munoz & Brenda Baca • Audit- Julian Munoz & Judy Griego • Facilities- Regina Sanchez & Andrew Mathis • Curriculum, Instruction, Assessment, and Policy- Brenda Baca & Andrew Mathis • Recruitment: Judy Griego 	
Board Self-Evaluation Update	<p><i>*Item tabled until next meeting</i></p>	
Board Member Recruitment and Selection	<p><i>*Item tabled until next meeting</i></p>	<p>Regina Sanchez called for a motion to table item until the next meeting. Julian Munoz motioned. Andrew Mathis seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
School Letter Grade and Appeal	<p><u>Jones:</u> The school letter grade came out as you know; I've shared that with you. We did really well; we exceeded our own expectations fortunately. The letter grade system is still hard to understand; the point system is a confusing part for all of us. However, we did satisfy our CAP and we actually raised our school letter grade within two years from an F to almost a B. We are a .10 of a point shy of a B and I did submit an appeal to the PED. I'm hoping we can get credit for our lowest performing students; our Insights Report from NWEA shows that our lowest performing students were far above average in their growth. Another thing to look at is Istation, our Kinder-3rd grade students were at 70% proficiency. I want them to re-look at our STARS Data to see if they calculated students that were here for a full academic year. I also sent the supported documentation that shows are bottom quartile students made more growth than what we're getting credit for. I hope to hear back from the PED regarding my appeal in the very near future. But I am really proud of the work we have done. I'll give you an update at the next meeting.</p>	
360 Marketing Proposal	<p><u>Jones:</u> I had a gentleman approach me from 360 Marketing and he represents several schools and would like to help with our PR. He would like to pitch a proposal for PR; he would like to help get our story out there and he will charge us \$60/hour. It comes out to about \$30,000-60,000 a year. It seems pretty promising because we've done so much since 2016. He talked about rebranding and we really need to do this and change our narrative. I think the best thing would be for him to come and present to the counsel and you can ask him questions at that time.</p>	
CAP and PF Updates	<p><u>Jones:</u> Patty and I were discussing sending a letter to the PEC regarding the status of our CAP and whether or not we satisfied all of the conditions within our CAP. We need the PEC to take a vote, so we can move ahead.</p>	

	<u>Matthews</u> : My idea was to send them a letter asking to be put on the September PEC Meeting and have them vote that you have completed the CAP except for that last piece, which is regaining your board of finance in that final audit review. I would like to see the school pursue that; I have a draft that needs to be updated and completed.	
Closed Session	Roll Call by Brenda Baca at &7:26pm	Regina Sanchez called for a motion for La Promesa Board of Education to convene an Executive Session to discuss the purchase, acquisition or disposal of real property. Andrew Mathis motioned, Brenda Baca seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Reconvene to Open Session	Reconvene at 8:00pm <u>Sanchez</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 Brenda Baca	Reconvene to Open Session
Head Administrator Updates	N/A	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: September 24, 2018 at 5:30pm	Regina Sanchez asked for a motion to adjourn. Julian Munoz motioned. Brenda Baca seconded. -Regina Sanchez called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 8:05 pm	