

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: December 17, 2018

Board Members Present	Judy Griego, Regina Sanchez, Brenda Baca, Julian Munoz	
Absent	Andrew Mathis	
Others in Attendance	Chris Jones, Danielle Miranda, Patty Mathews, Carter Jones, Crystal Avalos	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Judy Griego called the meeting to order at <u>5:30pm</u> Roll Call by Reggie Sanchez	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Judy Griego called for a motion to approve the agenda. Julian Munoz motioned. Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of Minutes	11/26/2018	Judy Griego called for a motion to approve the 11/26 minutes. Julian Munoz motioned. Regina Sanchez seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report	<p><u>Jones:</u> He sent this report to Julian and me earlier in the week. I didn't see any major changes except for the BARs. It looks like all our fund balances are evening out. The one big one is Instructional materials; we purchased a lot of curriculum. Other than that, everything else has been standard. The only big PO change is for our Technology for \$30,000.</p> <p><u>Munoz:</u> Ending balance per bank is \$1,501,267.96, so we're positive on that. It looks like there is an Outstanding Check of \$55,844.28 which leaves us at an Actual Balance of \$1,445,423.68. I didn't see anything else that stuck out.</p>	
Approval of BAR	<p>BARs for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1819-0019-I 2. 528-000-1819-0020-I 3. 528-000-1819-0021-I 4. 528-000-1819-0022-I 5. 528-000-1819-0023-I 6. 528-000-1819-0024-I 7. 528-000-1819-0025-D <ol style="list-style-type: none"> 1. Justification: Increase of proj. cash carryover balance based on draft Balance Sheet for 6/30/18. Cash \$582,448 + Due from Other Funds \$119,543 - Accrued Payroll \$213,342 - Due to Other Funds \$1 = \$488,648 - Proj. Balance \$470,785 = BAR increase \$17,863. 2. Justification: Increase of projected cash carryover balance based on draft Balance Sheet for 6/30/18. Cash \$16,147 - Projected Balance \$0 = BAR increase \$16,147. 3. Justification: Increase of projected cash carryover balance based on draft Balance Sheet for 6/30/18. Cash \$124,182 - Accrued Liabilities = \$121,652 - Projected Balance \$58,247 = BAR increase \$63,405. 4. Justification: Increase of projected cash carryover balance based on draft Balance Sheet for 6/30/18. Cash \$13,999 - Projected Balance \$0 = BAR increase \$13,999. 5. Justification: Increase of projected cash carryover balance based on draft Balance Sheet for 6/30/18. Cash \$779,936 - Projected Balance \$774,165 = BAR increase \$5,771. 6. Justification: Increase of projected cash carryover balance based on draft Balance Sheet for 6/30/18. Cash \$421,391 - Projected Balance \$222,990 = BAR increase \$198,401. 7. Justification: Decrease of awarded amount based on correspondence with the NMPED's Student Success and Wellness Bureau. <p><i>*Phone call was made to Mike Vigil Jr. to ask about clarification about the BARs</i></p>	<p>Judy Griego called for a motion to approve the BAR #0019-I, 0020-I, 0022-I, 0023-I, 0025-D except for 0021-I and 0024-I. Julian Munoz motioned. Regina Sanchez seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Update on 12/27 & 12/28 NMPED T & E Audit	<p><u>Jones:</u> on the 26th we had the Charter Schools Division come out and do their monitoring visit, which is the first of two. On November 27th & 28th, we had the actual Audit Bureau of PED come out and they looked through all our files to make sure that we're doing things correctly. Ultimately, they were here for two days, they scanned many documents and went through every file. They will send us a report, but the debriefing meeting was great. They did indicate that we didn't have any major issues that she could identify during her two days and she said we did a really good job getting ourselves back in order. Once I get the full report, I will share it with you.</p>	
Approval of GC Resignation - Andrew Mathis	<p><u>Griego:</u> I realized he hadn't sent an official letter, so I called him and asked for a letter. He is still willing to help with projects, but he is unable to make the monthly meetings.</p> <p><u>Jones:</u> So, the next step is within 30 days we have to notify the CSD of the resignation and we have 45 days to replace the member and if we can't replace the member then we have to request a formal extension. There is a process and a lot of reporting that needs to take place. At the next</p>	<p>Julian Munoz called for a motion to approve Andrew Mathis's letter of resignation. Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of</p>

	PEC meeting, I will have to go up and explain what's going on and what we're doing.	4-0; 0 opposed; 0 abstained
GC Recruitment and Selection	<u>Jones:</u> We need to find a replacement. <u>Griego:</u> 45 days from when we accepted his resignation, so by the end of January. Anyone else have any candidates that may be interested? We will have another meeting before the end of the month, so we can discuss this more.	
GC Training Tidbits	<u>Griego:</u> This tidbit just talks about the framework and how it's supposed to be used in collaboration with the PEC. It talks about how the PEC uses standards to evaluate the charter schools. It also says that the CSD will conduct two site visits each school year. <i>*Brenda Baca is responsible for next meeting's training tidbits</i>	
GC Training Needs for FY19	<u>Jones:</u> This serves just as a reminder. I know at the last meeting, I told you that I would prepare something to keep track of your training for the year. If you look at the training opportunities that I have sent you there are a lot of upcoming opportunities available. But it is important to review the training requirements before you sign up for the trainings. I did create this sheet, so as soon as you complete your training, they send me a certificate and I will keep track of it.	
GC Conflict of Interest Forms for SY 18-19	<u>Jones:</u> This is required annually, and this is the same one that we reviewed and revised last year. If you would please review the form again and sign it and I will house it in our binder. If you have any questions, Patty is here.	
PF Update-Monitoring Tool Presentation	<u>Jones:</u> This is for the month of November. The total enrollment right now is 376 and that includes the Pre-K students. Free/Reduced lunch is the same number at 376; all our students qualify. Special Education is 44 students and ELL is 182 students. Staffing: 24 teachers, 2 admin, 18 other staff which equals a total of 44. For parent engagement, we need to do absolutely start keeping better track of the parent attendance at the events. We moved the time from 5:30 to 3:30 and we are having a better turnout, but I need to keep better track of it. Student recruitment: 89 new enrollment forms and 287 confirmed returning which is a total of 376. In December, we just enrolled 6 new students which is great and that helped us a lot. Attendance 95.05% for November. There are many students who struggle with the PARCC and our kids are just the same; I hope to see improvement this year. PARCC ELA: Last Spring level 1 22%, Level 2 38%, Level 3 25%, Level 4 or 5 16%, and total passing 16%. PARCC Math: Last Spring Level 1 18%, Level 2 37%, Level 3 32%, Level 4 or 5 17%, and total passing 17%. It is a working progress and our staff is doing a great job and we did double that score from the year prior. MAP ELA: Lo 99, LoAvg 78, Avg 76, HiAvg 81, Total Avg 47%. MAP Math BOY: Lo 90, LoAvg 82, Avg 73, HiAvg 89, Total Avg 49%. MAP Math MOY: Lo 85, LoAvg 68, Avg 77, HiAvg 112, Total Avg 55%. I am really excited about the work that is already being done by our staff; we have already met and exceeded our Math goal for the year and we do not have to worry about it. We will increase our letter grade because of this.	
Closed Session	At 6:19pm	Judy Griego called for a motion for La Promesa Board of Education to convene an Executive Session to discuss the La Morada lease agreement's additional rents and to invite Chris Jones, Patty Matthews, and Carter Jones to attend closed session. Julian Munoz motioned. Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Reconvene to Open Session	Reconvene at 7:15pm ~ Roll Call by Regina Sanchez <u>Griego:</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.	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)		Judy Griego called for a motion for vote on Exhibit C based on conditional approval of Exhibit C and final tax bill. Julian Munoz motioned. Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Head Administrator Updates	<u>Jones:</u> We met our Math goal. I was offered the Kellogg Fellowship but declined. The Charter School Fair is January 22 nd at 5pm and our school's Mariachi Group has been selected to perform.	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: January 28, 2018, 5:30 pm	Judy Griego asked for a motion to adjourn. Julian Munoz motioned. Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 7:30 pm	