

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: January 28, 2019

Board Members Present	Regina Sanchez, Brenda Baca, Julian Munoz	
Absent	Judy Griego	
Others in Attendance	Chris Jones, Danielle Miranda, Doris Cole	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Reggie Sanchez called the meeting to order at <u>5:31pm</u> Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Reggie Sanchez called for a motion to approve the agenda. Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Minutes	12/17/2018	Reggie Sanchez called for a motion to approve the 12/17 minutes. Brenda Baca motioned. Julian Munoz seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report	<u>Vigil Jr.:</u> • Page 1- Revenue Report- We have a number of new revenues that came in one being your Lease Reimbursement for \$127,187, the K-3 Plus Program for \$211,061.58, and the HB-33 and SB-9 was over \$66,000. • Pages 2-8- Expenditures Report: Everything is holding steady. All the funds are doing well. • Pages 8- Bank Account Register Activity Report: This tells you what you deposited in the bank and what you cut checks for. You can see that the deposits totaled \$704,832.41 and we cut checks for \$377,001.72. A big month for having money come into the bank. • Page 9-11- Outstanding POs Report: The only really big PO's was for testing and technology. • Page 12-13 Bank Reconciliation and Balance Sheet: We did balance the GL with no variance, and it was just over \$1.77 million. You can see on the last page that \$620,151.86 is in your Operational fund; which is where we want a bulk of it to be.	
Approval of BAR	BARs for consideration: 1. 528-000-1819-0026-I 2. 528-000-1819-0027-I 3. 528-000-1819-0028-I 4. 528-000-1819-0029-D 5. 528-000-1819-0030-I 6. 528-000-1819-0021-I 7. 528-000-1819-0024-I 1. Justification: Increase based on revenue received. This was a private donation. 2. Justification: Increase based on revenue received as Refund of Prior Year's Expenditures. 3. Justification: Increase based on revenue received in current FY. 4. Justification: Budget reduction due to enrollment based on award letter received from the NMPED. 5. Justification: Increase for current FY allocation based on memo received from the NMPED. 6. 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. 7. 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.	Reggie Sanchez called for a motion to approve the BAR #0026-I, 0027-I, 0028-I, 0029-D, 0030-I, 0021-I and 0024-I. Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of GC Resignation-Judy Griego	<u>Jones:</u> You did receive Judy's resignation via email, and it is effective December 31 st .	Reggie Sanchez called for a motion to accept Judy Griego's resignation. Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Prospective GC Member Presentation(s)	<u>Cole:</u> My name is Doris Cole and I am from Ecuador. I have my bachelor's degree in Electro-Mechanic Technology and in Bilingual Education and my master's degree in Language, Literacy, and Social Cultural Studies. I'm at Hayes Middle School and I am the Spanish Language Arts Teacher. I'm really happy and I love my students. I'm interested to learn new things and how to run a school.	
Approval of Addition of New		Reggie Sanchez called for a motion to approve the new GC member, Doris Cole.

GC Member(s)		Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Voting and approval of GC Officers	<i>*Brenda Baca is the new GC President and Julian Munoz is the new GC Secretary.</i>	Reggie Sanchez called for a motion to nominate Brenda Baca as the new GC President and Julian Munoz as the new GC Secretary. Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Update on Release of LPELC Board of Finance Authority	<u>Jones:</u> Last week, I received a call from David Craig, and he told me that our Board of Finance was being released. He thanked me and us for all the hard work. So, we regained our Board of Finance which is fantastic. We've all done a great job, so thank you.	
Approval of Board of Finance Application	<u>Jones:</u> This application is next, and we have to send this to the CSD and to the PEC. This is the application and there are instructions for filling it all out. There are a lot of different things including an affidavit from each of you.	Reggie Sanchez called for a motion to approve the Finance Application. Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Members to Assume Signatory Authority; Statement of Governing Body to Consult with PED, and; Affidavit of Governing Body Member	<u>Vigil Jr.:</u> With the Signatory Authorities, now that we are revamping the policies, I will be bringing some recommendations. For example, allowing only one signature for reoccurring expenses. <i>*Members will return to school the following day to get the Affidavits notarized by D.Diaz</i>	Reggie Sanchez called for a motion for Chris Jones, Diana Diaz, and Brenda Baca to Assume Signatory Authority on LPELC account. Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
PEC Approved Enrollment CAP Agreement for LPELC	<u>Jones:</u> I wanted to make you aware of the Enrollment CAP. They wanted to put a cap on the enrollment of all charter schools and say that you could only grow this much. Our resolution says that we can increase our enrollment based on our performance. Page 2: "For each school-year thereafter, and beginning in fall 2014, increases shall be in four annual increments of 50 students. Each annual increase is conditioned upon whether the school increased the total points on its annual School Grade Report Card by five points." This was voted upon and based on what Patty and I gathered from this, we right now can enroll up to 415 students. Based on what they are saying, there is argument that we could increase beyond the 415. Since then, we've already increased by 20 points so that is a lot more kids that we could potentially have. I think we could get there. We were on the news this morning for something positive, so that is good.	
Presentation of CSD Monitoring Visit Findings	<u>Jones:</u> You have a list of Visit Findings from the last CSD Monitoring Visit. The list includes Kindergarten Assessment Scores, ELL Records and Files, Spanish Language Proficient Assessment, GC Training Timeline, Endorsement Waivers, 10-day Attendance Letter Revisions, Emergency Drills, and Immunization Log. All of the items are fixable.	
Approval of Head Administrator Travel	<u>Jones:</u> The next thing is travel for me and you have to approve all of my travel. 1. February 8, 2019- NMPEC Meeting in Santa Fe, NM 2. February 15, 2018- Bilingual Day in Santa Fe, NM- We're getting an award 3. June 30-July 3, 2019- National Charter Schools Conference in Las Vegas, NV- this is a great conference and I will be attending the Leadership sessions. If you can go, you should attend; they have GC sessions just for GC members.	Reggie Sanchez called for a motion to approve the Head Administrator Travel. Julian Munoz motioned. Brenda Baca seconded. -Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
PF Update-Monitoring Tool Presentation	<u>Jones:</u> Total Enrollment- we're at 382. One thing that has changed for us is the attendance; we dropped in December and I think that was because families were traveling for the holidays. In January, we gained two teachers; we're at 45 staff members. Other than that, everything else has been consistent. If you want to look at it and come to me with questions later, I'd be happy to answer them.	
Head Administrator Updates	<u>Jones:</u> On February 5 th our Mariachi Group is going to perform for the Governor in Santa Fe; our kids were selected to go. We are having a Mother-Son dance on February 8 th from 4-6pm. On February 15 th we are getting an award at the Bilingual Day in Santa Fe; it is very exciting for us.	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>February 25, 2019 at 5:30 pm</u>	Reggie Sanchez asked for a motion to adjourn. Julian Munoz motioned. Brenda Baca seconded. - Reggie Sanchez called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 6:57 pm	