

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: June 24, 2019

Board Members Present	Brenda Baca, Julian Munoz, Melissa Trujeque	
Absent	Doris Cole	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil, Crystal Avalos, Pryium Banerjee, Kyle Hunt	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at 5:34 pm & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda		Brenda Baca called for a motion to approve the agenda. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Minutes	05/20/2019	Brenda Baca for a motion to approve the 05/20 minutes. Melissa Trujeque motioned. Julian Munoz seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Consent Agenda		
Approval of BARs	BARs for consideration: 1. 528-000-1819-0045-I 2. 528-000-1819-0046-IB 3. 528-000-1819-0047-I 4. 528-000-1819-0048-I 5. 528-000-1819-0049-I 6. 528-000-1819-0050-I 1. Justification: \$53,823- Budgeting of June 2019 allocation. 2. Justification: \$27,666- Initial budget entry based on memo received from the NMPED. 3. Justification: \$20,128- Increase in budget based on final allocation received from the NMPED. 4. Justification: \$23,482- Budgeting of final allocation based on information received from the NMPED. 5. Justification: \$23, 841- Entry of final allocation and carryover per award letter received from the NMPED. 6. Justification: \$5,176- Increase based on actual revenue received.	Brenda Baca called for a motion to approve BAR 0045-I, 0046-IB, 0047-I, 0048-I, 0049-I, 0050-I. Melissa Trujeque motioned. Julian Munoz seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Contracts FY20	<u>Jones:</u> I. Matthews Fox– This is for legal services and what I have projected right now is at \$20,000. Last year, I think we did really well with not utilizing her as much as we used to and only used \$21,000. The only thing we may need her for is with our charter renewal but other than that I think we'll be ok. II. APS Transportation- I want to explain to you what is happening right now so that you can maybe give a temporary approval until we get a final word. The Herrera Coaches contract total fee comes to \$128,778.00 which includes a rental fees. The APS contract comes to \$69,700.00 and this does not include a rental fee because they own the buses. I tried to get these signed and over to the PED to finalize our allocation. I was told that if we want to move over to a new vendor, we have to 1) get Herrera to sell the buses, 2) get the buses appraised, and then 3) APS would have to buy those buses from Herrera for that amount. I am getting the appraisals done. I also spoke with APS and they said they were not going to buy any buses. If Herrera does not want to sell the buses then we are stuck with their contract. So I am really caught in between because this is due by Friday. The benefit of going with APS is that the buses have cameras and that would help us out a lot with our discipline issues. <u>Vigil:</u> III. Vigil Group LLC- The contract is the same but went down from \$60,000 to \$56,700 because the board of finance takes a lot more work and we got that back in January. This is the normal cost for full services including payroll. Kyle is going to be your new assigned business manager but I will still be available to you.	Brenda Baca called for a motion to approve the Matthews Fox contract. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained Brenda Baca called for a motion to approve the APS Transportation contract based on two contingencies: 1) to be reviewed by legal and 2) based on the state policy issues. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained Brenda Baca called for a motion to approve the Vigil Group LLC contract. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Purchases	<u>Jones:</u> I. Furniture– This is a quote from Meteor Education for \$89,543.96. We are attempting to purchase new furniture for all classrooms in 1st-8th grade. We've identified the type of furniture for the classrooms which are individual desks and tables. We also color-coded the furniture depending on the grade levels to keep things organized. This cost includes the	Brenda Baca called for a motion to approve the purchase for the Furniture. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a

	furniture and installation. II. Security System- This is a quote from intraworks for \$101,835. This is a security system for the school and the price includes installation. There would be a total of 36 cameras and they would be placed all around the campus including the classrooms, playground area, front parking lot, bus area, hallways, excluding areas around the bathrooms. This is really going to help out with our discipline situations. I also think it's good if we are going to have some longevity here at this campus.	vote of 3-0; 0 opposed; 0 abstained Brenda Baca called for a motion to approve the purchase for the Security System with one contingency of yearly licenses. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Applications	<u>Jones:</u> I. Title III- One of the final applications that we need to approve is the Title III which is a grant that we receive to service English Language Learns. The grant amount is for \$13,806.89. The funding will be used for PD for teachers for Project Glad and AIM4S3, Substitutes for that PD, English Language Development classes for parents of EL's, and Instructional Material.	Brenda Baca called for a motion to approve the Title III application. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<u>Vigil:</u> We've been contacted by the auditors to begin the audit for this current year, so that will start soon. Other than that, we are just closing out the year.	
Approval of Employee and Student Handbooks	<u>Jones:</u> We did not make any changes to the handbooks with the exception of the Uniform Policy that you already approved at a previous meeting, so no approval is needed at this time.	
Prospective Board Member Presentation- Jose Garcia Approval of Board Member Addition	<u>Baca:</u> Jose Garcia was here but had to leave for another meeting. He is a contractor and he owns his own business. His daughter attends our school and he is willing to come on the board. He has already been completing the trainings and the only thing left for him to do is the online training to vote.	Brenda Baca called for a motion to approve the Board Member– Jose Garcia. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Election of Officers and Committee Chairs	<i>Item tabled and will be added to next month's agenda meeting</i>	
Update on Member Progress Toward Meeting Board Training Requirements	<u>Jones:</u> I wanted to let you know that Ms. Cole did fulfill her training requirements; she had an online course she need to complete in order to vote and she did that. Everyone else is taken care of, with the exception of Mr. Garcia who is almost there. Thank you for getting your training accomplished. I have to go in front of the PEC real soon, so to have that training complete is going to help. Not to mention our District Report Card that states each member individually and whether they have completed the training requirements or not.	
PF Update-Monitoring Tool Presentation	<u>Jones:</u> In May we had 382 students and our attendance rate was at 92%. We did not lose any staff members or students. We're still waiting to calculate our EOY results from SBA & NWEA testing. One thing to keep in mind is that we have incentive bonuses for teachers who met their goals and we have some teachers who will get those bonuses. Our enrollment for next year is at 398 students which is up from 333.	
Closed Session		Brenda Baca called for a motion for La Promesa Board of Education to convene an Executive Session pursuant to NMSA 1978, 10-15-1(H)(2) for the Purpose of Discussing Confidential Personnel Matter Re: Head Administrator Selection and Contract; NMSA 1978 § 10-15-1 (H)(7) for the Purpose of Discussing Pending Litigation; NMSA 1978 § 10-15-1 (H)(8) for the Purpose of Discussing the Sale or Lease of the LPELC Central Campus. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Reconvene to Open Session	<u>Baca:</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	Head Administrator contract - no action (2-year contract - term end: June 30, 2020).	GC approved the copyright infringement settlement

from Closed Session (Discussion/Action)	Sale or lease of Central campus - no action	agreement between La Promesa Early Learning Center and Hawthorne Educational Services \$1,500 in damages and \$750 in attorney's fees. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Head Administrator Updates	N/A	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: Monday, July 29, 2019; 5:30 pm	Brenda Baca asked for a motion to adjourn. Julian Munoz motioned. Melissa Trujeque seconded.
Adjourn	Meeting was adjourned at 8:00 pm	-Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained