

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: May 20, 2019

Board Members Present	Brenda Baca, Julian Munoz, Doris Cole, Melissa Trujeque	
Absent	Regina Sanchez	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil, Esteban Cole, Crystal Avalos, Priyam Banerjee	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at 5:35 pm & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda		Brenda Baca called for a motion to approve the agenda. Doris Cole 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	04/29/2019	Brenda Baca for a motion to approve the 04/29 minutes. Melissa Trujeque motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Consent Agenda		
Budget Report	<i>*Finance Team met prior to Regular GC meeting to review both the budget reports and BARS</i>	
Approval of BARS	BARS for consideration: 1. 528-000-1819-0041-D 2. 528-000-1819-0042-M 3. 528-000-1819-0043-M 4. 528-000-1819-0044-T 5. 528-000-1819-0045-I 6. 528-000-1819-0046-IB 1. Justification: \$44,110- Reduction of SEG due to results of T&E Audit. 2. Justification: Regular maintenance on 1000 function. 3. Justification: Regular maintenance on 2000 functions. 4. Justification: Transfer of available budget from 2000 function line items to 1000 function to cover anticipated expenditures for remainder of FY19. 5. Justification: \$53, 823- Budgeting of June 2019 allocation. 6. Justification: \$27,666- Initial budget entry based on memo received from the NMPED.	Brenda Baca called for a motion to approve BAR 0041-D, 0042-M, 0043-M, 0044-T, 0045-I, 0046-IB. GC called for a motion to approve the Director and the Business Manager to enter and submit any final Budget Adjustment Requests (BARS) on behalf of the school to maintain the school in budgetary compliance for audit and other regulatory purposes. Any BARS submitted as allowed under this approval will be brought before the GC at the next meeting with review and explanation of the BAR. Melissa Trujeque motioned. Doris Cole 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. CES – We contract with CES for the ancillary services that are provided to our students who receive special education services (SLP, OT, SW, RT, RN, and Diagnostician). Last year our PO amount was \$120,752 and we are looking to re-contract with CES for the same services. They could adjust based on next year’s students need. II. ACES – food services for entire school year: We contract with Canteen of Central New Mexico but we went through ACES. The PO from last year was in the amount of \$300,000.	Brenda Baca called for a motion to approve the CES & ACES contracts FY20. Melissa Trujeque motioned. Doris Cole 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> We recently submitted three applications and they are the first of many. They include: I. Elementary Arts (FAEA) - This is for our K-8 art program. We pay for our 1.0 FTE Art Teacher and it comes out of this fund along with her benefits and art supplies. II. Lease Assistance- Our building is really paid through our lease assistance award and that goes through PSCOC. Mr. Vigil actually developed the application for us and we submitted everything online. Our award was about \$253,000 and it helps us a lot. III. IDEA-B- This is our special education funding. This year’s award amount was \$63,139 and that pays for some of the salaries for our special education teachers. We’re about 13% when it comes to our special education population and more students are about to qualify; so we will have an even higher amount of special education students next year.	Brenda Baca called for a motion to approve the FAEA, Lease Assistance, & IDEA-B applications. Melissa Trujeque motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		

Budget Report Updates	<u>Vigil:</u> The budget for current year is pretty much where we were at last month. Per Mr. Munoz's direction, we went through our PO list and identified over \$60,000 of savings; so that will add to cash for next year. As I get to next year's budget, we are going to need every last dollar of that to make ends meet. But the BARs will help us clean up the budget and get us into compliance. We are closing out the year so not a lot has changed; we're not letting Mr. Jones do too much spending as we're trying to wrap it up.	
Approval of FY20 Budget	<u>Jones:</u> This was included in your packet. We did also discuss this prior to today; it was brought up and reviewed. Right now, we just need the approval, so we can get the ball rolling on doing everything we need to do for school year 20.	Brenda Baca called for a motion to approve FY20 Budget.. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of Board Member Resignation – Regina Sanchez	<u>Jones:</u> This was also sent in your packets as well. Ms. Regina has decided to resign; she has been a member for the past 6-7 years and has helped us a great deal. We need to accept her resignation and search for a new board member.	Brenda Baca called for a motion to approve the Board Member Resignation – Regina Sanchez. Melissa Trujeque motioned. Julian Munoz seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Update on Member Progress Toward Meeting Board Training Requirements	<u>Jones:</u> Thank you for going out to Santa Fe and doing the training; I know you were there for a full day and I appreciate that. It is going to make it a lot more helpful for me going in front of the commission for us to be renewed. Everyone has been on top of it, so thank you for doing that.	
PF Update-Monitoring Tool Presentation	<u>Jones:</u> Our enrollment for next year is at 393students; we have 393 registration packets that have been submitted. Our capacity is 406 and we will be without one seat left in the entire school. So we have really done what we had hoped to do and attract new students to either come for the first time or return. It is looking good for next year and we even have waiting lists for some grade levels.	
Teacher Data Presentations	PowerPoint Presentations provided by Pre-K – 8 th Grade teachers	
Head Administrator Updates	N/A	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: Monday, June 24, 2019; 5:30 pm	Brenda Baca asked for a motion to adjourn. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 7:58 pm	