

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: April 29, 2019

Board Members Present	Brenda Baca, Julian Munoz, Doris Cole	
Absent	Regina Sanchez, Melissa Trujeque	
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 <u>5:30 pm</u> & Roll Call by Julian Munoz	
Item	Discussion	Action/Recommendation
Approval of the Agenda	*Change next meeting date to May 20, 2019	Brenda Baca called for a motion to approve the agenda with date change. Julian Munoz 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 Minutes	03/25/2019	Brenda Baca for a motion to approve the 03/25 minutes. Julian Munoz motioned. Doris Cole 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	<i>*Finance Team met prior to Regular GC meeting to review both the budget reports and BARS</i>	
Approval of BAR	<p>BARS for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1819-0037-I 2. 528-000-1819-0038-D 3. 528-000-1819-0039-I <ol style="list-style-type: none"> 1. Justification: \$4,383- Increase based on actual revenue received. 2. Justification: \$14,375- Reduction of afterschool fees that are no longer being collected in FY19. 3. Justification: \$632- Entry of budget for final allocation as received from IM Bureau at the NMPED. 	<p>Brenda Baca called for a motion to approve BAR 0037-I, 0038-D, & 0039-I. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
Update on FY18 Audit Report Review and Planning	<u>Jones:</u> We have to come up with management responses for the findings from the audit, so we have to come up with an action plan of how we are going to fix it. We haven't received anything yet, but I think we had a good audit so the issues should be minor. I will send you a copy of the audit.	
FY20 Budget Review and Public Input	<i>*Move Item to bottom of the agenda after policies</i>	
Approval of Applications	<p><u>Jones:</u></p> <ol style="list-style-type: none"> I. BMEP: I did submit the Bilingual application with the help of Mrs. Banerjee and Mrs. Avalos, so thank you. We also got input from our parents at our Parent Advisory Meeting and it was a really good discussion. We only get the award if our teachers have the correct license; our Spanish teachers have to have a Bilingual license and our English teachers have to have a TESOL license. II. <i>Lease Assistance: Table this item until next meeting.</i> 	<p>Brenda Baca called for a motion to approve the BMEP application and to table the Lease Assistance Application until next meeting. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
Approval of Policies	<p><u>Jones:</u></p> <ol style="list-style-type: none"> I. <u>Written Code of Conduct: Procurement:</u> We just went through a procurement audit when it comes to food services. We had to submit all of our documentation for the school lunch program. We did find that we needed a Written Code of Conduct for Procurement for all purchases. The state provided a template and that is what we used. It says that whoever makes the purchases has to follow a process and has to be of good moral character. II. <u>Dress Code:</u> I want to propose a change to our uniform policy because we spend a lot of time dealing with students out of uniform. We need to focus more on education and students being in the classroom instead of being sent to the office to call their parents for a change of clothing. We need to provide them with more options. The change would be that the students have the option of wearing jeans that are appropriate with a collared shirt of any color. III. <u>Serving ELs:</u> This goes through all the legal requirements that we have for identifying English Learners. It starts with screening students and make sure we look at the language usage survey to see if they actually need to be screened. If they are proficient on the screener then they are considered not eligible for program. If they are not proficient of the screener then they participate in ELD services and they have to take the Access. We have 	<p>Brenda Baca called for a motion to approve the four policies. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>

	<p>to monitor them every school year and see if they have passed with a score of 5 or higher. Then we have to monitor them for five years after, to see if they are demonstrating proficiency. The teachers have to have the required license.</p> <p>IV. <u>Assessment:</u> Mr. Cole assisted in developing an Assessment Policy for the school. This talks about the processes we follow when it comes to testing. We have to complete all of our assessments based on what the PED requires. We do computer based testing is required here for our students. The DTC will provide training to staff each year.</p>	
FY20 Budget Review and Public Input	<p><u>Vigil:</u> We are still in a preliminary phase of our fiscal year 20 budget. I still need to meet with Mr. Jones to solidify staffing; staffing for this school is still going to be about 80-85% of your entire budget. We got our SEG figure in and it's about \$3.2 million. Teachers are the big increases because each of them are getting close to about a \$10,000 raise depending on the level: Level I \$36,000 a year to \$41,000. Level II \$40,000 a year to \$50,000. Level III \$50,000 a year to \$60,000. In addition to that, all other staff gets a 6% raise. Right now I have staffing based on what I see from current year and I'll bring that to Mr. Jones and he'll tell me how he is going to possibly shift that around. Right now I have a balanced budget depending on what Mr. Jones wants to see for next year, so at the next meeting you will approve the budget. There is a portion for public input, so I will stand for questions or input. If you think of anything, go through Mr. Jones and he will let me know.</p>	
K-5 Plus Update	<p><u>Jones:</u> The state denied our K-5plus summer program because we have two teachers who cannot be with their class from the summer through the end of the school year. The new requirement for the summer program was to add grades 4 and 5 and that the teacher must stay with their class from the summer throughout the school year; if the teachers cannot, you will not have a program. We are in a situation where we were denied and then I was able to speak with Gwendolyn Perea Warniment, the Deputy Secretary. She told me that because we are a dual language school, there are special circumstances that they are allowing so she thinks we will be fine. She asked that I submit the last part of the application that includes grades 4 and 5 directly to her. She told me that I would have a response by today but I haven't heard anything, so I sent her an email. We won't know until she gets back to me and at that time we can move forward with planning.</p>	
Discussion RE: Lease Purchase Agreement	<p><u>Jones:</u> I really want us to start thinking about how we can get into a lease purchase agreement. The GC needs to work with the Foundation on this and start putting things in motion. We also need to do something about Central; we have to figure that out. I have Dorn Charter School who are interested in looking at it again and they may want to use it; they are going to go look at it this week. But we need to be prepared to act on it because that is extra income that we could use that will feed back into the school. We are out of space here and we have to figure out where to put pre-k because they cannot be over there by themselves anymore. We need to do something soon.</p>	
Update RE: Training and Experience Audit	<p><u>Jones:</u> They came and they did an extensive audit on our files. They did select files and look at the transcripts, resume, and license; they trace it back to make sure that the contract you have been given matches the salary schedule. Originally, we had some things that needed to be resubmitted. We had a situation where they were going to deduct \$131,000 from us, we submitted the documentation and it went down to \$44,000 for two of our employee contracts. Unfortunately, we do owe that and we are required to have that be deducted from our SEG fund. We know we have to do a better job of going through those files regularly and we will do better next time.</p>	
Update on Member Progress Toward Meeting Board Training Requirements	<p><u>Jones:</u> We have to get this training done by July 1st or we will be in trouble; this is put on the district report card. We are also going up for renewal this year, if we cannot get this done they will not approve us. We need to figure this out and get it done. There are online options available and I will send them to you.</p>	
PF Update-Monitoring Tool Presentation	<p><u>Jones:</u> Attendance is at 95% and our rate has to be above 92%. We haven't lost any students or staff members. We are at 384 students and that includes Pre-K. For next year, we are above 380 and we may even be closer to 400 and that would be fantastic for our budget. Next time, I will have end of the year data for you.</p>	
Head Administrator Updates	<p><u>Jones:</u> I want to invite you to our Cinco de Mayo Celebration on Friday; it is going to be awesome. I am working on contracts and commitment letters but I am waiting to hear back from the state before I can give them out to staff. I have to write a lot of applications coming up that will need your approval soon.</p>	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>May 20, 2019 at 5:30 pm</u>	Brenda Baca asked for a motion to adjourn. Julian Munoz motioned. Doris Cole seconded.
Adjourn	Meeting was adjourned at 7:20 pm	-Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained