

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: November 26, 2018

Board Members Present	Judy Griego, Regina Sanchez, Brenda Baca, Julian Munoz	
Absent	Andrew Mathis	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Jr., Melissa Brown	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Judy Griego called the meeting to order at <u>5:33pm</u> Roll Call by Reggie Sanchez	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion. <i>*correct the date on the agenda to 11/26/18 from 10/26/2018</i>	Judy Griego called for a motion to approve the agenda. 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
Approval of Minutes	10/29/2018 <i>*correct the date on the agenda to 10/29/2018 from 10/26/2018</i>	Judy Griego called for a motion to approve the 10/29 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>Vigil Jr.:</u> The reports you have are for the month ending on October 31, 2018; we are four months through the fiscal year.</p> <ul style="list-style-type: none"> • Page 1- Revenue Report- We got the first round of our reimbursements in and they are IDEA-B, Pre-K Initiative, and also SB-9 and HB-33. All of the others are coming in as normal with the exception of the USDA Food Reimbursement. The PED sent out information that they are behind and we've only received reimbursement for August; fortunately the school has good enough cash balance that it will not affect our cash flow. • Pages 2-7- Expenditures Report: There is nothing new to report. We indicated last month that this would be the month that we clean up your individual line items. We have a few BARs that address maintenance of the budget. • Pages 8-9- Bank Account Register Activity Report: Overall, you can see that we deposited \$296,416.31 and had withdrawals of \$334,517.68, so we had more cash go out than we did come in. • Page 10- Outstanding POs Report: We are still doing fine with cash; we have well over 1.6 million in the bank. We are well within our budget. We need start thinking about what sort of reserve we want to take going forward; we need to talk about it during Finance. • Page 11-12- Bank Reconciliation and Balance Sheet: We did balance the GL with no variance and it was just over \$1.5 million. So again, cash is good. We just have to make sure to keep our budget in line and buy the program what it needs. <p><u>Griego:</u> I would like the Finance Team can come up with some recommendations to present at the next meeting.</p>	
Approval of BAR	<p>BARs for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1819-0013-IB 2. 528-000-1819-0014-IB 3. 528-000-1819-0015-IB 4. 528-000-1819-0016-M 5. 528-000-1819-0017-M 6. 528-000-1819-0018-T <p><u>Vigil Jr.:</u></p> <ol style="list-style-type: none"> 1. \$254,374- Entry of budget for lease reimbursement per award letter from NMPSFA. 2. \$13,462- Entry of Title IV budget per award letter received from the NMPED. 3. \$10,765- To enter awarded allocation based on award letter received from the NMPED. This is a teaching award for teachers receiving Exemplary on their last summative evaluation; we had two teachers receive this award. 4. Regular maintenance on Function 1000. 5. Regular Maintenance on 2000 Functions. 6. Transfer BAR to move unused budget for vacant Counselor position to Direct Instruction for Other Textbooks, Supply Assets and Unemployment Compensation tax. 	<p>Judy Griego called for a motion to approve the BAR #0013-IB, 0014-IB, 0015-IB, 0016-M, 0017-M, 0018-T. 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</p>
Board of Finance Update	<p><u>Vigil Jr.:</u> Just a quick note, we cannot go into too much detail until it is released but we did have our Audit Exit meeting. As far as we know, the whole PED Audit was delivered before thanksgiving to the State Auditor, so we shouldn't have any issues on a late audit. Hopefully, we'll see a release there in January and we can let your know how it all wrapped up. I spoke with Mr. Craig about the board of finance suspension; he finally got back to me and said that it would be released in September/October. Even with his recommendation it is still up to the Interim Secretary of Ed to make the final call and sign off. But he did also say it's not tied to the audit. I'm hoping by the end of this calendar year that we will see it back.</p>	

Update on NMPED T & E Audit	<u>Jones:</u> Tomorrow and Wednesday we will have the PED here from the Audit Bureau. They are going to look at the previous fiscal year and there are several items that they will look through. I have to continue to provide them supporting documentation. They will look at our personal files, salary schedules, contracts, and policies. They will be here to see what we are doing and if everything is aligned we should check out fine. They will give their recommendation on Wednesday and we will make additional changes if necessary.	
Update on CSD Monitoring Visit	<u>Jones:</u> There were three members of the Charter School Division here today for our first of two monitoring visits. I will tell you that it was a good visit; they shared a lot of good information and made several simple recommendations. It was fairly straightforward and it was a good visit. They were gone about 2:30pm. Next step will be getting their report and then we have 45 days to respond. The Bilingual Bureau actually came with them and there were five members of them. The Bilingual Bureau was gone before lunch; they came in and observed classrooms to see ELD and Spanish instruction, they looked through my ELL Binder and asked questions about the program. It ended with a 20 minute exit interview, in which she asked about monitoring students and then they left. It was a good visit considering where we've come from and we've made a lot of changes for the better and I'm looking forward to getting the feedback. I am submitting an application for a recognition award through the Bilingual Bureau because our English Language Proficiency scores exceeded the state average last year.	
GC Recruitment and Selection	<u>Jones:</u> Andrew is showing interest in stepping down from the board. So right now what we need to do is really take a look at the recruitment and selection. We need to figure out who are our best candidates for the board because I do believe Andrew will be gone within the next month and we need to replace him. So please spread the word and if you know anyone please have them apply. I asked Andrew to submit a formal resignation because we have reporting requirements through the CSD.	
Training Tidbits	<u>Munoz:</u> This is about the Open Meetings Act and it's for there to be transparency in all public meetings. The most important portion of that includes a compliance checklist. The checklist is very beneficial and I thought we could use it on an informal basis to ensure we are doing everything. It's a good thing to have just for referencing to see that we are actually being compliant. So if they ever do come and visit us we can show them our self- assessments. But for the most part, I think we are compliant but there is always room for improvement. <u>Jones:</u> Just a quick reminder, it is the new fiscal year, so you have eight hours of annual training that is required. I have a tracking form that I created, so as you receive the certificates I will check off the requirements. The CSD is offering them on a regular basis, so check out the CSD website and look at the training opportunities. When you register, you have to make sure that you are registering them for the specific requirements: <ul style="list-style-type: none"> • One (1) hour on public official/charter school governing body ethics and responsibilities • Three (3) hours on fiscal requirements • Two (2) hours on understanding and evaluating academic data • One (1) hour on open governing and requirements regarding free public school education • One (1) hour on understanding and overseeing organizational performance 	
PF Update-Monitoring Tool Presentation	<u>Jones:</u> At the last board meeting, you approved the use of this accountability dashboard. This is a good snapshot. Looking at demographics, total enrollment on the 40 th day and currently have 376 students but that also includes Pre-K (36 students). So we are about 340 right now. We have a lot of openings and we are going to work with a marketing company to recruit and I truly believe it is going to help. We have 44 students in Special Education and that is about 11% of our population. ELL 182, we're down to 48%. We were really high before at about 72%, it's a great thing to see that number decrease. Staffing: we have a total of 44 staff members; we're a fairly large organization. We've only lost one staff member to date and are about to lose another but I have a replacement already in place for her. Looking at the PARCC ELA Proficiency Levels: Level 1 22%, Level 2 38%, Level 3 25%, Level 4 or 5 16%. Looking at the PARCC Math Proficiency Levels: Level 1 18%, Level 2 37%, Level 3 32%, Level 4 or 5 13%.	
Head Administrator Updates	<u>Jones:</u> We begin testing NWEA next week; we will have those scores in for next month. We are having our Holiday Performances coming up on December 20 th . It will be during the school day starting in the morning. We are really going to try to focus on cultures of our students. I think it's really important for us to celebrate their own cultures. <u>Munoz:</u> We need to discuss the Coastal Framework and if we're going to do it we have to get together and do a Risk Assessment. This basically says where do you in this organization see the risk and how are you going to mitigate those risks. It focuses not only on risks and financial reporting but internal controls also. It is a yearly process and it is a rigorous process. We, as the board, will be key members sitting down with Chris and the Vigil Group to participate in this process.	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: December 17, 2018, 5:30 pm Meeting was adjourned at 6:50 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		