

LA PROMESA EARLY LEARNING CENTER
LPELC GC Meeting Minutes
Date: October 29, 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., Patty Matthews, Crystal Avalos	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Judy Griego called the meeting to order at <u>5:30pm</u>	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	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	09/24/2018	Judy Griego called for a motion to approve the 9/24 minutes. 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
Special Issues (Discussion/Action)		
Budget Report	<p><u>Vigil Jr.:</u> The reports you have are for the month ending on September 30, 2018 and it wraps up the first quarter of the fiscal year.</p> <ul style="list-style-type: none"> • Page 1- There is nothing to report for revenues because we did not receive any new revenues other than our USDA Food Reimbursement for over \$13,000. • Pages 2-7- Expenditures Report: There is nothing new to report; we're still in the same position where we need some maintenance throughout the budget areas such as the Director's Increase as well as covering for the lease. I will provide those BARs for you at the next meeting so that we'll have a clean budget going into the first half of the year. • Pages 8- Bank Account Register Activity Report: We had about \$240,000 in revenues and about \$360,000 in checks being cut out. • Page 9-10- Outstanding POs Report: We are still doing fine with cash; we have well over 1.5 million in the bank. • Page 11- Bank Reconciliation: Ending balance per bank \$1,571, 604.77 	
FY18 Audit Update	<p><u>Vigil Jr.:</u> We did have our Audit Exit on Friday up in Uptown. Mr. Munoz was able to call in and Mrs. Griego was able to be there in person which was great; they do like to see that you have an involved Audit committee. As very general as I could be, the meeting went well. The audit still has to go through their quality control and also it will have to go through the state auditor himself. Their timeline right now is January 2019 but it could be later. But I think we're in a good position and when we can say more about the audit we definitely will.</p>	
Approval of BAR	<p>BARs for consideration:</p> <ol style="list-style-type: none"> 1. 528-000-1819-0012-T <p><u>Vigil Jr.:</u></p> <ol style="list-style-type: none"> 1. Transfer- Justification: To transfer budget from 2100 to 1000 based on approved amendment. Amendment requested fund transfer for afterschool program. Other transfer amounts to cover projected expenditures for Interventionist (1411) & Instr. Assts (1711) as noted in original app. 	<p>Judy Griego called for a motion to approve the BAR #0012-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>
Approval of HA Training - Hotel Rate	<p><u>Jones:</u> At the beginning of the year, we approved my professional development plan. One of the PD opportunities is the ASCD Conference coming up at the end of this week in Nashville. Initially the hotel cost was quoted at \$988.27 but I was able to renegotiate that rate and they brought it down to \$657. However, that still brings it down to \$218 per night and I need approval from the GC for any hotel rate over \$215 per night.</p>	<p>Judy Griego called for a motion to approve the HA hotel rate. 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>
Foundation Update	<p><u>Jones:</u> Fortunately, we were able to find members for the foundation. We now have four members and pretty strong members as well. They are meeting on November 1st and they are actually going to vote on the proposal from ACES. They're doing well and they will continue to meet on a quarterly basis. I will invite Carter to the November meeting so that she can report on what's gone with the foundation.</p>	
School Letter Grade Appeal Update	<p><u>Jones:</u> I did submit the appeal for our school letter grade. As you know we missed it by .10 of a point. They didn't respond to the appeal within the timeframe they gave me. Eventually they did email me back and said that their calculations were correct. So we missed it but I'm pretty confident in the staff that we have right now and the work that has gone on.</p>	

<p>Approval of NM Dash Plan</p>	<p><u>Jones:</u> We have the NM Dash Plan and it is a school improvement model and we followed it last year. It is the best tool that I've ever gotten from the PED and it helps to ensure that all arrows are pointed in the same direction. We have to continue to set the bar really high. We did a lot of amazing things last year but at the same time we're so far away from where we need to be. I want to make sure we continue to work as hard as we can. The teachers looked at their data and created their performance goals and they are listed on the first page by grade level. Our three focus areas and Critical Actions are:</p> <ol style="list-style-type: none"> 1. Tier I (core) instruction- There is a dedicated block of time devoted to providing core instruction to all students aligned with grade level standards. <ul style="list-style-type: none"> • Yearlong pacing guides for math and reading • Core reading program adoption and implementation • Two week unit plan development • Professional development – data analysis and professional learning communities • Math and reading committees • Leadership committee 2. Data-driven instruction- There is a precise, systematic approach to improving student learning throughout the year. The cycle of DDI includes assessment, analysis and action. <ul style="list-style-type: none"> • Professional development – data analysis and professional learning communities • Two week unit plan development – differentiated small group instruction plans • Student goal setting that includes student and teacher action plans • After school response to intervention 3. School culture- All students, staff and stakeholders are aware that student achievement is the top priority of school. <ul style="list-style-type: none"> • “Know your number” campaign • Student goal setting that includes student and teacher action plans • Committees to assist with organization of school events, culture days, and math and reading program evaluation and implementation • Parent intervention meetings & Parent connection workshops 	<p>Judy Griego asked for a motion to approve the NM Dash Plan. 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</p>
<p>Training Tidbits</p>	<p><u>Sanchez:</u> This tie into what we've been talking about. Authorizer Rights, Obligations & Processes for oversight.</p> <ol style="list-style-type: none"> a. The Act requires that the Authorizer develop and maintain the criteria, processes and procedures that the Authorizer and its designees will use for ongoing oversight of organizational, financial, and academic performance for your school. b. The Authorizer is directed by the Act to set standards for state Charters that are consistent with nationally recognized principles and standards. The Authorizer intends to hold Charter School to a higher standard for the benefit at our most important resource- our children. 	
<p>PF Update-Monitoring Tool Presentation</p>	<p><u>Griego:</u> I wanted to bring this up for discussion. This is an Accountability Dashboard that was presented to me last year at a conference. I liked it because it is a one-page snapshot for me, as a board member, to take a look at how the school is doing. I want us to discuss this and also have Chris fill this out for us on a monthly basis. This is just a sample and we can revise it as needed.</p> <p><u>Jones:</u> By the next meeting, if you approve it, I can have this ready for you and I can share that information with you.</p>	<p>Judy Griego called for a motion to approve the Monitoring Tool. 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>
<p>Closed Session</p>	<p>At 6:30pm</p> <p><i>*Brenda Baca stepped outside the meeting room</i></p>	<p>Judy Griego called for a motion for La Promesa Board of Education to convene an Executive Session to discuss discussing threatened or pending litigation in which LPELC is or may become a participant and to invite Patty Matthews. Julian Munoz motioned. Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p>Reconvene to Open Session</p>	<p>Reconvene at 7:30pm ~ Roll Call by Regina Sanchez</p> <p><u>Griego:</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.</p>	<p>Reconvene to Open Session</p>
<p>Action as Necessary from Closed Session (Discussion/Action)</p>	<p>None</p>	
<p>Head Administrator Updates</p>	<p>N/A</p>	
<p>Public Comment</p>	<p>N/A</p>	
<p>Announcement of Next GC Meeting</p>	<p>Next GC meeting: November 26, 2018 at 5:30pm</p>	<p>Judy Griego asked for a motion to adjourn. Julian Munoz motioned. Regina Sanchez seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
<p>Adjourn</p>	<p>Meeting was adjourned at 7:35 pm</p>	