

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

Board Members Present	Julian Munoz, Judy Griego, Regina Sanchez, Brenda Baca, Andrew Mathis	
Absent		
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Jr., Patty Mathews, Eppie Lopez	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Julian Munoz called the meeting to order at 2:58pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Julian Munoz called for a motion to approve the agenda. Brenda Baca motioned. Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Closed Session		Julian Munoz 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 items: -limited personnel matter -employee termination meeting Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Reconvene to Open Session	Reconvene at 5:18pm <u>Munoz</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. Roll Call by Judy Griego	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)		Julian Munoz called for a motion to uphold the director's decision about the employee. Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained Amendment to the motion: Julian Munoz called for a motion that a written notification will go out to the employee within 5 days. Brenda Baca motioned, Andrew Mathis seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Closed Session	at 5:22pm	Julian Munoz 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 item: -head administrator evaluation Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained

Finance Committee Meeting Minutes
Date: June 26, 2018

Board Members Present	Judy Griego, Regina Sanchez, Brenda Baca	
Absent	Julian Munoz	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Jr.,	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Regina Sanchez called the meeting to order at 6:30pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	No discussion.	Regina Sanchez called for a motion to approve the agenda. Brenda Baca motioned, -Regina Sanchez called for a vote. GC approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
Approval of Minutes	05/29/2018	Regina Sanchez called for a motion to approve the 05/29 finance minutes. Brenda Baca motioned, -Regina Sanchez called for a vote. GC approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
Discussion/Action Items		
Budget Report Updates	<u>Vigil Jr.</u>: These reports are reflective of the big insurance claim that you got. The PED told us that we're going to get an extra allocation from your main funding; it will come in normal of about \$250,000 but on top of that there is an additional distribution and we will know that amount by probably Thursday. • Page 1- Everything is coming in as normal. • Pages 2-7- Expenditures Report: The insurance claim check covers every single line item; every single function is positive except for IDEA-B but we actually have a BAR for that specific fund. But your expenditures look great. • Pages 8- Bank Account Register Activity Report: You can see the big deposit there in the total; we deposited \$974,755.74 and only cut checks for \$303,323.69. As you can see cash is there and I think PED is happy. • Page 9-10 Outstanding POs: The bigger amounts on page 10 are for the curriculum. Mr. Jones wanted to get them in the current year so his staff would look over it during the summer and be prepared for next school year. • Page 11 Bank Reconciliation: We balanced with no variance and we have \$1,709,966.44 in the bank. • Page 12- Cash by Fund Report: \$667,492.76 is in the Operational SEG Fund. This is the first time we seen it as a positive and well over half a million. You do see some funds that are showing as negative; those are funds where we are required to spend the money first, then we request the money back from PED, and then we send them back what we did. Those negatives are anticipated and there is no indication that we should get all that money back in; some of that money doesn't come in until July because we have to wait for June to close and wrap up the expenditures. Even though our books will show a negative, the audit itself will show a '0' or positive for all funds.	
Review of BARs	BAR for consideration: 1. 528-000-1718-0037-I <u>Vigil Jr.</u>: 1. IDEA- B of \$3,973. This is for Special Education, a federal funding source. We will use this to cover the negative fund of \$6,000. This allocation came out very late; normally I would bring you these BARs in February or March.	
Public Comment		
Adjournment	Meeting was adjourned at 6:45pm	

Reconvene LPELC GC Meeting Minutes
Date: May 29, 2018

Board Members Present	Julian Munoz, Judy Griego, Regina Sanchez, Brenda Baca	
Absent	Andrew Mathis	
Others in Attendance	Chris Jones, Danielle Miranda, Mike Vigil Jr.	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Julian Munoz called the meeting to order at 6:50pm	
Item	Discussion	Action/Recommendation
Approval of Minutes	05/29/2018	Julian Munoz called for a motion to approve the 05/29 minutes. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Discussion/Action Items		
Budget Report	<u>Vigil Jr.:</u> You should be eliminating your findings as far as budget compliance with the BAR because that is reflected as approved in your reports here. In addition, you will see on the final page that your cash is restored in Operational SEG. I am going to be sending the Director of School Budget a formal report and hopefully we can get him to return the board of finance. The other thing to note, we do have new auditors going into this next school year and they will probably have a whole new list that they're going to pinpoint. We're going to try to schedule this one as early as possible.	
Approval of BAR	BAR for consideration: 1. 528-000-1718-0037-I <u>Vigil Jr.:</u> IDEA- B of \$3,973. This is a Special Education Federal Funding. This is actually the only fund that is currently sitting in a negative position of about \$6,000. This BAR will cover \$3,973 and we will have to move the additional of ancillary services into the Operational Fund; you have so much availability that it isn't even an issue. One thing I did mention at Finance is that these allocations came out super late; we should never have to do BARs in June for Federal Funds. We discussed this with PED and they're promising us that this is not going to happen again.	Julian Munoz called for a motion to approve BARs #0037. Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of FY 19 Contracts	<u>Jones:</u> These are contracts that are in need of GC approval; they have already been signed by the PED. Feel free to review the contracts, they are all standard contracts. a. Vigil Group LLC for financial services. We plan to continue contracting with them. b. Matthews Fox for legal services. We plan to continue contracting with them. c. Herrera Coaches for transportation services. You have two contracts; one is for the K-3 Plus Program and the other is for the 18-19 School Year. d. ACES – food services- <i>Item tabled until next meeting</i> e. Wharff Lackey Accounting & Technology LLC for technology services. IT services will change next year; that is one of the big changes. We're moving away from our current IT contractor and moving to the individual who helped us establish the infrastructure at this place.	Julian Munoz called for a motion to table the ACES food service contract until next meeting. Regina Sanchez motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained Julian Munoz called for a motion to approve the FY 19 contracts for Vigil Group LLC, Matthews Fox, Herrera Coaches, and Wharff Lackey Accounting & Technology. Brenda Baca motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of IDEA-B Application	<u>Jones:</u> IDEA-B is a Special Education Federal funding source that helps us to pay for the Special Education services that we provide. You have to expend funds from your Operational before you can utilize those IDEA-B Funds. We really utilize all of our funding and this year we got \$68,954 budget. We used all the funds for the two teacher's salaries that provide the services. We are a targeted improvement school. Our Special Education students this year made way more gains than the rest of the school. I think after this year, we will be released from that designation.	Julian Munoz called for a motion to approve the IDEA-B application. Brenda Baca motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Board Self-Evaluation	<i>*Item tabled until next meeting</i>	Julian Munoz called for a motion to table the item until next meeting and ask that the evaluation be completed and emailed. Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

Recruitment & Selection Sub Committee Updates	<u>Griego</u>: I don't have any updates other than we need to start recruiting more members. <u>Munoz</u>: I have two people that might be interested in joining. One is a college student by the name of William Lucero and I work with him at my part-time job and he is a finance major at UNM. The other is Carter Jones, the one that we met before, who has a Masters in Economics from Tulane and she is a financial analyst at Sandia. I will have them email you their information. <u>Griego</u>: I will get in touch with them and talk to them about who we are and what we do here. I will also send them our Mission Statement and general information about the board.	
CAP and PF Updates	<u>Jones</u>: As far as the CAP is concerned, we did go up to Santa Fe last Friday and the CAP I believe is already satisfied. They did not bring anything up with respect to us not satisfying any element to the CAP. Katie presented our data and said we met our goal in Math and that we didn't meet our goal in Reading; she came up with a different figure than we had of about 73.5% and we needed to be at 75%. Icela said that we exceeded the state with our Access scores. Instead of just taking that and saying you did really good work, the Commission decided that we would wait until the school letter grade comes out in July. What was supposed to happen according to the CAP, if we had different opinions when it came to the data results we would go to a third party analyst. <u>Munoz</u>: They did not want to let us finish that talk; they shut us down. At that point, we were asking for a third party and they said no and that they were going to wait for the school letter grade. They were in violation of the CAP. <u>Jones</u>: Absolutely because they broke the sequence. If we went to the third party, we could probably end it very quickly because the third party would reveal that we met our goal and then finally we could be out of this weird funk. But they want to wait and prolong this. So we're going to go and get the school letter grade and if that doesn't come out to a 'C' then we are going to appeal the school letter grade. If that doesn't work out then we go back to the third party analyst and that person will give us what they come up with. If we prevail there, then it is what it is and if not we go into a revocation hearing. We're pretty close to making that school letter grade and no we're just waiting. As far as the PF, look at the monitoring tools that I sent to you and look at the school responses. The CSD is telling us that we did pretty well on two visits.	
Closed Session	at 7:22pm	Julian Munoz 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 Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Reconvene to Open Session	Reconvene at 8:02pm <u>Munoz</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. Roll Call by Judy Griego	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)		Julian Munoz called for a motion to approve a two year contract for our Executive Director, Chris Jones. 1st year annual rate \$140,000 and the 2nd year \$144,200. The pay increase for the second year will be based on merit criteria that will be established at our July 2018 meeting. -Julian Munoz called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained Amendment to the motion: Julian Munoz called for a motion that a written notification will go out to the employee within 5 days. Brenda Baca motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Public Comment		
Announcement of Next GC Meeting	Next GC meeting: July 31, 2018 at 5:30pm & Finance Meeting at 5:00pm	Julian Munoz asked for a motion to adjourn. Brenda Baca motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 8:17pm	