

**LA PROMESA EARLY LEARNING CENTER**  
**Finance Committee Meeting Minutes**  
**Date: January 30, 2018**

<b>Board Members Present</b>	Regina Sanchez, Brenda Baca	
<b>Absent</b>		
<b>Others in Attendance</b>	Chris Jones, Danielle Miranda, Mike Vigil, Alyssa Lucero	
<b>QUORUM</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Meeting called to order</b>	Regina Sanchez called the meeting to order at 5:05pm	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of the Agenda</b>	No discussion.	Regina Sanchez called for a motion to approve the agenda for the finance meeting. Brenda Baca motioned. -Regina Sanchez called for a vote. Finance Committee approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
<b>Approval of Minutes</b>	11/28/2017	Regina Sanchez called for a motion to approve the minutes from the 11/28 finance meeting. Brenda Baca motioned. -Regina Sanchez called for a vote. Finance Committee approved unanimously by a vote of 2-0; 0 opposed; 0 abstained
<b>Budget Report Updates</b>	<p><u>Lucero:</u></p> <ul style="list-style-type: none"> <li>• Page 1- Revenue Report: Available YTD 2,762,820.45</li> <li>• Pages 2-6- Expenditures Report: Operational Total is \$326,655 available but there is that \$229,000 of emergency reserves, so there is actually about \$97,000 available for the rest for the year and that is after all salaries being encumbered. Besides Operational all other funds should be positive. I've noted on page 4- IDEA B is negative \$33,725.46 that is because we are awaiting federal carryover awards; they usually come in the first quarter of the new calendar year, once we receive that we will BAR that in. Page 5- Pre-K Initiative has a negative function of \$21,211.49, so today we have a transfer BAR to fix that negative function.</li> <li>• Pages 7-8- Bank Account Register Activity Report: It shows all deposits that came in and all checks that were paid out for the month of December. There was about \$165,000 more in revenues than in expenditures.</li> <li>• Pages 9-10- Outstanding PO's Report: These are all open purchase orders as of early December. The PO's listed as 'Dollar' type are regular, monthly expenses that receive multiple invoices for and 'Regular' type PO's are one-time purchases.</li> <li>• Page 11- Bank Reconciliation: Ending balance \$783,839.25.</li> <li>• Page 12- Cash Summary Report: This is just a summary of the actual cash in the bank account as of December 31<sup>st</sup>. Last month, your Operational SEG was \$45,000 and right now it's at \$102,472.03, saving some money there.</li> </ul> <p><u>Vigil:</u> That first line, Operational SEG that is what has to climb to \$229,000 to meet the PED's goal. Last year, we had to overspend because we started in the negative. We are definitely on target for that.</p>	
<b>Permanent Cash Transfer</b>	<p><u>Vigil:</u> We do not know when the audit is going to be released. On that Cash Summary Report, you do have a number of funds that are showing negative balances and you don't have any money coming in to cover those. So what we have as availability is a 'Cash Transfer Request' and this is a formal process where the GC approves the request and then it goes to the Secretary of Education who will then approve that request and then we can make the moves on your general ledger to make those funds go away and start fresh. We can transfer cash from your main fund: 11000 to those individual funds. We totaled all of those up and it's \$245,000; this is in addition to that \$229,000 that you're saving. It's better to do this sooner than later; if we can recognize that we do this issue. We can say that over the course of 2 years, we can knock out 100% of the fund balance issues that were brought forth from 2016.</p> <p>In addition to this, we have a call on the 19<sup>th</sup> with NMPSIA, your insurance provider and the insurance does cover for frauds and embezzlements. We've put in for that full amount of \$500,000 that was in the state auditor report. If we get even close to that amount we can cover that \$270,000 deficit with insurance recoveries.</p>	
<b>Review of BARs</b>	<p>BARs for consideration:</p> <ol style="list-style-type: none"> <li>1. 528-000-1718-0017-I</li> <li>2. 528-000-1718-0018-T</li> <li>3. 528-000-1718-0019-I</li> <li>4. 528-000-1718-0020-I</li> </ol> <p><u>Lucero:</u></p> <ol style="list-style-type: none"> <li>1. Increase: After-School fees of \$4, 655.</li> <li>2. Transfer: Pre- K Initiative- we're not increasing or decreasing cash; the total is 0, we're just moving the money around between those lines.</li> <li>3. Increase: Activity Fund of \$9,725</li> <li>4. Increase: Medicaid of \$3,077</li> </ol> <p>*Meeting was adjourned at 5:35pm</p>	

**LPELC GC Meeting Minutes**

**Date: January 30, 2018**

<b>Board Members Present</b>	Judy Griego, Regina Sanchez, Brenda Baca	
<b>Absent</b>	Julian Munoz, Andrew Mathis	
<b>Others in Attendance</b>	Chris Jones, Danielle Miranda, Mike Vigil, Alyssa Lucero	
<b>QUORUM</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Meeting called to order</b>	Judy Griego called the meeting to order at 5:40pm	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of the Agenda</b>	No discussion.	Judy Griego called for a motion to approve the agenda. Brenda Baca motioned, Regina Sanchez seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
<b>Approval of Minutes</b>	12/19/2017	Judy Griego called for a motion to approve the 12/19 minutes. Regina Sanchez motioned, Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
<b>Discussion/Action Items</b>		
<b>Budget Review</b>	<p>Lucero: We went over the Reports in the Finance Meeting. If you have any questions let me know. We did talk about the Operational Fund having about \$326,655 available and after the Emergency Reserve is subtracted from that, there is about \$97,000 actually available. All other funds should be positive. We have IDEA-B being negative but we're waiting for federal carryover awards to address that negative amount. The Pre-K Initiative does have a negative function but we have a BAR to present today to address that negative amount. There was about \$165,000 more in revenues than expenditures in December, which is really good. Bank Reconciliation Report: the GL reconciled at \$783,839.25. Cash Summary Report: most funds are being carried in SB-9 and HB-33.</p>	
<b>Permanent Cash Transfer</b>	<p><u>Vigil</u>: Cash Summary Report: I present it that way, so that you know a lot of those funds are sitting in the negative as a cash balance and a lot of those aren't going to ever have a return in the cash because of the financial mismanagement in the past. We are going to have to do a Cash Transfer Request to cover these negative balances and it's covered by the Operational Fund; it totaled about \$245,000. This is the form that we use and it lists out all the funds that we noted and verified with the auditors; these are cash amounts that were never requested in the years that they were expended, so that money is never going to be refunded to the school. So we basically have to use your Operational Funds to cover that. In addition to the \$229,000 that we're saving, we will have to have another \$245,000 to be saved on top of that to get back to a 0 and run a school like you normally would do. We have a phone-conference meeting on February 19<sup>th</sup> with NMPSIA about the claim we have. Insurance should cover it; it is a part of your coverage that you pay for on a yearly basis. We will try to fight for all of it. We will give you an update at the February meeting. If we get that money back it covers this \$245,000 with no problem and we'll have cash saved in the bank for future years. If not, we will have a year like this year, where we have to set aside a lot of money. This is an official type form that we have to run through the GC and if it gets approved Judy will sign it tonight. It will then go to the Secretary of Education or his designee, they'll sign off and then we can correct your books.</p>	
<b>Approval of BARs</b>	<p>BARs for consideration:</p> <ol style="list-style-type: none"> <li>528-000-1718-0017-I</li> <li>528-000-1718-0018-T</li> <li>528-000-1718-0019-I</li> <li>528-000-1718-0020-I</li> </ol> <p><u>Lucero</u>:</p> <ol style="list-style-type: none"> <li>Increase: After-School fees of \$4, 655.</li> <li>Transfer: Pre- K Initiative- This is just to address the negative function. We're not increasing or decreasing cash, we're just moving the money around between those lines.</li> <li>Increase: Activity Fund of \$9,725- to budget actual cash carryover from the FY 17 in the activity fund.</li> <li>Increase: Medicaid of \$3,077- budget cash carryover</li> </ol>	
<b>Head Administrator CAP PD: Travel Amendment for Quarters 3 &amp; 4</b>	<p>Jones: Quarter 3: I want to amend the next PD opportunity which was supposed to be in Boston. The expenses are too high. There is training provided by South by Southwest; it's in Austin and its coming up now in March. It's more reasonable and the amount comes to about \$1600 as opposed to \$3800 for Boston. They do have a Leadership Strand, so I intend to take all the Leadership training courses that they offer. The training is from March 5<sup>th</sup>-8<sup>th</sup>; I will travel on the 4<sup>th</sup> and get back on the 8<sup>th</sup>. Quarter 4: I originally have June 24<sup>th</sup>-30<sup>th</sup> to go to Harvard, to do a certification course. I still want to go but at a different time. In May they're offering something for District Administrators and Superintendents. I will get you the full information as soon as I get it from Harvard; I have to be accepted all over again.</p>	
		Judy Griego called for a motion to approve the travel to Austin for the Head Administrator. Regina Sanchez motioned, Brenda Baca seconded. -Judy Griego called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained

<p><b>Consideration for GC Training: NCSC 2018</b></p>	<p><u>Jones:</u> This is a GC Training and I think it would be a good opportunity for the Council to go. The original training that was going to take place was going to cost over \$5000 for 2 days here. I will cancel that PO and now we will have some availability for travel for the Council. This will give you the ability to go to this conference; I think this conference would be very beneficial. They have a GC stand, so you can attend all the GC trainings. The deadline to register for the \$495 price is coming up very soon. This is all reimbursement based, so if the GC wants to go, you have to pay for all expenses and then you would get your reimbursement after returning. Maybe we can come together in early February and look at travel expenses. I will start to work on the requisition and you can start to price things, so we can put the accurate amount.</p>	<p>Judy Griego called for a motion to approve the training for all the GC members. Brenda Baca 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><b>Preparing for Renewal Training</b></p>	<p><u>Jones:</u> We have this training coming up on February 7<sup>th</sup>. I did submit a requisition that would cover everyone, if you all want to attend. I think it would be good for us to attend. We actually have our renewal in December of 2019, so to have the perspective from all these people would be very helpful and we can be proactive in preparing for when that time comes.</p>	
<p><b>GC Training Tidbits</b></p>	<p><u>Griego:</u> I had an opportunity to go to that Open Meetings Act Training and it was a really good class. Open Meetings Act is known as a sunshine law. There are 4 areas that they addressed:</p> <ol style="list-style-type: none"> <li>1. The first defines the basic policy of the state with respect to meetings of non-legislative public bodies and how it is to be applied in conducting public business</li> <li>2. The second defines the policy as it applies to meeting of committees of the state legislature</li> <li>3. The third addresses the effect that violating the Act may have on the validity of actions taken by public bodies</li> <li>4. The fourth defines the penalty for violation of the Act</li> </ol> <p>If anyone wants to know more about the Open Meetings Act, I have a copy. It was a really good class and if it comes up again, I'll let you know and you can take the time to go up to Santa Fe.</p>	
<p><b>GC Member Recruitment and On-boarding Plans</b></p>	<p><u>Jones:</u> During our Site Visit, Icela brought up some questions during one of the interviews that we had; she asked about the GC's Recruitment and Selection Process. I showed her the binder that Judy put together for the council. She wanted to also see the minutes that proved that we've come back to it and that it isn't just a draft. I told her that we hadn't done that and we're still trying to finalize it. I think something for us to consider is to review it and make sure it's a formal process. The one part that we need to work on is the Mentorship Process and ensure we have the process in place for new members. The last thing is Interested Members; we recently got 2 new people interested in the council. We need to go back and review the plan and see what we do with these interested members.</p>	
<p><b>Audit Committee</b></p>	<p><u>Jones:</u> Another recommendation was for the Audit Committee. Icela recommend that we met more often than just the audit season. I want to prepare the audit committee to take look at whatever the results are within the audit and to help vet those management responses. We know what we need to fix based on the audit. I do think the committee itself needs to be very active in looking to see what those solutions are as we move forward because we have to follow through with what we say and create a timeline. We need to identify frequency and duration of the meetings. Maybe we can do audit season, plus a couple of additional quarterly meetings.</p> <p><u>Vigil:</u> The frequency and duration is specifically outlined in the statute. You're supposed to meet on a regular basis, whatever you decide, and the duration is during the time you're being audited.</p>	
<p><b>NM Dash Update</b></p>	<p><u>Jones:</u> Our 1<sup>st</sup> cycle for NM Dash just ended on January 24<sup>th</sup>. We have 3 focus areas: Tier 1 Core instruction, Data Driven Instruction, and Tier 1 Intervention. We're in Phase 2, the next 90 day planning period. So the team is going to come together this Friday and come up with new focuses and figure out what we need to do next to ensure we meet our annual goal. 75% is what we set for EOY for the entire school that is what we're hoping to accomplish. As of last month, after MOY, we were at 31%; we didn't see the results we were hoping for but the next assessment will be in May. For the next 90 days, we need to move away from the Administrator actions and move to Teacher actions. We need to be more teacher-driven; what do they need to support our students. If we can make our goals this year, next year I will equip every single classroom and teacher with a full curriculum for English and Spanish Language Arts. As soon as we develop the plan, we will share it with you.</p>	
<p><b>Performance Framework Updates</b></p>	<p><u>Jones:</u> I would like to share with you the responses from the most recent Site Visit. They have 45 days to enter their responses; they were just here on the 26<sup>th</sup> which was last Friday. After receiving their responses, we have 30 days to reply. They give you a rating and then we can go in and upload documentation. Coming up soon, after they enter their responses I'll give you a copy of it.</p>	
<p><b>Corrective Action Plan (CAP) Updates</b></p>	<p><u>Jones:</u> They checked on the CAP during the visit. Icela sat with me for about 45 minutes and asked about the progress toward meeting the CAP requirements. The one thing that came out was training for Andrew; she said we were not compliant with training. She said Andrew needs to attend the Introductory Training if he wants to vote. She asked us how were doing with the evaluation and I told her that Shelly is working on it and was going to give us a draft in the coming month or so. One thing that is important for us to start thinking about is the goal that they've given us. I want to get in front of them and talk about how bad that goal is. They gave us a 1.5 years of growth goal; 75% according to the vendor is impossible for us to get to. We cannot measure it based on what the PEC has told us. I've just connected with Dr. John Cronin, the Vice President of Education Research at NWEA. He wrote an article called "How many students and schools actually make a year and a half of growth during a year?" This is based on a study done in 2015 and there were 10.2 million kids that were involved in the study. He says that you shouldn't try to get to that 1.5 year growth; he says we need to look at growth and be realistic and not discourage staff and students. In the article, he says closure of a school for not meeting this kind of goal is ridiculous. If they're going to make us measure it, then we have to measure it by this standard measurement like Dr. Cronin says to. If we're going to do it, then it has to be observed vs. projected. I don't think they should even hold us to that because before it's always been just 1 year of growth. We understand that we can't continue to trend the way that we have but we are making progress and we'll get there. We have our last assessment in March; that's what our final data will be. We've identified each of the kids that have met the goal, they are considered banked and we also identified the kids that haven't met the goal yet. What I want to propose is that they kick out the 1.5 years of growth.</p>	

	Facilities Update: We have a YDI proposal, they want to meet with the 2 of us. YDI came to me and proposed an expansion. They want to expand the number of early head start classes at our central facility; but we need to figure out what is best for that facility. They also want to partner for the new school and provide our students with the training and certification. If they sponsor the new school, that's more potential revenue. There is a lot we have to start looking at like we have to clean up the Foundation, we have to renegotiate the balloon payment, and we have to get into a lease to purchase agreement; there is a lot that needs to happen.	
<b>Public Comment</b>		
<b>Announcement of Next GC Meeting</b>	Next GC meeting: February 27, 2018 at 5:30pm	Judy Griego asked for a motion to adjourn. Brenda Baca motioned, Regina Sanchez seconded. - Judy Griego called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
<b>Adjourn</b>	Meeting was adjourned at 7:52pm	