

Albuquerque Bilingual Academy
ABA GC Special Meeting Minutes for Virtual Meeting
Date: October 25, 2021

Board Members Present	Doris Cole, Jose Garcia, Julian Munoz, Brenda Baca	
Absent	Melissa Trujeque	
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee, David Bryant, Esteban Cole	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Julian Munoz called the meeting to order at <u>5:30 pm</u> & Roll Call by Julian Munoz	
Item	Discussion	Action/Recommendation
Approval of Minutes	09/27/2021	Julian Munoz called for a motion to approve the 09/27 minutes. Brenda Baca motioned. Jose Garcia seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of the Agenda	10/25/2021	Julian Munoz called for a motion to approve the agenda. Brenda Baca motioned. Jose Garcia seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<p><u>Hunt</u>: Go ahead and start off with our governance reports for 9/30/21; taking us all the way until the end of September. We'll start with our Revenue Report as expected, we have been receiving most of our items as expected. We did receive our first grant check from My Little World for \$5,000 and we are actually going to have rent for 3 more months plus we have a 4th month additional; so we will be increasing this budget next month. But PED usually wants us to receive this revenue before we continue budgeting it. Overall, we did decrease our SEG from our last BAR where we had our decrease from our K-5 Plus Units being moved down to below the line. Other than that, not too many changes. We have started RFRs for the beginning of the month so we should be seeing Title I, IDEA-B, Community Schools and Title III; most of those we've actually started and we should start seeing reimbursements rather soon. ESSER II, we're still figuring out some items and ESSER III that'll be a few months until we get reimbursements for that as well. Oh and Pre-K, we should also have reimbursements within the next month or two. Going down to the Expenditure Report, as we previously discussed, we did do a few maintenance BARs. We did clean up and we fixed almost every negative in the budget. There are a few items that still have issues such as this K-5 Plus expenditures; we did expend PED and so these are going to be included in a K-5 Plus Award which we are going to be bringing to you guys next month. It is for \$535,000 but we're still needing just a few more days to finalize how we're going to budget all of those funds in accordance with how PED wants it. But once we do have that BAR for you and it's approved by PED, a lot of these other negatives will actually clear up. Going down through all of the other items, again we're in budget with almost every other thing especially with the maintenance that we did last month; not too many negatives anywhere through. And any other ones will be fixed with our rental BAR when we do that. We do still have a large amount of available budget \$1.3 million shown; it did come down from the \$1.9 but we did remove \$500,000 from it with the SEG decrease BAR that we did back in August and September. However, our carryover from last year was \$1.2 so we're still operating at a budget surplus meaning we're still expending less than what we're projecting in revenue and not actually giving into our carryover at all which is a good thing. Going down to our other funds, most of the other ones are being spent within accordance of how we always spent them. We do have some items such as IDEA-B has a little bit of budget available but we are having to meet like items of effort; that's why we don't fully expend those funds. It is because our Operational does have to keep certain amounts of budget in them to make sure that we're providing all students with FAPE. Going down, we do actually have a better plan of how to spend Title III this year, we're actually putting it in and paying for one of our Dean's which is a good usage as opposed to previous years where they were very strict with that; so that's good news for us. ESSER II, we are going to be rearranging some of this but a lot of this is going to be held for next school years as we try to find attendance liaisons, we're waiting to purchase new supply assets for the new building, so a lot of these expenditures will be coming later on this year and the year after. ESSER III, I know we do have an update later on in the agenda. But PED did approve our BAR for the \$685,000 in construction services so that's going to take care of almost half of our renovations on Building A with the expansion for 4 classrooms, the gym, the art room, and the computer lab. So that is really great news because it is going to help us pay for a large amount of that project. Going down, our Pre-K Initiative, we are only operating at a reduced Pre-K program this year. We only 1 Teacher and 1 EA, not the 2 that we had in previous years but we in line with</p>	

	<p>how many students we have, so that is good. Going down, the Family Income Index, we are going to have some shifts in the budget and that'll be apparent in the October Reports and we'll actually start expending this mostly in November and December. Then we also got our Lease Assistance Award fully approved as well; we're going to be moving our lease expenditures not from HB-33 but to PSCOC and Capital Outlay. Then we have our other capital funds but more expenditures for maintenance for the building and everything now that we own it our right, we can use our capital funds instead of operational which is saving us money in there as well. Going down to the Bank Account Register Activity Report, this is everything that we received or dispersed in the month of September. Please stop me if you see any items that you do have any questions on, any of these vendors or any of the cash receipts, anything like that. But overall, we did have a negative cash flow month with only \$412,000 taken in with \$605,000 dispersed. We just had a lot of things going on, we did have HVAC renovations which will come from ESSER II; we had about \$70,000 of HVAC renovations for our Music/Mariachi building which was done and that contributed to a lot of this. Going to our Bank Reconciliation, our account does stay healthy though. We began the month with \$3.1 million and even after the negative cash flow in the month, we ended with \$3.046 million. However, we do have a large amount of \$130,000 of outstanding checks, so our bank account is going to get below \$3 million once those are actually realized. However, we do have a lot of RFR's and the PSCOC lease assistance and a lot of things like that still outstanding; once those start rolling in, our bank account should be back even higher than it was before. Going down to the Outstanding Checks, this is what makes up our \$130,000 of outstanding checks. Then we have our Balance Sheet, which shows how that actual \$2.9/\$3 million is dispersed amongst our funds. A majority of it being held in Operational at \$1.5 million, the negatives from the capital funds at \$160,000 and our food service fund. The remainder of money mainly being in our HB-33 and SB-9, 31600 and 31701. Comparing year over year expenditures, we do have higher expenditures in instruction but lower in support services. Instruction mainly has to do with our expanding program and the fact that we had more teachers, higher support services, other items like that, and we bought a lot more curriculum this year. But our support services has gone down mainly due to the building costs that would usually include our rent which has been moved to capital outlay funds which is showing higher for this year.</p>	
Approval of BARs	<p><u>Hunt</u>: BARs for consideration:</p> <ol style="list-style-type: none"> 1. # 0008-IB 2. # 0009-I 3. # 0010-IB- <i>postponed until next meeting</i> 4. # 0011-IB- <i>postponed until next meeting</i> <ol style="list-style-type: none"> 1. Justification: \$4,161- To create budget based on initial award provided by PED. To be used to supplement payment for HVAC upgrade in new gym building to improve air quality during instruction. 2. Justification: \$427,827- To budget remaining 1/3 of ARP allocation provided by PED. 3. Justification: \$500,000- K-5 Plus funds. We're still waiting for clarification on the best way to get reimbursed from PED so we can fully utilize those awards. So we'd like to postpone this BAR. 4. Justification: This is for Title II. PED has not gotten back to me about how they want to do that allocation too because we had a waiver which allowed us to carryover previous year's carryover but it is going to expire this year. The initial one we did for Title II wasn't the right amount; they disapproved it and now we're waiting for them to confirm what we should be budgeting for next month. So, we'd like to postpone this BAR. 	<p>Julian Munoz called for a motion to approve BARs #0008-IB and #0009-I. Brenda Baca motioned. Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
ARP/ESSER III Update	<p><u>Jones</u>: Within the packet, you guys had our grant application as well as our assurances. The ARP Grant Application for 2021-2022 was included. In summary, I wanted to give you guys just a quick overview of what it consists of. Within the application, we had to allocate 20% of our award amount to instruction in the classroom to address some of the learning loss that took place during COVID. As of now, we have a total of \$855,654 and that is 2/3 of our allocation. We also had to figure out what we would do with 20% of the 2/3 and that total amount equals \$171,130.83. We submitted a proposal and Kyle and I actually met with the Title I office. We proposed that we use the funds for certain things which I will explain shortly. The theme of this section is that we want to utilize this ESSER III award to get back to offering a whole-child approach to education. This whole-child approach will address learning loss as well as areas of social, emotional, and physical wellness/wellbeing. The first thing we proposed was intervention materials that include games and other manipulatives. Our stakeholders wanted to see us doing more direct instruction and interacting with their teachers with tangible materials. The reality of what we're facing is that students are suffering major gaps in learning and have regressed due to online learning. Next thing for us, I would like to acquire a program that really does address decoding. One of the things that we're having a hard time with our students, especially at the lower levels, is their inability to decode. The way reading works is that you have to be able to decode before you can encode; but before you can truly comprehend what you're reading, you have to make sure that you can make out the words. We want to purchase something that is driven by direct instruction and that can certainly address their gaps with decoding. Supplies is the next one that comes to mine, we do want to purchase additional supplies; that is everything form copy</p>	

	<p>paper to even uniforms for students. One of the concepts is to try to alleviate some of the family concerns and problems that their facing in ensuring that their student comes to school prepared by acquiring some of the things that they need. We just want to make sure that we're providing them with things that they will now not have to worry about and that they can come to school with a clear mind. Math and reading interventionists are next, we are planning to hire one of each at the very beginning and then we do want to continue to add these interventionists. We do know that we want to hire internal folks who know our students, who know the curriculum that we use, and who have the capacity to help bridge some of these gaps. We also have to look at their success rate, historically. We're also going to look at if they can work well with adults, if they will be well-received by the staff, and if they'll be able to work collaboratively with the staff. We're also going to look at coaching and their experience in training others. We're looking at opening up both positions this week, we're hoping to begin interviewing by next week, and make a selection within three weeks. We're going to follow our typical interview process, where we present scenarios and get a feel for the different experiences that people have; we want to make sure that we have the best candidates to move our students forward. We have hired an auto-substitute and that's the last part of the 20%. There are a lot of goals written into this 20% category. Next thing I want to share with you guys, is to let you know that we were approved to spend a significant amount of this award on construction costs. As we know, we've been undergoing the work to try and get our construction project underway. So within the proposal, Kyle and I met with the Title I office and we started to run by this scenario. Our vision for this portion of the award was to expand our campus and that would allow us to really execute these COVID safe practices that are a requirement of schools. Currently, we are out of space so any staff members that were to come onboard including our interventionists would not have their own spaces at this time. I know there will be a common complaint. We really want to create these additional classrooms and space so that we can hire more people. Our stance on how we address these learning gaps is to hire highly qualified people to come in and provide direct instruction. I think we can purchase all of the things that we want but without good people to own the programs and resources and provide the direct instruction, we're not going to get anywhere by just having stuff. A part of our major plan and long-term goal is continue to increase our staff size but in order to do so we do need space. One of the celebrations is that we now have \$655,000 that we can allocate towards our construction projects. We're really excited about that. We met with Brycon today, on a side note, and so they're moving along with the project; much more slowly than we hoped but we understand that's the nature of construction right now. We're hopeful that we can get the project underway so that we can expand our campus and we're really happy of this component of the application and the final approval. It is a large award; we did get stakeholder input. We're very fortunate that we have this large portion of the award to really make sure that we expand our COVID safe practices and we have the ability to grow staff.</p> <p><u>Munoz:</u> Just to make sure that I understand, you did meet with the Title I people and they did approve the use of the funds for the construction?</p> <p><u>Jones:</u> Yeah, so Kyle and I met prior to the submission. So I worked on the application but Kyle had a really good idea and said let's get on the phone with Title I to see if they would even approve it. We met with them prior and we weren't sure what their stance. Our administrator took it back to her team, I submitted the application after getting the go-ahead from them to try, and we did receive notice two weeks ago maybe three. The notice indicated that our application was substantially approvable which meant that they had approved our application.</p> <p><u>Munoz:</u> So it's broken down into construction costs and then into teacher costs, correct?</p> <p><u>Jones:</u> Yes sir, that is correct.</p> <p><u>Baca:</u> I know we had talked about the work going forward for using the rentals for the gym that we use, could we use some of this money to help get this further along? To start using it as revenues towards our school?</p> <p><u>Jones:</u> We have a beautiful little facility that people will rent and the only thing that is missing is the restroom. I believe the same thing you do Brenda in that once we have the restroom built, we can rent our all three spaces within that building. And because there is nothing like that on the Westside, I think that would be a great way for us to start to recoup some of these funds. Honestly that would be my recommendation is to move forward with a restroom project in the current gym.</p> <p><u>Cole:</u> Mr. Jones, I want to give a suggestion for the school because we have many families in need. For the school, it would be very good to write to the food bank for the families in need at the school. Because now it is very difficult for many families and I know Title I schooling and many families are in need. I think this is the time to help them.</p> <p><u>Jones:</u> Sure, thank you for that recommendation. I do appreciate that and I do think there is a way for us to expand our meal service by providing meals to our families. I do think we need to prioritize that and I do agree with you. We do have a community schools program and I'm happy that Mr. Bryant is here with us and I'll ask him to take this back to the committee so that we can plan to make that happen for our families.</p>	
Review of ABA Employee Leave Policy	<p><u>Jones:</u> We did review a portion of this leave policy recently and that was employee leave before and after holidays. I think our intent of re-adding it to the agenda tonight was to look at the policy as a whole; hopefully you guys did have the ability to review it. I just want to make sure that we have done as much as we can to review the policy to look for any sort of loopholes that exist that</p>	

	<p>would be something that we may want to have discussion about revising. Hopefully we can have some discussion about it tonight and if not we can always table it for the next meeting. I am really pleased with our handbook for the current year which came from our attorneys; there's already have been some things that have come up this year and the handbook has been especially helpful for addressing some of the issues that have arisen. Here are leave benefits: one of the things that I think has caused problems in the current year is that we have sick leave. What that means for our employees is that they accrue leave but also we have personal leave. Kyle and I have reviewed the handbook to make sure that they were accruing at a decent rate, we give them two personal days upfront. But when we start to look at how people are using it and combining sick and personal leave; I think that has caused some confusion amongst our staff. It also creates some to misuse our leave. When you take sick leave, you have a maximum amount of days that you can miss. In paragraph f it says that employees using more than 2 consecutive days, 16 hours of sick leave, may be required to obtain and provide reasonable documentation. This is the part that has already caused one incident this year, caused great confusion, and for some employee's great concern. But if you wanted to use your sick leave without providing documentation, you could actually use the next 2 days to personal leave days and then you could carry one with the use of sick leave once again. Basically you could spread it out in order to miss an entire school week and we had an incident this year where that actually occurred. It is very difficult for us to deny that type of leave if they are following the policy.</p> <p><u>Munoz:</u> Is there another section or letter that you can put that basically says that you can approve or disapprove leave as you see fit as the school needs? Is there anywhere that it says that specifically?</p> <p><u>Jones:</u> I didn't see anything like that but I certainly think that's a really good idea.</p> <p><u>Munoz:</u> Just to avoid confusion, we might want to update this next time and that it says that it is at your discretion on whether to award it and it's not necessarily guaranteed before you take a look at the schedules, right?</p> <p><u>Jones:</u> It's really hard and think what I need to do better as the school administrator is I need to confirm more with Patty. Sometimes I get into the state of mind where I'm trying to be very conservative with spending money. But I believe in many cases this year that I've already encountered it's definitely necessary to talk to our attorneys and spend the money to get their assistance. I will tell you in the previous case that I just described to you, it is certainly something that I will take responsibility for in terms of this particular staff member who kind of layered her leave in the way that she did. It is something that I've already spoken to the staff member about as far as future requests of that nature, that they would be automatically denied. I do take responsibility for that; I certainly am still learning this handbook and I also admit that I need to confer more often with our attorney to avoid any problems that arise due to instances such as the one I described. Looking at our leave section of our handbook, I think it is solid. I think again it comes down to interpretation of these things and I will certainly commit to working with our attorney to figure out some of these pieces if I don't understand them or if I don't think they bear any weight. If there aren't any teeth in the policy, as far as what I'm extracting then I definitely need Patty.</p> <p><u>Baca:</u> On this, where do you go about now with COVID for unvaccinated teachers that have been out longer than teachers that are teaching? I think we need to bring that to the table also.</p> <p><u>Jones:</u> Sure, so what Brenda is bringing up is the fact that we have unvaccinated staff members and it becomes a particular concern when we have classroom teachers of record are missing due to either contracting COVID or a close contact. In either case, they are required to quarantine for 10 days and it's a mandatory quarantine period when you are unvaccinated. However, when you are vaccinated you need not quarantine unless you are demonstrating symptoms of your own. I understand Brenda's concern and I share the same concern. I think that something the board can do is 1) consider the impacts that those 10 days of missed instruction have on students and 2) really decide if that is something that you want to pursue in respect to a policy that makes it mandatory for staff to become fully vaccinated. I think that would be a board decision and unfortunately it would mean that we would lose staff members but it also means that we would avoid learning loss for our students. At the end of the day, it really is about them. It's one thing for a classroom teacher of record to miss for 10 days and it's another thing for a clerical assistant to miss for 10 days. I think classroom teachers have a really important job as do we all but missing 10 days especially if this occurs 3 or 4 times throughout a contract year. You are contracted for 187 days and potentially you could miss 1/2 of those days due to being a close contact or contracting COVID. So something for the board to consider. As of now, we do have in our handbook which was passed within in the last legislation session, emergency leave. There is a lot of confusion around this as well; I believe I was even confused as well until I started to encounter these employees that needed to miss 10 days at a time. If you have to miss due to COVID whether that impacts your family members, you're a caretaker for your son/daughter, or if you've been advised to quarantine for being a close contact, or if you yourself contracted COVID-19 you're entitled to this leave. So that is where vaccines come into play. If you're vaccinated and a close contact, you do not need to quarantine unless you're demonstrating symptoms yourself. However, if you're unvaccinated and are a close contact you must quarantine for 10 days. The danger comes with unvaccinated people being exposed to COVID outside of</p>	
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	<p>school and you're most likely at risk of missing a good amount of time from your duties as a classroom teacher. That is still a concern of mine but at the end of the day it is up to the board to decide if that is a local policy that we wish to adopt.</p> <p><u>Baca:</u> I was asking the question due to the fact that my child a lot of our kids go to school here and if the same teacher keeps missing, what are the protocols if the teacher keeps missing because she is an unvaccinated teacher? So she is out of the classroom more than she is inside the classroom. That is a concern as a board member and also as families and everything else. So I am bringing it to your guys to see what we can do about it, if there is anything we can do.</p> <p><u>Munoz:</u> We can't do anything per say. The only thing we can do is look at the policy that is in place right now and anything that Mr. Jones might recommend to update. At that point, if we feel we need to update the policy, then we can update the policy. But just so I understand, this is not a voting action, correct?</p> <p><u>Jones:</u> That is correct.</p> <p><u>Munoz:</u> That is what I wanted to know. So at this point, if you wanted to have for the next agenda as a voting option Mr. Jones to update the policy and we'll vote and see if it gets adopted.</p> <p><u>Jones:</u> Yeah, I agree. I can definitely do that. I will say that it is a good idea to do it sooner rather than later if we are going to choose to go in that direction. So that we can find qualified teachers to come into take the place of some of our staff members that may or may not stick around because they choose to not get vaccinated. Thank you guys for listening and we will move on to the next agenda item.</p>	
Review and Approval of ABA Governance Council Bylaws	<p><u>Munoz:</u> There were no updates with the bylaws this year, is that correct Mr. Jones? Still the same as last year's and the years prior?</p> <p><u>Jones:</u> That is correct. There has not been a need to update our bylaws. We've spoken to Patty about this in the past and I believe the only thing that's ever been updated is my threshold for approval when it comes to finance. I do think is that one thing we should do is probably create a working session to review our financial policies as well as our bylaws. I'd like for Kyle to sit in with us and I think with the transition into our school as a full-time business manager, it would certainly be helpful for all of us to review these again. Kyle can make recommendations as well as the board and then we can take it from there. I'd like to ask for us to create some time for a working session; it is always important to review all of these policies more at length and at depth.</p> <p><u>Munoz:</u> I see no problem with that. I don't think we need to vote on those working sessions, I think we can just establish them as we need to. Mr. Hunt I'm probably going to leave it to you to schedule these working sessions. I would like to be involved as far as review of the financial policies, got to be careful about any other board member participating, we don't want to have a quorum if we have more than two. So if anyone else wants to go through these, go ahead and let Mr. Hunt know so that he can include you. I would say every month would be a good one, 1 hour or 1 ½ hours to go through that but not during these council meetings. Let's do the beginning of the month or something like that. With regards to the policies as they are, does anyone have any questions on them?</p>	<p>Julian Munoz called for a motion to approve the ABA Governance Council Bylaws as presented.</p> <p>Julian Munoz motioned.</p> <p>Doris Cole seconded.</p> <p>-Julian Munoz called for a vote.</p> <p>GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Adoption of OMA Resolution	<p><u>Jones:</u> So ultimately, all we need to do is vote on our annual resolution and the intent of the annual resolution is to ensure that we have a consistent meeting date and time each month. For the past several years, we've met on the last Monday of each month at 5:30pm. We did meet in person and now we have a virtual meeting. These virtual meetings have taken place monthly as well and either way we just have to vote on the day and time that we will choose to hold our meetings. My recommendation is that we keep things the same and we keep them consistent. I believe it has worked out thus far, the last Monday of each month at 5:30pm. But of course, it is something that we need to open up for discussion. If there is a better day and time, then at this time we can have that discussion. You guys can make your final recommendations and then we can make a final decision before approving our annual resolution.</p> <p><u>Munoz:</u> Is everyone ok with the same day and time?</p> <p><u>Baca:</u> I'm good</p> <p><u>Cole:</u> Yes, I'm good</p> <p><u>Garcia:</u> I'm good</p> <p><u>Munoz:</u> Alright, other than that this resolution it says that we have to follow the Open Meetings Act as well which is very important when we go into closed session and all that stuff and make sure that everything we do is on the up and up.</p>	<p>Julian Munoz called for a motion to approve the OMA resolution.</p> <p>Brenda Baca motioned.</p> <p>Jose Garcia seconded.</p> <p>-Julian Munoz called for a vote.</p> <p>GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
ABA Governance Council Officer Election	<p><u>Munoz:</u> So at this point, I'm just going to call out anyone that wants to run for office. Ms. Brenda thank you for being president these last two years. Anybody? Jose? Doris?</p> <p><u>Baca:</u> I would like to nominate Julian to be president. Is there a second?</p> <p><u>Munoz:</u> Thank you for the nomination, anyone else want to get nominated? I will be taking over for president for Ms. Brenda. We still have two other offices that we need to fill; that is the secretary and the vice president. I personally would vote for Jose for vice president. Jose, do you want to do this for a year or two here and want to try this out?</p> <p><u>Garcia:</u> Yeah, what are the duties of the vice president?</p> <p><u>Munoz:</u> A lot less than the president, from what I can tell you. There is a reason that I did elect you Jose and that is because we're going to be entering a lot of construction within a year or two and having your expertise I think is going to be key. So that Mr. Jones can pull you into some of</p>	<p>Brenda Baca called for a motion to nominate Julian to be president.</p> <p>Doris Cole motioned.</p> <p>Jose Garcia seconded.</p> <p>-Julian Munoz called for a vote.</p> <p>GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to nominate Jose to be vice president.</p> <p>Brenda Baca motioned.</p> <p>Doris Cole seconded.</p>

	<p>these meetings. I know you're busy but having that knowledge base for us would be key especially since we're going into some heavy duty construction. So if you want to, by all means do it and don't feel pressured to do it.</p> <p><u>Garcia</u>: I'm ok with it.</p> <p><u>Munoz</u>: Ok, awesome. For secretary, do I hear anybody?</p> <p><u>Cole</u>: Brenda.</p>	<p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to nominate Brenda to be secretary.</p> <p>Doris Cole motioned.</p> <p>Jose Garcia seconded.</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
MLSS/SAT/Special Education Training Update	<p><u>Jones</u>: So we know that we have a huge need at this point in time for some training for our staff. MLSS is a new initiative, something that's been rolled out by the state, it's a 3-layer system that provides interventions to kids and replaces our RTI system. So MLSS is a training need that we have. The next thing that accompanies that is SAT; our SAT process for the previous couple of years hasn't been working all that well. We've had a very confusing process in my opinion. And the reason I say that is because we haven't had great participation by our staff; there isn't a lot of SAT referrals made and there certainly hasn't been a lot of follow-through. I think that is due to a lack of training and also systems that truly were not designed to be user friendly and intuitive. Last one is special education. We know that we've had a hard time with special education as well. There is just a lot going on in our school and to summarize our problems this year, I think it is a post-pandemic or current-pandemic issue. I think that we haven't had a lot of time with one another to train, we haven't as an administration been able to really identify the needs of our staff because when you learn online that's one thing. We've been focusing a lot of our energy on online learning and those resources and of course the re-entry plans which have been very time consuming with COVID safe practices. So we would like to provide that training; we planned a training and have some good resources in place. We have Mr. Bryant and a team of people including Ms. Miranda who have been really really helpful in helping our school rollout MLSS and they have some great systems in place. Then we have SAT, Ms. Miranda has stepped in to help us to improve that process; she actually helped to refine something that I put together that was not all that user-friendly, so we were going to go from one process that was not very institutive to another that was probably even more convoluted, to Ms. Miranda's process that's going to be a lot easier for people to follow. We have Ms. Priyam who is a SAT Chair for elementary and we have Ms. Torres who is a SAT chair for middle school. They are going to be assisting not only with SAT implementation but with training for staff. And special education will also come; we've contracted an external provider to help us to understand what the responsibilities of educators are when it comes to special education, from a legal standpoint and from a best practice standpoint. We do have some exciting, what we feel are exciting and important training updates to share with you tonight. In summary, that is what we have planned but if you guys will, I'd like to move onto the next agenda item so that I can seek your approval for implementation of the training that I just described.</p>	
Approval of 21-22 Emergency Calendar Revision	<p><u>Jones</u>: So as of now and I'd like to pull up the calendar for you because this is a process that we need to document. We also need to reach out to the PED to communicate what our needs are and also ensure that they have documented this calendar adjustment because at the beginning of each school year, we have our calendars approved. They calculate our instructional minutes and they also require that we submit a budget calendar. There is a couple of things that we'll need to do in working with the PED. But what I am proposing is that school is cancelled on November 12th that is a Friday. In turn, we will go ahead and add a day to our school year. I'd like to pull up the calendar if that's ok with you. November 12th was selected as the day to cancel school for PD because a) its important and b) it falls in a really strange place within that week. November is a pretty busy month for us with parent teacher conferences but it is also a month where students aren't in school as much as we would like. However, on November 11th we do have Veteran's day and school is being cancelled on November 11th. On November 12th students were expected to come back to school and I feel that attendance would be poor and I also feel like it's just a random day to be off. If we didn't have the policy in place, we probably would haven't any staff members there either but fortunately you guys did approve that revision to the policy. But we also have a need for PD. We recently encountered some trouble with our processes when it comes to SAT and with special education. There are a lot of things that I think for some of us come natural but for some us it requires training. Whether that be people requesting records and what our response should be or the process itself. I think both of those things are really important but there are slew of other things that we need to get to. I think our staff as a whole needs this really focused PD to try to come back to the table to decide how we best approach difficult situations on behalf of our school as advocates as opposed to a disjointed sort of organization that is juts operating separately. So, the 12th would be a cancelation day. Our final day of school is the 25th of May and so what I'm proposing is that we extend school through the 26th, that's also a Thursday and that also means that our K-plus program would not end on the 9th rather it would end on the 10th and that would satisfy our 10 additional days. I ask for your approval for this calendar revision. I'll leave it up to you to vote but I will say next steps will be communicating with the</p>	<p>Julian Munoz called for a motion to approve the 21-22 emergency calendar revision.</p> <p>Brenda Baca motioned.</p> <p>Jose Garcia seconded.</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>

	<p>PED and because it is a day for a day there should not be any issues with making this revision as long as it is communicated.</p>	
<p>Strategies for Communication of Operations (facilities and finance)</p>	<p><u>Jones:</u> I just wanted to reference one particular webpage that we now have. An idea that came to me from Mr. Munoz who said that we need to do more to communicate what we have going on behind the scenes. We give everyone the ability to attend these meetings; it's a public meeting but of course people cannot always attend because of family obligations and other things that are happening in the evenings. However, it does certainly leave them in the dark when it comes to things that we have going on. Such as the construction project, such as our vision for growth. There are a lot of things including what Brenda just proposed which is the restroom project itself which we have to generate revenue as well as some other ideas that we have for facilities including the music building that we could rent out to families that wanted to host birthday parties or quinceceras or whatever is going on. Those are ideas that we have and if you recall we did pass a fee structure, so that we could support the rental of our buildings, our facilities in general, and including any sports fields or multi-use field that we have. So one thing that we decided to do upfront is we have a webpage for operations; so the webpage is on our school website and all it does is it gives any stakeholder the ability to come in and see what the board has voted on. So the contract with Brycon not only that but all the specs and drawings are there. Julian also proposed that we have some sort of a blog from the executive director which is me and I give people an idea of what we're thinking as a board, as a body what are we going to move forward with, what are we proposing, and how are we expending our funds. I think that is important for the communication piece to make sure that everyone understands that we're trying our best and being as transparent as possible; not everyone can make the meetings and so what we're trying to do is accommodate them when they can't make the meetings. It's nice to have people like Priyam who can make every single meeting but other people can't come. It is really important that we do something different and extra that way people don't feel like they have been left out of the process itself. So if you look on our website, you can find a lot of good information. But we are going to do additional sort of communications, reach outs, and hopefully we can try to people at ease with behind the scenes planning that takes place. And Mr. Munoz, I don't know if you wanted to touch on that anymore? I thought you had some really good ideas to share.</p> <p><u>Munoz:</u> I mean I think you said it pretty well. A lot of some issues that have come up is due just because they didn't know exactly what was being voted on or being presented on here during the meetings. I think that blog, especially coming from you, can help mediate some those issues or concerns that some of the staff had about you know what's going on with the school. It just makes it a little more transparent and hopefully make your job a little bit easier.</p> <p><u>Jones:</u> Thank you, sir. I hope so too and it is definitely something that is worth our while. We'll try it and see how it works and if we have to try a different strategy after that, we certainly will. I think we're doing a lot of good things. I think we try our best to communicate with others what we're doing short of hanging posters across the cafeteria and handing out flyers to the pickup line. But you know people are always welcome to come. Meetings are communicated to staff; we have announcements that are displayed in our reception room. Unfortunately, this is just the place where a lot of the planning happens and a lot of the information is shared. So hopefully we can come up with some good channels of communication and thank you Mr. Munoz for those ideas.</p>	
<p>Head Administrator Report</p>	<p><u>Jones:</u> I am planning a couple of things 1) These internal positions and again I'm really going to work on making my recommendation to have the best individuals in those places. I want to make sure that it is someone who is easy to work with; we have these people that are forward thinking like-minded, focused on data, focused on student achievement, and who work well with others. That is going to be very very important. 2) Next year, I plan on moving people from position to position. So about four years ago, I moved probably 65% of our staff to different positions within the school. Of course, there may be issues that we will need to work through and I'm doing that as the head administrator whether they are difficult or not. With people who have a hard time working with others or with people who may need a different assignment because it is really important that they are happy with what they do and that they're successful in doing so. It can be a content area that for example you thought you would enjoy teaching and you thought you had a lot of expertise in but it turns out that you were not. It could be a different role in perhaps you aren't getting along with your grade-level partner. Or it can be that you're going to move into a new role within the school. My focus for next year is going to be moving people to assignments that I think are best suited for. What I'm going to do is I'm going to send out to staff a survey that allows them to pick their top two grade levels if they wanted to move; it's basically going to be a very short survey that says "What are your top two assignments?", "If you could choose your own two assignments what would they be?" and It's not a creation of a new assignment for yourself, it is what we currently have, and "Where would you want to go if you couldn't stay put?" I think that's going to be important for our dynamic of our school, our grad-level partnerships, and not only that we really do need to start to build on the capacities that people have. We have to get away from what I believe is a Post-COVID sort of culture that is very different right now. It really is; our school is a little different that it has been in the past. I think people are making decisions that suit them and that's ok, that is everyone right but you know I've gotten second-hand information of somethings and other things I've been able to encounter on my own. So what I would like to do is make sure that everyone is back to focusing on student achievement as our</p>	

	primary focus and that everyone is in the right places within our school. I think that is it as far as head administrator updates are concerned. We share a lot of information tonight. Thank you guys for listening to my voice for another extended period of time; I know that isn't the easiest things to do. But I wanted to say that I really appreciate all of you guys for the roles that you play and for your participation on this board which is pretty thankless job so I do thank you guys and look forward to working with the new officers.	
Public Comment		
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, November 29, 2021; 5:30 pm</u>	Julian Munoz asked for a motion to adjourn.
Adjourn	Meeting was adjourned at 6:50pm	Brenda Baca motioned. Jose Garcia seconded. Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained