

**La Academia Dolores Huerta Charter Middle School**

**“A Dual Language Charter Middle School”**

**400 W.Bell St.**

**Las Cruces, NM 88005**

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Regular Governing Council Meeting Minutes

Thursday, February 14, 2019 at 5:30 PM, LADH

1. Adrian Gaytan called the meeting to order: 5:30 PM.
2. Roll call and establish quorum
3. GC Members Present: Adrian Gaytan, Elaine Palma, Robert Palacios, and Michael Sena

GC Members Absent: Yoli Silva

**Quorum established**

1. Guests: Melissa Miranda, Head Administrator; Mirna Rodriguez, Business Specialist; Sylvy Galvan de Lucero, Instructional Coach/Assistant Principal
2. Approval of agenda

**Adrian Gaytan moved to approve the agenda; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

1. Open forum-public input\*

Public comments and observations regarding education policy and governance issues, as well as the strategic planning are heard at this time. Time limit per presenter may be imposed by Chair

1. Approval of January 10, 2019 Regular Governing Council (GC) Meeting Minutes

**Adrian Gaytan moved to approve January 10, 2019 Regular GC Meeting Minutes; Robert Palacios seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

1. Approval of February 4, 2019 Special GC Meeting Minutes

**Adrian Gaytan moved to approve the February 4, 2019 Special GC Meeting Minutes; Robert Palacios seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

1. Approval of February 11, 2019 Special GC Meeting Minutes

**Adrian Gaytan moved to approve the February 11, 2019 Special GC Meeting Minutes; Robert Palacios seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

ACTION ITEMS

1. Approval of an additional check signer: Sylvy A. Galvan de Lucero

Ms. Miranda reported that the current approved check signers are her and Mrs. Soriano; however, Mrs. Soriano has been in the ICU for over 1.5 weeks. Therefore, another signer needs to be identified and approved. Mrs. Rodriguez noted that she has trained Mrs. Galvan de Lucero as to the expectations of a check signer.

**Robert Palacios moved to approve Sylvy A. Galvan de Lucero as an additional check signer; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

1. Finance Committee Report/Review and Approval of Budget Adjustment Requests:

* Review and approval of BAR 1819-0010-1-31600:

Robert Palacios reported that this bar is to increase budget based on fiscal 2019 projected HB-33 revenue.

**Adrian Gaytan moved to approve BAR 1819-0010-1-31600; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

* Review and approval of BAR 1819-0011-0011-1-31700:

To increase budget based on fiscal year 2019 SB-9 State match award.

**Adrian Gaytan moved to approve BAR 1819-0011-0011-1-31700; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

NEW BUSINESS: DISCUSSION ITEMS ONLY – NO ACTION WILL BE TAKEN

1. Update on appeals process

-Hearing is scheduled for February 20th at 1:00pm at Mabry Hall (300 Don Gasper Santa Fe NM)

-Elaine Palma and Roberto Palacios will be attending

-Pam Jones, Paralegal to Office of the General Counsel NM PED emailed Ms. Miranda and scheduled a meeting for Feb. 15th at 1:00pm to go over hearing procedures. Elaine Palma and Robert Palacios will join the meeting.

-Hearing update: Natasha Cuylear with Dumas Law Office has prepared a Notice of Entry of Appearance and a Reply Brief. She intends to file these with the Hearing Officer, Albert Gonzalez. It is important to note that the Hearing Officer could deny the Reply Brief. Ms. Cuylear is hoping that she will be able to participate in the telephone conference tomorrow if Pam Jones, once she files the paperwork.

-Ms. Miranda will send a reminder to all parents regarding date/time/location of hearing.

1. Head Administrator’s Report:

-Closure procedure: Ms. Miranda reported that per the email received from Karen Woerner, Deputy Director on 2/12/19, the school closure deadlines will be extended. Ms. Woerner noted that NMPED has not sent the letter introducing the contractor who will assist with the closure process and therefore the deadlines will be extended. She plans to revise the deadlines once the letter is received.

-Assessment data:

Ms. Galvan de Lucero reviewed the most current Illuminate assessment results in detail. Although progress was noted, there is much work still to be done. She noted that in order to motivate and hold the students and teachers accountable the following is occurring:

-Teachers are presenting assessment results to the students;

-Teachers are evaluating the data to determine if their lessons plans are aligned with what the test is assessing

Mr. Gaytan noted that individual, teacher, and school goals are needed to motivate. He recommended bringing in HS counselors to motivate the 8th grade students. Someone outside the school to explain to them the consequence of not taking assessments seriously (i.e. required to take remediation classes in HS, which do not count as credit classes).

Mr. Gaytan asked about the tutoring program. Both Ms. Miranda and Ms. Galvan de Lucero noted poor attendance in the after-school tutoring program. Mr. Gaytan recommended offering the tutoring in the morning before school and sharing the assessment data with the parents and students to clearly show them why their student was recommended for tutoring. Ms. Miranda noted that assessment results would be shared with parents at the parent/teacher conference scheduled for Feb 28/March1.

1. GC Secretary Update:
2. Review/update GC training log: All GC members have been signed up for the continuing member training on March 16th.
3. Bylaw changes: On February 8, 2019 Elaine Palma received a follow-up email response from Dylan Wilson, Charter Schools Authorizing Practices Coordinator, which indicated that the changes should have gone in front of the PEC during the Dec. meeting, but they were lost due to renewals. It looks like the item never made it onto the agenda. The changes will formally be placed on the March consent agenda. This will not reflect badly on the school.
4. Adjourn

**Adrian Gaytan moved to adjourn the general GC meeting at 6:26; Robert Palacios seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

\*Any individual attending a board meeting may sign in to participate in the Public Input section of the Agenda, if any. Such persons may speak on any item after the individual is recognized by the President of the Board and introduces himself/herself at the podium. The Governing Council of La Academia Dolores Huerta will not take action on any item presented under Public Input, until an opportunity to do so is afforded. La Academia Dolores Huerta will provide an interpreter for the Hearing Impaired and simultaneous Spanish translation upon request. Requests should be submitted to the chancellor’s office three days prior to the meeting.