

**La Academia Dolores Huerta Charter Middle School**

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

**400 W.Bell St.**

**Las Cruces, NM 88005**

**Phone: 575-526-2984**

**Fax: 575-523-5407**

Regular Governing Council Meeting Minutes

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

1. Meeting was called to order by Adrian Gaytan at 5:31 PM
2. Roll call and establishing of quorum:
3. GC Members Present:

Adrian Gaytan, President

Yoli Silva, Vice-President

Elaine Palma, Secretary

Michael Sena, General Member

Robert Palacios, Treasurer (present via telephone conference)

**Quorum established**

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

**Yoli Silva moved to approve the agenda; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: 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 February 14, 2019 Regular Governing Council (GC) Meeting Minutes:

**Michael Sena moved to approve the February 14, 2019 Regular Governing Council (GC) Meeting Minutes; Elaine Palma seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**Michael Sena: yes**

**None opposed, motion passed**

ACTION ITEMS

1. Approval of additional check signer, Michelle G. Paz

Discussion: Ms. Miranda reported that due to Socorro Soriano’s passing, an additional check signer had to be identified and needs to be approved. Ms. Miranda recommended Ms. Paz as she has her administrator license and has experience in administration.

**Yoli Silva moved to approve Michelle G. Paz as an additional check signer; Adrian Gaytan seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**Michael Sena: yes**

**None opposed, motion passed**

1. Approval of additional Purchase Order (PO) signer

Discussion: Ms. Miranda reported that due to Socorro Soriano’s passing, an additional PO signer had to be identified and needs to be approved, as she needs to have someone approve any PO she requests. Ms. Miranda recommended Ms. Paz as she has her administrator license and has experience in administration.

**Adrian Gaytan moved to approve Michelle G. Paz as an additional Purchase Order (PO) signer; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**Michael Sena: yes**

**None opposed, motion passed**

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

* Review and approval of BAR 1819-0012-1: $9,925.00 to increase SEG to match final unit value for FY19

**Adrian Gaytan moved to approve BAR 1819-0012-1; Yoli Silva seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**Michael Sena: yes**

**None opposed, motion passed**

-Michael Sena provided Finance Committee report:

-The only big invoice that came in was for the furniture of $170,029.60.

-Money was set aside for legal fees associated with the appeal (i.e. PO for $25,000.00). As the money was not needed/ not used, the money was moved back into the general account.

1. Review and approval of LADH policy to address the Federal Guns Free Schools Act, ESEA, and 6.11.2 NMAC:

-Elaine Palma reported that she had reviewed all three acts and other charter school policies. She noted that most schools address this requirement within their discipline policy and requested that administration review the current discipline policy and add the needed language to meet the requirement.

-Additionally, the GC would happily provide whatever support was needed (i.e. review, edit, etc).

**Robert Palacios moved to allow Ms. Miranda to draft the policy and for policy to be reviewed at the next meeting; Adrian Gaytan seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**Michael Sena: yes**

**None opposed, motion passed**

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

1. Final invoice from William Davis:

-Robert reported that the Finance Committee reviewed the emails send by Mr. Davis. Kyle Hunt with the Vigil Group noted that the two invoices Mr. Davis requested payment for have been paid.

-Kyle Hunt also stated that there is no merit/documentation to substantiate Mr. Davis’ claims as there is no proof that the services he is claiming rendered were provided.

-Mirna Rodriguez reported that a copy of the 2017-2018 contract included in the email was never provided to her office and therefore, she was not aware of the contract and did not provide any oversight. She also noted that all debts need to be settled/closed out within the fiscal year they were acquired.

-At this time Ms. Miranda will not, nor any of her staff, be responding to any of Mr. Davis’ calls or correspondence. The GC will also not respond.

1. Review of academic data:

Ms. Miranda noted that the school has been administrating the SBA (Standard Based Assessment of Science for 7th); Ms. Galvan noted that she was going to try to squeeze in third round of Illuminate, but was not sure it was possible with the testing schedule.

1. Update on appeals process

- February 20th hearing: Ms. Miranda reported that she has not heard anything. As soon as she hears she will let the GC know.

1. Head Administrator’s Report:

-see attached report

-Responses to the PEC preliminary report from October 2018 was due today. Responses were provided to all the areas that were addressed:

-Ms. Galvan provided documentation regarding all the attended professional development.

-The following were addressed regarding ELL: provided ELL language usage form; addressed ELP EL error report (all errors occurred in elementary school); provided copy of annual notification letter sent to parents; provided WIDA test administration certificates for online certification; provided sample of progress monitoring form.

-Business management: LADH obtained a Chief Procurement Officer (CPO) waiver until end of March; the waiver was extended until end of April due to original training cancelled due to weather; Ms. Miranda and Mrs. Rodriguez attended the training last week and passed the assessment; both of their certificates were uploaded; as soon State issues official certification # then Mrs. Rodriguez will assume role of the CPO with Ms. Miranda being the back-up.

-Uploaded waivers uncertified staff.

-PEC required that the teachers instructing the new Horticulture class required an endorsement. Ms. Miranda received information stated that if the name of the class was changed to “Exploratory Horticulture” the teachers would not need an endorsement; therefore, the name of the class was changed.

-Waiver for Mr. Hernandez was uploaded, as he does not have bilingual certification.

-A detailed process/procedure for creating HR resource files for ancillary and contracted personnel, including long term subs, was created and provided.

-An immunization log, including compliant and excepted students, was created and provided.

-Fundraiser at Peter Piper: tonight from 4-9pm

-Currently actively searching to fill Socorro Soriano’s position (Social Worker). Yoli Silva has provided name(s) of possible candidates, but Ms. Miranda has not heard back from them. Ms. Silva has also been volunteering one day a week providing services to students. Some students are owed compensatory services for Feb. and March.

-A memorial service for Mrs. Soriano will be held tomorrow (3/15/19) after school (4pm) with her family. Adrian Gaytan donated a tree that can be presented during the memorial service and Elaine will pick it up and deliver.

-No guidance regarding the closing procedures has been provided since the receipt of the last email from Karen Woerner (2/12/19), which stated that “….since NMPED had not sent the letter to introduce the contractor who will be assisting with the closure process, it is my determination that we should extend the deadlines.” No further correspondence has been received by Ms. Miranda or any member of the GC.

1. GC Secretary Update:
2. Review/update GC training log

-Reminder: Training for all continuing members will be held this Saturday March 16th from 8:30-4:30 at NMSU.

1. Bylaw changes: Per emailed from Dylan Wilson, the bylaw changes will be on the PEC March 22nd consent agenda.
2. Adjourn

**Adrian Gaytan moved to adjourn the general GC meeting at 6:30pm; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: 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.

Meeting minutes prepared by: Elaine Palma, Secretary

Principal’s Report

March 14, 2019

**Current Enrollment**:

|  |  |
| --- | --- |
| Grade | Enrolled |
| 6th | 42 |
| 7th | 30 |
| 8th | 47 |
| Total | 119 |

Increase in student enrollment

* A 7th grade student returned to LADH

**LADH News:**

* 8th Grade Graduation Picture & Whole Group Pictures taken Friday, Feb. 15th
* Appeal Hearing in Santa Fe on Wednesday, Feb. 20th
  + Robert Palacios & Natasha Cuylear represented and spoke on behalf of LADH
* Parent Teacher Conferences were held on Thursday, Feb. 28th from 3:30-6:00
  + Scheduled PTCs were scheduled throughout the week of March 4th-7th
* IPT Testing-March 7th & 8th
  + IPT assesses students Spanish Language Proficiency.
* Standards Based Assessment of Science (SBA)-March 13th
  + All 7th Grade students assessed on Science Curriculum Standards
* Mirna & Melissa passed the CPO test
  + Mirna will registered with the State Purchasing Dept. once she receives her certificate
* Finance Committee met on Wednesday, March. 13th (See Finance Report)

**Student Achievement:**

* Access, IPT, & SBA results are not available

**Professional Learning Community (PLC):**

* Data & Testing Procedures
* Testing taking strategies
* Illuminate Assessment & Pacing Guides Review

**Upcoming Events:**

* Spanish Spelling Bee
  + March 15th
* Day at the Park
  + Friday, March 22nd
* Spring Break
  + March 25th – March 29th
* Annual Site Visit
  + April 9th

**Fundraisers:**

* World’s Finest Chocolate
  + LADH receives 50% of sales
  + Until all chocolate sold

**Student News:**

* Congratulations to Jessica Ceballos (6th Grade) who is February’s student of the month

**Teacher News:**

* Teachers have been assisting with the various testing being conducted at LADH

**Community Collaboration:**

* LCPD-Officer Rodriguez of the TNT Program
* Pennies for Patience-LADH students raising money to help children who have been diagnosed with cancer