

**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, April 11, 2019 at 5:30 PM, LADH

1. Adrian Gaytan called meeting to order at 5:35 PM
2. Roll call and establish 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

**Adrian Gaytan moved to approve the agenda; 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**

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 March 14, 2019 Regular Governing Council (GC) Meeting Minutes

Roll Call Vote:

**Adrian Gaytan moved to approve the March 14, 2019 Regular Governing Council (GC) meeting minutes; 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**

ACTION ITEMS

1. Review, discussion, and possible approval of the 2019-2020 school calendar.

Melissa Miranda recommended adoption of the 2019-2020 school calendar that includes:

* three half-day professional development days for staff (Sept. 13th; Nov. 1st; and March 6th);
* 168.5 instructional days (versus LCPS 173 days) plus an additional 12-hours of instruction for a total of 1107.25 of instructional hour
* exceeding the required hours of instruction by 28-hours
* majority of vacations/time off aligns with LCPS

**Adrian Gaytan moved to approve the presented 2019-2020 school calendar; Robert Palacios seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**Michael Sena: yes**

**None opposed, motion passed**

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

Ms. Miranda presented the new policy.

**Adrian Gaytan moved to approve the LADH policy to address the Federal Guns Free Schools Act, ESEA, and 6.11.2 NMAC; 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**

1. Review, discussion, and possible approval of the Dumas Law Office engagement letter

Dumas Law Office sent an updated engagement letter as the previous one dealt more specifically with the initial appeal filed by LADH.

1. **Elaine Palma moved to approve the Dumas Law Office engagement letter; 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**

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

1. Finance Committee Report
2. Discussion and opportunity for public input for the FY2020 budget:

-Ms. Miranda, Mrs. Rodriguez, and the Vigil Group met and discussed employee need for next year. As mandated a 6% raise will be given to all employees. Mrs. Rodriguez noted that the GC has the right to offer Ms. Miranda a larger rate.

-Looked at salary schedule and all school employees will only be given a $5.00 raise (in addition to the 6% rate) as beginning 2020-2021 school year.

-Proposed budget due May 29th.

1. Committee will provide GC with a monthly report.
2. Quarterly financial report will be posted on website: As the finance committee will provide a monthly report, which will be attached to the monthly GC meeting minutes, quarterly reports will not be provided.
3. Fundraising report format: Mrs. Rodriguez created a new form that includes sponsor name, purpose of fundraiser, start date and end date, date of the event, and identifies person in charge of the money. Mrs. Rodriguez reconciles the account and makes the deposit.

-Depending on type of fundraiser (i.e. ticket sales, t-shirt sales, etc.) a specific process will be developed to track sales and receipts for sales.

-All fundraiser information is kept in a notebook in the office.

(e.) In May GC will vote on 2019-2020 budget which is being prepared by the Vigil

Group. Budget will be based on 120 students.

(f.) BARs will be created to address all line items that are in the negative

(g.) LADH will end with a surplus that will be carried over to next year.

1. Review of current academic data (including but not limited to student performance on standardized tests)

-Ms. Miranda reported that there is no new information. The students are in process of taking the end-of-year Illuminate assessment.

-Next week 8th grade students will take the NMASR field test, which will be replacing the SBA Science.

-The State has not released what the new State assessment will actually look like. An outline has been sent out. Math has three 60-minute sections and Language Arts two 90-minute sections. LADH will be taking the test on paper as Mrs. Galvan noted that she would like the option because LADH does not have enough computers (can only test 30 students at one time).

1. March 16th GC Training:
2. Director and Officers (D&O) Insurance for GC members:

-Mrs. Rodriguez contact Poms and Associates who stated that the GC is covered in the insurance policy.

1. “Whistle blower" policy:

-None on file. One will need to be developed. Mr. Gaytan will look into possible policies.

1. GC policy/procedural manual:

-None. Mrs. Palma will begin work creating one

1. Yearly review of employee and student handbooks: GC will review both handbooks in the summer, prior to distribution.
2. Risk-assessment: Mrs. Rodriguez spoke with one of the school auditors and asked her what their risk-assessment included. The auditor felt that the risk-assessment was directed to the GC (i.e. what processes have been created/implemented by the GC to mitigate risks).

-The GC has a finance committee comprised of two GC members which meets monthly with the contracted business manager, The Vigil Group, and then presents financial reports to full GC.

-Audit Committee needs to developed and start meeting in June.

1. Advisory group/counsel: reference group/resource group
2. Head Administrator’s Report:

-Highlights:

-Possible meeting with PEC on Thursday May 2nd, unclear

-Contract negotiations at the Farm and Ranch on May 3rd no time

-Changes for next school year: looking into our own student information system. Currently using LCPS Synergy; however, LCPS got in trouble for leasing the system to us as they do not own it. Ms. Miranda is looking into other systems (i.e. Jupiter and Power School).

-Looking into various curriculums for next year.

-Looking to contract social worker for next year.

-Letters for reemployment have been given. April 18th is deadline for teachers to sign them.

-Charter School Division came in on Monday and looked at next step plans and ask questions regarding anything that needed to still be addressed. Need Ms. Miranda’s evaluation signature page. Mission specific goals will need to be developed as they will be a percentage.

-Melissa will attend NMSU job fair on April 29th.

- Known changes in staff for next year: Ms. Gallegos is not returning, Mr. Prieto is retiring, Mr. Brito is unknown, Ms. Paz will be coming AP and Mrs. Galvan will be dealing only with instruction

1. Curriculum:
2. Review of current curriculum: Currently LADH does not use a specific curriculum; therefore, there is a need to identify/develop a curriculum.
3. Discussion of possible changes to the curriculum

SpringBoard curriculum overview:

-Created by teachers

-Has many resources for ELDs

-Online resources for teachers

-Mrs. Galvan and Ms. Miranda have attempted to find out what the fee is but have not obtained a clear answer.

1. Formation of curriculum committee:

-Melissa Miranda, Sylvy Galvan, and Adrian Gaytan

-Melissa will look into recruiting a LADH parents.

-By Monday will get response from SpringBoard and then committee will meet.

1. GC Secretary Update:
2. Review/update GC training log: All training has been completed for the 2018-2019 school year.
3. Bylaw changes: PEC has approved the changes.
4. Adjourn to Close Session:
5. To discuss threatened or pending litigation in which the public body is or may become a participant. Specifically, discussion regarding the appeal filed by the PEC regarding/addressing the Secretary of Education’s decision to reverse PEC decision to close LADH [10-15-1(H)(7) NMSA 1978].
6. To discuss personnel matters relating to any individual employee, including hiring, promotion, demotion, dismissal, resignation, or investigation of complaints or charges against an employee [10-15-1(H)(2) NMSA 1978].

-Parent complain regarding a teacher on staff.

-Changes in staff roles/positions.

**Adrian Gaytan moved to adjourn to close session at 7:18pm; 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**

1. Adjourn from close session

**Robert Palacios moved to adjourn from closed session at 8:10; 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. Adjourn GC general meeting

Robert Palacios moved to adjourn the general GC 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**

\*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.

Principal’s Report

April 11, 2019

**Current Enrollment**:

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

* No changes in enrollment

**LADH News:**

* Met with CSD on Monday, April 8th to discuss & review information from the Renewal Site Visit held in October.
  + The CSD reviewed 8th Grade Next Step Plans
  + Spoke with Sylvy regarding EL information-follow up
  + Discussed Miranda’s evaluation
  + CPO Certificate
    - Pending-Mirna waiting on CPO Certificate
  + Discussed NM Dash Plan & Corrective Action Plan (CPA)
  + Mission Specific Goals-I will know more after PEC meeting on Friday, April 12th
* Illuminate Assessment is underway this week. First day of testing began April 8th.
* Finance Committee met on Monday, April 8th (See Finance Report)
* I will be attending the NMSU Job Fair on April 29th
* I am still in the process of acquiring Mental Health Services for the remainder of the school year
  + I’ve tried 3 different agencies
* Possible Meeting with PEC on Thursday, May 2nd (I will know more after Friday)
* Contract Negotiations with PEC scheduled for Friday, May 3rd
  + A couple of GC members should attend the meeting (Time unknown)
* Changes for 2019-2020 School Year
  + LADH is looking into a new Student Information System
    - We currently lease Synergy via LCPS; however, LCPS can no longer lease their contract with Synergy.
  + LADH is researching various curriculums for the 2019-2020 school year. Spring Board curriculum is the front runner.
  + Staff Roles:
    - Sylvy-will focus on instruction & continue as Instructional Coach. She will also provide interventions to students as needed
    - Paz-will assume Assistant Principal Duties

**Student Achievement:**

* None available at this time
  + Illuminate assessment is taking place this week

**Professional Learning Community (PLC):**

* Strategies & Resources for continued instruction during testing
* Review Illuminate Data

**Upcoming Events:**

* Spring Pictures
  + April 15th
* 7th & 6th Grade Field Trip
  + Thursday, April 18th
* No School
  + Friday, April 19th & Monday, April 22nd
* NMSU Job Fair
  + April 29th

**Fundraisers:**

* Peter Piper Pizza
  + Held on March 14th
  + Proceeds ($68.17) will benefit LADH Student Council
* Kermes
  + Friday, April 26th
  + Proceeds raised will benefit LADH Conjunto Classes

**Student News:**

* Congratulations to Gabby Garley (8th Grade) who is March’s student of the month
* 7th Grade Fieldtrip to Holocaust Museum in El Paso
* 6th Grade Fieldtrip to Space Museum in Alamogordo

**Teacher News:**

* Mr. Prieto is retiring at the end of this year
* Ms. Paz is assisting with the Next Step Plans & with 8th Grade Graduation

**Community Collaboration:**

* LCPD-Officer Rodriguez
  + Organizing a vaping presentation received by LCPS students
* NMSU
  + Job Fair
* Raices
  + Lucia Carmona
  + LADH student may perform for their upcoming parent engagement event

