

**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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General GC Meeting Minutes

Thursday, December 20, 2018 at 5:00 PM, LADH

1. Adrian Gaytan called the meeting to order at 5:06 PM
2. Roll call:
3. GC Members Present: Adrian Gaytan, Elaine Palma, Robert Palacios, Yoli Siva
4. GC Members Absent: Michael Sena

**Quorum established**

1. Guests: Melissa Miranda, Head Administrator; Mirna Rodriguez, Business Specialist; Sylvy Galvan de Lucero, Instructional Coach/Assistant Principal; Eric and Vanessa Martin parents (departed 6:45); Irene Oliver Lewis (arrived at 5:36pm and departed at 6:45)
2. Approval of agenda

**Robert Palacios moved to approve the agenda; Yoli Silva seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Open forum-public input\*

-Eric and Vanessa Martin introduced themselves as parents of a LADH student. Noted that the reason they were present was to discuss the renewal denial and what if any transition plans the school had for families. Mr. Martin reported that they have heard many rumors, but they wanted to make sure they received the correct information. Both expressed concerns about finding appropriate school placements for their children if the school officially closes. Ms. Miranda sent an email to Susan Fox asking what if any assistance is offered to families if the school closes.

-Mrs. Rodriguez recommended the parents write a letter to the PEC.

-Mrs. Martin reported that their oldest son attended LADH and is now scheduled to graduate from Arrowhead Early College High School in May. She feels that at least 50% of his success is directly due to the education and support he received at LADH.

-Ms. Miranda explained that she felt the PEC did not focus on the changes that had recently been implemented, but rather the committee focused on past performance and issues with the past administration.

- Irene Oliver Lewis arrived at 5:36pm and was allowed to give comment. She noted that she is currently serving on the Board for Raíces Del Saber, a new charter school. She reported that although the application was approved by PEC the Secretary of Education overturned the decision and the Board is currently appealing in court. Secondary to her background and experience, Ms. Lewis was able to provide advice regarding the appeal process and answered questions from Ms. Miranda and GC members. She recommended careful analysis of all student data and of meeting transcripts as well as close contact with Susan Fox, school attorney. Ms. Lewis reminded the GC that if the school is failing, PEC must have an academic improvement plan (EPSS plan). The GC will need to decide if the school has $25,000 to fight the PEC’s decision. Then you need to look at the site visits and what they found. If you complied with them in good faith, then you have a good case. Look at the school population. If there has been an increase in the academic performance of those students that are at high risk, even if there is a minimal increase, it shows progress. Ms. Lewis offered to answer any other questions as they arise and provided Ms. Miranda with her contact information.

P*ublic 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 November 8, 2018 Regular Governing Council (GC) Meeting Minutes:

**Yoli Silva moved to approve the agenda; Adrian Gaytan seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

ACTION ITEMS

1. Finance Committee Report:

The Finance Committee met with the Vigil Group on 12/17/18. All financial reports are looking good. One of the administrative lines was put under the wrong section and is being moved from section 2100 to section 2300.

Currently we have a surplus of approximately $240,000. The Vigil Group has earmarked $25,000 in case the GC decides to appeal the non-renewal PEC decision.

Robert Palacios requested that Vigil Group present information in graph form. These will be provided at the next meeting.

The next Finance Committee meeting is scheduled for January 7th at 5pm.

1. Review and approval of the Budget Adjustment Request (BAR) #1819-0006

-Operational budget increase of $46,485: increase budget to match carry over cash from fiscal year 2018 audit draft financials

**Robert Palacios moved to approve BAR 0006; Adrian Gaytan seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Review and approval of BAR# 1819-0007

-Increase of lease reimbursement to match fiscal year 2018 award from the PSCOC. Adjustment amount $114,661

**Adrian Gaytan moved to approve BAR 0007; Yoli Silva seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Review and approval of BAR# 1819-0008

-Decrease in budget for instructional materials to match cash carryover from fiscal year 2018 draft financials from audit. Adjustment of $632.00.

**Adrian Gaytan moved to approve BAR 0007; Robert Palacios seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Review and approval of hiring policy to address ESEA provision (Sec. 8546 of the law as amended) (see attached)

**Adrian Gaytan moved to approve the new hiring policy addressing ESEA provision (Sec. 8546 of the law as amended) ; Yoli Silva seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Review, discussion, and approval of the Head Administrator evaluation process and forms (see attached)

**Robert Palacios moved to approve the presented Head Administrator evaluation process and forms; Adrian Gaytan seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

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

1. Head Administrator’s Report:
2. Recharter Application Denial:

-Ms. Miranda reported that the media class created a video which was presented to the Commissioners in Santa Fe. Mr. Renteria and Mr. Prieto also went to Santa Fe and presented. After the presentation, the Commissioners asked questions. Based on the questions that were asked, she feels that the focus was on the past. She noted that many comments/statements were made on past events. For example, they brought up why the previous building that was offered by LCPS was not taken. Ms. Galvan de Lucero noted that their responses were often cut-off by the Commissioners. Ms. Miranda also reported that the Commissioners appeared to have an issue with her being a “new” administrator.

-The first motion put forth by Commissioner Caballero was to renew LADH charter for 3-years. Three members agreed, but four did not.

-The second motion put forth by Commissioner Ruiz was for non-renewal. Five voted for non-renewal and two against.

-The official non-renewal letter was received today via email and forwarded to Susan Fox. She will review all the information and let the school know if there is a viable appeal.

-Elaine Palma discussed telephone conference with Susan Fox. She noted that Ms. Fox requested all site visit documentation, application, and school’s response to preliminary report. Additionally, she noted that she would have to wait until the meeting transcripts are made available. Ms. Fox stated that the appeals process will cost approximately $25,000 and will not be recommend unless there are significant procedural violations that the appeal could be based on.

-Elaine Palma reported that she feels the appeal would not be successful under the current Secretary of Education. Perhaps efforts should be on hold until the new Secretary is named.

-No vote will be taken as the GC needs more information from Susan Fox in order to make a well-educated decision.

-Next steps:

-Ms. Miranda will:

-Review site visit reports and responses beginning 2014-2015 (first year of Charter)

-Contact Sun News reporter

-Ms. Galvan de Lucero:

-Will contact KVIA, KDBC

-On Jan. 1st will contact Commissioner Caballero

-Robert Palacios:

-Will contact all chambers and the Mayor

-Elaine:

-Will review GC minutes since 2014 to determine if the GC was ever informed of academic performance or site visit reports

-Will contact Senator Papen

-Once Susan Fox reviews all information and provides recommendation the GC will call an emergency meeting to vote on whether or not to appeal

-Adrian Gaytan and Elaine Palma will draft letter to parents for review.

1. Review of Principal’s report provided to GC:

-Students have taken the Illuminate assessment one time so far.

-After school program tutoring targets those students in need. Ms. Miranda spoke to Mr. Brito about offering an after-school program for students in Algebra.

-PLC analyzing the data of all students. For example, how many and what types of questions did the students miss? This allows teachers to determine if a group of students needs to be targeted or if the concept needs to be retaught.

-As of this morning PARC assessment data was uploaded into Illuminate, allowing teachers to correlate performance and address learning gaps.

1. Related Party Vendor:

-Ms. Miranda reported that she would like to have school floors striped and waxed. She would like to have it done over the break. In the past Mrs. Rodriguez’ husband has completed this service. The Vigil Group recommended that it be disclosed to the GC. If the services costs $5000.00 or less, then the quotes can be verbal. Mrs. Rodriguez has completed related party questionnaire and it on file.

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

-Robert sent email with training opportunities for continuing GC members. Elaine will respond to the State regarding how many members could attend the training on the tentative date of March 16th.

1. Bylaw changes

-Elaine Palma reported that although the GC approved the By Law changes, the State needs to approve them as well. She noted that she completed and emailed the Governing Body By-laws Notification Form and is waiting to hear back.

Adrian moved, Yoli seconded

1. Adjourn to Closed Session: *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]*

**Arian Gaytan moved to go into close session at 8:06 PM; Elaine Palma seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

**Adrian Gaytan Moved to adjourn out of closed session at 8:33 PM; Robert Palacios seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Adjourn

**Adrian Gaytan Moved to adjourn general GC meeting at 8:33 PM; Yoli Silva seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Robert Palacios: yes**

**Yoli Silva: 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 Head Administrator’s office three days prior to the meeting.

**ESEA provision (Sec. 8546 of the law as amended) Policy**

La Academia Dolores Huerta (LADH) is committed to working with our community to ensure the safety of all children. Therefore, LADH employees, contractors, and agents are prevented from providing a recommendation of employment for an employee or contractor which it knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. Routine transfers of administrative or personnel files are permitted, but no other assistance will be provided to the employee to help him/her obtain new employment.

**HEAD ADMINISTRATOR’S EVALUTION**

**Purpose:**

The LADH Governing Council (GC) will conduct a thorough biannual evaluation of the Head Administrator’s performance, with the first evaluation occurring at the end of the fall semester and the second at the end of the spring semester. The goal of these evaluations is to ensure that the Head Administrator is compliant with all New Mexico Public Education Department (PED) requirements, monitor progress of school specific goals, and provide specific guidance/support as needed.

**Procedure:**

1. The NMPED approved Standard of Evaluation for Principals and Assistant Principals Form (see attached) will be used by the GC to complete the evaluations. The GC Secretary will ensure that the most current form is being used.
2. The Head Administrator will complete a self-assessment using the NMPED approved NM Principal Self-Assessment (see attached). It is the Head Administrator’s responsibility to ensure the use of the most current form.
3. The first evaluation will be completed by at least two GC members by November 31st.
4. The Head Administrator will complete the first self-assessment by November 31st.
5. A majority of the GC and Head Administrator will meet by December 10th to review the GC evaluation and the Head Administrator’s self-assessment.
6. The second evaluation will be completed by at least two GC members, who DID NOT participate in the first evaluation, by April 30th.
7. The Head Administrator will complete the second self-assessment by April 30th.
8. A majority of the GC and Head Administrator will meet by May 10th to review the GC evaluation and the Head Administrator’s self-assessment.

Principal’s Report

December 20, 2018

**Current Enrollment**:

|  |  |
| --- | --- |
| Grade | Enrolled |
| 6th | 43 |
| 7th | 30 |
| 8th | 47 |
| Total | 120 |

LADH lost 4 students from November’s enrollment

* Three-7th Grade students due to:
  + 1-Accepted to JPT
  + 1-Enrolled at Camino-closer to home
  + 1-Enrolled at Camino-due to 8th Grade sibling
* One-8th Grade student
  + Enrolled at Camino-disagreed with discipline plan in place

LADH enrolled a previous 6th Grade student (currently an 8th Grade)

**LADH News:**

* The afterschool program to provide reading and math interventions began, Monday, November 26th. Students receive additional support to address their academic needs based on student performance, assessments, and teacher recommendations. There are approximately 12 receiving language arts support by Mrs. Pettes on Mondays & Wednesdays and 22 receiving math support provided by Ms. Paz & Mr. Brito on Thursdays & Fridays.
* Mr. Prieto, Mr. Renteria, Mirna, Sylvy & I attended the PEC renewal hearing in Santa Fe on Tuesday, December 11th. First motion was to renew LADH for 3 years-the motion died 3-4 with Pattie Gibson, the chair commission and Las Cruces representative voting against renewing LADH. Second motion was nonrenewal due to school grade motion passed 5-2.
* LADH’s annual pot luck luncheon will be held on Thursday, Dec. 20th. Students bring various items to share among one another.
* Sylvy and I have concluded all certified staff and substitutes’ observation for the Fall Semester. The observations are due by Friday, December 21st.
* Finance Committee Met on Monday, December 17th to review bars (budget adjustment requests) and expenditures (what has been spent) for the month of November. Finance Committee will discuss/report at December’s GC Meeting.

**Professional Learning Community (PLC):**

* Orange Illuminate Data
  + Analyze data, pacing guides, testing
  + Utilizing information from data to guide instruction
    - Looked at strategies/practices to use for after school program and classroom instruction

**Upcoming Events:**

* Annual Pot Luck
  + Thursday, Dec. 20th
* Winter Break
  + Friday, Dec. 21st (1/2 Day) to January 9th
  + Staff returns Jan. 7th
* Annual Music & Dance Performance
  + - Saturday, February 2, 2019
    - 2:00-5:00 pm
    - Oñate Performing Arts Center
* Career Fair
  + Friday, January 11th

**Fundraisers:**

* World’s Finest Chocolate
  + LADH receives 50% of sales
  + Until all chocolate sold
* Scholastic Book Fair
  + Organized by Ms. Gallegos
  + LADH will received 20% of the proceeds sold

**Student News:**

* An 8th Grade Student received a bike donated by Tracy Smith a member of the community
* Select students participated in Dress a Child. The students were given the opportunity to “shop” at Kohl’s on Wednesday, December 5th.
* Students from Mrs. Pettes’ yearbook class created the third edition of “Los Chismes” Newsletter (Please see attached)

**Teacher News:**

* LADH staff & Students
  + Donated items for the Thanksgiving baskets
  + The baskets were given to LADH families on Friday, November 16th
* Mr. Renteria & Mr. Rendon
  + Worked with creative media students to create a video to present to PEC. You can view the video on LADH’s Facebook page or YouTube channel (<https://www.youtube.com/watch?v=dsqUl9brDpk>)
* Mr. Prieto, Mr. Renteria, & Mirna
  + Spoke on behalf of LADH at the PEC hearing. They all did a wonderful job of highlighting all LADH has to offer students, parents, and the community

**Community Collaboration:**

* Dress a Child
* Various community members-LADH career fair
* LCPD-Officer Rodriguez of the TNT Program
  + Increasing security & safety at LADH
  + Community Outreach Program-K-9 presentation, walk throughs, various presentations etc.
* Walmart-Rinconada
  + Donated 20 Turkeys for the Thanksgiving baskets
  + Thank you to Mrs. Soriano who reached out to Walmart to assist us with our Thanksgiving baskets
* NMSU
  + Nancy Flores & Dr. Herrera contributed to the Thanksgiving baskets