

**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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Governing Council Meeting Minutes

Thursday, September 13, 2018 at 5:00 PM, LADH

1. Meeting was called to order by Adrian Gaytan at 5:28 PM
2. Roll call was conducted and quorum established.
3. Members present: Adrian Gaytan, Michael Sena, Robert Palacios, Yoli Silva, and Elaine Palma
4. Members absent: Dr. Michael Gutierrez
5. Guests present: Melissa Miranda, Head Administrator, and Sylvy Galvan de Lucero, Instructional Coach/Assistant Principal
6. Guest Absent: Mirna Rodriguez, Business Specialist and Julie Rivera, Business Manager
7. **Approval of agenda:** Yoli Silva moved to approve the agenda; Michael Sena seconded

Roll call vote: Elaine Palma- yes; Adrian Gaytan- yes; Robert Palacios- yes

None opposed, motion passed

1. Open forum-public input\*: No 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 August 18, 2018 Regular Governing Council (GC) Meeting Minutes:** Adrian Gaytan moved to approve August 18, 2018 meeting minutes; Michael Sena seconded

Roll call vote: Elaine Palma- yes; Yoli Silva- yes; Robert Palacios- yes

None opposed, motion passed

ACTION ITEMS

1. **Review and approval of the Matthews Fox contract:** Ms. Miranda reviewed her position from last meeting, indicating that she would like the contract to be renewed.

-Adrian Gaytan moved to approve the Matthews Fox contract for the 2018-2019 school year; Yoli Silva seconded

Roll-call vote: Robert Palacios- yes; Elaine Palma- yes; Michael Sena- yes

None opposed; motion passed

1. Review and approval of the fourth quarter cash report: Ms. Miranda reported that Mirna Rodriguez could not be at the meeting because she is out of town at a training; however, she thought Julie Rivera was going to be present. She texted Julie Rivera, who responded stating that she had thought she had informed administration that she would be out of town until September 14th. As neither business manager or business specialist were present, no cash report was available to be presented.

-Elaine Palma noted that financials needed to be reviewed at each meeting as the GC has fiduciary responsibility.

-Adrian Gaytan requested that a plan be put in place to make sure financial reports are available for review at every meeting, even when the business manager and specialist are not present. Robert Palacios stated that he could present the financial information as a member of the Finance Committee as long as he was informed beforehand of the absences and therefore could obtain the necessary reports.

-Ms. Miranda stated that she would make sure financial reports are available at all meetings.

-**No vote taken**

1. Review and approval of Instructional Material Policy:

-Ms. Miranda stated that there was no policy to present for a vote as the GC needs to meet to discuss and make changes to the policy before a vote can be considered.

-Elaine Palma reminded members that the GC had asked administration that they delineate the process that they currently use, with any changes they feel would be beneficial. Although the GC develops and approves policy, in this case, it would be more beneficial for administration to identify a process that is functional for them than for the GC to dictate a process that might not serve their needs.

-Ms. Miranda will send out current framework of policy for review.

-GC and administration will meet on Thursday October 4th to review and approve instructional materials policy.

-**No vote taken**

1. **Receipt/Discussion of Mrs. Patty Montoya Letter of Resignation received on 8/2/18 and approval of new GC officers:**

-Adrian Gaytan reported Patty Montoya’s resignation to the State.

-The following changes to GC officers were proposed:

Interim President: Adrian Gaytan

Vice President: Vacant

-The remaining positions to remain the same:

Secretary: Elaine Palma

Treasurer: Robert Palacios

Member at Large: Yoli Silva; Michael Sena; and Dr. Michael Gutierrez

-Robert Palacios moved to name Adrian Gaytan as interim GC President and to leave vice-president position vacant; Michael Sena seconded

Roll call vote: Adrian Gaytan- yes; Elaine Palma- yes; Yoli Silva- yes

None opposed; motion passed

1. **Review and approval of actions items on the 06/13/18 meeting agenda:**

-Adrian Gaytan reported that he had reached out to Patty Montoya numerous times to obtain the audio recordings for the June 13th and 20th meetings, as Elaine Palma had volunteered to transcribe. Unfortunately, he was not able to secure those from her. He contacted PED and was informed that if the audio recordings were not available, then the GC needed to vote on all the action items listed on the 6/13/18 and 6/20/18 agendas. Once the votes were taken, then the meeting minutes for today’s meeting and the agenda for the previous meeting needed to be submitted.

-Today the action items on the 6/13/18 agenda were reviewed for approval:

(a.) Robert Palacios moved to approve the meeting minutes for the May 16, 2018 Regular Governing Council Meeting, the June 1, 2018 Special Governing Council Meeting and the June 5, 2018 Special Governing Council Meeting; Adrian Gaytan seconded

Roll call vote: Elaine Palma-yes; Yoli Silva- yes; and Michael Sena-yes

None opposed, motion passed

(b.) Robert Palacios moved to approve the 2018-2019 LADH School Calendar; Michael Sena seconded

Roll call vote: Elaine Palma-yes; Yoli Silva- yes; and Adrian Gaytan-yes

None opposed, motion passed

(c.) Robert Palacios moved to approve the Title I Application for the 2018-2019 school year; Yoli Silva seconded

Roll call vote: Elaine Palma-yes; Michael Sena; and Adrian Gaytan-yes

None opposed, motion passed

(d.) Robert Palacios moved to approve the Title II Application for the 2018-2019 school year; Elaine Palma seconded

Roll call vote: Yoli Silva-yes; Michael Sena; and Adrian Gaytan-yes

None opposed, motion passed

(e.) Robert Palacios moved to approve the IDEA-B Application for the 2018-2019 school year; Michael Sena seconded

Roll call vote: Elaine Palma-yes; Yoli Silva; and Adrian Gaytan-yes

None opposed, motion passed

(f.) Robert Palacios moved to approve the Lease Agreement of the Property Located at 400 W. Bell Street, Las Cruces, NM 88005; Yoli Silva seconded

Roll call vote: Elaine Palma-yes; Michael Sena; and Adrian Gaytan-yes

None opposed, motion passed

(g.) Robert Palacios moved to approve the 2018-2019 Regular GC meetings to occur on the second Thursday of each month at 5pm in the conference room of LADH; Adrian Gaytan seconded

Roll call vote: Elaine Palma-yes; Michael Sena; and Yoli Silva-yes

None opposed, motion passed

-The action items on the June 20, 2018 meeting agenda will be addressed at the October 11, 2018 meeting.

1. **Discussion and vote on closing of GC member positions:**

-Adrian Gaytan noted that the GC is currently a nine-member council and that closing two positions would decrease the member count to seven. He expressed concerns about meeting quorum in future meetings. Robert Palacios indicated that he would like for the number of members to be reduced. Yoli noted she agreed with the reduction in members.

-Adrian Gaytan moved to close the two open positions and reduce the number of GC members to seven; Robert Palacios seconded

Roll call vote: Elaine Palma-yes; Michael Sena; and Yoli Silva-yes

None opposed, motion passed

1. **NM Dash Plan:**

-Ms. Miranda: Due to LADH receiving an ‘F’ grade, the school has to submit and improvement plan. They will be submitting the NM Dash Plan, which includes information about: working on Tier 1 instruction; pacing guides; alignment of curriculum; standardized classrooms; lesson plan template. Ms. Miranda noted that there were not many changes to plan from last year. Stated that many of the changes identified in last year’s NM Dash Plan secondary to dealing with administration changes and the school move. Elaine Palma asked if there would be any penalties for using basically the same plan. Ms. Miranda hopes no penalties will be assessed. Adrian feels qualitative data is better than just quantitative data. Ms. Miranda feels/hopes that it will be more successful this year.

-Adrian Gaytan asked about the Sheltered Instruction Observation Protocol (SIOP) Training. Ms. Miranda noted that as LADH is now a 100% dual language school, SIOP is no longer required. Additionally, she noted that teachers have had to contend with many changes and is worried about adding more to their plate.

-Yoli Silva moved to approve the 2018-2019 NM Dash Plan; Michael Sena seconded

Roll call vote: Elaine Palma-yes; Adrian Gaytan- yes; and Yoli Silva- yes

None opposed, motion passed

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

1. Review and discussion of the renewal application portion that needs to be completed by the GC (including, but not limited to the financial component)

-Elaine Palma will copy and paste the application section specifically concerning the GC to a google doc and will begin the narrative to address the concerns. She will invite all GC members to edit document.

-GC response is due on 9/21/18.

-Robert Palacios and Michael Sena will work with Mirna and Julie on financial portions of the application.

1. Principal’s Report look at notes

-Enrollment: Current enrollment is at 126 students and 165 students were projected. The loss in budget after 10/10/18 (40th day count) will be $155,000.00. To accommodate the loss of funds two teaching positions (one a contract and one a long-term sub) were terminated: the chess teacher and the teacher who taught languages. Both classes had few enrolled students, with the highest class having eight students. Teachers were given a two-week’s notice. The office over budgeted for employee benefits by $45,000.00. As a result of terminating those two teaching positions and the over budgeted amount, the school will breakeven. Additionally, there was a $100,000.00 roll-over from last year, which will be used as needed (i.e. computer maintenance, etc.).

-Open House: Was held last night and was a huge success, with approximately 35-families in attendance.

-Welcome Back Dance: Held the dance and cook-out on 9/7/18. Students and staff really enjoyed the event. Considering holding monthly event. Elaine Palma suggested the event be held as a motivator for academic excellence.

-Student Council: Elections were held.

-Professional Learning Community:

-PARCC analysis- comparison of LADH student performance to NM State and LCPS district performances

-Teachers received The Common Core Companion: The Standards Decoded manual, which defined the standards.

-Ms. Miranda met with all teachers to review IEP’s and discuss goals and accommodations

-Upcoming Events:

-PTO: Will be meeting with Mrs. Palma to outline a plan to begin a PTO chapter

-9/27/18: “The Talk” preview night for parents

-9/28/18: NM Dash Plan due to the State

-10/1/18: Charter renewal application due

-10/3/18: “The Talk” presented to students

-10/4/18: Parent Teacher Conference (4-7pm)

-10/5/18: Parent Teacher Conference by appointment (8-12pm)

-10/8-10/12/18 Fall Break

-Fundraisers: All chocolates were sold by 8/22/18

-Teacher news:

-Beginning Teacher Mentoring Program (offered by LCPS): Ms. Favela and Ms. Vargas are participating

-Horticulture will now be offered as a new elective. Mr. Salazar and Mr. Prieto will be teaching. Adrian Gaytan reminded Ms. Miranda that La Semilla is a great resource.

-Community collaboration:

-LCPS Beginning Teacher Program

-CYFD Child abuse/neglect training

-Dept. of Health: Ms. Soriano attended school crisis training on 9/13/18

1. Business Manager’s Report: Not present and therefore no report.
2. Update from Elaine Palma: Contacted the Hispanic Chamber of Commerce, Sun News, Las Cruces Bulletin, Las Cruces Magazine to provide information on the school and the notice for Open House. Have not heard back from the Hispanic Chamber of Commerce. Robert Palacios provided contact information for a member of the Hispanic Chamber of Commerce (Jen Garcia 575-522-2664 ext 6245) and Elaine Palma will call her. The Las Cruces Magazine expressed interest and has funneled the story idea to the appropriate office.
3. 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].* No actions were taken during closed session.

Robert Palacios moved that the meeting adjourn to closed session at 6:46pm; Yoli Silva seconded

Roll call vote: Elaine Palma-yes; Adrian Gaytan- yes; and Micahel Sena- yes

None opposed, motion passed

Ms. Miranda and Ms. Galvan de Lucero left the meeting

1. Robert Palacios moved that the closed session be adjourned at 7:09pm; Yoli Silva seconded

Roll call vote: Elaine Palma-yes; Adrian Gaytan- yes; and Michael Sena- yes

None opposed, motion passed

1. Adrian Gaytan moved that the general GC meeting be adjourned at 7:09pm; Elaine Palma seconded

Roll call vote: Yoli Silva-yes; Michael Sena- yes; and Robert Palacios- 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.