

**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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Meeting Minutes

Thursday, October 11, 2018 at 5:00 PM, LADH

1. Call to order: 5:08 PM
2. Roll call and establish quorum
   1. Members Present: Elaine Palma, Adrian Gaytan, Michael Sena, Yoli Silva, Robert Palacios

**Quorum was established**

* 1. Guests Present: Melissa Miranda, Interim Head Administrator; Sylvy Galvan de Lucero, Instructional Coach/Assistant Principal (left meeting at 6:40); Mirna Rodriguez, Business Specialist; Julie Rivera, Business Manager

1. Approval of agenda

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

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**Yoli Silva: 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 September 13, 2018 Regular Governing Council (GC) Meeting Minutes

**-Elaine Palma moved to approve September 13, 2018 Regular Governing Council (GC) Meeting Minutes; Adrian Gaytan seconded**

**Roll call vote:**

**Yoli Silva: yes**

**Michael Sena: yes**

**Robert Palacios: yes**

**Elaine Palma: yes**

**Adrian Gaytan: yes**

**None opposed, motion passed**

1. Approval of October 4, 2018 GC Work Session Meeting Minutes

**-Adrian Gaytan moved to approve October 4, 2018 GC Work Session Meeting Minutes; Michael Sena seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**Michael Sena: yes**

**None opposed, motion passed**

ACTION ITEMS

1. Review and approval of the fourth quarter cash report:

Julie reported that on the first page there were outstanding loans, but those monies have come in (i.e. Title I, IDEA B).

-Julie noted that she will be meeting monthly (the 2nd Tuesday of the month) with Mirna and Melissa.

–The finance committee will be meeting with Julie, Mirna and Melissa on Wed. November 7th at 5pm and will develop a meeting schedule. They will be reporting at the next GC meeting (i.e. Nov. 8th at 5pm).

**-Robert Palacios moved to approve fourth quarter cash report; Adrian Gaytan seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**None opposed, motion passed**

1. Review and approval of first quarter check register:

-Julie noted that there will be a large check cut of about $170,000-$179,000 for the new furniture and wondered if there was a specific procedure in the bylaws that needed to be followed when such a large check was written. Elaine quickly reviewed bylaws and noted that there is no specified procedure and will note it in the minutes that the GC is aware of the transaction.

**-Yoli Silva moved to approve first quarter check register; Adrian Gaytan seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**Adrian Gaytan: yes**

**None opposed, motion passed**

1. Review and approval of disposal of assets

-Julie noted that she sent an email to the Office of the State Auditors, who responded to look at the check-list. Mirna looked it up and was not sure that she understood the check-list and then looked up the statue and was not sure if she understood it correctly; therefore, is looking for guidance from GC.

-Julie noted that they are trying to get rid of the computers and 2004 Suburban. Adrian noted that in order to get rid of computers the motherboards need to be removed.

-Melissa noted that many of those items are not on the current property but remained at the old building and were not part of the items in the move.

-Everything on the disposal list is at the old property with the exception of the 2004 Suburban, which it at the mechanic shop.

**-Robert Palacios moved to approve the disposal of all assets included in the letter sent to NM Office of the State Auditor dated 10/11/18 (see attached), with disposal to begin 30-days after 10/11/18; Arian Gaytan seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Arian Gaytan: yes**

**None opposed, motion passed**

1. Review and approval of Budget Adjustment Requests (BARs)

Julie:

1901- Budget authority for allocation: part goes to Hernandez salary

1902 Title IV: Able to use it for technology and health: this will be used to pay a portion of PE teacher’s salary

1903- Training and Experience (T&E) audit: decreased T&E by $39,000 due to problems stemming from Mr. Brito’s university transcripts from Mexico. Although the State has licensed him based on his transcripts, the State is now asking for additional proof. Mr. Brito is working on obtaining what they are requesting.

**-Robert Palacios moved to approve Budget Adjustment Requests (BARs); Adrian Gaytan seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**None opposed, motion passed**

1. Review and approval of Instructional Materials Policy

**-Robert Palacios moved to approve the Instructional Materials Policy; Yoli Silva seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Adrian Gaytan: yes**

**Robert Palacios: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Review, discussion, approval of changes to Bylaws:
2. Article VI: Duties and Responsibilities of Officer: Secretary

In addition to stated responsibilities:

1. The GC Secretary will be responsible for maintaining a comprehensive GC log to include:

-Beginning term date

-Ending term date

-Resignation date

-Completion of GC changes report to PED

1. The GC secretary will initially provide all new members and continuing members with a list of training requirements via email and at the first GC meeting of the school year.
2. The GC secretary, in conjunction with the business specialist, will monitor training completion by maintaining a training roster/log and will continuously update members of the trainings that are lacking.
3. The GC secretary will inform NMPED of any changes in the GC in a timely manner, following all guidelines.
4. The Secretary will maintain all logs and submitted documentation on a flash drive, which will be the property of LADH and will be available for future GCs to reference, ensuring continuity.

**-Adrian Gaytan moved to approve the changes to Article VI: Duties and Responsibilities of Officer: Secretary; Elaine Palma seconded**

**Roll call vote:**

**Yoli Silva: yes**

**Michael Sena: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**None opposed, motion passed**

1. Article VI: Governing Council: Composition and Qualifications
2. Compositions: Number of members

-Patty Montoya resigned on 08/02/18 and Dr. Michael Gutierrez resigned on 9/25/18. GC needs to decide whether or not to fulfill or close their positions.

-Discussion on benefits and drawbacks of having a smaller GC

**- Adrian Gaytan moved to close the two positions left vacant by Patty Montoya’s and Dr. Michael Gutierrez’ resignations; Yoli Silva seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

-Discussion regarding changing the bylaws to reflect the number of GC members required

**-Adrian Gaytan moved to change Article VI: Governing Council: Composition of the bylaws to read “The Governing Council shall consist of five (5) or six (6) members as determined by vote of the majority of the Council.”; Robert Palacios seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**Adrian Gaytan: yes**

**Robert Palacios: yes**

**None opposed, motion passed**

1. Qualifications: Number of parents and number of community members

-GC discussed the number of parents that they would like to see on the GC. It was determined that minimum of one parent needed to be a member, but that ideally two parents should always be on the GC.

**Adrian Gaytan moved to change Article VI: Governing Council: Qualifications to read “One (1) or two (2) members of the Council must be parents or guardians of students attending La Academia during the current school year. The remaining members shall be individuals from the community who demonstrate a commitment to the mission and values expressed in the school’s charter and these bylaws.”; Robert Palacios seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**Adrian Gaytan: yes**

**Robert Palacios: yes**

**None opposed, motion passed**

1. Article VI: Governing Council: Term of Office

-GC discussed language in current bylaws and possible revisions.

**-Robert Palacios moved to change Article IV: Governing Council: Term of Office 3-years to read “The term of office shall be three (3) years.”; Michael Sena seconded**

**Roll call vote:**

**Elaine Palma: yes**

**Adrian Gaytan: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Michael Sena: yes**

**None opposed, motion passed**

1. Article V: Officers: Term of Office

-GC discussed current language in the bylaws and possible changes.

**-Robert Palacios moved to table a vote on making any changes to Article V: Officers: Term of Office until all GC members had adequate time to review and consider possible changes; Elaine Palma seconded**

**Roll call vote:**

**Michael Sena: yes**

**Adrian Gaytan: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Elaine Palma: yes**

**None opposed, motion passed**

1. Review, discussion, and approval of GC application process

-GC discussed that there is no specific process interested parties follow when they apply for a position on the GC. Based on everyone’s experience with the process, changes were proposed to the recruitment process.

-**Robert Palacios moved to change Article VI: Governing Council: Recruitment and Election to read “New members to the Council shall be recruited by public solicitation of applicants. All applicants shall submit a letter of intent, which will be reviewed by all seated GC members. The GC President and one GC member volunteer will meet with the nominee(s) (in person, via telephone, or via video conference) and conduct an interview. The GC President will inform the GC of recommendations. The elected member(s) shall be officially seated at the next general GC meeting.”; Adrian Gaytan seconded**

**Roll call vote:**

**Michael Sena: yes**

**Elaine Palma: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**None opposed, motion passed**

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

1. Review and discuss fiscal oversight:

-Robert Palacios Completed day PED training in ABQ. Based on the presentations he attended, he had a few questions/suggestions:

-What is the policy on long-term subs: Melissa noted that on the 40th day of employment she submits a waiver to the State licensure department and then sends a letter home to parents informing them that the class is being taught by a long-term substitute who is not considered highly qualified.

-Why do we not have an emergency reserve fund? PED noted that 3% is recommended and 5-10% is preferred. Robert noted that the emergency reserve funds can be swept by the State at any time; therefore, Melissa will obtain more information about how the fund works and whether or not it would be beneficial for LADH to develop one.

-Julie noted that the current carry-over is estimated at $276,000

-Do we review salary schedule every year? Julie said that GC does so when they review the annual budget as the salary schedule is included within it.

-Who is the Chief Procurement Officer (CPO): currently is Julie is, but we really should have two. Mirna is attending the training and hopes to be named CPO as does Melissa in the future.

-Federal Reimbursement should be done quarterly

-Keep an eye on cash flow projections

-Reports for finance committee: is there a way to make reports more visual (graphs), as graph representation would allow GC members to identify trends. Julie stated she could work on it.

-Employees should know financial policy: Employee Handbook is updated yearly and all employees sign off that they have read and understand any changes.

-Finance committee will be signing reconciliations

-View only login with bank: Other schools allow CG to have a view-only login with the bank, which allows for a better checks-and-balances system. Mirna will look into it and let members know.

1. Identify members who will be attending the renewal site visit

October 30th: Robert, Yoli, Elaine will be attending the GC interview session at 10:30

Robert and Adrian will attend the exit interview. If Adrian cannot make it, Elaine will attend in his place.

1. Melissa will send out the Principal’s report the Monday before the general GC meeting so that GC members have time to review it.

-Elaine will work on utilizing consent agendas to decrease the length of general GC meetings. In order for consent agendas to work, all GC members will need to review emailed information prior to the general GC meeting.

1. Principal report:

-Enrollment in 7th went up by one

-Parent/Teacher conferences were successful. Will look into a different setup for the Spring as the room became very crowded. Elaine suggested that the teachers hold conferences in their own rooms as that is the way it is done at other MS and system appears to work.

-Fall break: October 8-12

-Afterschool program: will begin in mid-late October

-Parents received informal notice during parent/teacher conferences

-Math and reading interventions will be targeted

-Teachers will receive an extra hour agreement. Although volunteers are being requested, only certified/license teachers will be allowed to work

-Part 2 of the Sexual Health Presentation from the department of health is scheduled to be held in late October

-Professional Learning Community (PLC): only met 1-2 times this month due to charter renewal demands

-Upcoming events:

-10/23: Picture retakes

-10/30: Charter renewal site visit

-10/15-19: NMASBO Boot Camp in ABQ (Melissa and Mirna will be attending)

-10/22-26: Spirit Week

-Fundraisers:

-World’s Finest Chocolate: will continue until all boxes are sold

-T-Shirt: Ms. Vargas will be selling t-shirts

-C.A.R.E: LADH students will raise money for cancer

-10/19 and 11/2: Movie day sponsored by student council

-Teacher news:

-Ms. Vargas and Mr. Salazar took a few students to a workshop in El Paso

-Michelle Paz, licensed science teacher, has been hired and begins 10/15 (replacing Brenda Favela)

-All core teachers (math, language arts, science, social studies) are licensed and 5/7 are bilingually endorsed

1. **Adrian Gaytan moved to adjourn to close session at 7:05pm; Robert Palacios seconded**

**Roll call vote:**

**Michael Sena: yes**

**Elaine Palma: yes**

**Yoli Silva: yes**

**Adrian Gaytan: yes**

**Robert Palacios: yes**

**None opposed, motion passed**

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]
2. **Robert Palacios moved to adjourn out of close session at 7:40pm; Adrian Gaytan seconded**

**Roll call vote:**

**Michael Sena: yes**

**Elaine Palma: yes**

**Yoli Silva: yes**

**Robert Palacios: yes**

**Adrian Gaytan: yes**

**None opposed, motion passed**

1. **Adrian Gaytan moved to adjourn the general GC meeting at 7:40pm; Robert Palacios seconded**

**Roll call vote:**

**Michael Sena: yes**

**Elaine Palma: yes**

**Yoli Silva: yes**

**Adrian Gaytan: yes**

**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.