

**La Academia Dolores Huerta Charter Middle School**

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

**1480 N. Main Street**

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GOVERNING COUNCIL MEETING MINUTES (DRAFT)

Wednesday, April 11, 2018 at 5:00 PM, LADH

1. Call to order: 5:05 PM
2. Roll call and establish quorum:
   1. Members Present: Steve Pereira, Elaine Palma, Patty Montoya, Adrian Gaytan, Robert Palacios, Michael Sena, Yoli Silva (arrived at 5:20 p.m.)
   2. Members Absent: Dr. Michael Gutierrez
   3. Guests Present: Melissa Miranda, Interim Head Administrator; Mirna Rodriguez, Business Specialist; Julie Rivera, Business Manager
3. Approval of agenda:
   1. Elaine Palma moved to approve the agenda; Adrian Gaytan seconded; None opposed, therefore motion passed
4. Approval of March 14, 2018 meeting minutes:
   1. Patty Montoya moved to approve the minutes; Michael Sena seconded; None opposed, therefore motion passed
5. Open forum-public input\*
   1. None

*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*

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

1. Principal’s Report: Ms. Melissa Miranda
   1. Current enrollment in 6th grade dropped from 50 to 49 as one student withdrew to be home schooled.
   2. Second renewal training was held on April 6 and was attended by Mirna and Melissa. The reviewed information presented in the first training. State application kit is available on the PED website.
   3. Student Nutrition: Staff met with Nancy Cathey, Amanda Esquibel, and Katie Hille with LCPS. Based on information provided: if LADH changes companies, we would save money, food would be prepared by Zia MS, LADH would have to pick up meals, and students would have the chance to select from two meals and a salad. LADH has decided to go with LCPS for student nutrition.
   4. Booker T Washington ES performance: Performance groups performed on March 29. It was a great success.
   5. Arrowhead applicants: 18 students applied and 17 were accepted
   6. Upcoming Events:

Public Education Commission (PEC) Site Visit: This is scheduled for April 13. The PEC will conduct a review of personnel files, SPED, cumulative, policies and procedures and compliance with law. They will meet with Melissa to go over preliminary report and will later receive an official letter. Steve advised us that he would available after 12 p.m. to meet with PED.

* 1. All staff members received letters of intent on April 10. All staff members with the exception of two have returned their signed letters of intent for next school year.
  2. Student registration packets: all except 20 have not returned. Administrative support staff will be contact those who have not returned their packets. One student will not be returning due to transportation issues.
  3. Administrative staff will be meeting with Dr. Lozano, Dr. Miller-Tomlison, and Glenda Rodriguez on Monday, April 16 to understand requirements of LCPS with regards to bilingual education and SPED.
  4. LCPS Board is scheduled on Tuesday, April 17 to vote on the facility.
  5. Final renewal training on Friday May 4 in Albuquerque, NM
  6. Fundraiser: World’s Finest Chocolate continues.
  7. We received donation from National Association Bilingual Education, which was used to pay for student travel to convention in Albuquerque for March 1 performance.
  8. Two students performed the song from movie Coco at the Crime Victims’ rights walk and expo.
  9. Istations Report: March significant improvements from March to April in Reading. Math: scores and ranges also show improvement. Yoli suggested comparing beginning, middle, and end suggestion to see where gains are made. Adrian recommended that Melissa share results as soon as the school year begins to watch throughout the entire school year. Melissa is considering moving forward with MAPS software next year. Yoli suggested it would be a starting point to compare with Istation and MAPS. Adrian stated it would be great to use data for comparing results. Yoli also suggested that would be great to see a report that would compare LADH student reports to LCPS student reports and compare where they stand as far as test scores and academic performance. This would also help look at a mainstream way to measure academic performance.

1. Financial/Budget Report Updates
   1. No allocation for budget yet, still reviewing worksheet and review. Unit value increased helps pay for mandates all teachers 2.5% increase, staff ins premium up 4% min requirements increase for all three levels L1 35k, L2 44k, L3 54k,
   2. Mirna: insurance plans increase and increase premiums
   3. Julie: Reminded GC that we need to decide who will on the budget committees. This committee needs to meet and account for budget and updates. The budget worksheet is due April 25. Our new analyst is Veronica Chavez.

ACTION ITEMS

1. Approval of McKinney Vento Dispute Resolution
   1. Yoli: McKinney Vento is a federal law that addresses homelessness related to students. Students are considered homeless if they are living outside, living in a shelter, or have to live with other family members or someone else (known as doubling-up) for financial reasons. Homeless children are protected to start school asap. School’s responsibility is to get the student enrolled right away whether they have the money or not. The school is responsible for providing transportation if it is needed. Whether a school is at capacity or not, accommodations need to be made to ensure student is enrolled. Schools are mandated to report homeless students which requires that a liaison be appointed to identify students. The State of New Mexico form which can be found on the PED website and is used to report to the state. If a student fits the criteria it is mandatory that it be reported to the state. State Representative Malone will be here April 24to meet with charter schools and LCPS to assist schools in applying for the grant called RFA that helps provide financial assistance to these students to purchase supplies, tutors, summer school. This grant can be used to pay for staff that work directly with children and providing tutoring services throughout the year. The application process is available in May or June and recommended that Melissa speak to Dana at LCPS about application process. She did emphasize that LADH is responsible for somehow identifying these students throughout the year.
   2. Yoli is available to provide training if needed. State and federal mandate liaison is Mrs. Soriano and letting her to know follow up with student.
      1. Yoli Silva moved to approve the McKinney Vento Dispute Resolution; Adrian Gaytan seconded; None opposed, therefore motion passed
2. GC Officers (President, vice-president, secretary, treasurer) for one-year term with a maximum of two (2) consecutive years effective as of May 9, 2018.
   1. President-
      1. Elaine Palma moved to approve Patty Montoya for President; Adrian Gaytan seconded; None opposed, therefore motion passed
   2. Vice-President-
      1. Michael Sena moved to approve Adrian Gaytan for Vice-President; Elaine Palma seconded; None opposed, therefore motion passed
   3. Treasurer-
      1. Michael Sena moved to approve Robert Palacios for Treasurer; Patty Montoya seconded; None opposed, therefore motion passed
   4. Secretary-
      1. Patty Montoya moved to approve Elaine Palma for Secretary; Adrian Gaytan seconded; None opposed, therefore motion passed
3. Adjourn to closed session: 6:02pm

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]

*\*Any individual attending a board meeting may sign in to participate in the Public Input section of the Agenda, if any. Such personal 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 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 governing council three days prior to the meeting.*