

**La Academia Dolores Huerta Charter Middle School**

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

**400 W.Bell St.**

**Las Cruces, NM 88005**

**Phone: 575-526-2984**

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Thursday, November 8, 2018 at 5:00 PM, LADH

Meeting Minutes

1. Call to order: Adrian Gaytan called the meeting to order at 5:10 PM
2. Roll call:
3. GC Members Present: Adrian Gaytan, Elaine Palma, Michael Sena, Yoli Siva

        GC Members Absent: Robert Palacios

        **Quorum established**

1. Guests: Melissa Miranda, Head Administrator; Mirna Rodriguez, Business Specialist; Mike Vigil and Kyle Hunt with the Vigil Group
2. Approval of agenda:

**Adrian Gaytan moved to approve the agenda; Elaine Palma seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: 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 October 11, 2018 Regular Governing Council (GC) Meeting Minutes:

**Adrian Gaytan moved to approve the agenda; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

ACTION ITEMS

1. Review and approval of actions items on the 06/20/18 meeting agenda:
2. Approval of Lease Agreement of the Property located at 400 W. Bell Street, Las Cruces, NM 88005

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

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Discussion and Approval of 2018-19 Regular GC Meetings

**Adrian Gaytan moved to approve the agenda; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Discussion and Approval of Addendum to LADH Interim Head Administrator 2017-18 Contract to include Stipend

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

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Discussion and Approval of 2018-19 LADH Head Administrator

**Adrian Gaytan moved to approve the agenda; Michael Sena seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Review and approval of Head Administrator’s Evaluation Form:

GC discussed current evaluation procedure and proposed the following:

-The evaluation will be completed in two parts with one portion completed at the end of the fall semester and the other at the end of the spring semester.

-The evaluation will be based on the NMPED Principal evaluation.

-Elaine will email a blank evaluation form to GC for review and the GC will vote on the evaluation process and form at the December meeting.

-The principal’s 2017-2018 will be completed by November 26th.

1. Nomination and approval of GC President and Vice-president:

-**Elaine moved to name Adrian Gaytan as President of the GC; Yoli Silva seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

-**Adrian moved to name Yoli Silva as the Vice-President of the GC; Michael seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Review, discussion, approval of changes to Bylaws:
2. Article VI: Governing Council, Section 5

After review and discussion, **Adrian moved to change Section 5 to read, “The newly appointed person will serve the full term of the GC position they accepted.”; Elaine seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Article VII: Officers, Section 2: Elections

After review and discussion, **Adrian moved to remove Section 2 of Article VII from the bylaws; Michael seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Article VII: Officers, Section 3: Term of Office

After review and discussion, **Adrian moved to make no changes to Section 3 of Article VII; Michael seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Article VIII: Duties and Responsibilities of Officers, Section 3
2. Separation of the Secretary and Treasurer positions was approved at the 12/9/14 Regular GC meeting; however, the bylaws were never changed to reflect this
3. Review and approve job descriptions for Secretary and Treasurer

After review and discussion, **Adrian moved to approve the Secretary and Treasurer job descriptions; Yoli seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Article IX: Meetings, Section 1: Annual Meeting

After review and discussion, **Adrian moved to removed Section 1 of Article IX from the bylaws; Elaine seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

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

1. Review/update GC training log:

Elaine reviewed the training log and reminded all GC members that the only one who has completed the training for returning members is Robert. Adrian asked if there was anyway the State would be willing to come down and offer a training on Saturday. Melissa stated that the State had offered a training on Oct. 27th. Elaine reminded everyone that the Oct. 27th training was originally scheduled to be for new GC members and then changed. Unfortunately, due to the late schedule change none of the GC members were able to attend.

-Elaine will send an email requesting training in Las Cruces.

1. Finance Committee Report:

Mike Vigil, with the Vigil Group, presented background information about the Vigil Group, which is located in ABQ. He noted that they currently represented 34 charter schools. From October 23rd-31st they were hired on an hourly rate as it was more beneficial and cost saving for the school. They are currently on contract from Nov. 1-June 30, 2019. They are completing back office support. Cash has been reconciled through Sept 30th and are close to completing reconciliations for October. A positive $10,000 variance was found, most likely due to sloppy work rather than deliberate negligence. The previous business manager created manual entries when the bank statement was different than what the accounting system showed, often resulting in abnormalities. At the December meeting they are planning to present a corrective entry for the $10,000. From now on the current accounting system will be the only one used. Overall, it seems like the school has good processes and controls in place and therefore no changes are currently anticipated. Currently, no fraudulent activity has been discovered. Recommendations will be made as needed. The plan is to present financial reports monthly at the GC meetings. After the first reports are presented, feedback will be obtained from the GC members regarding how the information was presented and the amount of information given. Adjustments will be made as needed. Mike offered to set up a time to train the GC on financial reports.

Finance committee meeting was scheduled for yesterday but canceled. Vigil Group will set up a time to meet with the Finance Committee prior to GC meeting and then available by phone for GC meeting. The first meeting is scheduled for 12/10/18 at 5pm. During that meeting, meetings for the remainder of the year will be scheduled.

Elaine will email Mike as she is setting up monthly meeting agendas to inquire about items that they would like added to the agenda.

At her training, Mirna learned that a “view only” option of bank records is not recommended for GC members. Instead, informative financial reports are recommended.

1. Head Administrator’s Report:

Please see attached report.

Discussion:

-Adrian recommended that the school start researching alternative academic achievement tests that fit the need of the school as the Governor elect had stated that she wanted to replace the current assessment tool.

-Fundraisers: Adrian recommended finding sponsors in the community who could partner with the school for various activities, including but not limited to fundraising (i.e. NMSU Sororities, Hispanic groups, etc.)

-Mirna expressed the needs for substitutes. Adrian recommended contacting/reaching out to the College of Education; Adrian will provide phone number for Dr. Hernandez to Mirna.

-Lost four students due to transportation and home school. Ms. Soriano will be reaching out to other school counselors to get the word out.

-Ms. Vargas brought in/hosted a ballet instructor from the Mariachi conference. Selected students were allowed to participate in a workshop.

-Adrian recommended researching different grants such as Chevron, Verizon, etc.

-Melissa noted that she received word that the second preliminary report from the State would not be received until late next week.

1. Identify which GB Board members will be attending December 11-14th PED

meeting in Santa Fe:

-Elaine noted that she plans to attend with her daughter.

-Melissa has asked Mr. Renteria to create a video featuring the students to present in Santa Fe.

-Due to the scheduled meetings, the December GC meeting will be moved to December 20th.

1. Updates needed to website:
2. Open Meetings Act needs to be posted
3. Updated Bylaws need to be posted

-Elaine will contact Chris and have him post these.

1. Review of the 10 Financial Questions for Nonfinancial Boards

-Deferred until the December meeting as Robert was absent due to the Mariachi Conference.

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]

-**Adrian moved to adjourn to close session at 6:46 and invited Melissa and Mirna to stay; Yoli seconded**

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Adrian moved to adjourn out of close session at 7:04pm; Yoli seconded

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: yes**

**Yoli Silva: yes**

**None opposed, motion passed**

1. Adrian moved to adjorn the general GC meeting at 7:04pm; Yoli seconded

**Roll Call Vote:**

**Adrian Gaytan: yes**

**Elaine Palma: yes**

**Michael Sena: 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 chancellor’s office three days prior to the meeting.

Principal’s Report

November 8, 2018

**Current Enrollment**:

|  |  |
| --- | --- |
| Grade | Enrolled |
| 6th  | 43  |
| 7th  | 33 |
| 8th  | 47 |
| Total | 123 |

LADH lost 4 students from October’s enrollment (3 students due to transportation issues and 1 student who will be home school)

**LADH News:**

* Mirna & I attended the NMASBO Boot Camp in Albuquerque to become familiar with financial best practices, policies, & statute to ensure LADH is in compliance with NM law & to ensure students receive the education they deserve.
* Financial Audit was conducted October 24th-25th to review our finances. An exit conference is scheduled for November 13th to provide a preliminary report. The finance audit committee will be included in the exit conference.
* Renewal/Annual Site Visit was conducted October 30th. Renewal Site Visit consisted of individuals from PED observing classrooms and interviewing students, staff, parents, and GC members. Annual Site Visit consisted of individuals from PED viewing documents, personnel & student files, etc. to determine LADH’s compliance with Academic Performance, Financial, Contractual, Organizational and Governance Performances.
	+ Exit Conference Held 10/30/18-Elaine, Robert, & Adrian in attendance
* Second Preliminary Report with recommendation after site visit will be sent this week.
* Thanksgiving Luncheon will be held on Friday, November 9th. Parents were invited to eat with their child(ren) and purchased their lunch tickets in advance.
* Music & Ballet Teachers have decided to combine Music & Ballet Annual Performances. Therefore, the performances will be held on Saturday, Feb. 2nd. There will not be a performance in December.

**Professional Learning Community (PLC):**

* Unpacking the Common Core Standards
* Breaking Down Assignments-Marking the text, close reading
* Classroom Management-Bell Ringer
* Illuminate 101-(Set up)
* PARCC-review of released items

 **Upcoming Events:**

* Illuminate Teacher Training
	+ - Tuesday, November 13th
		- Teacher will be trained on how to utilize Illuminate to assist with student achievement
* 8th Grade Parent Meeting
	+ Mrs. Soriano will discuss the Next Step Plans, Career Fair, 8th Grade Field Trip

**Fundraisers:**

* World’s Finest Chocolate
	+ LADH receives 50% of sales
	+ Until all chocolate sold
* Chipotle
	+ Ms. Vargas organized this fundraiser for her ballet classes
	+ LADH ballet received 33% of the proceeds (amount unknown at this time).

**Student News:**

* Students in performance ballet performed for the Town of Mesilla on October 29th.
* Ten students from 6th-8th Grade participated in the Borderlands: Poesía en voz alta on Saturday, November 3rd
	+ Congratulations to Eric Piña (7th Grade) who won 1st place & Galilea Hernandez (7th Grade) 2nd place
* Students from Mrs. Pettes’ yearbook class created the first edition of “Los Chismes” Newsletter (Please see attached)

**Teacher News:**

* Ms. Gallegos & Mrs. Pettes
	+ Worked with students to prepared them for Borderlands: Poesía en voz alta
* Alberto Prieto
	+ Did a wonderful job of highlighting LADH & the changes made during the Renewal Site Visit

**Community Collaboration:**

* C.A.R.E.-LADH donated $150.00
* Mariachi Conference-Staff & students of LADH will be participating in the conference
* Town of Mesilla-Ballet Performance
* NMSU- Borderlands: Poesía en voz alta