



## La Academia Dolores Huerta Charter Middle School

“A Dual Language Charter Middle School”

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### GOVERNING COUNCIL MEETING MINUTES (APPROVED)

Wednesday, May 16, 2018 at 5:00 PM, LADH

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- 1) Call to order: 5:07 PM
- 2) Roll call and establish quorum:
  - a. Members Present: Dr. Michael Gutierrez, Elaine Palma, Patty Montoya, Adrian Gaytan, Robert Palacios, Michael Sena, and Yoli Silva
  - b. Members Absent: Steve Pereira
  - c. Guests Present: Melissa Miranda, Interim Head Administrator; Mirna Rodriguez, Business Specialist; Julie Rivera, Business Manager; Alfredo Guerrero community member interested in serving on Finance Committee
- 3) Approval of agenda:
  - a. Julie Rivera requested that item #17 be removed from the agenda as all information will be covered in action items 8-13.
  - b. Michael Gutierrez moved to approve the agenda with requested change; Adrian Gaytan seconded; All in favor; None opposed; Motion passed
- 4) Open forum-public input\*
  - a. Alfredo Guerrero introduced himself, provided background information and expressed interest in joining the Finance Committee and Audit Committee as a community member with financial experience.
- 5) Approval of April 11, 2018 Regular Governing Council (GC) Meeting Minutes:
  - a. Mirna Rodriguez noted correction: starting salary for Level I teacher is \$36,000
  - b. Robert Palacios moved to approve the April 11, 2018 Regular Governing Council (GC) meeting minutes with the correction; Michael Sena seconded; All in favor; None opposed; Motion passed
- 6) Discussion and Approval of LADH annual calendar
  - a. Melissa Miranda noted that two versions of the calendar were created to accommodate the new Ballet Folklorico instructor. The first version includes the

annual Ballet Folklorico performance and the second version does not, as Melissa is not sure just how comfortable the new Ballet Folklorico instructor will be in putting on such an elaborate performance. Melissa was not sure if the Board would be comfortable approving both calendars or if the vote should be tabled until June. Patty Montoya noted that the calendar submitted with the annual budget was the version without the scheduled performance. Additionally, Melissa noted that she tried to align calendar with the Las Cruces Public Schools (LCPS) annual calendar in order to take advantage of their offer to include LADH in their Professional Develop (PD). Both calendars also include the 167-instructional days (at 6.5.hours) required by our contract with the State.

- b. Michael Gutierrez moved to table voting on the annual calendar until the next GC meeting in the hopes that at that time the new Ballet Folklorico teacher will be hired and can give input on the annual performance; Robert Palacios seconded; All in favor; None opposed; Motion passed.

7) Approval of the Bilingual application:

- a. Kerri Pettes, LADH Bilingual Coordinator reviewed the application and application process. She noted that her goal is ensure that the program is compliance with all State guidelines. LADH will be following the dual language emersion model, in which services are provided for English Language Learners (ELL), ELD, offering of a Spanish Language Arts class for all the students with a consecutive English Language Arts class (year long), required to offer two additional course hours that are completely taught in Spanish (looking to designate social studies, science or arts class). Instruction is provided in two languages, provide sheltered instruction, 15% of instruction dedication to history and culture of NM, aligned to NM standards. Discussed program goals based on student data. Similar goals for all core areas. Electronic copy of application will be sent to all GC members. Data demonstrated that the level of proficiency of ELL has been raised. PD listed for all core teachers. One of key components that need to increase/refine is the Parent Advisory Committee. In 2017-2018 two parent nights were held in Nov. and Feb. Some parent resources are listed on school website. Really need to focus on increasing communication between parents and teachers. Patty Montoya asked for details about requirements of the Parent Advisory Committee. Ms. Pettes noted that the State did not provide specific information of the structure of the committee or how often they should meet, but she feels quarterly meetings would be beneficial. The main purpose of the Parent Advisory Committee is to educate parents about testing results, how to read testing results, and identify ways parents can help students at home. She would like to create a parent network that would allow parents to support each other when they feel they cannot help their student with homework/concepts. Although 6 parents signed-up in 2017-2018 it was very informal. As of this year the State is mandating a more formal entity. Adrian Gaytan recommended a literacy night to encourage parents to participate. Regarding approval of application, the State conducts a preliminary review. Last year Ms. Pettes received a letter in July with request to edit certain things in application and she wrote a response. Typically, grant monies for the current school year are not received until the end of the school year. Still have not

received monies for 2017-2018. Only get paid for the ELL, but held accountable for the growth of the Spanish Language Learners (SLL). The initial allocation identified for 2017-2018 was about \$110,000; however it is only an estimate of what the school could receive. Currently 32 ELL students, with the remainder (of 162 students) identified as proficient in English. The application for 2018-2019 was sent to the State May 8, 2018. Adrian Gaytan asked to meet with Ms. Pettes to discuss possible resources from NMSU. LCPS has been very accommodating and helpful.

- b. Michael Gutierrez moved to approve the bilingual application for 2018-2019; Adrian Gaytan seconded; All in favor; None opposed; Motion passed

8) Approval of 2018-2019 operation budget:

- a. Julie Rivera presented. Took into account all new positions needed; budget meets states mandates of giving teacher a 2.5% increase; updated salary schedule; supports increase in health insurance premium; and supports the hiring of an Assistance Principal (AP)/Instructional Coach who could alleviate some of the duties currently being completed by Ms. Tavares and Ms. Pettes, allowing them to focus on classroom instruction. Melissa noted that she has already interviewed someone from Gadsden ISD who looks to be a great prospect. The budget was turned into the State on April 25<sup>th</sup>. The State analyst wondered why there was a decrease in student enrollment, but all else looked good. First payroll is July 15<sup>th</sup> but they do not have the final amount of Melissa's contract. Melissa will continue with SPED duties. Patty stated that GC will be working on her contract.
- b. Michael Gutierrez moved to approve 2018-2019 budget; Adrian Gaytan seconded; All approved; None opposed; Motion passed. All GC members signed budget signature page.

9) 2017 Audit and Correction Plan:

- a. There was one finding from the audit, mileage reimbursement was being paid at one penny more than allowed. Rate changes every January and was not caught. It was resolved and therefore error will not be repeated. Elaine Palma asked for opinion letter and Julie stated she would send what she received. Audit will be reviewed at the next meeting.
- b. Michael Gutierrez moved to approve the corrective action; Robert Palacios seconded; All in favor; None opposed; Motion passed.

10) Approval of 3<sup>rd</sup> Quarter Cash Report:

- a. Julie noted that this 3<sup>rd</sup> quarter operational fund was \$60,000 higher than last year's 3<sup>rd</sup> quarter. As things stand, we are looking for a carry-over of \$180,000. Melissa noted that they approved most all that teacher requests. Once requested conference was not approved as the teacher did not provide the requested justification letter noting how it would benefit instruction. Most teacher requests were for supplies. Only one supply order was denied as teacher submitted his first request two weeks ago, indicating he would not be able to use supplies for this school year.

- b. Michael Gutierrez moved to approve 3<sup>rd</sup> quarter cash report; Adrian Gaytan seconded; All in favor; None opposed; Motion passed

11) Approval of April Cash Register:

- a. Julie reviewed bills. All typical with the exception of the purchase of 6-8 handheld radios (from RTC, Inc). Trying to get on the emergency channel with LCPS. Waiting for approval. Although the Las Cruces Police Department was supposed to contact LADH when there was a lock down in the area, they are not following through and therefore would like to be included in the LCPS emergency channel.
- b. Yoli Silva moved to approve; Michael Gutierrez seconded; All in favor; None opposed; Motion passed

12) Discussion/Approval of Budget Adjustments Requests (BARS):

- a. Julie reported that two award letters have been received: SB9 (which can be used for improvements to the building, technology, maintenance) \$7139 and Title 2 (which covers PD for teachers) \$2124. She requested that the GC approve an open BAR for any awards letters that come in and therefore she will not need to wait for approval as all need to be submitted by June 1.
- b. Michael Gutierrez moved to approve the BARS for the SB9 and Title 2 award letters and an open BAR for any additional award letters received through June 1, 2018; Yoli Silva seconded; All in favor; None opposed; Motion passed

13) Discussion/Approval of Finance/Audit Committee Members:

- a. Robert Palacios, Michael Sena, and Alredo Guererro agreed to serve on the Finance Committee, with Michael Sena serving as the Chairperson. All members also agreed to serve on the Audit Committee.
- b. Michael Gutierrez moved to approve Robert Palacios, Michael Sena, and Alfredo Guerrero to serve on the Finance Committee, with Michael Sena serving as the Chairperson; Adrian Gaytan seconded; All in favor; None opposed; Motion passed
- c. Michael Gutierrez moved to table the vote on the Audit Committee until all needed members were identified; Adrian Gaytan seconded; All in favor; None opposed; Motion passed

14) Receipt/Discussion of Mr. Steve Pereria's Letter of Resignation received on May 8<sup>th</sup>, 2018

- a. Robert Palacios moved to accept Steve Pereria's resignation letter, effective May 8, 2018; Michael Gutierrez seconded; All in favor; None opposed; Motion passed

15) Discussion possible Approval of Closing of GC Member Positions:

- a. Patty Montoya talked with Laurel Pierce with PED and Ms. Pierce recommended that the GC close one or both of the positions left open by the resignation of Steve Pereira and Michelle Saenz-Adames until the end of the year, with them to reopen July 1.
- b. Michael Gutierrez moved to close the two GC positions/seats previously held by Steve Pereira and Michelle Saenz-Adames through June 30<sup>th</sup>, 2018 until the July 2018 GC meeting, at which time the GC will reevaluate whether to

open/permanently close; Adrian Gaytan seconded; All in favor; None opposed; Motion passed.

*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

### 16) Principal's Report: Ms. Melissa Miranda

- a. Thank you for scheduling meeting allowing staff to attend staff celebration for those teachers not returning/retiring.
- b. Current enrollment: 6<sup>th</sup> grade: 49 (lost one student); 7<sup>th</sup> grade: 57; 8<sup>th</sup> grade: 55 for a total student enrollment of 160 students.
- c. Attended 3<sup>rd</sup> State Charter Renewal training on May 4, 2018: Reiterated information from first training. Will need to obtain household and staff signatures in support of LADH continuing as a Charter School. Created a spreadsheet for households and staff. Required to have 75% of households sign and have asked parents to come in and sign. Required to have 65% of staff signatures, which have already been obtained.
- d. Conjunto was invited to perform at MacArthur ES on May 10<sup>th</sup>.
- e. Held a dia de las madres celebration/luncheon at LADH on May 10<sup>th</sup>.
- f. Testing: Completed PARCC (state mandated) language arts and math and EOC's (End of Course) music, PE, social studies, and science (6<sup>th</sup> and 8<sup>th</sup> only). Results of PARCC and ECO's account for a % of teacher evaluation.
- g. Cinco de Mayo event: Conjunto and Mariachi performance groups performed for the Town of Mesilla. The Town of Mesilla donated \$150, which was split between the two performing groups.
- h. Day at the Park: On May 11<sup>th</sup> students were taken to Apodaca Park for a day of fun. Paid through the activities account.
- i. Teacher Appreciation Week: Celebrated teachers with food. Monday: donuts; Tuesday: Cheesecake; Wednesday: Tacos; Thursday: Shakes; Friday: Pizza
- j. Upcoming events:
  - 8<sup>th</sup> grade field trip: Students asked Melissa if they could plan a field trip and she agreed as long as the teachers could align it with the curriculum. They will be going to the El Paso Zoo and the ice rink. Students fundraised monies for lunch, entrance fees, and to pay for half of the transportation. LADH paid the other half of transportation.
  - 8<sup>th</sup> grade graduation: To be held on May 18<sup>th</sup> at Alma de Arte HS
  - 6<sup>th</sup> and 7<sup>th</sup> grade awards ceremony: May 22<sup>nd</sup> at 9am
  - End of Year Potluck: Wednesday May 23<sup>rd</sup> (1/2 day); students will bring food item
- k. Community Collaborations:
  - MacArthur ES Mother's Day Program
  - Dept. of Health: Working to reschedule the 6<sup>th</sup> and 7<sup>th</sup> grade health class as it was postponed due to State mandated testing
  - La Piñon on going Peer Mentorship Program
  - Anti-Bully Club: 12 students will graduate on May 21<sup>st</sup>

- l. No iStation testing information to present as students have been taking State mandated test. Will have testing information in June with information from the beginning, middle, and end of year.
- m. Revised Bell Schedule: Approximately 2-years ago, the school ran on 7 class periods. The schedule was changed to 8 periods and teachers were offered a \$3,000 stipend to increase the number of periods. Due to budget constraints, teachers were never paid the stipend. This year teachers agreed to continue with the 8 periods without a possible stipend. Melissa sent out individual teacher surveys vis Google Docs. She received 12 responses with 91.7% of the teachers requesting a 7-period schedule and 8.3% an 8-period schedule; therefore there will be a 7 period schedule for the 2018-2019 school year. For staff, the school day will run from 8:15-3:45 and for students from 8:25-3:30, with a 30-minute lunch.
- n. 2018-2019 Start date: Melissa surveyed teachers and 83.3% selected Wed. 8/15 as the first day of school, while 16.7% selected Mon. 8/13 as the first day; therefore, the first day of the 2018-2019 school year will be Wed. 8/15/18.
- o. Parent Teacher Conferences: Melissa surveyed the teachers and 91.7 % selected to have conferences on Thursday evening and Friday morning, while 8.3% selected Thursday evening and all-day Friday.

\*\*\*Elaine Palma stepped out of meeting at 7:20PM\*\*\*

- p. Discussion IDEA-B Application: Ms. Miranda stated that she had not received the application from the PED just yet but would forward as soon as she had it available and complete.
- q. Discussion Discipline Policy: A discussion was held amongst board members and requested that Ms. Miranda provide additional information on the policy she had in mind. Since Ms. Miranda works on the day-to-date activities and can provide valuable input on what she feels works best for LADH. Ms. Miranda stated she would provide a copy of the Arrowhead High School policy to the board.

17) Removed from agenda as covered under action items

\*\*\*Elaine Palma returned to meeting 7:40\*\*\*

18) 2017-2018 GC Training: The one-hour training everyone needs will be provided on May 23<sup>rd</sup> at 7:15 at LADH via Zoom. Elaine Palma recommended that we start looking at getting all the training for next school year completed in July.

19) 7:49PM Adjourned to Closed Session

20) Closed Session began at 7:57pm and ended at 8:39pm

21) Adjourn:

- a. Robert Palacios moved to adjourn the meeting at 8:39pm; Adrian Gaytan seconded; All in favor; None opposed; Motion passed