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GOVERNING COUNCIL MEETING MINUTES

Thursday, August 16, 2018 at 5:00 PM, LADH

1. Call to order: 5:17 PM
2. Roll call and establish quorum:
	1. Members Present: Elaine Palma, Adrian Gaytan, Michael Sena
	2. Members Absent: Yoli Silva, Dr. Michael Gutierrez, Robert Palacios
	3. Guests Present: Melissa Miranda, Interim Head Administrator; Mirna Rodriguez, Business Specialist
	4. Guests Absent: Julie Rivera, Business Manager

**\*\*\*Quorum was not established and therefore no votes were taken.**

1. Presentation and Approval of agenda: Agenda was presented, but no vote was taken as quorum was not established.
2. Open forum-public input\*
	1. None
3. Presentation and Approval of June 13, 2018 meeting minutes: The meeting minutes from the June 13, 2018 meeting were not available. Adrian will be following up with Patty Montoya to get a status update.

*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*

ALL ITEMS WERE FOR DISCUSSION ONLY – NO ACTION TAKEN AS QUORUM WAS NOT ESTABLISHED

1. Patty Montoya, President of GC, resignation:

-Patty emailed her resignation to Adrian on 8/2/18. GC has 30-days to find a replacement for her position. If needed an extension can be requested. Currently, Adrian will serve as the interim president.

-GC will need to reconsider the current bylaws in regard to the number of required members and take a vote at the next meeting.

1. Matthews Fox Law Firm Contract:

The term of contract runs July 1st-June 30th (fiscal year). The firm is familiar with education law and represents other charter schools. Ms. Miranda recommended the renewal of the contract and requested that a vote be taken next month.

1. Fourth quarter cash report:

The State assigned a new state budget analyst in April, which has already been replaced. Julie sent in the fourth quarter cash report to the new analyst but has not heard from him. The last updated indicated that the new analyst is still reviewing it.

1. Review of Instructional Material Policy:

-Reviewed presented policy. Elaine noted that the law was cited, but specific policies were not identified under each of the sections.

-Ms. Miranda noted that a work session is needed to develop a functional policy.

-Mirna suggested that the GC and administration research other school policies and then come together to formulate a comprehensive policy. Item needs to be put on next month’s agenda for review and approval.

1. Preliminary Summary Data Report and Current Charter Contract Report:

-Ms. Miranda noted that the report covered the first three years of the five-year contract term. It does not include the 2017-2018 school year. Baylor De La Rosa, auditor with the State, came to the school last week and noted that he was very impressed. Discussed the preliminary report and he reported that he has observed the positive changes that have been made. He discussed the new facility and other improvements. The only area of needs continues to be academics. Ms. Miranda is addressing academic concerns in various ways including but not limited to: a.) scheduling common planning times for teachers; b.) having the teachers meet with the Instructional Coach and/or Melissa at least once a week to discuss student achievement and to provide trainings, which has never previously occurred; and c.) moving from iStations to Illuminate for assessments, which can analyze student data, therefore giving teachers more time. Additionally, the company will provide three professional developments specifically geared for LADH based on testing analysis.

-Elaine asked what the next steps would be following the findings of the preliminary report. Ms. Miranda stated that they need to complete the application. Mr. De La Rosa recommended that they be honest on the application, stating everything that was not done during the previous administration and comparing it to what is happening (i.e. how issues are being addressed). Mr. De La Rosa stated that he believes LADH is the only dual language school in NM and therefore is in a very unique position. Ms. Miranda is feeling hopeful for the first time and feels that it is possible that the school will get re-chartered, if not for 5-years maybe for three.

-The State will complete another site visit on Oct 23rd.

-Elaine indicated that there is concern about the lack of stability within the GC. Suggested that the GC get together outside a monthly meeting date to discuss the need for stability.

-Ms. Miranda reported that she is also concerned about the loss of students since moving to the new location. She noted that many students did not return due to travel distance. They predicted 165 students and can only be 10% below that to get the full budget. Ms. Miranda had an interview with Sun News and hopes the article will run soon. Discussed possible radio adds. Adrian discussed reaching out to feeder schools and to the Hispanic Chamber of Commerce.

1. Principal Report:

-New Hires: Proved a list of new hires. Noted that she has employed various long term-sub b/c they do not have a teacher license

-New furniture: Received the new furniture with the exception of science table legs and computer desks, as they are on back order.

-First Day of School: Overall went well. There is a positive energy on campus now. There were a few glitches with student schedules due to so many last-minute staff changes.

-2018-2019 Changes: a.) A new discipline plan has been implemented which is more transparent and really details/identifies the steps that will be followed; b.) all paperwork will now be presented in English and Spanish. Adrian emphasized how important it was for us to make sure all information provided to parents is in both languages as we are a dual language school. Elaine reported that she knows someone who can volunteer their time to translate.

-New bell schedule

-New lunch schedule that groups students by grade level to decrease discipline problems

-Professional Development has occurred in conjunction with LCPS.

-Upcoming events:

 -August 28th: Child Abuse/Neglect Training

 -September 12th: Open House at 6PM

 -September 13th: Fall Pictures

-Fundraisers: August 22 World’s Finest Chocolates

-Teacher Incentives: 8/9/18 breakfast for the staff provided by La Cocina; 8/14/18 teacher luncheon at Los Mariachi’s

-Community Collaborations with LCPS and CYFD for professional developments

1. Business Manager’s Report: Business Teacher and Experience (T&E) Audit- Randomly chosen teacher employee files and payroll every 3-5 years. Some concerns and some questions on Mr. Brito’s file related to his licensure. Wanted to know that if his transcript from Mexico was equivalent to a Master’s degree. Second concern, Mr. Prieto is being paid at master’s level plus 45hrs. Third issue Mr. Bardy didn’t have verification of employment from LCPS, which Mirna requested and has received it. She will upload it. The last finding noted that all teacher contracts must include the account code from which they are being paid.

-$200, 000 roll over from last year which would cover decreased enrollment.

1. Discipline: The policy has been revised and is now in Spanish. Adrian inquired about staff discipline policies. Ms. Miranda noted that that section of the employee handbook had been revised.
2. Follow up discussion:

-GC meetings will be on the 2nd Thursday of every month at 5PM. The next meeting will be on September 13th followed by October 11th and November 8th.

-Elaine will send an email out requesting renewal GC training in Las Cruces

-Elaine will complete the annual resolution and send it out for review. Will need to vote on it at the next meeting.

1. Adrian will email Patty for and inquire about the June 13th and June 20th meeting minutes. Elaine volunteered to transcribed audio if needed.
2. Adjourn to close session at 6:48pm

Came out of closed at 7:04 adjourned general meeting at 7:04.

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.*