



***La Academia Dolores Huerta Charter Middle School***

*“A Dual Language Charter Middle School”*

*400 W. Bell St.*

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*The mission of La Academia Dolores Huerta is to provide a diverse bilingual educational program in the arts that fosters the development of a strong socio-cultural identity while achieving academic success.*

*La misión de La Academia Dolores Huerta es proporcionar un programa educativo bilingüe diverso de las artes que fomenta el desarrollo de una fuerte identidad sociocultural mientras se logra el éxito académico.*

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**Regular Governing Council Meeting Minutes DRAFT**

Wednesday July 05, 2023 at 5:30 PM, LADH Conference Room

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Join Zoom Meeting:

<https://us06web.zoom.us/j/83787203735?pwd=Z0YxaFg3eFIWMVc3dVNpOHFZbWlXUT09>

Meeting ID: 837 8720 3735

Passcode: YfYg3g

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- 1) Adrian Gaytan called meeting to order at 5:36 PM.
- 2) Roll call and establish quorum

GC Members Present:

Adrian Gaytan, President

Dalina Matsumoto, Treasurer (left at 7:34 pm)

Elaine Palma, Secretary

Hilda Paz, Vice-President

Nelly Garcia, General Member

**Quorum established**

Guests: Sylvy Galvan de Lucero, Head Administrator; Mirna Rodriguez, LADH Business Specialist; Dalia Gallegos, Community Schools Coordinator; Beatrice Quintana-Heiserman, GC parent candidate

- 3) Approval of agenda  
**Adrian Gaytan moved to approve the 7.05.23 agenda; Dalina Matsumoto seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Dalina Matsumoto: yes

Nelly Garcia: yes

**None opposed; motion passed**

4) 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

No guests present in person or via Zoom to provide public input.

5) Review, discussion, and possible approval of June 08, 2023, Regular GC Meeting Minutes.

**Adrian Gaytan moved to approve the June 08, 2023, regular GC meeting minutes; Dalina Matsumoto seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Dalina Matsumoto: yes

Nelly Garcia: abstain

**None opposed; motion passed**

## ACTION ITEMS

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6) Review, discussion, and possible approval of the 2023-2024 Head Administrator's contract. Presented by Elaine Palma.

Mrs. Palma noted that salary includes the 6% raise approved by NM Legislators. Changes requested by Mirna Rodriguez were made (e.g., number of contract days and "stipend" versus "bonus"). She also noted that the contract is the same as the one offered to Mrs. Galvan de Lucero with the exception of the salary and the number of contract days.

**Arian Gaytan moved to approve the 2023-2024 Head Administrator's contract; Dalina Matsumoto seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Dalina Matsumoto: yes

Nelly Garcia: yes

**None opposed; motion passed**

7) Review, discussion, and possible approval of the 2023-2024 lease agreement with Las Cruces Public Schools (LCPS). Presented by Mirna Rodriguez.

LCPS Board approved the lease on June 20, 2023. Added addendum which stipulated that the lease was bound to the same terms as original lease with an extension of one year and that the lease would now be reviewed and renewed on an annual basis.

**Adrian Gaytan moved to approve the 2023-2024 lease agreement with Las Cruces Public Schools; Elaine Palma seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Dalina Matsumoto: yes

Nelly Garcia: yes

**None opposed; motion passed**

- 8) Review, discussion, and possible approval of the 2023-2024 Open Meetings Act (OMA) Annual Resolution. Presented by Elaine Palma

Mrs. Palma presented the annual resolution which states that monthly GC meetings will be held at the LADH campus on the second Thursday of each month at 5:30 pm. Beatrice Quintana-Heiserman asked about where the meeting announcement were posted and Mrs. Palma responded that they are posted on the website and at the school. Mrs. Quintana-Heiserman noted that she had never seen the postings and recommended announcing/posting the meetings on the school's Facebook page and sending reminders on the Remind App. All GC members agreed.

Mrs. Palma will send Chris Burns email requesting that the approved OMA be posted on the website.

**Adrian Gaytan moved to approve the 2023-2024 Open Meetings Act (OMA) Annual Resolution; Dalina Matsumoto seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Dalina Matsumoto: yes

Nelly Garcia: yes

**None opposed; motion passed**

Mrs. Palma will send Chris Burns email requesting that the approved OMA be posted on the website.

- 9) Review, discussion, and possible approval of new GC member, Beatrice Quintana-Heiserman.

Mrs. Quintana- Heiserman noted she was excited to add the perspective of parents at GC meeting. She expressed that she did not want to be a member of the finance committee.

**Adrian Gaytan moved to approve Beatrice Quintana- Heiserman as a new GC member; Dalina seconded**

Roll Call Vote:

Elaine Palma: yes  
Adrian Gaytan: yes  
Hilda Paz: yes  
Dalina Matsumoto: yes  
Nelly Garcia: yes

**None opposed; motion passed**

10) Review, discussion, and possible approval of GC officers.

GC discussed available positions and duties associated with each. After discussion, the following officers were selected:

President: Adrian Gaytan  
Vice-president: Hilda Paz  
Treasurer: Dalina Matsumoto  
Secretary: Elaine Palma  
Parent representative/general member: Beatrice Quintana-Heiserman  
General member: Nelly Garcia

**Adrian Gaytan moved to approve slate of GC officers; Elaine Palma seconded**

Roll Call Vote:

Elaine Palma: yes  
Adrian Gaytan: yes  
Hilda Paz: yes  
Dalina Matsumoto: yes  
Nelly Garcia: yes

**None opposed; motion passed**

11) Review, discussion, and possible approval of changes to the LADH annual leave policy in the employee handbook. Sylvy Galvan de Lucero presented.

Questions regarding LADH's annual leave policy have recently come up due to a former employee who during the academic year moved from a 12 to a 10-month position. The concern was immediately discussed with the school's attorney, Natasha Cuylear. Ms. Cuylear recommended that when an employee moves to a position under which annual leave cannot be transferred, the employee may elect to receive a lump sum payment of the untransferred leave for a maximum of 30-days. However, Mrs. Galvan de Lucero noted that given the past and current enroll data, such a change cannot be implemented due to budgetary restrictions. Therefore, she has changed the policy to state that the

annual leave will be converted to sick leave. GC members asked about what a typical LADH contract looks like and what it includes.

**As the GC does not approve the employee handbook, no vote was needed or taken on this item.**

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

12) Finance Committee Report

No report as the finance committee did not meet prior to this July GC meeting. Therefore, next month the committee will report on two months of data.

13) Spring 2023 final School Visit Site report review and responses: Presented by Sylvy Galvan de Lucero

Mrs. Galvan de Lucero uploaded and submitted all required/requested end of year data and received a response letting her know that review of data will begin in a few weeks. The Friday after she had uploaded the information, she received an email from a different person asking for only mission specific data by July 17<sup>th</sup> and for a self-rating. Mrs. Galvan de Lucero will again provide that information by the deadline.

14) School Safety Committee follow-up: submission deadline

Mrs. Galvan de Lucero has not received a response from PED as to when deadline is. She will continue to try and get the information.

15) New building search committee: review listings of available properties

Adrian Gaytan noted that The Spot location was opening, but Mrs. Galvan de Lucero noted that there is a dispensary next door. However, if we find a suitable building near a dispensary the LADH needs to request a special permit from the Las Cruces City Council.

Mrs. Matsumoto has not received information from her friend who is in real estate. Will continue to pursue.

Mrs. Paz' daughter noted that the old Kmart building was not listed and did not find any listings that met initial specifications noted.

Ms. Garcia initiated discussion about looking into large private homes. Mr. Gaytan stated that we should look at all available options.

16) Title I reimbursement follow-up presented by Mirna Rodriguez

Mrs. Rodriguez sent email on June 14<sup>th</sup> and has yet to receive a response. On June 22<sup>nd</sup> she emailed the director of Title I and has not received a response. Mrs. Palma asked that Mrs. Rodriguez send a follow-up email, but this time include GC member(s) so that they can also try to follow-up. Mrs. Rodriguez has also tried to call but call immediately goes straight to voicemail. Mrs. Palma asked that adjustment be delayed until response is received.

- 17) SPED policy update follow-up: Presented by Elaine Palma  
Discussed search and how other schools only link to IDEA and NM PED special education guidelines. She emailed Missy Brown for guidance but has not received a response.
- 18) Annual calendar review: Presented by Elaine Palma  
Reviewed and discussed July and August items.
- 19) Equity Council  
Mrs. Galvan de Lucero noted no updates due to summer. Mid-August meetings will resume.
- 20) 2023-2024 student recruitment/enrollment update: Presented by Sylvy Galvan de Lucero  
Up to 66-students. Handful came in for tours and picked up registration packets.  
Sun-News called about press release and wrote story.
- 21) Head Administrators Report: Presented by Sylvy Galvan de Lucero
- Teachers return to school July 17<sup>th</sup>
  - Students return to school July 20<sup>th</sup>
  - Open house/Kermes July 21<sup>st</sup> 4-8pm
  - Vacancies: SPED inclusion teacher/SPED EA; day custodian; science teacher
- 22) Secretary Report
- Completion of annual conflict of interest statements
  - GC Recruitment: search for member with financial expertise
  - GC Trainings:
    - All 2022-2023 GC trainings were completed by all members!
    - Remember to start working on the 2023-2024 trainings.
  - LADH GC onboarding
    - Feedback on example emailed to GC. Please remember to review for next month.
  - GC retreat July 14<sup>th</sup> details: Hacienda 4-6pm
- 23) Adjourn to close 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].
- Discuss personnel concerns/litigation

**Adrian Gaytan moved to adjourn to close session at 7:14pm; Elaine Palma seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Dalina Matsumoto: yes

Nelly Garcia: yes

**None opposed; motion passed**

**24) Adrian Gaytan moved to adjourn from close session/resume general GC meeting at 8:00pm; Elaine Palma seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Nelly Garcia: yes

**None opposed; motion passed**

**25) Adrian Gaytan moved to adjourn GC general meeting at 8:00 pm; Elaine Palma seconded**

Roll Call Vote:

Elaine Palma: yes

Adrian Gaytan: yes

Hilda Paz: yes

Nelly Garcia: 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.