



400 W. Bell Ave; Las Cruces, NM 88005 - Telephone: (575) 526-2984 - Fax: (575) 523-5407

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## **RESPONSE**

### **La Academia Dolores Huerta** **Organizational Performance Framework**

La Academia Dolores Huerta has undergone many changes in the past year as we continually work to grow and improve. Among those changes are updates to items within the Organizational Performance Framework, increased training and oversight by the Governing Council and updates to financial procedures and guidelines. These have been put into effect in an effort to ensure that all protocols are followed. The following are changes/updates that have been implemented to date:

**III-A.02: Protecting the Rights of Students:** Over the course of the past year La Academia Dolores Huerta dealt with a challenging situation. Our McKinney Vento certified staff member/social worker passed away unexpectedly. The vacancy left behind was filled with a Social Worker who was in the process of completing the required McKinney Vento certification when she was forced to resign her position to deal with family concerns. LADH was in the process of finding a replacement as the COVID-19 closure began causing a bit of a delay. However, this has been and continues to be a priority for our campus. We now have a staff member who has already completed the first phase of certification (see attached Certificate) and is in the process of completing Part II. We have also asked that a second staff member complete the McKinney Vento certification in order to avoid any future lapses in the availability of certified personnel on campus and to always have 2 people on site that can assist students and families with this process. McKinney Vento signage with updated contact information has also now been placed in the main entry way and in all high traffic areas of the campus making it easily visible to all parents and students.

**III-A.03/VI-A.00(Employees): Protecting the Rights of Students with Special Needs & Employee Credentialing Requirements:** In reviewing employee information and teaching assignments in STARS an error was identified regarding how an employee was entered into the system. This has now been corrected and all credentialing and support services for students have been rectified and verification/communication procedures are being strengthened to avoid any future errors.

**III-A.04: Protecting the Rights of ELL's:** Updates to all information provided to Parent's and placed in student's cumulative files have been made to reflect all updated state and

federal requirements. Procedures for enrolling and monitoring EL's have been updated in conjunction with all updated requirements in order to ensure that all services and opportunities afforded EL's are properly identified, provided and monitored.

**V-A.00/Indicator 3b:** LADH's Governing Council has worked diligently to complete all required trainings and in doing so also sought out support and collaboration to develop an Administrator's Evaluation tool and at the end of the Spring 2020 semester completed the first full administrator evaluation. The GC has also provided the required Nepotism and Conflict of interest policies.

**VII-A.01:** Complying with Health & Safety Requirements: LADH has worked to develop a clear and concise procedure for acquiring all necessary Student Health & Safety information and ensuring that it is properly documented and protected in accordance with all confidentiality guidelines.

**Indicator 1b:** Educational Program-Assessment Requirements: During the 19-20 visit LADH was in the process of several transitions, one of which was the assignment of a new Testing Coordinator for the campus. Due to this change, there was a slip in the prompt manner in which assessment data is documented and placed in student files. Due to this oversight a clear process and checklist has been developed to help facilitate a clear process at all times.

### **FINANCIAL RESPONSE**

All item updates referenced below are in response to items **IV-A.00-A.01, VI-A.00, Indicator 2c, and Indicator 2e:**

- Updated Purchasing Procedures have been developed to ensure the school follows any and all state tax laws that have been revised and established. Procedures are discussed with all LADH staff at the beginning of each school year as well as with the finance committee members in order to make sure that all involved are aware of all policies and required procedures.
- Request for Reimbursement (RfRs) procedures that take place at the end of each year have been revised and updated to identify all RfRs that have been submitted for the year and identify any that may be pending.
- Employee Hiring Procedures have been revised and established to ensure that all required employee documents are in each personnel file. A checklist of all required items with a signature and dating system for each item is required to be in all personnel files and verifies that all required documents have been received and placed in the file.
- Cash Receipt/Deposit procedures have been updated to ensure that any cash/checks received are properly receipted and the corresponding deposits are made within 24

hours of receipt of cash/checks. A multi-person verification system for all cash receipts & deposits has also been implemented.

- La Academia Dolores Huerta has contracted with The Vigil Group. The Vigil Group is now the acting Business Manager for LADH. They have a history of working with and guiding charter schools through all of the necessary financial requirements and procedures providing LADH with a more informed and structured management support system.
- LADH's inhouse Business Specialist has sought out additional training via the NMASBO Boot Camp. This training has helped her to build her knowledge of all requirements of her position and afforded her the ability to build a network of statewide contacts that can provide timely and relevant support when necessary.
- LADH's Business Specialist has worked to obtain her Business Official License to ensure that a licensed financial representative is actively on campus on a daily basis.
- Our Business Specialist has also attended CPO training and obtained the required CPO Certification ensuring that LADH has a certified CPO on-site.

### **General Updates:**

#### **Enrollment**

Currently La Academia Dolores Huerta has encountered some unexpected challenges brought on and exacerbated by COVID-19. LADH has experienced a decrease in enrollment due to multiple factors. When LADH had the good fortune of finding a new building to call home that not only better facilitated the needs of the school and the students it also allowed the school to be in compliance with state statute Section 22-8B-4.2 NMSA 1978 D. However, the move also caused a drop in enrollment as the change in location, from a very centrally located building to one on the far south end of town, presented a transportation challenge for some families. This move unfortunately also came at a time when LADH was facing many challenges with negative press and a looming threat of possible closure. These circumstances combined together created a recruitment challenge, many drove past our old building and thought we had been shut down and sought other schools for their child. As the school worked with local media to clarify this misconception there was also a challenge stemming from our previous administration hesitating and placing very little effort in to recruiting for the coming year.

Under new administration, LADH has worked hard to recruit new students and rebuild enrollment. Bilingual Recruiting posters have been placed throughout the community and at various businesses, print and radio promotions in both Spanish and English have been aired at various points throughout the year to provide the community with registration info, advertisements on all social media platforms have been ongoing as well as information on enrollment being placed on a variety of community calendars. LADH has also developed an

online registration platform in order to facilitate the enrollment process. However, our biggest recruiting tool has always been to go out into the community and the schools in the spring, when many are starting to plan their next steps for school. In doing so, we provide the community with in-person recruiting info, performances by the students who participate in all of the various cultural arts programs that allow the community and schools to see the variety of offerings that LADH has and in general give the community a chance to get to know who we are and what we offer. Unfortunately, the arrival of COVID-19 and the ensuing closures in March, the beginning of our recruiting season, put a stop to all of our in-person recruiting and has forced us to rely on Social media and other forms of recruitment, however without being allowed to conduct in-person learning these approaches haven't currently resulted in large growth in enrollment but we continue to seek out new ways to draw students and families to our unique and growing school.

### **Learning Gaps/Loss**

The arrival of COVID-19 has also brought with it new academic challenges. Identifying and addressing learning gaps is a definite focus at LADH. Beginning of Year assessments will typically help to identify areas of concern for our students so that we can provide them with the necessary learning supports such as Enrichment Activities and Resources, After School Tutoring, and Differentiated Instruction. However, the arrival of COVID-19 has instead helped to create a larger gap and contributed to overall learning loss for many students. In an effort to mitigate this, we have carved out specific hours just for tutoring support along with addressing any Social Emotional issues that may be contributing factors. We have been able to provide some small group in person tutoring once a week for all of our SPED students that require services and supports on a 5:1 ratio and abiding by all social distancing protocols in order to help our students stay engaged and growing. With our current remote learning schedule, Wednesdays have been specifically designated for tutoring support. We have also partnered with **ENGAGE NM** to ensure proper identification of students and family's needs so that we can in turn provide the teachers with the most accurate information possible to properly meet the needs of our students.

Families are also provided with information for free online enrichment programs and support in order to help them navigate any learning challenges they feel their child may have.