

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [], hereafter "The School", effective [] of [], [].
The School was approved for a [] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS:

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS:

RESIGNATION

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER:

NAME OF INDIVIDUAL RESIGNING:

REMOVAL

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO AN EXISTING POSITION OR A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD:

NAME OF INDIVIDUAL BEING DESIGNATED:

HOME ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

NAME OF BOARD MEMBER BEING REPLACED:

REQUEST FOR EXTENSION:

VOTE NOT TO REPLACE MEMBER:

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by []
on [], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of change in membership; and
- The school's governing board is in compliance with all reporting requirements.

Elaine Palma

Charter School Representative Signature

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

Approved

Denied

Chair, Public Education Commission

Date

Yolanda A Silva, LMSW
527 N. Tornillo St
Las Cruces, NM 88001
yasilva64@hotmail.com

Governing Council
La Academia Dolores Huerta
400 Bell Ave
Las Cruces NM 88005

April 5, 2022

Governing Council,

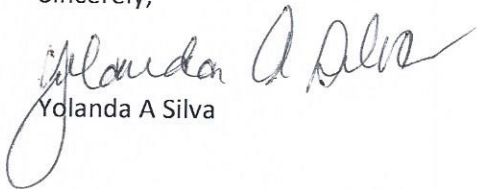
It is with regret that I am writing to inform you of my decision to resign my position of member of the Governing Council, effective today.

I have accepted a job with the NM Public Education Homeless Education for Children and Youth department. I will be working closely with all public and charter schools in New Mexico, and it is in the best interest of the governing council that I resign.

I am so very proud of all that we were able to accomplish during my time with the Governing Council. Our Governing Council has transformed into a strong solid and determined council whose focus is the success of our school and students, and I am proud of being part of this transformation.

I have no doubt the school will continue to prosper with the leadership that we have now.

Sincerely,


Yolanda A Silva



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

Fax: 575-523-5407

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.

Regular Governing Council Meeting Minutes

Thursday April 14, 2022 at 5:30 PM, LADH Conference Room

Also accessible via Zoom:

<https://us05web.zoom.us/j/81240685052?pwd=SkIrMDR5QjcvSkRlcjY5QWURCS9Pd309>

Meeting ID: 812 4068 5052 Passcode: RGfv0K

-
- 1) Adrian Gaytan called the meeting to order at 5:39 PM.
 - 2) Roll call and establish quorum

GC Members Present:

Adrian Gaytan, President

Elaine Palma, Secretary

Robert Palacios, Treasurer

Dalina Matsumoto, General Member

GC Members Absent:

Yoli Silva, Vice-President Member

Guests: Sylvy Galvan de Lucero, Head Administrator; Mirna Rodriguez, LADH Business Specialist; Sylvia Chavez, LADH Family Outreach and Recruitment Coordinator; Gustavo Muñoz, Business Manager with The Vigil Group; Michelle Paz, Instructional Coach

- 3) Approval of agenda

Adrian Gaytan moved to approve the 4.14.22 regular GC meeting agenda; Robert Palacios seconded

Roll Call Vote:

Adrian Gaytan: yes

Robert Palacios: yes

Elaine Palma: yes

Dalina Matsumoto: 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

There was no public comment as no public was present in person or on Zoom.

5) Review, discussion, and possible approval of March 03, 2022 Regular GC Meeting Minutes.

Adrian Gaytan noted that minutes were provided to all GC members and asked if there were any questions or comments. There were none.

Robert Palacios moved to approve the March 03, 2022 regular GC meeting minutes; Adrian Gaytan seconded

Roll Call Vote:

Adrian Gaytan: yes

Robert Palacios: yes

Elaine Palma: yes

Dalina Matsumoto: yes

None opposed; motion passed

ACTION ITEMS

6) Review, discussion, and possible approval of the following BARs:

Robert Palacios presents information about the BARs up for consideration.

- (a.) 560-000-2122-0025-I: per PED ERB Employer Contributions memo, increase to budget in the amount of \$6,270
- (b.) 560-000-2122-0026-I: increase to budget based on revenues received from Medicaid in the amount of \$4,708
- (c.) 560-000-2122-0027-I: increase to budget based on revenues from Food Services in the amount of \$27, 048
- (d.) 560-000-2122-0028-I: increase to budget based on revenues from Activities in the amount of \$525
- (e.) 560-000-2122-0029-I: increase to budget based on revenues from Activities in the amount of \$500
- (f.) 560-000-2122-0030-I: increase to budget based on revenues from insurance reimbursements in the amount of \$10, 390
- (g.) 560-000-2122-0032-IB: increase to budget per IDEA B award letter in the amount of \$43,688
- (h.) 560-000-2122-0033-M: adjustment to budget for anticipated expenditures moved from CRRSA
- (i.) 560-000-2122-0034-I: increase to budget based due to State mandated 3% increase in salaries

Robert Palacios entertained questions.

Adrian Gaytan moved to approve BARs 560-000-2122-0025-I; 560-000-2122-0026-I; 560-000-2122-0027-I; 560-000-2122-0028-I; 560-000-2122-0029-I; 560-000-2122-0030-I; 560-000-2122-0032-IB; 560-000-2122-0033-M; and 560-000-2122-0034-I; Robert Palacios seconded

Roll Call Vote:

Adrian Gaytan: yes

Robert Palacios: yes

Elaine Palma: yes

Dalina Matsumoto: yes

None opposed, motion passed

7) Review, discussion, and possible approval of the Volunteer Policy

Elaine Palma presented the policy provided by Mirna Rodriguez. Noted that the policy had two separate sections, one addressing volunteers and one addressing visitors. Therefore, she recommended that the policy be split into two separate policies, with the GC voting only on the volunteer policy today. The visitor policy will be

reviewed, discussed, and considered for a vote during the May general GC meeting. Mrs. Rodriguez noted that in her research most volunteer policies she had read included a section on visitors and therefore she included that section. Discussion ensued and all members of the GC agreed that the policies should be separated.

Elaine Palma noted that she made a few edits on the policy and asked GC members to review the changes she made. Discussion ensued with the GC coming to an agreement on changes to the policy.

With regards to the visitor policy, Adrian Gaytan asked how visitor IDs are handled. Mrs. Galvan de Lucero noted that the secretary takes down information from ID and logs name into the visitor log. She noted that she has investigated the system that LCPS has adopted (IDs are scanned) but noted the high cost of the system.

Adrian Gaytan moved to approve the Volunteer Policy with discussed edits; Robert Palacios seconded
Roll Call Vote:

Adrian Gaytan: yes

Robert Palacios: yes

Elaine Palma: yes

Dalina Matsumoto: yes

None opposed, motion passed

8) Review, discussion, and possible approval of the 2022-2023 academic calendar.

Mrs. Galvan de Lucero presented:

-Administration worked on aligning the 2022-2023 as much as possible with the newly approved LCPS extended learning/balanced calendar.

-LADH has participated in extended learning since it was first introduced/allowed.

-The 2022-2023 academic calendar has the same number of instructional days as previous academic calendars, 181.5 instructional days with 194-teacher workdays; however, the days were redistributed to best match the LCPS balanced calendar.

-School is scheduled to begin on July 22nd (a few days of difference from LCPS)

-PD days were matched

-Enriched learning offered towards the end of the year

Adrian Gaytan moved to approve the 2022-2023 proposed academic calendar; Robert Palacios seconded
Roll Call Vote:

Adrian Gaytan: yes

Robert Palacios: yes

Elaine Palma: yes

Dalina Matsumoto: yes

None opposed, motion passed

9) Review, discussion, and possible approval of amendment to Article VII: Officers section (2.) Term of Office of bylaws.

Elaine Palma presented. Discussed the problems with the current bylaws and reviewed recommendation from Melissa Brown with PED. After discussion GC members agreed to the following amendment to the bylaws:

“The term of office for each position shall be for one (1) year.”

Robert Palacios moved to amend Article VII: Officers section (2.) Term of Office of in the bylaws to read “The term of office for each position shall be for one (1) year.”; Adrian Gaytan seconded

Roll Call Vote:

Adrian Gaytan: yes

Robert Palacios: yes

Elaine Palma: yes

Dalina Matsumoto: yes

None opposed, motion passed

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

1) Finance Committee Report:

Robert Palacios presented:

- Per GC request at the March meeting, a purchasing card process was created. It is a process and not a policy. The process is overseen by the Internal Control Policy. After discussion, it was determined that the Finance Committee will review Internal Control Policy.
- Committee reviewed budget as the fiscal year is ending.
- The State Audit identified four findings: two significant deficiencies, which require a corrective action plan (CAP), and two other non-compliance. There were no repeat findings.
 - Budgetary conditions: (other non-compliance finding) CSP grant exceeded budgetary authority in one line item of \$3901.00.
 - Audit confidentiality: (other non-compliance finding) Information about the audit was shared during a GC meeting before audit findings had been published. Occurred last year.
 - Capital Asset management: (significant deficiency) resulted from a capital asset not being listed in the depreciation schedule. Computer tables were not listed in the inventory and not added to the depreciation schedule the year of purchase or the following year.
 - CAP: The business manager will ensure that the business management group conducts a quarterly review of the capital assets listing to ensure accurate reporting moving forward.
 - Compensated absences: (significant deficiency): auditor requested that a pay-out amount be calculated in case all employees were to resign or leave. The calculation was based on all employees instead of only those who are eligible for the payout, per their contract.
 - CAP: Review and update policy as needed; meet with school prior to fiscal year end close to ensure balances were accrued correctly and leave taken was applied; create a worksheet to identify potential liability at fiscal year end and have worksheet reviewed by Level 2 BM at TVG and school administration prior to providing to the external annual auditors.
- Dalina Matsumoto asked that during their review of the Internal Controls Policy, the Finance Committee consider adding the quarterly review of assets to the Internal control policy.

10) Review: Preliminary CSD site visit report

Mrs. Galvan de Lucero provided the preliminary report to all GC members for their review. Reviewed the report in detail and noted that LADH can address all areas in red or yellow on the report. She has reached out for clarification regarding many of the concerns as she was unclear why they were identified as all requirements had been fulfilled. Elaine Palma will be drafting a response to the identified GC training concerns. She will then submit it to GC members for review and once ready to Mrs. Galvan de Lucero to add to her response.

11) Review of GC calendar: April

- Work on revisions to first draft of budget: Mrs. Rodriguez stated that they are going to start working on the budget over the next couple of weeks. Budget due on May 18th.
- Report on progress towards mission specific goals: Mrs. Galvan de Lucero noted that progress is ongoing. Wrap up of data happens at end of year. May 14th end of year performance. Panels at the end of year.

- 12) Equity Council Update: Sylvia Chavez presented:
Ms. Chavez reported that she looked through all of the PED website to identify what the PED expected from the first equity council meeting. She generated an agenda that mirrors examples posted by PED and established visions and goals for the council. Ms. Chavez will be meeting with the state liaison next week. Currently there are two parents, a community member, and Diego Medina, indigenous expert, willing to serve on the committee. She is working on getting students and a couple of teachers. Robert Palacios asked to be informed about the next webinar so he could attend.
- 13) Student enrollment 2021-2022 and 2022-2023
2021-2022: 69 students; 1-student moved across the country; 1-student moved out of the country; 1-student in treatment program
2022-2023: 15-preregistraaion; intent to return enrollment forms have just been sent out and will be collected after the Spring break.
- 14) Standardized testing:
Wrapped up first round of iMSSA testing. Science and Spanish language arts testing scheduled to begin next week. Illuminate testing will begin towards end of May after all State testing has been completed. All ACCESS testing has been completed.
- 15) Head Administrators Report: reported sent out to GC members (see attached)
No questions asked.
- 16) Secretary Report: Presented by Elaine Palma
- GC Recruitment: Yoli Silva initially submitted her resignation effective April, however she agreed to remain on the GC until July 1, 2022 at which time the new GC member will come on board. Continue to actively seek a parent to join the GC as well as other community members.
 - Updating policies: Administration still working on completing updates of the Complaint and Fundraiser policies
- 17) Adjourn GC general meeting
Adrian Gaytan moved to adjourn the general GC meeting at 6:58PM; Robert Palacios seconded
Roll Call Vote:
Adrian Gaytan: yes
Robert Palacios: yes
Elaine Palma: yes
Dalina Matsumoto: 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.