



AVECHS

Coffee with the Principal

September 24, 2019

Meeting called by: Principal De La Garza

Location: Portable 20

Meeting Start Time: 9:30AM

Meeting End Time: 10:30 AM

Minutes Recorded by: Melanie Beegle



Attendees: AVECHS: Principal Liliana De La Garza & Secretary Melanie Beegle
 Parents: Elva Cartwright, Fabiola Jaime, Dora Macias, Emilio & Susana Medina, Edwin Aquino, Ana Mejia & Madisela Dominguez

Previous Action Items

ACTION ITEMS	PERSONS(S) RESPONSIBLE	DEADLINE
N/A – First meeting of the School Year		

Minutes

Agenda item: Title I Parental Involvement Budget for 2019-2020 **Presenter:** Principal De La Garza & POA Marisela Quezada

Discussion:

- Refer to GISD School Parent & Family Engagement Policy 2019-2020
 - There was an initial meeting in August to review the Policy.
 - This Policy or agreement is between Alta Vista ECHS & our parents.
 - The Policy shows what the school is doing as under Title I in accordance with Section 1118(a)(2) of the Elementary and Secondary Education Act.
 - Policy has to be handed out every year.
 - parents are welcome to review it and request to add additional information
 - additions are to be submitted to Principal De La Garza for approval
 - if approved the additional information will be added to the Policy
 - Ms. Quezada offered to meet with parents after the meeting to explain the policy more in depth.
- Refer to Parental Involvement Budget Form for: Alta Vista Early College High School
 - AVECHS receives monies through Federal Programs funding for our Title I program dependent on the school size (student population).
 - Federal Programs allocated \$1,060 to Alta Vista ECHS for SY 19-20. The money is used for parental involvement activities such as
 1. Paper
 - progress reports every 2 weeks & report cards at the end of the Semester
 - newsletters or announcements about upcoming events
 - ❖ **New this year** – Saturday School notification letter: students who have a F on their progress must attend mandatory Saturday School. Principal De La Garza will send home a notification letter with the student.
 - flyers announcing parent meeting
 - parent meeting agendas
 - informational pamphlets and anything that is used involving parents
 2. post it notes, pens & pencils used during parent meeting

Minute Attachment: Parental Involvement Budget Form for: Alta Vista Early College High School
Minute Attachment: GISD School Parent & Family Engagement Policy 2019-2020 (English & Spanish)

Discussion:

AVECHS has a new counselor Ms. Sylvia Monzon who is available Tuesdays, Thursdays and Friday mornings. She retired as a Counselor from El Paso schools, was working at CHS last year and is now part time at AVECHS and part time at DPA.

- Ms. Monzon was unable to attend today's parent meeting due to family illness.
- Contact phone number: 575-882-3054.
- Ms. Monzon works with seniors on Friday mornings.
 - Ms. Monzon and Administration monitor the seniors grades on Friday

Refer to AVECHS website at www.avechs.gisd.k12.nm.us under the Guidance Center tab

- Scholarships are mostly for seniors but there are some freshman and junior scholarships available.
- FastWeb is important to login to tie students to scholarships in their field.
- Personality Inventories – types of careers and a test that links them to their career spectrum.
- ASVAB – juniors & seniors will be taking the ASVAB which breaks down the students career spectrum.

Scholarships: Parents are encouraged to speak with Ms. Monzon in regards to scholarship solicitations especially those that request money from the parents.

OPEN FOR DISCUSSION

DACC courses

PARENT INPUT/QUESTIONS:

Q: When do students start going to Doña Ana Community College?

A: As a senior. All DACC instructors are onsite at AVECHS for sophomores and juniors.

Q: Will they go to New Mexico State?

A: Only Doña Ana Community College. Our students are now allowed to go to the DACC Espina, East Mesa & Sunland Park campuses as well.

Edgenuity course

- The Edgenuity progress report is stapled behind the AVECHS progress report.
- Ninth graders are taking the Spanish courses.
- Juniors are taking ACT Prep which will help them 2nd semester when they take the ACT exam in April. A lot of scholarships are dependent on the students GPA and ACT score; the Edgenuity course will help strengthen the students weaknesses to score well.

Failing Grade

PARENT INPUT/QUESTIONS:

Q: What is considered a failing grade?

A: For AVECHS a F is a failing grade. The student will not receive a high school credit.

For DACC a D and a F are failing grades.

- DACC D's only – student will only receive a high school credit only
- DACC D's and F's – student will not receive a college credit

GISD observed Holidays – DACC classes in session

- All GISD holidays and DACC holidays are listed on the AVECHS website school calendar at <http://avechs.gisd.k12.nm.us/calendar>
- Both AVECHS and DACC observe Thanksgiving Break, Spring Break & Spring Holiday.
- Students are to provide breakfast/lunch and transportation.

PARENT INPUT/QUESTIONS:

Q: Is transportation a lack of funds or a logistical matter?

Parent Input: It is a lack of capacity. Boone Transportation does not have enough busses. Government funding is not distributed correctly to accommodate bus acquisitions.

Introduction of Parent Outreach Ambassador (POA) – Marisela Quezada

- Ms. Quezada serves Berino Elementary, Gadsden Elementary, La Union Elementary, Desert Pride & Gadsden Middle School.
- She assists the schools in parental involvement, assists Administrators with training classes & presentations, attends parent meetings, and assists Social Workers to provide aid to families.
- She provides resources and information to parents and community.

Parent Contact Protocol for student grade(s) concerns

- 1st: Parents are to contact the teacher directly via email or phone. The teacher has direct knowledge of the academic concern and can usually resolve the concern
- 2nd: Parents are to contact the Academic Counselor Ms. Monzon.
- 3rd: Parent meeting with Assistant Principal Legarreta.
- 4th: Parent meeting with Principal De La Garza.

PTA

PARENT INPUT/QUESTIONS:

Q: Does AVECHS have a PTA?

A: No, Administration connects with parents through the Coffee with the Principal meetings & School Messenger.

Saturday School

Any student that has a F for their AVECHS class(es) or a D or F for their DACC class(es) reported on their progress report will be required to attend Saturday School the next day from 9 AM – 11 AM.

- Progress reports are distributed every 2 weeks on Fridays with Saturday School the following day
- Timeline:
 - ⊕ teachers finalize grades the previous Wednesday
 - ⊕ Principal De La Garza reviews grades on Thursdays
 - she then creates a Saturday School parent notification to be sent home with students on Friday for any students with a
 1. AVECHS grade of F or a
 2. DACC grade of a D or F
 - ⊕ progress reports are printed and distributed to the students on Friday to take home to parents

AVECHS courses - students with D's on their progress report: Teachers make parent contact, if none has been made Principal De La Garza requested parents to contact the teacher directly.

- Principal De La Garza is going to have all students login to student portal once a week so that they can see what their grade is.
 - Students actively monitoring their grades will help them transition into their DACC classes as well.
- Parents are encouraged to have the students show them their GISD student portal to review grades regularly.
- DACC requires for students to have a 2.0 or higher GPA to be enrolled in DACC classes.

DACC courses – students with a D or F on their progress report:

- Administration and parents do not have computer access to DACC grades.
- Assistant Principal Legarreta meets with students to review their Canvas account and those grades are then printed on the AVECHS progress report in a row labeled DACC.
 - Some DACC instructors will post current grades while others will only report a few grades.

PARENT INPUT/QUESTIONS:

Q: Who will be administering and be onsite for Saturday School?

A: Principal De La Garza in Lab 19.

Q: What do the kids do?

A: All incomplete assignments or redo a failed exam.

Q: If the student does not understand a certain assignment, how will Saturday School help them?

A: Principal De La Garza will reach out to the teachers to see how to help the student. Possibly provide a different assignment. Some teachers provide extra tutoring before and after school as well as at lunchtime.

Q: When teachers contact parents, are they required to give students extra work or are they just notifying the parent of a failing grade?

A: They are calling to alert parents that the student has a D. In regards to extra make up work that is dependent on the teacher. Some teachers offer extra credit & some accept late work but not for full credit. Teachers' expectations are stated in their class syllabus.

Unified Prevention Coalition (UP)

PARENT INPUT/QUESTIONS:

Q: Are there any programs that provide student & parent presentations on student suicide, drug abuse, alcohol abuse?

A: GISD is working with the Center of Health Information to provide a program called UP, which would consist of parent & student presentations on E Cigs (Vaping), tobacco use, suicide awareness & alcohol abuse for GISD middle schools and high schools.

POA's will be scheduling the presentation at campuses soon.

Parent Input: Region 19 offers a free course called Youth Mental Health First Aid. Region 19 will charge to come out to the schools but Immurgence will do it for free. The course enables parents to provide support that students and extended family need.

Doña Ana County also offers those courses that the GISD POA's have provided at the Family Literacy center in Anthony. Ms. Quezada is certified as well as some of the GISD counselors are being certified and nurses are being trained.

Action items	Person responsible	Deadline
✓ Provide more information and updates on the UP program	POA Marisela Quezada	Nov. 19, 2019

Next Scheduled Meeting

Nov. 19, 2019 in Portable 20 at 9:30 AM

Parental Involvement Budget Form for: Alta Vista Early College High School

School Parent Involvement Allocation for 2019-20: \$1,060

Deadline to submit this Budget Form to Federal Programs is September 27, 2019. Once submitted, budget amounts cannot be transferred to different line items. Funds will be visible on DAC when all schools have submitted required documentation.

The budget is to support activities described in the Parental Involvement Policy for the school named.

Describe activity, list materials and indicate amount budgeted in the following line items:

Activity:	Budget Code	Description	Amount Budgeted
Paper for Newsletter, Agenda, Informational Pamphlets Office Supplies such as post it, pens, pencils, notepads for use during meeting	*56118	Supplies/Materials	\$353.33
	53711	Other charges: such as subscriptions	
	53414	Guest Speaker fee	
	57332 Must provide quote from Technology Department	Parent Technology	
Total Amount for this Activity			\$353.33

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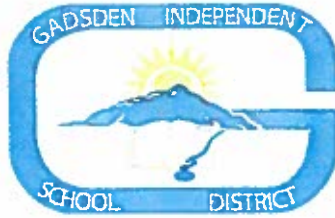
Make copies as needed.

Walmart does not accept Purchase Orders.

Meals/refreshments/snacks/beverages/water are not allowable expenditures under Title I.

Food purchases for student activities are not allowable.

Classroom Equipment may not be purchased from this allocation.



**GADSDEN INDEPENDENT SCHOOL DISTRICT
SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY**

2019-2020

Review Copy

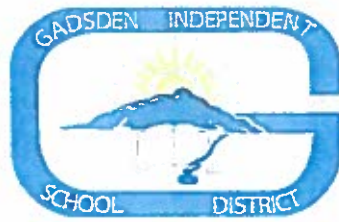
Alta Vista Early College High School

The following procedures ensure that Alta Vista Early College High School will provide parents of children being served in the Title I program an adequate opportunity to be involved in the planning, implementation, review and improvement of the Title I program in accordance with Section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA):

1. At the time of students pre-registration or registration for school, parents of participating Title I students will receive **Title I Parent and Family Engagement Policy** (for which they will be asked to sign to indicate receipt), which will include notification of:
 - a. An **annual meeting** to be convened at their child(ren)'s school building **on Thursday, August 15, 2019 at 5:00 pm** for the purpose of (i) verification of their child's participation in the Title I Program, (ii) explaining the program of instruction offered by Title I Alta Vista Early College High School (iii) establishing the parent's invitation to become involved in Alta Vista Early College High School program.
 - b. Parents are invited to be involved in the planning, review, and improvement of the Title I program, including the parent involvement policy and parent compact (Academic Improvement Plan) and school wide program, if applicable, via a series of discussion meetings at Alta Vista Early College High School to which parents of participating students will be invited throughout the school year. Parents will receive advance notice of these meetings from Title I staff at Alta Vista Early College High School.
 - c. Parents will be provided the following information at an **individual parent-teacher conference** formally scheduled in the fall and spring of each school year.
 - i. School performance profiles;
 - ii. Child(ren)'s individual student assessment results and a description/
 - iii. Description/explanation of the curriculum in use at Alta Vista Early College High School

- iv. Expectations of student achievement according to the state performance standards.
- d. Parents are invited to meet with other parents to share ideas, and formulate suggestions to Alta Vista Early College High School staff regarding educational issues which affect their child(ren), and upon submission of suggestions to the building, receive a timely response. Parents are invited to submit comments and suggestions to a building conducting a school wide program when its plan is made public, if the parent is dissatisfied with any aspect of the plan is made of public, if the parent is dissatisfied with any aspect of the plan parents may submit comments/suggestions to the Director of Federal Programs. Documentation of the comments/suggestions will be maintained at the Department of Federal programs.
- e. The Academic Improvement Plans will be drawn up between the family and the Alta Vista Early College High School Title I staff during the fall parent-teacher conference in which parents, teachers, and students agree formally to share the responsibility for improved student achievement in partnership offering both high quality instruction and supportive learning environment which enable student to meet the State's student performance standards. The compact includes:
- Parent-Teacher conferences and Advisory will be held at least once annually.
 - Bi-weekly progress reports to parents on their child(ren)'s progress, either verbally or in writing
 - Review next step plan academic improvement plan.
- f. Parents are invited to assist Alta Vista Early College High School in the training of teachers, principal, and other staff in the value of building family- school partnership, and how to reach out to and communicate with parents.
- Use of REMIND
 - Use of School Messenge
 - Coffee with the principal
 - Updated School Website (avechs.gisd.nm.us)
 - School syllabus
 - NM Dash
- g. Parents are invited to be included in involvement activities, which encourage partnerships between Alta Vista Early College High School and local businesses.
- h. Parents are to be informed of parent involvement programs, meetings and other activities in the language which is used within the home.

- i. Alta Vista Early College High School provides full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form which parents can understand.
- j. Parent may request, and Gadsden Independent School District staff will provide the parents information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
 - i. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - ii. Whether the teacher is teaching under emergency or other provisional statuses through which State qualification or licensing criteria have been waived.
 - iii. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - iv. Whether their child(ren) is provided services by paraprofessionals and, if so, their qualifications.
- k. Parents will be notified if a child is assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.



GADSDEN INDEPENDENT SCHOOL DISTRICT
NORMAS PARTICIPACION DE PADRES Y FAMILIAS
2019-2020
Repaso
Preparatoria de Alta Vista Early College

El procedimiento que sigue es para asegurar que la escuela Alta Vista Early College High School proveerá a los padres la oportunidad adecuada para que participen en el planeamiento, implementación, revisión y mejoramiento del programa *Titulo 1 Sección 1118(a) (2) de la ley de Educación Primaria y Secundaria (ESEA)*:

1. Al principio del año los padres recibirán la **Normas de participación y familias** (se les pedirá que firmen para indicar el recibo de la normativa), el cual incluye notificación de lo siguiente:
 - a. Una **junta anual** tendrá lugar en Alta Vista Early College High School el día de agosto de 2019 a las 5:00 p.m. para explicar los resultados de los exámenes estatales y la calificación estatal que recibió la escuela de Alta Vista Early College High School y con el propósito de (i) verificar la participación del estudiante, (ii) explicar el programa de instrucción (iii) extender la invitación a los padres para que se involucren en el programa de Alta Vista Early College High School. Se mandara un volante para invitar a los padres a esta junta.
 - b. Los padres están invitados para que participen en el planeamiento, implementación, revisión y mejoramiento del programa *Title 1*, incluyendo la **Normas de Participación de Padres Y Familias**, el acuerdo de padres (Academic Improvement Plan) y el programa escolar "schoolwide", si es propio, vía una serie de discusiones en la escuela Alta Vista Early College High School, a las cuales los padres de los estudiantes serán invitados cada año. El personal de la escuela, Alta Vista Early College High School le proveerá, a los padres, noticia avanzada de estas juntas.
 - c. En una conferencia individual entre padres y maestros, la cual fue formalmente citada en el otoño y primavera de cada año escolar, se les proveerá a los padres lo siguiente.
 - i. Un informe acerca de la evaluación de la escuela;

- ii. Los resultados del asesoramiento del estudiante y una explicación y descripción del examen que se les administró;
 - iii. Explicación y descripción del currículo que se utiliza en Alta Vista Early College High School. Las expectativas que establece el estado para los logros del estudiante.
- d. Se les invita a los padres de los estudiantes que platicuen, compartan y formulen con otros padres, sugerencias para el personal de la escuela Alta Vista Early College High School acerca de cuestiones escolares que le afectan a sus hijos. Al recibir estas sugerencias el personal de la escuela responderá en una manera oportuna.
- e. Los Planes de Mejoramiento Académico se elaborarán entre la familia y el personal de Título I de la Escuela Secundaria Alta Vista Early College durante la conferencia de padres y maestros de otoño en la que los padres, maestros y estudiantes acuerdan formalmente compartir la responsabilidad de mejorar el rendimiento estudiantil en una oferta de asociación. Tanto la instrucción de alta calidad como el entorno de aprendizaje de apoyo que permiten a los estudiantes cumplir con los estándares de rendimiento estudiantil del estado. El compacto incluye:
 - Las conferencias y asesoramiento de padres y maestros se realizarán al menos una vez al año.
 - Informes de progreso cada dos semanas a los padres sobre el progreso de sus hijos, ya sea verbalmente o por escrito.
 - Revisar el siguiente paso del plan de mejora académica.
- f. Se les invita a los padres a que participen en la capacitación de maestros, directores y otro personal de la escuela Alta Vista Early College High School acerca del valor que tiene el forjar asociación entre la familia y la escuela y también explorar maneras de comunicación y el llegar a un público más amplio.
 - i. REMIND
 - ii. Mensaje via sistema telefónico
 - iii. Café con la directora
 - iv. Pagina web de la escuela (avechs.gisd.nm.us)
 - a. Plan de estudios
 - v. NM Dash
- g. Se les invita a los padres que tengan sus propios programas de involucro y capacitación.
- h. Se les invita a los padres que participen en las asociaciones con negocios locales que tiene la escuela Alta Vista Early College High School.

- i. Los padres recibirán noticias de programas de involucro, juntas y otras actividades en el idioma que se utiliza dentro del hogar.
- j. La escuela Alta Vista Early College High School proveerá amplias oportunidades para que haya participación de padres con estudiantes cuales no hablan inglés o que tienen incapacidad, esto incluye el proveer de información y reportes escolares en el idioma y en la forma que el padre pueda entender.
- k. Los padres pueden pedir, y el personal del distrito escolar independiente de Gadsden proveerá información acerca de los títulos y licenciatura profesional de los maestros incluyendo, al mínimo lo siguiente:
 - i. Si el maestro cumplió con las expectativas y licenciatura que estableció el estado para el nivel y materia que enseña.
 - ii. Si el maestro está empleado bajo medios de emergencia establecidos por el estado donde el estado no aplica las expectativas ni exige licenciatura.
 - iii. El curso de estudio que llevó el maestro en su bachillerato y cualquier otra licenciatura o título que tiene el maestro. También la materia o curso de estudio asociado con la licenciatura o título.
 - iv. Las capacidades y títulos de algún asistente de maestro que da instrucción a su hijo/a.
- l. Se les dará noticia a los padres si su hijo/a tiene algún maestro por más de 4 semanas seguidas, que no ha logrado las expectativas y licenciatura puesta por el estado.