



Dolores Huerta

“A Dual Language Charter Middle School”

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**REGULAR GOVERNING COUNCIL MEETING MINUTES
FINAL**

Thursday, June 11 2015, 6:00 pm

1) Call to Order

Ms. Norma Martinez-Arrieta, Chair, called the meeting to order at 6:10 pm and asked for a roll call.

2) Roll call and establish quorum

Ms. Jennifer Allen, Treasurer: Present

Ms. Elena Hinderlich, Member: Present

Dr. Spencer Herrera, Vice Chair: Present (arrived late)

Ms. Clara Lopez, Member, Present

Ms. Norma Martinez-Arrieta, Chair: Present

Ms. Patty Montoya, Secretary: Present

Totals: Present (6); Absent (0). Let the record show that a quorum of members is present and this meeting has been posted in accordance with the Open Meetings Act.

Administration/Staff Present: Mr. Octavio Casillas, Head Administrator; Ms. Diana Diaz, Assistant Principal/Teacher; Ms. Mirna Rodriguez, Business Specialist;

Public Present: Robert del Plain, LADH Parent/Policy Committee Member

3) Approval of Agenda

Ms. Martinez Arrieta initiated discussion of any needed agenda revisions with governing council members.

Ms. Jennifer Allen motioned to approve agenda with the following revisions:

- Removal of Item 6) Business Manager's Report & Approval of Business Items
- Removal of Item 10) Principal's Contract (year 2)

Motion was seconded by Ms. Hinderlich. Total votes: (5) in favor (0) opposed. Motion was approved unanimously.

4) Open forum-Public Input

None

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.

ACTION ITEMS

5) Approval of Meeting Minutes:

a. May 14, 2015: Regular Governing Council Meeting

Minutes from May 14, 2015 meeting were tabled until the next regularly scheduled governing council meeting.

6) Approval of Bilingual Application

A brief discussion as held regarding bilingual application. Ms. Diaz explained the purpose for the application is to prove that bilingual instruction at LADH is being effective. The effectiveness of the LADH bilingual instruction program is reflected in continued growth and in the Discovery exam data. Some LADH teachers are attending a summer certification conference in order to earn their bilingual endorsement/licensure in order for LADH to attain 80-100% bilingual licensing endorsements for LADH teachers.

Motion to approve the Bilingual Application was made by Dr. Herrera and seconded by Ms. Allen. Total votes: (5) in favor (0) opposed. Motion was approved unanimously.

7) Approval of 2015-2016 School Calendar (modified)

A brief discussion was held on the early start date of July 30 for the 2015-2016 school year. Staff and teachers are scheduled to start July 27. Dr. Herrera initiated a brief discussion on possible alternatives to starting the school year in July. Mr. Casillas explained that students regress academically when they have an extended amount of vacation days. Ms. Diaz explained that teachers are okay with an earlier start date simply because a longer Fall break gives them time to regroup.

Motion to approve school calendar with a start date of July 30 was made by Ms. Montoya and seconded by Ms. Hinderlich. Total votes: (3) in favor (1) opposed (1) abstention. Motion was passed.

8) Approval of Policies as Provided by LADH Attorney Susan Fox

a. Employee Handbook

LADH Attorney, Ms. Susan Fox was contracted to review and update the LADH Employee Handbook. She has provided essential information and will be reviewing the handbook one more time before it becomes final.

Motion to approve the LADH Employee Handbook pending attorney's final review was made by Ms. Lopez and seconded by Ms. Hinderlich. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

b. Family Educational Rights

c. Annual FERPA Notice to Parents

As per Ms. Susan Fox, LADH is required by law to have a Family Educational Rights policy in place. She conducted the research and has provided LADH with a policy that abides by local, state, and federal laws. Ms. Fox also provided the council with the Annual FERPA Notice to Parents/Guardian.

A discussion was held on exactly what type of information would be disclosed should a student directory be created at LADH. Parents have the option to "opt-out" of having any of their personally identifiable information disclosed as part of their child's educational record. It was suggested that along with the FERPA Notice that an "Opt-Out form be attached to the notice. This gives parents an opportunity to opt-out immediately. It was also suggested that both the FERPA Notice and Opt-Out form be included in the current Student Handbook. Dr. Herrera will forward Mr. Casillas a list of questions that were brought up at the meeting, which he will discuss with the LADH attorney.

Motion to approve the Family Educational Rights Policy and the Annual FERPA Notice to Parents with recommended "Opt-Out" form attached was made by Ms. Allen and seconded by Ms. Lopez. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

d. Discarding Inventory Policy

A discussion was held among council members and it was recommended that a review date be added to Item IV) Review. It was agreed that the statement “items shall be reviewed on an ongoing basis” was too vague and a review date of when a list of items to be discarded will be provided to the governing council. Mr. Casillas stated he would add a tentative date for the middle of June.

Motion to approve Discarding Inventory Policy was made by Ms. Allen and seconded by Ms. Hinderlich. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

e. Enrollment Policy

Mr. Casillas explained that this policy lists the process for admitting students to LADH. See attached policy for further details.

Motion to approve the Enrollment Policy was made by Ms. Allen and seconded by Ms. Lopez. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

f. Placement, Promotion, Acceleration, and Retention Policy

Mr. Casillas explained that this policy basically provides us with a process for how we pass, promote, accelerate, or retain a student. See attached policy for further details.

Motion to approve the Placement, Promotion, Acceleration, and Retention Policy was made by Dr. Herrera and seconded by Ms. Allen. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

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

- 9) **Closed 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) NMSU 1978]

No motion for closed session was made.

10) Committee Report

a. Policy Committee: Presentation by Robert del Plain and Chris Burns

Mr. del Plain and Mr. Burns have been working on a new policy website that will provide a much more efficient process for submitting and adopting policies. The website is in beta format but will allow the council to have create, review, and edit new policies. Once a new policy proposal is submitted, it will be placed in the policy proposal page that will allow the public to provide input by leaving comments for the council to review. Once the policy is approved, it will automatically be placed in the LADH Policies and Regulations website with an approval date and will link to the appropriate minutes. Mr. del Plain and Mr. Burns will continue working on the website and hope to complete it soon. Ms. Arrieta thanked Mr. del Plain for his time and effort on this project.

11) Principal's Report

Mr. Casillas provided the council with a Principal's Report (see attached). He also reviewed a Comparative Growth Report that reflected information from the Discovery tests recently administered. Mr. Javier Garcia, who was contracted by Mr. Casillas to analyze the Discovery test scores has provided Mr. Casillas with valuable data. Mr. Casillas explained that this data identifies areas that LADH needs help. He will be able to create programs that will tackle these academic deficiencies. It was recommended to change the color of the graphs so that it better represents the data being presented.

12) Adjourn

Motion to adjourn was made by Ms. Allen and seconded by Dr. Herrera. Meeting was adjourned at 8:46 pm.

LA ACADEMIA DOLORES HUERTA CALENDARIO ESCOLAR 2015-2016

Norma Marrieta

approved 6/11/15

JULIO

DOM	LUN	MAR	MIE	JUE	VIE	SAB
			1	2	3	4
	ACADEMIC ENRICHMENT					
5	6	7	8	9	10	11
	6/22/15 - 7/10/15					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 SWD	28 PD	29 PD	30 Classes Begin	31	

AGOSTO

DOM	LUN	MAR	MIE	JUE	VIE	SAB
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 PD No Classes	22
23	24	25	26	27	28	29
30	31					

SEPTIEMBRE

DOM	LUN	MAR	MIE	JUE	VIE	SAB
		1	2	3	4	5
6	7 Labor Day No School	8	9	10	11	12
13	14	15	16 PTC 6-8	17 PTC 6-8	18 PTC No Classes	19
20	21	22	23	24	25	26
27	28 PD No Classes	29	30			

OCTUBRE

DOM	LUN	MAR	MIE	JUE	VIE	SAB
				1	2	3
4	5	6	7	8	9	10
	Fall Break					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVIEMBRE

DOM	LUN	MAR	MIE	JUE	VIE	SAB
1	2	3	4	5	6	7
8	9	10	11 Veterans' Day No School	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	Thanksgiving Break					
29	30					

DICIEMBRE

DOM	LUN	MAR	MIE	JUE	VIE	SAB
		1	2	3	4	5
6	7	8	9	10	11	12 Ballet Annual Performance
13	14 SWD No Classes	15	16	17	18 Semester Ends ½ Day	19
20	21	22	23	24	25	26
	Winter Break					
27	28	29	30	31		
	Winter Break					

*Nana Marrita
approved 6/11/15*

ENERO						
DOM	LUN	MAR	MIE	JUE	VIE	SAB
		Winter Break			1	2
3	4	5	6	7 SWD	8 PD	9
10	11 Classes Begin	12	13	14	15	16
17	18 Dr. King Holiday No School	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRERO						
DOM	LUN	MAR	MIE	JUE	VIE	SAB
	1	2	3	4	5	6 Musical Annual Performance
7	8 SWD No Classes	9	10	11	12	13
14	15 President's Day No School	16	17	18	19	20
21	22	23	24 PTC 6-8	25 PTC 6-8	26 PTC No Classes	27
28	29					

MARZO						
DOM	LUN	MAR	MIE	JUE	VIE	SAB
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Spring Holiday No Classes	26
27	28 Spring Holiday No Classes	29	30	31		

ABRIL						
DOM	LUN	MAR	MIE	JUE	VIE	SAB
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAYO						
DOM	LUN	MAR	MIE	JUE	VIE	SAB
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 Semester Ends ½ Day	20 SWD	21
22	23	24	25	26	27	28
29	30	31				

JUNIO						
DOM	LUN	MAR	MIE	JUE	VIE	SAB
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Summer School
Program Pending**

ANNUAL FERPA NOTICE TO PARENTS/GUARDIAN

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that La Academia Dolores Huerta, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, La Academia Dolores Huerta may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the La Academia Dolores Huerta to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want La Academia Dolores Huerta to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1 of every year. La Academia Dolores Huerta has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Norma Marruta
approved 6/11/15

Policy re: Rights under FERPA

I. PURPOSE

The policy of the Governing Council is to ensure the school abides by local, State and Federal laws.

II. POSITION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or principal's designee a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Governing Council; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The School will provide annual notification of rights under FERPA to each family of an enrolled student, substantially in the form attached. Annual notice of FERPA rights also will be published on the School's website.

III. REVIEW

This Policy shall be reviewed on an ongoing basis in accordance with the Governing Council policy review process.

IV. DATE OF ADOPTION AND IMPLEMENTATION

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on June 11, 2015; unless otherwise stipulated, is effective immediately upon approval.

Norma Marrufo
approved 6/11/15

DISCARDING INVENTORY POLICY

I. Purpose

To abide by local, State and Federal laws re proper disposition of school owned property.

II. Governing Council Policy

The policy of the Governing Council is to ensure, within the established and approved budget, that La Academia Dolores Huerta is provided with furnishings, equipment and textbooks that are functional, up-to-date, and in good condition. The Governing Council is also committed to assure the highest utilization possible of all items purchased with public funds. The Governing Council delegates to the Head Administrator the responsibility for developing guidelines that facilitate appropriate transfer, resale, reuse, and disposal of surplus items. These guidelines shall comply with the provisions of the State of New Mexico.

III. Administration Policy

This policy shall be administered according to the following guidelines:

Guidelines

A. Motor vehicles

1. Motor vehicles which have been declared as surplus shall be sold by bid or used as a trade-in on a replacement item.
2. The sale shall be advertised in a newspaper of general circulation at least one week prior to the bid opening.
3. The bidding procedures shall follow the guidelines of the New Mexico purchasing procedures.

B. Furnishings and Equipment

1. The Head Administrator shall notify the Governing Council in writing when a piece of equipment or furnishing is no longer serviceable or needed by the school.
2. From the following options, the appropriate disposition of the item(s) shall be determined by the Head Administrator. The options shall include:
 - a. Trade-in on a replacement item.
 - b. Resale or transfer to another agency through negotiated agreements approved by the Governing Council
 - c. Given to other local schools or agencies.
3. Only those items which cannot be used in the school, resold, or given away shall be destroyed.

C. Textbooks

1. Head Administrator shall notify the Governing Council in writing when the school has textbooks which are no longer in use because they are worn out, out-dated, or fail to meet curriculum needs. An appropriate disposition of the textbooks shall be determined by the Head Administrator.
2. Sets of surplus textbooks which are in usable condition and include at least 25 volumes shall be made available for purchase to other charter schools and public school districts in New Mexico.
3. Textbooks which are not needed in the school and which cannot be redistributed to other charter schools or schools in other districts shall be made available to private schools, charitable organizations, libraries, and individuals. Surplus books may also be offered to parents and students of La Academia Dolores Huerta.
4. Textbooks which are in such deplorable condition that they are unusable or which cannot be transferred, resold, or given away shall be stamped "discarded" and destroyed.

D. Library/Media Books and Materials

In order to maintain a current base of resources in the library media center, it is sometimes necessary to "weed" a library collection when materials become worn out, out-dated, or fail to meet curriculum needs. The following procedures should be followed in discarding library/media books and materials.

1. The library media specialist or Head Administrator designee will be responsible for “weeding” the library media collection based on the condition of the materials—worn out, out-dated, or fail to meet curriculum needs. The process will include removing the items from the circulation inventory.
2. The removed materials will be offered to teachers in the school for classroom and school use only.
3. Information on the available discarded books and materials (including the school name, appropriate grade(s) of the materials, and the total number of items being discarded) will be submitted to the all members of the teaching staff.
4. Materials not wanted by the teachers in the school will be made available to private schools, charitable organizations, libraries, and individuals. Surplus books may also be offered to parents and students of La Academia Dolores Huerta for a nominal fee or for free, per the decision of the Head Administrator.

E. Other

Other materials that need to be discarded, but are not covered in the sections above, shall be discarded in the following order:

1. Where appropriate, they shall be offered to staff members for a nominal fee or for free, per the decision of the Head Administrator
2. Offered to parents and students of La Academia Dolores Huerta for a nominal fee or for free, per the decision of the Head Administrator
3. Discarded within the guidelines as set forth by New Mexico, where applicable.

IV. **Review**

This Policy shall be reviewed on an ongoing basis in accordance with the Governing Council policy review process.

V. **Date of Adoption and Implementation**

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on

June 11, 2015; unless otherwise stipulated, is effective immediately upon approval.

Norma Marieta
approved 6/11/15

Enrollment Policy

I. PURPOSE

To establish a policy that provides all interested applicants an equal opportunity to enroll regardless of race, color, gender, creed, or religious affiliation.

II. POSITION

- A. Students will be admitted on a first-come, first-served basis or through a lottery selection process if the total number of applicants exceeds the number of seats available.
- B. Students who participate in the lottery and get wait listed will reserve their place in the list as drawn.
- C. Enrollment preference to students who have been admitted and remain in attendance through subsequent grades.
- D. Enrollment preference for siblings of students already admitted.
- E. Registration for incoming sixth grade students closes on the first weekday of March.
- F. If necessary, lottery is held within the first week of March.

III. REVIEW

This Policy shall be reviewed on an ongoing basis in accordance with the Governing Council policy review process.

IV. DATE OF ADOPTION AND IMPLEMENTATION

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on June 11, 2015; unless otherwise stipulated, is effective immediately upon approval.

N. Marrita
approved 6/11/15

Placement, Promotion, Acceleration and Retention Policy

I. PURPOSE

To establish a policy that recognizes the profound effect that placement, promotion, acceleration, and retention decisions have on students; establish a framework for increasing individual student success through early, well-planned, and documented intervention.

II. POSITION

- A. This policy supports the belief that all students can learn, progress, and achieve when individual differences are recognized and addressed through carefully designed and differentiated educational opportunities. Each child's cognitive, physical, emotional and social developmental rate is unique and practices shall reflect a commitment to this premise.
- B. The final responsibility for decisions on placement, promotion, acceleration, and retention of students rests with the school Head Administrator except for students with documented special education needs where decisions are made through the Individualized Education Plan (IEP) processor as provided by 22.2C.6 NMSA 1978. The decision-making process includes parents/guardians, staff and students when appropriate.

III. REVIEW

This Policy shall be reviewed on an ongoing basis in accordance with the Governing Council policy review process.

IV. DATE OF ADOPTION AND IMPLEMENTATION

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on June 11, 2015; unless otherwise stipulated, is effective immediately upon approval.

N. Marrute
approved 6/11/15

La Academia Dolores Huerta Charter Middle School
Principal's Report
June 11, 2015

Enrollment by grade

6 th	61
7 th	57
8 th	56

Upcoming events

- NONE

Community Collaborations

- NONE

Fundraisers

- NONE

Monthly Highlights

- Assessment results
- Summer school in session
 - Ballet Folklórico program
 - Visual art program
 - Mariachi program
 - Academic program
- New conjunto/norteno teacher
- CSD Monitoring Tool

Facility Acquisition

- No portables

Other news:

We're having a great year!