

D o lo r e s H u e r t a

**“A Dual Language Charter Middle School”**

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**REGULAR GOVERNING COUNCIL MEETING MINUTES**

**Thursday, December 10, 2015 at 6:00pm**

1. **Call to Order**

Dr. Spencer Herrera, Chair, called the meeting to order at 6:05 p.m. and asked for a roll call.

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| Ms. Jennifer Allen, Treasurer: Present | Ms. Clara Lopez, Member: Present |
| Ms. Elena Hinderlich, Vice-Chair: Present | Ms. Norma Martinez-Arrieta, Member: Present |
| Dr. Spencer Herrera, Chair: Present | Ms. Patty Montoya, Secretary: Present |

1. **Roll call and Establish quorum**

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. Mirna Rodriguez, Business Specialist; Ms. Julie Sanchez, Business Manager

Public Present: Clara Lopez (acting in the capacity as an LADH student grandparent)

1. **Approval of Agenda**

Dr. Herrera initiated discussion for any needed agenda revisions. Ms. Martinez-Arrieta requested that item 8) GC Recruitment Policy under New Business: Discussion Items Only be expunged from agenda. The policy is not available for discussion.

Motion to approve agenda with revisions listed above was made by Ms. Martinez-Arrieta and seconded by Ms. Lopez. Total Votes: (6) in favor, (0) opposed. Motion was approved in the unanimous.

1. **Open forum-Public Input**

Ms. Lopez (acting in the capacity as an LADH student grandparent) stated that she and her daughter were not happy that the ballet performance scheduled for December 12 was split into two separate performances and would be returning the tickets. Mr. Casillas explained in order to avoid a long-waiting list for parents, he felt it was more beneficial to the school to split the performances. Mr. Casillas apologized for the mix-up and agreed to either return the money for the tickets or give Ms. Lopez and her daughter credit for the music performance scheduled on February 6, 2016.

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

1. **Principal’s Report**

Mr. Casillas provided the GC with a Principal’s Report (see attached). Please note following highlights:

* **Fundraisers**
  + Currently accepting donations of gently used blankets and are due by the end of next week.
* **Facility Acquisition**
  + Mr. Casillas clarified that we will be appearing before the County Commissioners rather than the District. He requested that GC members attend the meeting which will be held on January 21 in the county building located on Motel Blvd at 6 p.m.
* **Other News**
  + Mr. Casillas reported that the trip to Mexico City was very successful. The ballet folklorico dresses are amazing and will be used in the Ballet Winter Performance on December 12.

1. **Business Manager’s Report**

There are no Budget Adjustment Request (BARs) to approve this month. Ms. Sanchez presented the attached financial five-year projection report. She assured the GC that LADH looks financially solid. Ms. Sanchez mentioned the initial report showed is in the red because she budgeted to purchase furniture for the new building. Mr. Casillas stated this budget was deleted from the 5-year financial projection report since Frank Yanez from Venture Feasibility stated the USDA loan will include the monies to purchase the furniture.

1. **Committee Reports**

a. **Facilities Committee: Octavio Casillas/Julie Sanchez: Five-Year (Student Enrollment) Projection Presentation -** The five-year projection report is part of the USDA application, Mr. Casillas expects to increase enrollment to 300 students within the 2 – 3 years. He feels this is a conservative projection, but has prepared two scenarios. The second scenario includes the possibility that we do not receive USDA funding.

1. **T-Shirt/Bumper Sticker Sponsors**

Ms. Hinderlich presented the idea of a bumper sticker and t-shirt that includes our logo and school colors in order to help promote school pride. She explained that Mr. Jeff Roybal, a counselor for the public schools, has been generous with his time and is currently working on the design for the bumper sticker. Once it is finalized, he will start working on the t-shirt design. The GC agreed that the logo should remain consistent across the board. Mr. Casillas clarified that the actual school cannot sell these for a profit, but the LADH Foundation may be able to do this.

1. **Mighty Azteca GC Award**

Ms. Rodriguez presented the certificates to the GC which would be signed by Dr. Herrera and Ms. Hinderlich. She explained that Velia assisted her in creating the certificates. Mr. Casillas invited all GC members to the ballet performance where the certificates would be presented to LADH’s Mighty Aztecs.

**ACTION ITEMS**

1. **Approval of Meeting Minutes**

a. November 12, 2015: Regular Governing Council Meeting

Dr. Herrera initiated review of above noted minutes. One correction was noted to change all occurrences of “Dr.” Casillas to “Mr.” Casillas.

Motion to approve the November 12, 2015 Regular Governing Council Meeting minutes with above noted corrections was made by Ms. Martinez-Arrieta and seconded by Ms. Allen. Total votes: (6) in favor, (0) opposed. Motion was approved in the unanimous.

1. **Approval of Framework Performance**

Mr. Casillas explained that the school attorney, Ms. Fox, has recommended that we not sign the Framework Performance since we already have a signed and binding contract on file with the state. A discussion was held on the possible ramifications for not signing the newly proposed contract. Mr. Casillas explained that some of the information that is being requested on the form is already being reported and our academic performance goals have not changed. There may be a possibility of negotiating with the CSD, since it is generally not good practice for the state to make changes to the Framework Performance when we already have the binding contract in place. The GC agreed that we would like to keep a good working relationship with the state.

Motion to approve the new Framework Performance was made by Ms. Martinez-Arrieta and seconded by Ms. Allen. Total votes: (0) in favor, (6) opposed. Motion was disapproved in the unanimous.

1. **Approval of Addendum to Head Administrator’s Contract**

Mr. Casillas provided GC with requested checklist regarding the USDA application.

Motion to approve addendum to head administrator’s contract with proposed revisions was made by   
Ms. Martinez-Arrieta and seconded by Ms. Allen. Total votes: (6) in favor, (0) opposed. Motion was approved in the unanimous.

1. **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) NMSA 1978]*

Dr. Herrera extended a special invitation to Ms. Sanchez to convene into closed session with the governing council. Motion to convene into closed session was made by Ms. Martinez-Arrieta and seconded by   
Ms. Allen. Total votes: (6) in favor, (0) opposed. Motion was approved in the unanimous. Members convened into closed session at 8:11 p.m.

Mr. Casillas was extended a special invitation to enter into closed session with the GC at 8:43 p.m.

No action was taken during closed session.

Motion to reconvene from closed session was made by Ms. Martinez-Arrieta and seconded by Ms. Lopez. Total votes: (6) in favor, (0) opposed. Motion was approved in the unanimous. Members reconvened from closed session at 8:59 p.m.

1. **Adjourn**

Motion to adjourn meeting was made by Ms. Martinez-Arrieta and seconded by Ms. Allen. Total votes: (6) in favor, (0) opposed. Motion was approved in the unanimous. Meeting was adjourned at 9:02 p.m.