



Dolores Huerta

“A Dual Language Charter Middle School”

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REGULAR GOVERNING COUNCIL MEETING

FINAL MINUTES

THURSDAY SEPTEMBER 04, 2014 AT 6:00 P.M.

1.) Call to Order

Mr. John Vasquez, Chair, called the meeting to order at 6:07 and asked for a roll call.

2.) Roll Call

Mr. Robert del Plain, Vice Chair: Present
Mr. Saul Hernandez, Member: Absent
Dr. Spencer Herrera, Member: Present

Ms. Norma Martinez Arrieta, Secretary/Treasurer: Present
Mr. John Vasquez, Chair: Present

Totals: Present (4); Absent (1).

Let the record show that a quorum of members are present and this meeting has been posted in accordance with the Open Meetings Act.

Administration/Staff Present: Virginia Gallegos, Teacher; Jose Tena, Teacher; Diana Diaz, Assistant Principal/Teacher; Rene Salazar, Teacher; Mirna Rodriguez, Business Specialist; Corinne Teller, Business Manager; Maria Olivas, Administrative Assistant; Octavio Casillas, Principal.

Public Present: Patty Montoya, Parent; Jennifer Allen, Parent; Elena Hinderlich, Parent; Chris Adams, LADH Foundation; Ray Soriano, LADH Foundation; Ray Chavez, LADH Foundation; Magdalena Sanchez, LADH Foundation; Sandra and Raul Muro, Parents; Magdalena Marquez, Parent; Maria Ramirez.

3.) Open forum-Public Input

Three parents came forward to voice their concerns over a permanent contract for Mr. Casillas and asked the governing council to act expeditiously in regards to this matter.

4.) Approval of Agenda

Motion to amend the agenda was made by Mr. del Plain with the following changes: table approval of July 9, 2014 meeting minutes to next regular meeting; move Business Manager's Report up after approval of consent agenda items and include Approval of BARs with Business Manager's report; move Approval of designated signers for checks and POs after approval of BARs; and add GC Committee Duties to New Business as discussion item; and delete Approval of contract of attorney services per request by Mr. Casillas. Motion was seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was passed in the unanimous.

ACTION ITEMS

5.) Approval of consent agenda items

- Approval of July 3, 2014 regular meeting minutes
- Approval of August 7, 2014 regular meeting minutes

Motion to approve consent agenda items with the correction of attendees at July 3, 2014 to include John Vasquez and Rick Serrano and a total of (7) members present; was made by Mr. del Plain and seconded by Ms. Martinez Arrieta. Total votes: (4) in favor; (0) opposed; Motion was passed in the unanimous.

6) Business Manager's Report & Approval of BARs

Ms. Teller led a discussion of current business accounts with the governing council and presented the BARs needed to the governing council.

BARs were discussed as presented by Ms. Corinne Teller

Mr. del Plain motioned to approve the BARs as presented by Ms. Teller and Ms. Martinez Arrieta seconded the motion. Dr. Spencer chose to abstain from the vote. Total: (3) in favor; (1) abstention; Motion approved.

8) Approval of designated signers for checks and POs

Members discussed current designated check signers include: Diana Diaz, Octavio Casillas, and Bertha Silva. Mr. Vasquez suggested either Ms. Diaz or Mr. Casillas write a letter to the bank indicating the deletion/addition of signers as approved by the council today.

Motion to delete Bertha Silva and add John Vasquez was made by Dr. Herrera and seconded by Mr. del Plain. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

9) Approval of GC Agenda Template for regular meetings

Members held brief discussion of proposed template.

Motion to lay approval of GC Agenda Template on the table to include Principal's Report was made by Mr. del Plain and seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

10) Approval of GC Code of Ethics Policy

Members held brief discussion of proposed code of ethics policy. Mr. Vasquez recommended the inclusion of a signature/date line at the bottom of the policy and that each member sign a copy of the policy at the beginning of their respective term dates.

Mr. del Plain motioned to approve the GC Code of Ethics Policy presented with the inclusion of the signature and date line. Dr. Herrera seconded the motion. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

11) Approval of proposal/services contract for ItsQuest

Mr. Casillas led a brief discussion on the proposal of services from ItsQuest and clarified that LADH will only utilize these services when the school is unable to schedule substitutes from their own pool which consist of only (2) persons at this time. LADH will not be under any obligation and is only asking permission by the board for permission to proceed in the negotiation process.

Motion to proceed in the negotiation process for ItsQuest services was made by Mr. del Plain and seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

12) Approval of Safe Schools Plan

Mr. Casillas led a brief discussion of the completion status of the Safe Schools Plan and asked for an extension of approval until the next regular meeting.

Motion to lay on the table the approval of the Safe Schools Plan was made by Ms. Martinez Arrieta and seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

13) Nomination/Election of New Governing Council Members & Officers

- **Ms. Patty Montoya: 3 year term**

Motion to nominate and elect Ms. Patty Montoya was made by Ms. Martinez Arrieta and seconded by Mr. del Plain. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

○ **Ms. Jennifer Allen: 3 year term**

Motion to nominate and elect Ms. Jennifer Allen was made by Mr. del Plain and seconded by Ms. Martinez Arrieta. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

○ **Ms. Elena Hinderlich: 3 year term**

Motion to nominate and elect Ms. Elena Hinderlich was made by Ms. Martinez Arrieta and seconded by Mr. del Plain. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

○ **Chair/President: 1 year term**

Motion to nominate and elect Mr. John Vasquez as President was made by Ms. Martinez Arrieta and seconded by Mr. del Plain. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

○ **Vice Chair/President: 1 year term**

Motion to nominate and elect Mr. Robert del Plain as Vice President was made by Mr. Vasquez and seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

○ **Secretary/Treasurer: 1 year term**

Motion to nominate and elect Ms. Norma Martinez Arrieta as Secretary/Treasurer was made by Mr. del Plain and seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

14) Approval of Governing Council Regular Meeting Schedule for Calendar Year 2014-2015

Members held a brief discussion on the day of the week the new regular meetings would be held.

Motion to hold all regular governing council meetings on the first Thursday of each month at 6:00 pm at La Academia Dolores Huerta was made by Dr. Herrera and seconded by Mr. del Plain. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

15) Approval of rescheduling of ACES Training for GC members not able to attend NMCCS Conference

Members held a brief discussion in relation to available budget and ACES Training.

Motion to cancel ACES Training was made by Mr. del Plain and seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was approved in the unanimous.

NEW BUSINESS

16) LADH Foundation: Mr. Ray Chavez, Dr. Christopher Adams, Mr. Roberto Soriano, Ms. Magdalena Sanchez

Foundation members introduced themselves to the governing council and gave a brief description of the role of the LADH Foundation how it serves LADH:

- The LADH Foundation acts independently and exclusively for LADH and serves as a pass through for financial or project funds that cannot be encumbered by the school. Foundation is completely separate from LADH Governing Board and no Board members are associated with Foundation.
- Started meeting three months ago and now is incorporated by the State of NM, has adopted by-laws and elected officers. Ray Chavez is the President; Roberto Soriano is the Vice-President; Christopher Adams is the Secretary; Magdalena Sanchez is the Treasurer.
- Currently in the process of obtaining a 501-3c; Hold regular meetings once per month and are working diligently; In the process of working with GC Building Steering Committee.
- Relationship with LADH Governing Board: to exchange information and agreements. Ensure both entities are not putting one another in legal liability in the future.

- Ask Governing Council to recognize how LADH Foundation can help by passing as a formal resolution the intent to work with Foundation.
- Would like to enter into a Memorandum of Understanding (MOU) with Governing Council.
- Ask the Governing Council to move forward to build a work session with the Foundation to discuss MOU, possible needed committees, and develop a strategic plan

Mr. Vasquez acknowledged the work of the Foundation and stated the board looks forward to working with the Foundation on developing a resolution and obtaining a permanent building for LADH. Mr. Vasquez stated the governing council will act on good faith with the Foundation.

Mr. Chavez will forward a draft of resolution and MOU to Mr. Casillas to share with the governing council.

17) LADH Employee Handbook

Mr. Casillas would like Governing Council to have a work session to update Employee Handbook.

18) New GC Member Mentorship

Ms. Martinez Arrieta presented the idea of a mentorship program to new members. She offered to organize and develop a schedule of workshops to be discussed and approved by governing council.

19) Governing Council Committee Duties

Ms. Martinez Arrieta offered to draft an outline of GC Committees and duties and asked council members to provide input.

20) Principal's Report

Mr. Casillas provided and read a written report to GC

21) Closed Session: Discussion of Principal's Contract & Evaluation

Motion to convene into closed session was made by Ms. Martinez Arrieta and seconded by Mr. del Plain. Total votes: (4) in favor; (0) opposed; Motion was passed in the unanimous. Meeting convened into closed session at 8:09 p.m.

No action was taken during closed session

Motion to reconvene from closed session was made by Ms. Martinez Arrieta and seconded by Dr. Herrera. Total votes: (4) in favor; (0) opposed; Motion was passed in the unanimous. Meeting reconvened from closed session at 9:30 p.m.

22) Adjourn

Motion to adjourn was made by Ms. Martinez Arrieta and seconded by Mr. del Plain. Total votes: (4) in favor; (0) opposed; Motion was passed in the unanimous. Meeting was adjourned at 9:31 p.m.

*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 for simultaneous Spanish translation upon request. Requests should be submitted to the head administrator's office three days prior to the meeting.