



## Dolores Huerta

“A Dual Language Charter Middle School”

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### SPECIAL GOVERNING COUNCIL MEETING MINUTES

Tuesday, December 16, 2014, 5:30 pm

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#### 1) Call to Order

Dr. Spencer Herrera, Vice-Chair, called the meeting to order at 5:45 pm and asked for a roll call.

#### 2) Roll call and establish quorum

Ms. Jennifer Allen, Treasurer: Present

Ms. Norma Martinez Arrieta, Chair: Absent

Mr. Robert del Plain, Member: Absent

Dr. Spencer Herrera, Vice-Chair: Present

Ms. Elena Hinderlich, Member: Present

Ms. Patty Montoya, Sec/Treasurer: Present

Totals: Present (4); Absent (2). 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, Principal

Public Present: None

#### 3) Approval of Agenda

Dr. Herrera initiated discussion of any needed agenda revisions with governing council members. No revisions were required.

Ms. Montoya motioned to approve the agenda as is with no revisions. Ms. Allen seconded the motion. Total votes: (4) in favor (0) opposed. Motion was passed unanimously.

#### 4) Open forum-Public Input

No one signed up for public-input at this meeting.

### ACTION ITEMS

#### 5) Approval of Distance Learning Policy:

Dr. Herrera invited members into discussion regarding Distance Learning Policy (see attached) and asked if we had any suggested revisions and/or corrections. Ms. Montoya suggested possibly adding a “revise date” in the footer of the document. Mr. Casillas stated that the policy itself contained an adoption date line and would be sufficient.

Motion to approve Distance Learning Policy was made by Ms. Allen Mr. del Plain and seconded by Ms. Hinderlich.

Total votes: (4) in favor (0) opposed. Motion was approved unanimously.

#### **6) Approval of Dual Credit Policy**

Dr. Herrera invited members into discussion regarding Dual Credit Policy (see attached) and asked if we had any suggested revisions and/or corrections. Dr. Herrera asked Mr. Casillas if La Academia Dolores Huerta (LADH) currently had any dual credit students enrolled. Mr. Casillas explained that, although, Dual Credit classes are primarily offered through the local high schools, we should have a policy in place in case we may need it in the future. All members agreed that policy did not require any revisions or corrections.

Motion to approve Dual Credit Policy was made by Ms. Montoya and seconded by Ms. Allen.

Total votes: (4) in favor (0) opposed. Motion was approved unanimously.

#### **7) Approval of Grade Change Policy**

Dr. Herrera invited members into discussion regarding the Grade Change Policy (see attached) and asked if we had any suggested revisions and/or corrections. Mr. Casillas provided two additional documents “Important information re grade change requests” and a “Grade Change Request Form” (see attached). Mr. Casillas explained that the “Important information re grade change requests form” is used as a guideline or instructional sheet for instructors/parents/administrators, etc., on how and when it is appropriate to initiate a grade change. The “Grade Change Request Form” is the form used to initiate the grade change process. Mr. Casillas further explained that these forms do not necessarily need to be attached to the policy, but the governing council should take into consideration the information contained within the forms. Council members agreed that no revisions would be required at this time.

Motion to approve Grade Change Policy was made by Ms. Montoya and seconded by Ms. Hinderlich.

Total votes: (4) in favor (0) opposed. Motion was approved unanimously.

#### **8) Adjourn**

Motion to adjourn was made by Ms. Allen and seconded by Ms. Hinderlich. Motion was approved in the unanimous.

Meeting was adjourned at 5:51 pm.

\*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.

## **Distance Learning**

La Academia Dolores Huerta strives to provide a high quality education for all students. The Director or his/her designee is authorized to establish Distance Learning as per 6.30.8NMAC, a process used to provide instruction for credit when the student and primary instructor are not necessarily physically present at the same time and/or place. La Academia Dolores Huerta will assure that students enrolled in a distance learning program have the necessary technology at the school for all classes or activities.

La Academia Dolores Huerta uses IDEAL NM, an online distance learning program, for courses that need to be recovered or may not fit in the student's scheduled day. There are other distance learning options that can be used for credit as long as the program the student's parents select is accredited and approved by the Director or his/her designee as an appropriate credit awarding institution.

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on December 16, 2014; unless otherwise stipulated, is effective immediately upon approval.

## **Concurrent Enrollment and Dual Credit Programs**

The Governing Council is committed to providing an effective and equitable process for eligible students to earn concurrent and/or dual credit while enrolled both at La Academia Dolores Huerta and in a postsecondary institution.

Concurrent Enrollment and Dual Credit programs refers to programs that allow students at La Academia Dolores Huerta to enroll in college-level courses offered by public postsecondary institutions prior to high school graduation. Dually enrolled students can simultaneously earn credit toward high school graduation and a postsecondary degree or certificate as defined in NMAC 6.30.7.

A concurrently enrolled student refers to students who, on their own, are enrolled in a public postsecondary institution. Under the current law, tuition is waived for students. The costs for textbooks will be paid by La Academia Dolores Huerta. Our office will accept the credit earned from accredited institutions upon receipt of an official grade or transcript record from the institution.

A dual credit student refers to students who have met eligibility requirements to enter the Dual Credit Program. Within the Dual Credit Program, students can only enter the postsecondary institutions with which La Academia Dolores Huerta has a Memorandum of Understanding (MOU), which establishes student eligibility and course eligibility. Courses may be academic or career technical, but may not be remedial or developmental.

This policy will be reviewed on an ongoing basis with the Principal and the Governing Council, in accordance with the standards for policy review.

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on December 16, 2014; unless otherwise stipulated, is effective immediately upon approval.

## **Grade Change Policy**

La Academia Dolores Huerta requires that teachers follow the procedures established by the School's subject grade procedures. A change to a grade can only be made through the procedures indicated below.

### **Procedure to Change a Course Test or Assignment Grade Not Yet in the student's permanent record**

A course grade that is currently in the teacher's grade book and has not yet been printed on a student's quarter or semester report card, in the cumulative record or on a transcript.

The first step is to contact the teacher and discuss the grade and concerns. If the teacher does not agree to change the grade, the parent/ guardian or student may submit a request in writing to the Principal using a "Grade Change Request Form". The decision to comply or decline to comply will be made by the Principal or his/her designee with the decision being final and no further appeal being allowed.

### **Procedures to Change a Course Grade that is in a student's permanent record.**

A course grade that has been entered on a student's report card, in the cumulative record or on a transcript is considered a student record under FERPA by Academia de Dolores Huerta. A teacher who discovers a grade that was incorrect due to mechanical or clerical errors (this may include an arithmetic error, transcribing error, or posting error) may request a grade change by submitting a "Grade Change Request Form" to the Principal for approval.

If the parent/ guardian or student believes that a student's record grade is inaccurate, misleading, or in violation of the student's rights or can show proof that the teacher failed to reasonably follow the guidelines in the school's subject grade procedures, the grade may be considered for change. The requester is to submit a "Grade Change Request Form" to the Principal. The Principal or his/her designee will begin the disposition in accord with the established hearing procedures. The decision of the Principal or his/her designee is considered to be final and no further appeals are allowable.

This policy was adopted by majority vote of the Governance Council in a meeting legally convened on December 16, 2014; unless otherwise stipulated, is effective immediately upon approval.