

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

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

1480 N. Main Street

Las Cruces, NM 88001

Phone: 575/526-2984 Fax: 575/523-5407

**REGULAR GOVERNING COUNCIL MEETING MINUTES
Thursday, September 10, 2015 6:00 pm**

1. **Call to Order**

Ms. Norma Martinez-Arrieta, Chair, called the meeting to order at 6:15 pm and asked for a roll call.

1. **Roll call and establish quorum**

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| --- | --- | --- |
| Ms. Jennifer Allen, Treasurer: Present |  | Ms. Clara Lopez, Member, Present |
| Ms. Elena Hinderlich, Member: Present |  | Ms. Norma Martinez-Arrieta, Chair: Present |
| Dr. Spencer Herrera, Vice 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: Diana Diaz, Asst. Principal/Teacher; Mirna Rodriguez, Business Specialist; Julie Sanchez, Business Manager; Melissa Rodriguez; Spec. Edu. Director; Jose Tena, LADH Teacher

Public Present: Gaby Samaniego, Joshua Allen, Audrey Leonard, and Nadia Ayala

1. **Approval of Agenda**

Ms. Martinez Arrieta initiated discussion of any needed agenda revisions with governing council members. The following revisions/corrections were noted:

* Add “Call to Order” as Item 1)
* Correct the year from 2014 to 2015 on the agenda date
* Remove Consent Agenda Item: 6a) Approval of May 14, 2015 regular meeting minutes
* Correct the year from 2014 to 2015 on Items: 6b) and 6c)
* Add the words “and Approval” on Item 8)

Ms. Allen motioned to approve agenda with above noted corrections/additions/deletions and was seconded by Ms. Hinderlich. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

1. **Open forum-Public Input**

Public members present elected not to provide any input.

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

1. **Principal’s Report (as provided by Ms. Diaz)**

Ms. Diaz provided members with a copy of the Principal’s Report (please see attached). Please note the following highlights:

* **Under Upcoming Events**
	+ The Mesilla 16 de Septiembre Performances are scheduled for October 12-13, 2015.
	+ Mr. Bardi will have a booth and will be selling student art to raise funds for a planned field trip in the future.
* **Community Collaborations**
	+ Ngage NM – Ms. Diaz clarified that only the “empty” facility will be used to film the documentary and no students will be in the actual filming itself.
* **Fundraisers**
	+ Enchilada Plate and 50/50 Raffle will be held on October 3, 2015 from 10 am to 2 pm. Plates will be sold for $6.00 a plate.
1. **Committee Reports**
* **Audit Committee**: will meet quarterly; next meeting is Friday, October 2, 2015 at 2 pm.
* **Policy Committee**: Ms. Lopez provided an example of a Class Behavioral/Discipline Plan form that contains a carbon copy of the form so that it can easily by distributed to parents, teachers, student file, etc., making it an official record maintained on a student. Mr. Tena stated that there is currently a system in place at LADH where the parents must review the Class Behaviorio/Discipline Form, sign, and return the form confirming they have reviewed it.

**ACTION ITEMS**

1. **Approval of Consent Agenda Items**

b) Approval of July 9, 2015 regular meeting minutes

c) Approval of August 13, 2015 regular meeting minutes

One revision was made to the July 9, 2015 minutes that added “Aranda” to Ms. Velia’s last name as listed in Administration/Staff Present section. No revisions are required to the August 13, 2015 minutes.

Motion to approve the July 9, 2015 minutes with the revision as listed above and the August 13, 2015 minutes was made by Ms. Allen and seconded by Ms. Lopez. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

1. **Business Manager’s Report and Approval of BARs**

Ms. Sanchez provided a brief report that LADH finances are in good standing. She further explained that BARs are approved (if necessary) on a monthly basis. A discussion was held and it was agreed that Ms. Sanchez would begin providing GC members with a quarterly report. She then presented the BARs listed below with the memo’s explaining the purpose for the BARs:

a) **BAR 16-02**: Spaceport Allocation of $9,781.00 - see attached memo from LCPD

b) **BAR 16-03**: Lease Allocation of $110,551.00 - see attached memo from the PED

Motion to approve both BARs as listed above was made Ms. Montoya and seconded by Ms. Hinderlich. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

1. **Nomination and Approval of New GC Members**

A brief discussion was held about the need to recruit additional members to the council. There were no candidates or applications for new members at this time.

No motion for the nomination of new GC members was made at this time.

1. **Nomination of 2015-2016 GC Officers**

Ms. Martinez Arrieta advised the board that she would be respectfully stepping down as current President/Chair of the council. She mentioned she would remain on the council as a member to ensure policies and procedures would continue to be followed as per LADH bylaws require. She thanked GC members for all their hard work and is looking forward to continue working the GC in the future. After a brief discussion on the formalities on how officers are elected and term rotation, the following officers were elected:

a) **Chair/President: 1- year term**

 Motion to nominate and elect Dr. Herrera as Chair/President was made Ms. Hinderlich and seconded by Ms. Allen. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

b) **Vice Chair/President: 1-year term**

 Motion to nominate and elect Ms. Hinderlich as Vice Chair/President was made by Dr. Herrera and seconded by Ms. Allen. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

c) **Secretary: 1-year term**

 Motion to nominate and elect Ms. Montoya as Secretary was made by Ms. Allen and seconded by Dr. Herrera. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

d) **Treasurer: 1-year term**

 Motion to nominate and elect Ms. Allen as Treasurer was made by Ms. Hinderlich and seconded by Dr. Herrera. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

1. **Approval to GC Regular Meeting Date in By-Laws to SECOND THURSDAY of each Month**

A motion to amend by-laws to change the GC Regular Meeting dates from the first Thursday of each month to second Thursday of each month was made by Dr. Herrera and second by Ms. Allen. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

1. **Approval of GC Regular Meetings Schedule for 2015-2016**

In conjunction and after a brief discussion amongst members, the following meeting dates were decided upon for Regular GC Meetings to be held at 6:00 pm:

|  |  |  |  |
| --- | --- | --- | --- |
| **October 15, 2015** | **January 14, 2016** | **April 14, 2016** | **August 11, 2016** |
| **November 12, 2015** | **February 11, 2016** | **June 9, 2016** | **September 8, 2016** |
| **December 10, 2015** | **March 10, 2016** | **July 14, 2016** |  |

Motion to approve GC Regular Meetings Schedule for 2015-2016 on the dates listed above was made by Ms. Montoya and seconded by Ms. Lopez. Total votes: (6) in favor; (0) opposed; Motion was approved in the unanimous.

1. **Approval of LADH Background Check Policy**

Ms. Sanchez mentioned that background checks are already required of anyone hired at LADH. The proposed policy is to provide and have governance in place. In order for the policy to have clarity, the GC recommended adding the following verbiage to the policy (please see attached):

* “employment is contingent upon successful clearance of background investigation for all: including teachers, staff, and substitutes.”
* “associated fees are to be paid by potential paid personnel.”

It was also recommended that the policy be revisited in a future meeting to clarify the volunteer section of the policy.

Motion to approve the LADH Background Check Policy with the recommended revision as listed above was made by Ms. Hinderlich and seconded by Ms. Lopez. 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.

No motion was made to enter into closed session.

1. **Adjourn**

Motion to adjourn meeting was made by Dr. Herrera and seconded by Ms. Allen. The meeting was adjourned at 7:40 pm.

Respectfully Submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patty G. Montoya Approval Date

GC Secretary