



## Dolores Huerta

“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 FINAL MINUTES

Thursday October 2, 2014 6:00pm

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#### 1) Call to Order

Mr. John Vasquez, Chair, called the meeting to order at 6:06 pm and asked for a roll call.

#### 2) Roll call and establish quorum

Mr. John Vasquez, Chair: Present	Ms. Elena Hinderlich, Member: Absent
Ms. Patty Montoya, Member: Present	Mr. Robert del Plain, Vice Chair: Present
Ms. Norma Martinez Arrieta, Sec/Treasurer: Present	Ms. Jennifer Allen, Member: Present
Dr. Spencer Herrera, Member: Present	

Totals: Present (6); Absent (1). 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; Ms. Mirna Rodriguez, Business Specialist; Ms. Corinne Teller, Business Manager (via telephone)

Public Present: Ms. Sandra Muro, Parent

#### 3) Approval of Agenda

Motion to amend the agenda was made by Mr. del Plain with the following changes: move Business Manager's Report up along with approval of BARS; add item c) Resignation of Saul Hernandez; d) GC member terms to New Business discussion; delete item # 14 closed session; and motion was seconded by Dr. Herrera. Total votes: (5) 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 consent agenda items:

- Approval of July 9, 2014 special meeting minutes
- Approval of September 4, 2014 regular meeting minutes

- c. Approval of September 11, 2014 special meeting minutes

Motion to approve consent agenda with the following amendments: table of July 9, special meeting minutes to next regular meeting; revision of September 4 minutes to include administration/staff and public present was made by Mr. del Plain and seconded by Dr. Herrera. Total votes: (5) in favor (0) opposed. Motion was approved unanimously.

## **6) Business Manager's Report & Approval of BARs**

- a. **20000- Maintenance**
- b. **31200 - Lease Assistance**
- c. **26121- ALD4ALL**

Ms. Teller provided an overall Business Manager's report to the governing council and stated LADH budget was strong at this time.

Motion to approve BARs (a-c) as presented by Ms. Teller was made by Mr. del Plain and seconded by Ms. Martinez Arrieta. Motion was passed unanimously.

## **7) Approval of Safe Schools Plan**

Mr. Casillas presented the Safe Schools Plan to governing council members and there was a brief discussion.

Motion of approval of Safe Schools Plan as presented by Mr. Casillas was made by Ms. Allen and seconded by Ms. Martinez Arrieta. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

## **8) Approval of PO signer**

Members held brief discussion in regards to PO signer.

Motion to have committee approve process and procedure to approve PO signer was made by Dr. Herrera and seconded by Ms. Montoya. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

## **9) Approval of Fundraising Policy**

Mr. Casillas presented the proposed LADH Fundraising Policy. Members briefly discussed policy. Dr. Herrera suggested keeping language consistent within policy in regards to the terms fundraising/fundraiser. Motion to approve Fundraising Policy with revisions suggested by Dr. Herrera was made by Ms. Montoya and seconded by Mr. del Plain. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

## **10) Amendment and Approval of Principal's Contract**

Members held a discussion in regards to Principal's Contract and listened to input provided from Ms. Teller and Mr. Casillas.

Motion to amend the present Principal's contract, effective pay period October 12, to include increase in annual salary by \$2,500 for year 1 (222 days total) and to table approval of Principal's Contract (to a special/emergency governing council meeting to be scheduled next week) 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**

### **a. Appointment of Procurement Officer:**

Mr. Casillas volunteered as Procurement Officer as other charter school Principal's serve in this capacity. Mr. del Plain stated it was the responsibility of the Finance Committee to create purchasing policy, hierarchy, and relationships within hierarchy. It was discussed that a member of Finance Committee should research who and what purpose does the Procurement Officer serve in other charter schools and present to the governing council. Ms. Martinez Arrieta volunteered to research this information as a member of Audit/Finance Committee.

### **b. Finance/Audit Committee Member Recruitment**

Current members of Finance/Audit Committee include: Ms. Norma Martinez Arrieta; Mr. Octavio Casillas; Ms. Corinne Teller; Mr. Manuel Olivas.

Further recruitment may not be necessary/required by State PED.

### **c. Resignation of Saul Hernandez**

Members acknowledged receipt of letter of resignation emailed from Mr. Hernandez.

### **d. Governing Council Member Terms**

Members discussed new council member terms. Members agreed that council terms should be in congruence with current by-laws. Members acknowledged recent amendments to by-laws allow 1, 2, and 3-year staggered terms.

## **11) Committee Reports**

No committee reports were provided at this meeting.

## **12) Principal's Report**

Mr. Casillas read and submitted written report.

## **13) Closed Session**

There was no motion made for closed session.

## **14) Adjourn**

Motion to adjourn was made by Mr. del Plain and seconded by Dr. Herrera. Total votes: (5) in favor (0) opposed. Motion was passed unanimously.

Meeting adjourned at 8:20 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.