

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on 11/8/18 at 5:00 p.m., a meeting of the Governing Body of La Academia Dolores Huerta, a New Mexico public charter school, was held at La Academia Dolores Huerta. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 4 in favor and 0 opposed to:

_(a.) "When a vacancy occurs the remaining Council members shall implement the established processes for recruitment, interviewing and appointment of the replacement member. **The newly appointed person will serve the full term of the GC position they accepted.**"

(b.) remove Section 2, Election from Article VII.

(c.) sperate job descriptions job descriptions for Secretary and Treasurer:

Secretary: The Secretary shall:

- a. Record (or have recorded), keep, preserve, distribute, or cause to be distributed to Council members, minutes of all meetings conducted by the Council within ten (10) days following the meeting.
- b. Be responsible for the proper public posting and notification of meetings in compliance with adopted council policies and/or applicable state statute.
- c. The GC Secretary will be responsible for maintaining a comprehensive GC log to include:
 - Beginning term date
 - Ending term date
 - Resignation date
 - Completion of GC changes report to PED
- d. The GC secretary will initially provide all new members and continuing members with a list of training requirements via email and at the first GC meeting of the school year.
- e. The GC secretary, in conjunction with the business specialist, will monitor training completion by maintaining a training roster/log and will continuously update members of the trainings that are lacking.
- f. The GC secretary will inform NMPED of any changes in the GC in a timely manner, following all guidelines.

- g. The Secretary will maintain all logs and submitted documentation on a flash drive, which will be the property of LADH and will be available for future GCs to reference, ensuring continuity.

Treasurer:

- a. The treasurer will oversee all matters related to the school's finances, property, budget, and compliance with integrity and care, remaining apprised of legal and ethical requirements for the position.
 - b. The treasurer must be knowledgeable about standard financial and accounting practices; align all financial transactions with the mission, goals, bylaws, and legal requirements of the school; and provide the information needed for all board members to make financial decisions for the school.
 - c. The treasurer will have a strong and positive working relationship with the Head Administrator, Budget Manager, and Chief Procurement Officer (CPO), allowing for the delivery of accurate and complete financial reports to the Governing Council on a regular basis.
 - d. The treasurer will serve as the chair of the finance committee and lead the committee in setting and meeting annual goals.
 - e. The treasurer will ensure that all members of the Governing Council fully comprehend the financial matters of the school and receive reliable and timely information regarding those matters
 - f. The treasurer will work with the finance committee, Head Administrator, and CPO in leading the development of an annual school budget and presenting the budget to the full Governing Council for approval.
 - g. The treasurer will understand financial accounting for charter schools.
 - h. The treasurer will oversee and review the annual audit process.
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(d.) remove Section 1 of Article IX from the bylaws.

The members voting in favor were: Adrian Gaytan, Elaine Palma, Michael Sena, and Yoli Siva

The members voting in opposition were: None opposed

I, the undersigned, certify that this is a true copy.

Elaine Palma


Secretary