

**DEMING CESAR CHAVEZ CHARTER HIGH SCHOOL
GOVERNANCE COUNCIL REGULAR BOARD MEETING**

January 15, 2019

6:00 p.m.

Regular Board Meeting

Deming Cesar Chavez Charter High School Room #14

The Deming Cesar Chavez Charter High School Governance Council members met in a regular Board Meeting on January 15, 2019 at 6:00 pm in Deming, New Mexico, in the DCCCHS Room #14. The following Governing Council members attended: Antoinette Zunich (Vice-President) *Present*, Neima Higuera (Secretary) *Present*, and Tony Guerrero (Member) *Present*. Also, present were Stan Lyons (Director), Chris Masters (Business Manager), Viviana Porras (Administrative Assistant), Michelle Escarcega (Secretary). See sign-in sheet for others who attended.

I. Call Meeting to Order – Antoinette Zunich, presiding

- A. Antoinette Zunich, Vice-President called the meeting to order at 6:00 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and quorum was established 3/5.
- C. Adoption of Agenda

Motion was made by Neima Higuera, Secretary to accept the Agenda as is; seconded by Tony Guerrero, Member. MOTION CARRIED 3-0.

D. Meeting Minutes Review/Approval for December 11, 2018:

Motion was made by Tony Guerrero, Member to approve the December 11, 2018 meeting minutes; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

III. Director's Report:

Time for questions or comments from Governing Council regarding update: Stan Lyons, Director, asked the Governing Council Members if they had any questions in regards to the Director's Report. *(Please see Director's Report attached.)*

IV. School Committee Reports/Updates

- A. Finance Committee - The Finance Committee met on January 14, 2019 @ 7:00 a.m. and in attendance were Chris Masters (Business Manager) and Neima Higuera (Secretary). The following items were discussed:

- Financial Status & Outlook *(See attached Financial Report)*
- Procurement *(Check Listing Report and Bank Reconciliation)*
- Updates & Status *(ADT/Protection 1 Security System: \$1,395.08 +\$360.00 per quarter +\$120.00/mo. (\$2,880/year plus system, currently \$1,255/year); BAR YCC – SP19-\$27,808.42; FA19-\$22,133.62; GC Technology update)*
- File observation and FC Audit *(Journal Entry approval & File Review)*

- B. School Planning Committee/December 12, 2018 – No information available at this time. School Planning Committee did not meet.
- C. Council Development Committee:
 - *Update on upcoming Governing Council Trainings. (Please see attached list of upcoming trainings.)*
- D. Academic Committee – No information available at this time. Academic Committee did not meet.
- E. Audit Committee – No information available at this time. Audit Committee did not meet.

V. **Discussion/Action Items**

- A. Seating/Oath of Commitment – Crystal Pena:
Crystal Pena was seated to DCCCHS Governing Council. *Oath of Commitment to follow later on the Agenda under Item E.*
- B. Acceptance of Resignation of Governing Council Member (effective December 31, 2018) - Dan Sanchez:
Governing Council Members accepted the resignation of Dan Sanchez as DCCCHS Governing Council Member effective December 31, 2018. Governing Council Members expressed their appreciation for the time Mr. Sanchez served on the Governing Council.

**Motion was made by Tony Guerrero, Member to accept the resignation of Governing Council Member Dan Sanchez effective December 31, 2018; seconded by Neima Higuera, Secretary.
MOTION CARRIED 3-0.**

- C. Update of Governing Council Vacancy/Search: Stan Lyons, Director informed the Governing Council Members that he has received a letter of interest and has forwarded the information to the Interviewing Committee – Neima Higuera. Mr. Lyons mentioned that he will continue to advertise for the Governing Council Vacancy.
- D. Budget Schedule: Chris Masters, Business Manager, informed the Governing Council Members that he will begin getting a Parent Budget Input Questionnaire ready to send out the DCCCHS parents, as well as a morning input session for parents to discuss budget priorities. Mr. Masters recommended scheduling a Work Session in late April to review Budget and mentioned that the registration is open for the Spring Budget Conference (March 27-29, 2019) Albuquerque, NM.
Discussion took place. No action was taken.
- E. Election of Officers/Oath of Commitment: Governing Council Members conducted an election for DCCCHS Governing Council President, Vice-President, Treasurer, and Secretary.

- Tony Guerrero was nominated for President. *Tony Guerrero accepted nomination.*
- Crystal Pena was nominated for Vice-President. *Crystal Pena accepted nomination.*
- Neima Higuera was nominated for Treasurer. Neima Higuera accepted nomination.
- Antoinette Zurich was nominated to Secretary. Antoinette Zurich accepted nomination.

Governing Council Members present recited the Oath of Commitment as presented by Antoinette Zurich, Vice-President. Governing Council Members accepted the Commitment to DCCCHS Governing Council and all members signed.

Motion was made by Neima Higuera, Treasurer for the Election of Officers/Oath of Commitment; seconded by Tony Guerrero, President. MOTION CARRIED 3-0.

F. Committee Assignments: Governing Council Members were appointed to the following committees:

- Finance Committee -*Crystal Pena, Vice-President and Neima Higuera, Treasurer*
- School Planning Committee - *Antoinette Zurich, Secretary*
- Academic Committee - *Tony Guerrero, President*

Motion was made by Tony Guerrero, President for the Committee Assignments; seconded by Neima Higuera, Treasurer. MOTION CARRIED 3-0.

VI. Student Report by Mr. Lee:

- Mr. Lee reported to the Governing Council Members the 1st semester went very well. Focus is on attendance and failure rate (failure rate is 3%, average daily attendance is at 82%, can get to 87% but will be tough due to the kids being on survival mode). We are making sure students are fulfilling their grades, meets with teachers to get updates on students' progress.
- Ms. Alejandrez updated there are currently 31 students due to graduate this May. Mrs. Alejandrez has been talking to students about their plans after graduation and has had a lot of students asking about SAT testing, $\frac{3}{4}$ students have already passed the SAT test.

VII. Time and Content for Next Governing Council Meeting:

- **Audit Release**
- **Parent Budget Input Questionnaire**
- **Update on Governing Council Vacancy**
- **Student Testing Schedule – Director's Report**

VIII. Board Meeting Evaluation: Governing Council Members agreed that the meeting went well with time and stayed on track.

IX. Next Scheduled Meeting:

Regular Meeting March 19, 2019 /DCCCHS Room #14/6:00 P.M.

X. Adjournment:

Motion was made by Neima Higuera, Secretary to adjourn the meeting at 7:11 p.m.; seconded by Tony Guerrero, Member. MOTION CARRIED 3-0.