

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

January 14, 2020

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 14, 2020, at 6:02 pm in Deming, New Mexico, in the DCCCHS Room #14. The following Governing Council members attended: Tony Guerrero (President) *Present*, Crystal Pena (Vice-President) *Present*, Neima Higuera (Treasurer) *Present*, Chris Brice (Member) *Present*, and Britney Valdez (Member) *Present*. Also, present were Kayla Martinez (Interim Director), Chris Masters (Business Manager), and Viviana Porras (Administrative Assistant). See sign-in sheet for others who attended.

I. Call Meeting to Order – Tony Guerrero, presiding

- A. Tony Guerrero, President called the meeting to order at 6:02 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and a quorum was established 3/5.
Chris Brice – *Arrived at 6:04 p.m.*
Britney Valdez – *Arrived at 6:11 p.m.*
- C. Reading of the Mission Statement
- D. *Adoption of Agenda

Motion was made by Crystal Pena, Vice-President to adopt the Agenda as is; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- E. *Meeting Minutes Review/Approval for December 10, 2019:

Motion was made by Neima Higuera, Treasurer to approve the December 10, 2019 meeting minutes as is; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes' total

No Public Comment.

III. Committee Reports - Audit, Financial, School Planning/Academic

- Audit Committee will update later in the Agenda under Discussion Items.
- Finance Committee did not meet and will make arrangements to set up a time soon.
- School Planning/Academic Committee did not meet.

IV. Discussion/Action Items

- A. *Approval of Permanent Cash Transfer: Chris Masters, Business Manager presented a Permanent Cash Transfer Request from fund 31700 to fund 11000 in the amount of \$18,703.48. Mr. Masters stated that the SB-9 Funds for Capital Improvements were not reimbursed.

Motion was made by Chris Brice, Member to approve the Permanent Cash Transfer Request from fund 31700 to fund 11000 in the amount of \$18,703.48; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

- B. Governing Council Retreat Update: Kayla Martinez, Interim Director updated the Governing Council Members about the policy changes that were discussed at the GC Retreat. *(Please see Governing Council Retreat notes.)*

Discussion Took Place. No action was taken.

- C. *Acceptance of 2018-19 Audit Report Release: Chris Masters, Business Manager informed the Governing Council Members that the 2018-19 Audit Report has been released and is available on the State Auditor's website. Mr. Masters made a recommendation to table this item until the physical copy of the 2018-19 Audit Report has been received to approve.

Motion was made by Crystal Pena, Vice-President to table the Acceptance of 2018-19 Audit Report Release until the next Governing Council Meeting; seconded by Chris Brice, Member. MOTION CARRIED 4-0.

- D. *Approval of Tuition Reimbursement Policy; Chris Masters, Business Manager presented the Tuition Reimbursement Policy to the Governing Council Members. Mr. Masters explained that this policy is housed in the Accounting Procedures Manual under letter S-A. Governing Council Members reviewed the policy and made a recommendation to change the amount from \$2,000.00 for tuition reimbursement to \$1,500.00. *(Please see attached Tuition Reimbursement Policy.)*

Motion was made by Crystal Pena, Vice-President to approve the Tuition Reimbursement with the change from \$2,000.00 to \$1,500.00; seconded by Neima Higuera, Treasurer. MOTION CARRIED 4-0.

- E. *Approval of Bylaws: Governing Council Members made a recommendation to table this item until the next Governing Council Meeting to have an opportunity to review.

Motion was made by Crystal Pena, Vice- President to table the Approval of Bylaws until the next Governing Council Meeting; seconded by Chris Brice, Member. MOTION CARRIED 4-0.

- F. *Approval of DCCCHS Policy Updates: Governing Council Members made a recommendation to table this item until the next Governing Council Meeting to have an opportunity to review.

Motion was made by Crystal Pena, Vice-President to table the DCCCHS Policy Updates until the next Governing Council Meeting to have an opportunity to review; seconded by Neima Higuera, Treasurer. MOTION CARRIED 4-0.

- G. *DCCCHS Facility Usage: DCCCHS Facility Usage Policy was presented to the Governing Council Members. Governing Council Members reviewed the policy and requested to change the title from Access to School Buildings to Facility Usage. *(Please see attached DCCCHS Facility Usage Policy.)*

Motion was made by Crystal Pena, Vice-President to approve the DCCCHS Facility Usage Policy; seconded by Chris Brice, Member. MOTION CARRIED 4-0.

- H. *Approval of Director's Evaluation Method: Governing Council Members received the new Director's Evaluation Method and requested that they have more time to review and made a recommendation to table this item until the next Board Meeting. *(Please see attached Director's Evaluation Method.)*

Motion was made by Crystal Pena, Vice-President to table the Director's Evaluation Method until next Governing Council Meeting to have an opportunity to review; Neima Higuera, Treasurer. MOTION CARRIED 4-0.

- I. DCCCHS Governing Council Candidate Process: Kayla Martinez, Interim Director mentioned that she will begin the recruiting process. Governing Council Members discussed recruiting members to serve on any of DCCCHS Committee's to eventually be transitioned onto the Governing Council should a vacancy become available.
- J. *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.*
 - Britney Valdez was nominated for Treasurer. *Britney Valdez accepted nomination.*
 - Neima Higuera was nominated for Secretary. *Neima Higuera accepted nomination.*
 - Chris Brice was nominated for Member. *Chris Brice accepted nomination.*

Motion was made by Crystal Pena, Vice-President to approve the Election of Officers and the Oath of Commitment to the members assigned; seconded by Chris Brice, Member. MOTION CARRIED 4-0.

Governing Council Members present recited the Oath of Commitment as presented by Tony Guerrero, President. Governing Council Members accepted the Commitment to DCCCHS Governing Council and all members signed.

- K. Committee Assignments: Governing Council Members: Governing Council Members were appointed to the following committees:
- Audit Committee – Crystal Pena, Tony Guerrero
 - Finance Committee – Britney Valdez, Neima Higuera
 - School Planning/Academic – Crystal Pena, Chris Brice, Tony Guerrero

V. **Director's Report:**

Kayla Martinez, Interim Director presented the Director's Report and asked the Governing Council Members if they had any questions. *(Please see Director's Report attached.)*

VI. *Executive Session- (To discuss pending litigation, limited personnel matters or property pursuant to NMSA 1978, Section 10-15-1(2)).

1. Personnel Matters

Motion was made by Neima Higuera, Secretary to go into Executive Session at 7:17 p.m. to discuss Personnel Matters; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

Roll Call into Executive Session

Tony Guerrero – Present

Crystal Pena – Present

Neima Higuera – Present

Chris Brice – Present

Britney Valdez - Present

Kayla Martinez - Present

Motion was made by Crystal Pena, Vice-President to come out of Executive Session at 7:28 p.m.; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0. No action was taken.

Roll Call out of Executive Session

Tony Guerrero – Present

Crystal Pena – Present

Neima Higuera – Present

Chris Brice – Present

Britney Valdez - Present

Kayla Martinez - Present

VII. Time and Content for the Next Governing Council Meeting:

- **Approval of Bylaws**
- **Approval of DCCCHS Policy Updates**
- **Approval of the Director's Evaluation Method**
- **Approval of 2018-19 Audit Report Release**
- **Discuss Student Handbook**
- **February 18, 2020, Work Session 5:00 p.m. Regular Meeting to follow at 6:00 p.m.**

VIII. Board Meeting Evaluation: Governing Council Members agreed that the meeting stayed on task.

IX. Next Scheduled Meeting:

Work Session February 18, 2020/DCCCHS Room #14/5:00 P.M.

Regular Meeting February 18, 2020/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Neima Higuera, Secretary to adjourn the meeting at 7:36 p.m.; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.