

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

March 10, 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 March 10, 2020, at 6:04 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*, Britney Valdez (Treasurer) *Present*, Neima Higuera (Secretary) *Present*, and Chris Brice (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 6:04 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and a quorum was established 5/5.
Kayla Martinez – *via-telephone*
Britney Valdez – *via-telephone*
- C. Reading of the Mission Statement
- D. *Adoption of Agenda

Motion was made by Neima Higuera, Secretary to approve the Agenda as is; seconded by Crystal Pena, Vice-President. MOTION CARRIED 5-0.

E. *Meeting Minutes Review/Approval for February 18, 2020:

Motion was made by Crystal Pena, Vice-President to approve the February 18, 2020 meeting minutes as is; seconded by Chris Brice, Member. MOTION CARRIED 5-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes' total
No Public Comment.

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

- Audit Committee did not meet.
- Finance Committee met on March 9th and in attendance we Chris Masters (Business Manager), Neima Higuera (Secretary), and Claudia Vasquez (Parent Representative). The following information was discussed:
 - Financial Status and Outlook – *Financial Report*
 - Procurement – *Check Listing Report, Bank Reconciliation, Purchase Orders*
 - Updates and Status – *Financial Update, 2020-21 Calendar, COVID-19 Measures, Releases, Spring Budget Conference: April 1-3*
 - File Observation and FC Audit – *Journal Entry Approval, File Review*
- School Planning/Academic Committee did not meet.

A calendar with committee dates for the Governing Council Members will be available soon.

IV. Discussion/Action Items

- A. *Approval of Student Handbook: Kayla Martinez, Interim Director requested that this item be tabled until the next meeting to give her time to review and bring forward any recommendations if needed.

Motion was made by Chris Brice, Member to table the approval of the Student Handbook until the next meeting; seconded by Neima Higuera, Secretary. MOTION CARRIED 5-0.

- B. *Approval of DCCCHS 2020-21 Calendar: Governing Council Members reviewed and discussed the DCCCHS 2020-21 Calendar. Chris Brice, Member mentioned that for the month of November the Thanksgiving Break dates need to be corrected in the description section. *(Please see attached DCCCHS 2020-21 Calendar.)*

Motion was made by Crystal Pena, Vice-President to approve the DCCCHS 2020-21 Calendar with the correction of Thanksgiving dates for the month of November; seconded by Chris Brice, Member. MOTION CARRIED 5-0.

- C. *Approval of Director's Evaluation Method: Governing Council Members reviewed and discussed the Director's Evaluation Method. Governing Council Members requested that the staff survey be distributed soon to receive feedback on time to finalize the Director's Evaluation. *(Please see attached Director's Evaluation Method.)*

Motion was made by Neima Higuera, Secretary to approve the Director's Evaluation Method; seconded by Chris Brice, Member. MOTION CARRIED 5-0.

- D. Update of Potential Governing Council Candidates; Kayla Martinez, Interim Director informed the Governing Council Members that there are a few interested candidates but has not received a letter of interest. Ms. Martinez will keep in touch with those interested candidates and update the Governing Council Members at the next meeting.

V. Director's Report:

Kayla Martinez and Jerry Lee 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. Director's Evaluation
2. Personnel Matters

Motion was made by Crystal Pena, Vice-President to go into Executive Session at 6:47 p.m. to discuss the Director's Evaluation and Personnel Matters; seconded by Neima Higuera, Secretary. MOTION CARRIED 5-0.

Roll Call into Executive Session

Tony Guerrero – Present

Crystal Pena – Present

Britney Valdez – Present *via-telephone*

Neima Higuera – Present

Chris Brice – Present

Kayla Martinez - Present *via-telephone*

Governing Council Members came out of Executive Session at 7:06 p.m.

Roll Call out of Executive Session

Tony Guerrero – Present

Crystal Pena – Present

Britney Valdez – Present *via-telephone*

Neima Higuera – Present

Chris Brice – Present

Kayla Martinez - Present *via-telephone*

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

Work Session - April 8, 2020 Agenda Items

- **Student Handbook**
- **Staff Handbook**
- **Director's Evaluation**

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

IX. Next Scheduled Meeting:

Work Session April 8, 2020/DCCCHS Room 314/6:00 P.M.

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

X. *Adjournment:

Motion was made by Chris Brice, Member to adjourn the meeting at 7:10 p.m.; seconded by Crystal Pena, Vice President. MOTION CARRIED 5-0.