

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

**July 16, 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 July 16, 2019 at 6:03 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*, Antoinette Zunich (Secretary) *Absent*, and Neima Higuera (Treasurer) *Present*, Chris Brice (Member) *Absent*. Also, present were Kayla Alejandrez (Assistant Director), Chris Masters (Business Manager), 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 6:03 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and quorum was established 3/5.  
Antoinette Zunich – *Absent*
- C. Reading of the Mission Statement.
- D. \*Adoption of Agenda

**Motion was made by Crystal Pena, Vice-President to accept the Agenda as is; seconded by Neima Higuera, Treasurer. MOTION CARRIED 3-0.**

- E. \*Meeting Minutes Review/Approval for June 4, 2019 & June 11, 2019:  
Governing Council Members took a moment for Neima Higuera, Treasurer to read over minutes.

**Motion was made by Neima Higuera, Treasurer to approve the June 4, 2019, & June 11, 2019 meeting minutes; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.**

**II. Public Comment (Limited Public Forum)**

Time Limit 15 minutes total

Chris Masters, Business Manager handed a letter he received from Stan Lyons, Director to Tony Guerrero, President.

**III. Discussion/Action Items**

- A. \*Certification of Inventory & Fixed Assets:  
Chris Masters, Business Manager presented the Certification of Inventory & Fixed Assets to the Governing Council. Mr. Masters explained that the Technology Inventory is available through DPS inventory sheet.

**Motion was made by Neima Higuera, Treasurer to approve the Certification of Inventory & Fixed Assets; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0. (Please see attached copy of Inventory & Fixed Assets sheet).**

**B. \*Approval of Authorized Bank Signatory:**

Chris Masters, Business Manager informed the Governing Council Members that the current authorized bank signatures for First New Mexico Bank are Neima Higuera, Treasurer and Antoinette Zurich, Secretary. Mr. Masters stated that with the resignation of Antoinette Zurich (current signatory) there will need to be a change and the Governing Council will need to select a new authorized bank signatory. Ms. Higuera requested that she be taken off of the authorized bank signatory since her term is almost over. Governing Council Members agreed to remove Antoinette Zurich, Secretary and Neima Higuera, Treasurer and select Crystal Pena, Vice-President and Tony Guerrero, President who are members of the Governing Council to be authorized bank signatories on all bank accounts associated with DCCCHS.

**Motion was made by Crystal Pena, Vice-President to remove Antoinette Zurich, Secretary and Neima Higuera, Treasurer as authorized bank signatories at First New Mexico Bank and keeping Chris Masters as is and approve Crystal Pena, Vice-President and Tony Guerrero, President to be the authorized bank signatories at First New Mexico Bank on all accounts that are associated with DCCCHS and keeping Viviana Porras, Administrative Assistant, to approve ACH transactions, check account status, and deposit into accounts; seconded by Neima Higuera, Treasurer. MOTION CARRIED 3-0.**

**C. \*Approval of Signature of Authority – Kayla Martinez:**

Chris Masters, Business Manager informed the Governing Council that Kayla Martinez is currently the Assistant Director and part of those responsibilities would be to take care of business matters when Stan Lyons, Director is not available or present. Neima Higuera, Treasurer had concerns about Ms. Martinez not currently having her Administrative Licensure although it is in process. Ms. Martinez informed the Governing Council Members that she has submitted her application to the NMPED Licensure Department and is waiting to receive her Administrative Licensure. Mr. Masters made recommendation to the Governing Council to approve Kayla Martinez for Signature of Authority.

**Motion was made by Crystal Pena, Vice-President to approve the Signature of Authority for Kayla Martinez, Assistant Director in the absence of Stan Lyons; seconded by Tony Guerrero, President. *Crystal Pena – YES, Tony Guerrero – YES, Neima Higuera – NO* MOTION CARRIED 2-1.**

**D. \*Acceptance of Resignation of Governing Council Member – Antoinette Zurich:**

Governing Council Members discussed the attendance of Board Meetings for DCCCHS Governing Council Members and reviewed the current By-Law Section 3.8 for attendance. Governing Council Members agreed to include By-Law Section 3.8 Attendance on the Retreat Agenda for further review. Kayla Martinez, Assistant Director informed the Governing Council Members that she will work on recruiting the interested applicants for the Governing Council Vacancy that have had interest and applied in the past.

**Motion was made by Crystal Pena, Vice-President to approve the acceptance of resignation of Governing Council Member - Antoinette Zurich; seconded by Neima Higuera, Treasurer. MOTION CARRIED 3-0. (*Please see attached letter of resignation*).**

**E. Review Job Description & Evaluation:**

Governing Council Members reviewed a copy of the evaluation for Stan Lyons, Director and agreed that it was correct. Discussion of Director Evaluation Process took place and agreed to include in Retreat Agenda for further review. Tony Guerrero, Vice-President shared with the Governing Council letter of resignation received from Stan Lyons, Director effective September 19, 2019. The Governing Council Members each took time to read the letter. The Governing Council Members agreed to schedule a Special Meeting for July 23, 2019 to go into Executive Session to discuss the Resignation of Stan Lyons, Director.

**IV. Director's Report:**

Kayla Martinez, Assistant Director gave an update to the Governing Council Members.

- Summer School update to the Governing Council Members. Ms. Martinez mentioned that 28 students completed summer school and showed up every day and did very well and worked hard.
- CSI application to be submitted by the end of the week to qualify for funding in the amount of \$42,000.00 to use towards intervention.
- National Charter School Conference was very informative and learned a lot on grand writing.
- August 30, 2019 at 1:30 p.m. Audit Entrance Meeting at Deming Public Schools Administration Office in Dr. Romero's office.

**V. Time and Content for Next Governing Council Meeting:**

- **July 23, 2019 Special Meeting – Executive Session (Personnel Matters)**
- **August 6<sup>th</sup> at 7:30 a.m. - Finance Committee Meeting**
- **Appoint Interim Director**
- **Governing Council Retreat Planning**

**VI. Board Meeting Evaluation:** Governing Council Members agreed that the meeting went good and stayed on task.

**VII. Next Scheduled Meeting:**

Special Meeting July 23, 2019/DCCCHS Room #14/6:00 P.M.

Regular Meeting August 13, 2019 /DCCCHS Room #14/6:00 P.M.

**VIII. \*Adjournment:**

**Motion was made by Neima Higuera, Treasurer to adjourn the meeting at 7:50 p.m.; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.**