

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

September 10, 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 September 10, 2019, at 6:09 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*, and Chris Brice (Member) *Absent*. Also, present were Kayla Alejandrez (Interim 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 6:09 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and a quorum was established 3/5.
- C. Reading of the Mission Statement
- D. *Adoption of Agenda

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

- E. *Meeting Minutes Review/Approval for August 13, 2019:

Motion was made by Neima Higuera, Treasurer to approve the August 13, 2019 meeting minutes; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

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

- Audit Committee Audit is on schedule and exit is scheduled for the first week of November.
- Finance Committee met on September 9th at 7:00 a.m. and the following items were discussed:
 - Financial Status and Outlook
 - Procurement: Check Listing Report, Bank Reconciliation
 - Updates and Status: YCC Update, Upcoming BAR's (City of Deming, PSCOC), Audit Update
- School Planning/Academic – No information available at this time School Planning and Academic Committee has not met.

IV. Discussion/Action Items

- A. *Approval of Assistant Principal/Interim Director - Kayla Martinez: Tony Guerrero, President informed the Governing Council Members that Kayla Martinez, Assistant Director has been issued her Administrative Licensure from the NM Public Education Department and made a recommendation to approve Ms. Martinez as Interim Director.

Motion was made by Crystal Pena, Vice-President to approve Kayla Martinez as Interim Director; seconded by Neima Higuera, Treasurer. MOTION CARRIED 3-0.

- B. *Recommendation/Selection of New Governing Council Member: Tony Guerrero, President introduced Britney Valdez, interested applicant to the Governing Council Members. Neima Higuera, Treasurer mentioned that Mrs. Valdez has already completed the interview process. Governing Council Members agreed to select Britney Valdez. Mrs. Valdez expressed that she is looking forward to getting to know the students and that her main goal is to get close to them and to help and lead them in the right direction.

Motion was made by Neima Higuera, Treasurer to select Britney Valdez as DCCCHS Governing Council Member; seconded by Crystal Pena, Vice- President. MOTION CARRIED 3-0.

- C. Seating/Oath of Commitment of New Governing Council Member: Tony Guerrero, President recited the Oath of Commitment with Britney Valdez. Mrs. Valdez accepted the commitment to the DCCCHS Governing Council.
- D. 2019 Legislation Info from Matthews, Fox P.C.: Kayla Martinez, Interim Director shared information with the Governing Council Members that was received from Matthews, Fox P.C. from the 2019 Legislation possibly requiring policy creation/revision. Ms. Martinez suggested that the best time to review this information would be during the upcoming Governing Council Retreat. Governing Council Members agreed to include this topic to the Governing Council Retreat Agenda to review at that time. *(Please see 2019 Legislation information from Matthews, Fox P.C. attached).*
- E. Governing Council Retreat Planning: Governing Council Members reviewed and discussed the Draft Agenda Items. Governing Council Retreat has been scheduled for January 10-12, 2020. *(Please see draft Governing Council Retreat Agenda attached).*

V. Director's Report:

School Update from Kayla Martinez and Jerry Lee.

- Applications for Grants
 - Comprehensive Support and Improvement Grant
 - DCCCHS was approved for \$42,866.56 and will help to bring back a few staff
 - 1 Math Interventionist 4 days a week

- 1 Instructional Coach 1 day a week
 - Community School Grant – (\$50,000 planning; \$150,000/year implementation for 3 years)
- Enrollment is full 12 kids on a waiting list
 - 90 Day Students
 - 26 Adult Students
- Attendance 89%
- Passing Rate 98%
- Excellent culture, kids want to be here
 - No behavior problems
 - Spend time counseling students
- Strong Job Skills Development Program
 - Students represent the school very well
 - Great community involvement and relationships
- Student Intervention Meetings every Tuesday at 3:30 p.m.

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

- **Budget Adjustment Request for the City of Deming**
- **Budget Adjustment Request for PSCOC Carryover**
- **Budget Adjustment Request for CSI**
- **Governing Council Retreat Planning**

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

VIII. Next Scheduled Meeting:

Regular Meeting October 15, 2019, /DCCCHS Room #14/6:00 P.M.

IX. *Adjournment:

Motion was made by Neima Higuera, Treasurer to adjourn the meeting at 7:14 p.m.; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0