

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

October 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 October 15, 2019, 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*, Neima Higuera (Treasurer) *Absent*, Chris Brice (Member) *Present*, and Britney Pena (Member) *Absent*. Also, present were Kayla Martinez (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 6:04 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 Chris Brice, Member to accept the Agenda as is; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.

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

Motion was made by Crystal Pena, Vice-President to approve the September 10, 2019 meeting minutes; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment.

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 October 15th at 5:00 p.m. and the following items were discussed:
 - Financial Status and Outlook (*Please Attached Financial Report*)
 - Procurement: Check Listing Report, Bank Reconciliation, Purchase Orders: (*Math Interventionist, Instructional Coach, Student Jackets, Shade Canopy (CES)*)
 - Updates and Status: YCC Update, Upcoming BAR's (*City of Deming, PSCOC. PSCOC 2019-20, Comprehensive Support and Improvement Grant*), Audit Update, Safe Play – Facility Usage, Thanksgiving Luncheon possibilities
- Audit Committee – Audit is scheduled for the first week in November.
- School Planning/Academic – No information available at this time School Planning and Academic Committee has not met. School Planning Committee will meet on October 23rd at 11:00 a.m

IV. Discussion/Action Items

- A. *Approval of Budget Adjustment Request – City of Deming: Chris Masters, Business Manager presented a Budget Adjustment Request for the City of Deming in the amount of \$20,000.00 for the Work-Study Program. Mr. Masters made a recommendation for approval.

Motion was made by Chris Brice, Member to approve the Budget Adjustment Request for the City of Deming in the amount of \$20,000.00; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.

- B. *Approval of Budget Adjustment Request – PSCOC Lease Reimbursement: Chris Masters, Business Manager presented a Budget Adjustment Request for PSCOC Lease Reimbursement in the amount of \$117,698.00. (*Lease Assistance. The Public School Capital Outlay Act (PSCOA) authorizes the Public School Capital Outlay Council (PSCOC) to make lease assistance awards to school districts and charter schools that lease classroom facilities. The PSCOC annually approves award amounts determined by the lesser of the actual annual lease cost.*)

Motion was made by Crystal Pena, Vice-President to approve the Budget Adjustment Request for PSCOC Lease Reimbursement in the amount of \$117,698.00; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

- C. *Approval of Budget Adjustment Request – Comprehensive Support and Improvement Grant: Chris Masters, Business Manager presented a Budget Adjustment Request for the Comprehensive Support and Improvement Grant in the amount of \$42,866.00 and made a recommendation to the Governing Council for approval. The funds for this grant will be used for a Math Interventionist and Instructional Coach.

Motion was made by Chris Brice, Member to approve the Budget Adjustment Request for Comprehensive Support Improvement Grant in the amount of \$42,866.00; seconded by Crystal Pena, Vice- President. MOTION CARRIED 3-0.

- D. *Approval of Purchase Order for Math Interventionist – Yesenia Martinez: Chris Masters, Business Manager presented a Purchase Order for Math Interventionist for Yesenia Martinez in the amount of \$21,120.00. Mr. Masters made a recommendation for approval.

Motion was made by Chris Brice, Member to approve the Purchase Order for Math Interventionist – Yesenia Martinez in the amount of \$21,120.00; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.

- E. *Approval of Purchase Order for Instructional Coach – Laura Taft: Chris Masters, Business Manager presented a Purchase Order for Instructional Coach for Laura Taft in the amount of \$18,000.00. Mr. Masters made a recommendation for approval.

Motion was made by Chris Brice, Member to approve the Purchase Order for Instructional Coach for Laura Taft in the amount of \$18,000.00; seconded by Crystal Pena, Vice- President. MOTION CARRIED 3-0.

- F. *Approval of Purchase Order for Student Jackets: Chris Masters, Business Manager presented a Purchase Order for Student Jackets to BSN in the amount of \$8,000.00. Mr. Masters explained that 3 bids were received and made a recommendation to approve the Purchase Order for BSN in the amount of \$8,000.00.

Motion was made by Chris Brice, Member to approve the Purchase Order to BSN for Student Jackets in the amount of \$8,000.00; seconded by Crystal Pena, Vice- President. MOTION CARRIED 3-0.

- G. *Approval of Purchase Order for CES – Shade Canopy: Chris Masters, Business Manager presented a Purchase Order for CES for the Shade Canopy in the amount of \$12,000.00. Mr. Masters made a recommendation for approval.

Motion was made by Chris Brice, Member to approve the Purchase Order for CES for the purchase of the Shade Canopy in the amount of \$12,000.00; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.

- H. Governing Council Retreat Planning: Governing Council Members discussed Agenda items for the GC Retreat taking place on January 10-12, 2020.

V. **Director's Report:**

School Update from Kayla Martinez and Jerry Lee.

- Instructional Coach – Laura Taft will be returning to help with classroom management and different methods of instruction delivery. Teachers will benefit from strategies taught by Ms. Taft to improve in the classroom.

Math Interventionist – Yesenia Martinez is returning to help in the math department. Her bilingual skills will be helpful for the students that speak mostly Spanish.
- Community School Grant – (\$50,000 planning; \$150,000/year implementation for 3 years)
 - No update to report still waiting on a response.
- Kayla will continue to look for other grants to apply for.
- Enrollment
 - 90 Day Students
 - 70 Adult Students
- Attendance 88%
- Passing Rate 98%
- Completed Direct Teaching
 - Still credit recovery school
 - Opportunity to take more courses
- Strong relationship with Deming Public Schools
 - Working closely and appreciative

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

- **Thanksgiving Luncheon Planning**
- **Governing Council Retreat Planning (Policies)**

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

VIII. Next Scheduled Meeting:

Regular Meeting November 12, 2019/DCCCHS Room #14/6:00 P.M.

IX. *Adjournment:

Motion was made by Crystal Pena, Vice- President to adjourn the meeting at 7:08 p.m.; seconded by Chris Brice, Member. MOTION CARRIED 3-0.