

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

**February 19, 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 February 19, 2019 at 6:00 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) *Present*, and Neima Higuera (Treasurer) *Present*. Also, present were Stan Lyons (Director), Chris Masters (Business Manager), Vivian Porras (Administrative Assistant), Michelle Escarcega (Secretary). 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 6:00 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and quorum was established 4/4.
- C. Adoption of Agenda

**Motion was made by Antoinette Zunich, Secretary to accept the Agenda as is; seconded by Neima Higuera, Treasurer. MOTION CARRIED 4-4.**

**D. Meeting Minutes Review/Approval for January 15, 2019:**

**Motion was made by Neima Higuera, Treasurer to approve the January 15, 2019 meeting minutes to amend to add Crystal Pena, Vice-President to top of the paragraph and also attach the sign-in sheet; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.**

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

Time Limit 15 minutes total

**III. Director's Report:**

Time for questions or comments from Governing Council regarding update: Stan Lyons, Director, asked the Governing Council Members if they had any questions in regards to the Director's Report. (*Please see Director's Report attached.*)

**IV. School Committee Reports/Updates**

- A. Finance Committee - The Finance Committee met on February 19, 2019 at 5:00 p.m. and in attendance were Chris Masters (Business Manager) and Neima Higuera (Secretary). The following items were discussed:
  - Financial Status & Outlook (*See attached Financial Report*)
  - Procurement (*Check Listing Report and Bank Reconciliation*)
  - Updates & Status (*SchoolAbility and K-12, Federal/State reporting is done, BAR Unit Value Change (\$29,525.45)*)
  - File observation and FC Audit (*Journal Entry approval & File review*)

B. School Planning/Academic Committee met on January 30, 2019:

- Update on Kitchen
- Easter Community Breakfast set for Saturday, April 20, 2019 from 7:30 a.m. – 9:30 a.m.

C. Council Development Committee:

- *Update on upcoming Governing Council Trainings. (Please see attached list of upcoming trainings.)*

D. Audit Committee – No information available at this time. Audit Committee did not meet.

V. **Discussion/Action Items**

A. \*Recommendation/Selection of New Governing Council Member:

Neima Higuera, Treasurer commented that Chris Brice is a good asset, brings a lot of experience, integrity, well-traveled and eager to learn and recommends him to our GC Board.

Crystal Pena, Vice-President commented Chris Brice is intelligent, good communication skills, involved with the community.

Tony Guerrero, President commented Chris Brice he knows what our vision and mission is for our school and he would be a very good asset to our GC Board.

**Motion was made by Antoinette Zurich, Secretary for the Recommendation/Selection of New Governing Council Member; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4/0.**

B. \*Acceptance of 2017-18 Audit Report Release:

Chris Masters, Business Manager updated the GC Board on 2017-18 Audit Report. It is now released and is accessible to the public on the New Mexico Office of State Auditor Website.

**Motion was made by Crystal Pena, Vice-President for the Acceptance of 2017-18 Audit Report Release; seconded by Neima Higuera, Treasurer. MOTION CARRIED 4/0.**

C. \*Approval of Out of State Travel – National Charter Schools Conference/June 30, 2019 – July 3, 2019/Las Vegas, NV:

Stan Lyons, Director recommends for Kayla Alejandrez to attend the National Charter Schools Conference. She will benefit and promote about our Charter School everywhere we can.

**Motion was made by Neima Higuera, Treasurer to Approve Out of State Travel-National Charter Schools Conference/June 30, 2019-July 3, 2019/Las Vegas, NV; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4/0.**

D. Parent Budget Input Questionnaire, Tally & Results:

Chris Masters, Business Manager updated the GC Board on the results, stated that most parents do not attend meetings so during Parent/Teacher Conferences we had parents fill out questionnaire.

**Discussion took place. No action was taken.**

**E. Governing Council Calendar:**

Stan Lyons, Director discusses with the GC Board on upcoming sessions for the Budget and dates for the Easter Community Breakfast.

**Discussion took place. No action was taken.**

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

- Seating of New Governing Council Member
- Legislature Update
- 2 BARS
- Walk thru at 5:45 p.m. (Kitchen)

**VII. Board Meeting Evaluation: Governing Council Members agreed that the meeting went well with time and stayed on track.**

**VIII. Next Scheduled Meeting:**

Regular Meeting March 19, 2019 /DCCCHS Room #14/6:00 P.M.

**IX. Adjournment:**

**Motion was made by Antoinette Zunich, Secretary to adjourn the meeting at 7:30 p.m.; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.**