

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

March 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 March 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*, Chris Brice (Member) *Present*. Also, present were Stan Lyons (Director), Chris Masters (Business Manager), Viviana 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 6:19 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and quorum was established 5/0.
- C. Adoption of Agenda

Motion was made by Niema Higuera, Treasurer to accept the Agenda as is; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

D. Meeting Minutes Review/Approval for February 19, 2019:

Motion was made by Crystal Pena, Vice-President to approve the February 19, 2019 meeting minutes; seconded by Neima Higuera, Treasurer. 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 March 18, 2019 at 7:00 a.m. and in attendance were Chris Masters (Business Manager) and Neima Higuera (Treasurer). The following items were discussed:
 - Financial Status & Outlook (*See attached Financial Report*)
 - Procurement (*Check Listing Report and Bank Reconciliation*)
 - Updates & Status
 - File observation and FC Audit

- B. School Planning/Academic Committee met on February 28, 2019:
 - Update on upcoming Easter Community Breakfast on Saturday, April 20, 2019 at 7:30 a.m. – 9:30 a.m.
 - Update on upcoming Graduation
- C. Council Development Committee:
 - *Governing Council was given an updated list of trainings, hours completed and 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. Seating/Oath of Commitment – Chris Brice:
Tony Guerrero, President recited the Seating/Oath of Commitment - Chris Brice was seated to DCCCHS Governing Council Board.
No Action Taken.
- B. *Approval of Budget Adjustment Request – Youth Conservation Corps \$27,808.42:
Chris Masters, Business Manager, presented to the Governing Council the BAR Youth Conservation Corps \$27,808.42.

Motion was made by Neima Higuera, Treasurer to accept the approval of the Budget Adjustment Request-Youth Conservation Corps \$27,808.42; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

- C. *Approval of Budget Adjustment Request – Final Funded Unit Value \$29,525.49:
Chris Masters, Business Manager, presented to the Governing Council the BAR Final Funded Unit Value \$29,525.49.

Motion was made by Crystal Pena, Vice-President to accept the approval of the Budget Adjustment Request – Final Funded Unit Value \$29,525.49; seconded by Neima Higuera, Treasurer. MOTION CARRIED 4-0.

- VI. *Executive Session – (To discuss pending litigation, limited personnel matters or property pursuant to NMSA 1978, Section 10-15-1(2)).
 - 1. Personnel Matters
Stan Lyons, Director asked Chris Masters to stay for Executive Session.

Motion was made by Neima Higuera, Treasurer to go into Executive Session at 7:06 p.m. to discuss Personnel Matters; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

Roll Call was conducted and quorum was established 5/5.

Tony Guerrero, President, Present
 Crystal Pena, Vice-President, Present
 Antoinette Zunich, Secretary, Present
 Neima Higuera, Treasurer, Present
 Chris Brice, Member, Present

Governing Council came out of Executive Session at 7:28 p.m.

No action was taken.

VII. Time and Content for Next Governing Council Meeting:

- **Budget Recap Conference**
- **Budget work session April 7, 2019 at 7:00 a.m.**
- **Graduation Update –Numbers, Schedule and Awards Ceremony**

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

IX. Next Scheduled Meeting:

Regular Meeting April 9, 2019 /DCCCHS Room #14/6:00 P.M.

X. Adjournment:

Motion was made by Neima Higuera, Treasurer to adjourn the meeting at 7:37 p.m.; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.