

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

**September 11, 2018**

**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 11, 2018 at 6:00 pm in Deming, New Mexico, in the DCCCHS Room #14. The following Governing Council members attended: Victor Cruz (President) *Present*, Antoinette Zunich (Vice-President) *Present*, Dan Sanchez (Treasurer) *Present*, Neima Higuera (Secretary) *Present*, and Tony Guerrero (Member) *Present*. Also, present were Stan Lyons (Director), Chris Masters (Business Manager), Viviana Porras (Administrative Assistant), and Michelle Escarcega (Secretary). See sign-in sheet for others who attended.

**I. Call Meeting to Order** – Antoinette Zunich, presiding

- A. Antoinette Zunich called the meeting to order at 6:01 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and quorum was established 4/5.  
Victor Cruz – *Tardy (arrived at 6:10 pm)*
- C. Adoption of Agenda

**Motion was made by Neima Higuera, Secretary to accept the Agenda as is; seconded by Tony Guerrero, Member. MOTION CARRIED 4-0.**

**D. Meeting Minutes Review/Approval for August 14, 2018**

**Motion was made by Tony Guerrero, Member to approve the August 14, 2018 meeting minutes; seconded by Dan Sanchez, Treasurer. MOTION CARRIED 4-0.**

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

Time Limit 15 minutes total

**III. Principals Report:**

Time for questions or comments from Governing Council regarding update: Gerard Lee, Associate Principal gave a brief update to the Governing Council Members about DCCCHS expectations and attendance. Mr. Lee commented that it's been our best school opening and enrollment is full and we currently have a waiting list. School attendance rate is 84% which is very good and now currently have a 94% passing rate.

**IV. School Committee Reports/Updates**

A. Finance Committee - September 10, 2018

- Financial Status and Outlook
- Procurement – Check Listing Report
- Updates and Status – Facility Updates, Activity Account Information, Audit Schedule and Update
- File Observation and FC Audit – Journal Entry approval, File review

B. School Planning Committee – met September 5, 2018

- Family Fall Dinner – October 18, 2018
- Easter Breakfast, Easter Egg Hunt and Photo Booth - April 20, 2019
- Update on the Kitchen Project
- Hosting the DHS pantry
- Organize clothing/keep an inventory.
- Exhaust ventilation fan in Cosmetology room

C. Council Development Committee

- Open Meetings Act Training/October 4, 2018/Las Cruces, NM
- National Charter Schools Conference/Las Vegas NV to be discussed at the next meeting.

D. Academic Committee/met on September 6, 2018 – Governing Council Members discussed the results from the school report card that was recently released. Governing Council Members commented that the measurements from the results show that there has been progress in both reading and math and the focus in these two subject areas should continue.

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

V. **Discussion/Action Items**

- A. Approval of Expenditure – Activity fund (from donation) for purchase of Refrigerator for Food Pantry up to \$1,200.00:  
Stan Lyons, Director, informed the Governing Council Members that St. Luke’s Episcopal Church made a donation to DCCCHS for the purchase of a Refrigerator for our Food Bank. Mr. Lyons made a recommendation to the Governing Council to approve the purchase of a refrigerator for the DCCCHS Food Bank not to exceed \$1,200.00.

**Motion was made by Victor Cruz, President for the Approval of Expenditure – Activity fund (from donation) for the purchase of Refrigerator for Food Bank not to exceed \$1,200.00; seconded by Neima Higuera, Secretary. MOTION CARRIED 5-0.**

- B. Approval of Copier Lease Agreement:

Chris Masters, Business Manager presented to the Governing Council Members a new proposal to renew the copier lease agreement (Konica Minolta) that is soon to expire. The upgrade includes three copy machines (Konica Minolta) and the actual cost will be less per month than the current cost. (*Please see attached (Konica Minolta) copier lease proposal.*)

**Motion was made by Victor Cruz, President to Approve the Copier Lease Agreement; seconded by Dan Sanchez, Treasurer. MOTION CARRIED 5-0.**

- C. Approval of Purchase Order for Laura Taft, Instruction Coach \$25,000.00 (Annual): Stan Lyons, Director informed the Governing Council Members that

Ms. Laura Taft, Instructional Coach is coming in weekly and is working very well with DCCCHS teachers and students. Mr. Lyons made a recommendation to the Governing Council to approve the Purchase Order for Laura Taft, Instructional Coach for the amount of \$25,000.00.

**Motion was made by Victor Cruz, President for the Approval of the Purchase order for Laura Taft, Instructional Coach \$25,000.00 (Annual); seconded by Tony Guerrero, Member. MOTION CARRIED 5-0.**

**D.** Approval Purchase Order for Night Teacher/Tutor (Math) \$8,550.00: Stan Lyons, Director, reported to the Governing Council Members that he has hired a math tutor to work 4 days a week (Monday – Thursday from 5:00 p.m. – 7:00 p.m.) Mr. Lyons commented that he is working out very well here for our evening classes and made a recommendation to the Governing Council to approve the Purchase Order for Night Teacher/Tutor for Math for the amount of \$8,550.00

**Motion was made by Victor Cruz, President for the Approval of the Purchase order for Night Teacher/Tutor (Math) \$8,550.00; seconded by Dan Sanchez, Treasurer. MOTION CARRIED 5-0.**

- VI.** Executive Session – (To discuss pending litigation, limited personnel matters or property pursuant to NMSA 1978, Section 10-15-1(2)).
1. Principal’s Contract
  2. Personnel Matters

**Motion was made by Neima Higuera, Secretary to go into Executive Session at 6:42 p.m. to discuss the Principal’s Contract and Personnel Matters; seconded by Tony Guerrero, Member. MOTION CARRIED 5-0.**

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

**Victor Cruz, President – Present  
Antoinette Zurich, Vice-President - Present  
Dan Sanchez, Treasurer – Present  
Neima Higuera, Secretary – Present  
Tony Guerrero, Member – Present**

**Governing Council came out of Executive Session at 8:11 p.m.**

**No action was taken.**

- VII. Time and Content for Next Governing Council Meeting:**
- New Member
  - National Charter School Conference/Las Vegas Nevada

**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 October 9, 2018 /DCCCHS Room #14/6:00 P.M.

**X. Adjournment:**

**Motion was made by Neima Higuera, Secretary to adjourn the meeting at 8:24 p.m.; seconded by Antoinette Zurich, Vice-President. MOTION CARRIED 5-0.**

## **APPROVAL OF MINUTES**

\_\_\_\_\_  
DCCCHS PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DCCCHS DIRECTOR

\_\_\_\_\_  
DATE