

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

**May 26, 2020**

**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 May 26, 2020, at 6:07 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*, Britney Valdez (Treasurer) *Present*, Neima Higuera (Secretary) *Present*, and Chris Brice (Member) *Absent*. Also, present were Kayla Martinez (Interim Director), Chris Masters (Business Manager) *via-zoom*, and Viviana Porras (Administrative Assistant) *via-zoom*. 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 6:07 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and a quorum was established 4/5.  
Chris Brice – *Absent*
- C. Reading of the Mission Statement
- D. \*Adoption of Agenda

**Motion was made by Crystal Pena, Vice-President to approve the Agenda as is; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.**

- E. \*Meeting Minutes Review/Approval for April 14, 2020:

**Motion was made by Neima Higuera, Secretary to approve the April 14, 2020 meeting minutes as is; seconded by Crystal Pena, Vice President. MOTION CARRIED 4-0.**

- II. \*Executive Session- (To discuss pending litigation, limited personnel matters or property pursuant to NMSA 1978, Section 10-15-1(2)).
  - 1. Director's Evaluation

**Motion was made by Crystal Pena, Vice-President to go into Executive Session at 6:09 p.m. to discuss the Director's Evaluation; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.**

**Roll Call into Executive Session**

**Tony Guerrero – Present  
Crystal Pena – Present  
Britney Valdez – Present  
Neima Higuera – Present  
Chris Brice – Absent**

**Motion was made by Britney Valdez, Treasurer to come out of Executive Session at 7:57 p.m.; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.**

**Roll Call out of Executive Session**

**Tony Guerrero – Present**

**Crystal Pena – Present**

**Britney Valdez – Present**

**Neima Higuera – Present**

**Chris Brice – Absent**

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

Time Limit 15 minutes' total

No Public Comment.

**IV. Committee Reports - Audit, Finance, School Planning/Academic**

- Audit Committee – The Audit Committee did not meet. No information is available at this time.
- Finance Committee – The Finance Committee did not meet. No information is available at this time.
- School Planning/Academic Committee – The School Planning/Academic Committee did not meet. No information is available at this time.

**V. Discussion/Action Items**

- A. \*Approval of MOU's – Transportation, Special Student Services: Governing Council Members reviewed MOU's for Transportation and Special Student Services with Deming Public Schools. Kayla Martinez, Interim Director made a recommendation to approve the MOU's. *(Please see attached Transportation and Special Student Services MOU's.)*

**Motion was made by Crystal Pena, Secretary to approve the MOU's for Transportation and Special Student Services with Deming Public Schools; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.**

- B. \*Approval of Contract for Legal Services – Matthews Fox, P.C.: Chris Masters, Governing Council Members reviewed the Contract for Legal Services for Matthews Fox, P.C. Kayla Martinez, Interim Director made a recommendation to approve the Contract for Legal Services with Matthews Fox, P.C. *(Please see attached Contract for Legal Services for Matthews Fox, P.C.)*

**Motion was made by Neima Higuera, Secretary to approve the Contract for Legal Services for Matthews Fox, P.C; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.**

- C. \*Approval for Contract for Financial Software – School Ability: Chris Masters, Business Manager informed the Governing Council Members of the utilization of the software and 33% discount we have since instituting the software in the school.

**Motion was made by Britney Valdez, Treasurer to approve the Contract for Financial Software with School Ability; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.**

- D. \*Approval of Purchase Order Issuance – School Shirts: Kayla Martinez, Interim Director presented 3 bids that were received for School Shirts that includes a total of 960 shirts and each student will receive 4 shirts. Bids amounts are D2 Designs \$9,401.11, Print Workx \$8,043.00 and Digital Solutions \$7,730.40 Ms. Martinez made a recommendation to approve the bid received from Digital Solutions in the amount of \$7,730.40. Crystal Pena, Vice-President and Neima Higuera, Secretary encouraged Ms. Martinez that for any future printing purchases to try keeping it locally.

**Motion was made by Crystal Pena, Vice-President to approve the Purchase Order Issuance for School Shirts with Digital Solutions in the amount of \$7,730.40; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.**

*Britney Valdez departed at 8:15 p.m.*

- E. \*Approval of Accounting Procedures Manual: Chris Masters, Business Manager made a request to table the Approval of Accounting Procedures Manual until the June Meeting.

**Motion was made by Crystal Pena, Vice-President to table the Approval of the Accounting Procedures Manual until the June Meeting; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.**

- F. \*Approval of 2020-21 Budget: Chris Masters, Business Manager presented the 2020-21 Budget for DCCCHS to the Governing Council Members. (*Please see DCCCHS 2020-21 Budget attached.*)

**Motion was made by Neima Higuera, Secretary to approve the Budget for 2020-21; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.**

- G. \*Assignment of Chief Procurement Officer: Chris Masters, Business Manager requested the approval for him to be assigned as Chief Procurement Officer for DCCCHS. Mr. Masters explained that the assignment of Chief Procurement Officer is due every two years.

**Motion was made by Crystal Pena, Vice-President to assign Chris Masters as Chief Procurement Officer for the next two years; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.**

- H. \*Approval of Student Handbook: Governing Council Members met during a Work Session on May 25, 2020 to review and discuss a draft of the Student Handbook. No modifications were needed and agreed to approve the Student Handbook as presented.

**Motion was made by Crystal Pena, Vice-President to approve the Student Handbook as presented; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.**

- I. \*Approval of Staff Handbook: Governing Council Members met during a Work Session on May 25th 2020 to review and discuss a draft of the Staff Handbook. Neima Higuera, Secretary made a request to correct the wording on pages 6 & 9. Page 6. change *clients* to *students*. Page 6. change *buy in to it* to *support and participate*. Page 9. change *student* to *staff*.

**Motion was made by Crystal Pena, Vice-President to Staff Handbook with the re-wording on pages 6 & 9; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.**

- J. \*Approval of Director's Contract: Governing Council Members made a request to table the Director's Contract until the June Meeting.

**Motion was made by Neima Higuera, Secretary to table the Director's Contract until the June Meeting; seconded by Crystal Pena, Secretary. MOTION CARRIED 3-0.**

**VI. Director's Report:**

Kayla Martinez presented the Director's Report and asked the Governing Council Members if they had any questions. (*Please see Director's Report attached.*)

**VII. Time and Content for the Next Governing Council Meeting:  
Board Meeting – June 9, 2020 Agenda Items**

- Accounting Procedures Manual
- Director's Contract
- Resignation – Chris Brice
- Update of New GC Members

**VIII. Board Meeting Evaluation:** Governing Council Members agreed that the meeting was on task but lengthy.

**IX. Next Scheduled Meeting:**

Regular Meeting June 9, 2020/DCCCHS Room #14/6:00 P.M.

**X. \*Adjournment:**

**Motion was made by Crystal Pena, Vice-President to adjourn the meeting at 9:01 p.m.; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.**