

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

June 9, 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 June 9, 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), and 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 6:07 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 presented; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- E. *Meeting Minutes Review/Approval for May 26, 2020:

Motion was made by Neima Higuera, Secretary to approve the May 26, 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 Contract

Motion was made by Neima Higuera, Secretary to go into Executive Session at 6:09 p.m. to discuss the Director's Contract; seconded by Crystal Pena, Vice-President. 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 6:45 p.m.; seconded by Crystal Pena, Vice-President. 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 – Chris Masters, Business Manager informed the Governing Council Members that the Finance Committee will meet June 10th and an Audit Entrance Zoom Meeting with Deming Public Schools is scheduled for June 16th at 4:00 p.m.
- 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 Annual Resolution for Open Meetings – The Governing Council Members reviewed the Annual Resolution for Open Meetings.

Motion was made by Britney Valdez, Treasurer to approve the Annual Resolution for Open Meetings; seconded by Crystal Pena, Vice President. MOTION CARRIED 4-0.

- B. *Approval of MOU's – Facilities Department, Student Nutrition, Technology: Kayla Martinez, Interim Director presented the Facilities Department MOU to the Governing Council Members. Ms. Martinez explained that she has requested but has not received the Student Nutrition and Technology MOU's. Kayla Martinez, Interim Director made a recommendation to approve the Facilities Department MOU.
(Please see attached Facilities Department MOU.)

Motion was made by Britney Valdez, Treasurer to approve the MOU for the Facilities Department with Deming Public Schools and table the Student Nutrition and Technology MOU; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

- C. *Approval of 2020-21 Lease Addendum Renewal: The Governing Council Members reviewed the 2020-21 Lease Addendum Renewal with Deming Public Schools.
(Please see attached 2020-21 Lease Addendum Renewal.)

Motion was made by Crystal Pena, Vice-President to approve the 2020-21 Lease Addendum Renewal; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- D. *Approval of Budget Adjustment Request – CARES Act through ESSER \$71,858.81: Chris Masters, Business Manager presented a Budget Adjustment Request to the Governing Council Members and informed them that this based on Title I funds to help through the COVID crisis to be utilized 100% on technology.

Motion was made by Crystal Pena, Vice-President to approve the Budget Adjustment Request through CARES Act for the amount of \$71,858.81; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

- E. *Approval of Accounting Procedures Manual: Chris Masters, Business Manager presented the Accounting Procedures Manual to the Governing Council Members and informed them that the only changes are to the Tuition Reimbursement policy.

Motion was made by Britney Valdez, Treasurer to approve the Accounting Procedures Manual; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- F. *Approval of Director’s Contract: Governing Council Members.

Motion was made by Crystal Pena, Vice-President to table the Director’s Contract; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- G. *Acceptance of Resignation of Governing Council Member – Chris Brice: The Governing Council Members reviewed the Letter of Resignation that was submitted by Chris Brice, DCCCHS Board Member. *(Please see attached Letter of Resignation for Chris Brice.)*

Motion was made by Crystal Pena, Vice-President to accept the Resignation of Governing Council Member, Chris Brice; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

- H. Update of Potential Governing Council Candidates: The Governing Council Members discussed interested applicants and will continue with the recruitment and request letters of interest to be submitted.

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 – July 14, 2020 Agenda Items**

- **Work Session June 16, 2020 6:00 p.m. via-zoom**
- **Special Board Meeting June 23, 2020 6:00 p.m. in person**

VIII. Board Meeting Evaluation: Governing Council Members agreed that it was a good meeting.

IX. Next Scheduled Meeting:

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

X. *Adjournment:

Motion was made by Neima Higuera, Secretary to adjourn the meeting at 7:31 p.m.; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.