

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

August 11, 2020

6:00 p.m.

Regular Board Meeting

Via-Zoom

The Deming Cesar Chavez Charter High School Governance Council members met in a Regular Board Meeting on August 11, 2020, at 6:05 pm in Deming, New Mexico, via zoom. The following Governing Council members attended: Tony Guerrero (President) *Present via-zoom*, Crystal Pena (Vice-President) *Present via-zoom*, Britney Valdez (Treasurer) *Present via-zoom*, Neima Higuera (Secretary) *Present via-zoom*, and Nick Perez (Member) *Present via-zoom*. Also, present were Noel Nunez (Interim Director) *via-zoom*, 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 6:05 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and a quorum was established 4/5.
- C. Reading of the Mission Statement
- D. *Adoption of Agenda

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

- E. *Meeting Minutes Review/Approval for July 21, 2020 & July 30, 2020:
Neima Higuera, Secretary made a request to have the July 21st meeting minutes include the names of Mr. Mooreland and D. Crow under the Public Comment.

Motion was made by Neima Higuera, Secretary to approve the July 21, 2020 & July 30, 2020 meeting minutes with the addition of the names under public comment to the July 21st meeting minutes: seconded by Crystal Pena, Vice President. MOTION CARRIED 4-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes' total

No public comment.

III. Committee Reports -Audit, Finance, School Planning/Academic

- Audit Committee will meet in October with Deming Public Schools to conduct an exit interview. The audit is still ongoing and will begin onsite virtually.
- Finance Committee met on August 11th at 5:00 p.m. and the following items were discussed:
 - Financial Status and Outlook
 - Procurement: Check Listing Report, Bank Reconciliation
 - Updates and Status: Upcoming BAR (City of Deming MOA), Audit Update
 - Fixed Assets Listing
- School Planning/Academic – No information available at this time.

IV. Discussion/Action Items

- A. *Approval of Budget Adjustment Request – City of Deming \$20,000.00: Chris Masters, Business Manager presented a Budget Adjustment Request for the City of Deming for the Work Study Program in the amount of \$20,000.00. All awarded funds go directly to the student salaries and associated taxes. *(Please see attached Budget Adjustment Request for City of Deming.)*

Motion was made by Crystal Pena, Vice-President to approve the Budget Adjustment Request for the City of Deming in the amount of \$20,000.00; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- B. *Certification of Inventory & Fixed Assets: Chris Masters, Business Manager presented an Inventory and Fixed Assets Lists to the Governing Council Members. Mr. Masters explained that the inventory has one addition to the fixed assets list which is the outdoor shade. *(Please see attached Inventory & Fixed Assets List.)*

Motion was made by Crystal Pena, Vice-President to approve the Certification of the Inventory & Fixed Assets; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- C. *Approval of Extended Learning Calendar: Noel Nunez, Interim Director presented the Extended Learning Calendar and explained that the calendar provides an additional 10 days of learning time. This calendar was submitted and are waiting on approval from the state. *(Please see attached Extended Learning Calendar.)*

Motion was made by Neima Higuera, Secretary to accept the Extended Learning Calendar as presented; seconded by Crystal Pena, Vice-President. MOTION CARRIED 4-0.

- D. Update of COVID-19 Protocol: Noel Nunez, Interim Director gave an update of the COVID-19 Protocol. *(Please see attached COVID-19 Protocol.)*

V. Director's Report:

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

Britney Valdez arrived at 6:54 p.m.

VI. *Executive Session- (To discuss pending litigation, limited personnel matters or property pursuant to NMSA 1978, Section 10-15-1(2)).

1. Personnel Matters

Motion was made by Crystal Pena, Vice-President to go into Executive Session at 6:55 p.m. to discuss Personnel Matters; seconded by Neima Higuera, Secretary. MOTION CARRIED 5-0.

Roll Call into Executive Session

Tony Guerrero – Present *via-zoom*

Crystal Pena – Present *via-zoom*

Britney Valdez – Present *via-zoom*

Neima Higuera – Present *via-zoom*

Nick Perez – Present *via-zoom*

Motion was made by Crystal Pena, Vice-President to come out of Executive Session at 8:05 p.m.; seconded by Britney Valdez, Treasurer. MOTION CARRIED 5-0.

Roll Call out of Executive Session

Tony Guerrero – Present *via-zoom*

Crystal Pena – Present *via-zoom*

Britney Valdez – Present *via-zoom*

Neima Higuera – Present *via-zoom*

Nick Perez – Present *via-zoom*

VII. Time and Content for the Next Governing Council Meeting:

Board Meeting – September 8, 2020 Agenda Items

- **Revise Sick & Personal Leave Policy**

VIII. Board Meeting Evaluation: Governing Council Members agreed the meeting was on task.

IX. Next Scheduled Meeting:

Regular Meeting September 8, 2020/Via Zoom/6:00 P.M.

X. *Adjournment:

Motion was made by Neima Higuera, Secretary to adjourn the meeting at 8:10 p.m.; seconded by Crystal Pena, Vice-President. MOTION CARRIED 5-0.