

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

October 13, 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 October 13, 2020, at 6:00 pm in Deming, New Mexico, via zoom. The following Governing Council members attended: Tony Guerrero (President) *Absent*, Crystal Pena (Vice-President) *Present via-zoom*, Britney Valdez (Treasurer) *Absent*, Neima Higuera (Secretary) *Present via-zoom*, and Nick Perez (Member) *Present via-zoom*. Also, present were Noel Nunez (Interim Director) *via-zoom*, and Chris Masters (Business Manager) *via-zoom*. See sign-in sheet for others who attended.

I. Call Meeting to Order – Crystal Pena, presiding

- A. Crystal Pena, Vice-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 3/5 at 6:26 p.m.
Neima Higuera – (*arrived at 6:26 p.m.*)
- C. Reading of the Mission Statement
- D. *Adoption of Agenda: Item tabled until quorum is established.
Quorum established at 6:26 p.m.

Motion was made by Nick Perez, Member to ADOPT the Agenda as is; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.

- E. *Meeting Minutes Review/Approval for September 8, 2020: Item tabled until quorum is established.
Quorum established at 6:26 p.m.

Motion was made by Nick Perez, Member to APPROVE the September 8, 2020 meeting minutes as presented; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes' total

Allison Heneghan, Director of SWNM Work Based Learning Network introduced herself to the Governing Council Members. Ms. Heneghan explained that DCCCHS is part of their network and they have begun a new collaboration with a National Program called CO. Starters. CO. Starters is a program that works with adults and youth, the council of governments which is over Luna, Catron, Hidalgo, and Grant Counties has a grant to pay for bringing this program to our region. The adult cohort began in grant county and started a second cohort in Grant & Luna County and asked SWNM Work Based Learning Network Organization to support them in bringing the youth program to the schools in their network specifically in these four counties. It is an Entrepreneurship Program for adults who want to start their own business and support them through that process and for students it can be Entrepreneurship opportunity if they have a business idea that fits within the model but really is just an opportunity for them to learn what it takes to run a business, skills needed in a professional workplace and fits really well with what DCCCHS is already doing. SWNM Work Based Learning Network have reached out to Chris Masters, DCCCHS Business Manager & Angie Martinez, DCCCHS Job Coach about doing the program with the

DCCCHS. Aldo Léopold Charter School, The Village of Columbus & Mimbres Valley Academy will also be doing the program. The council of governments would like to see the passing of a resolution, a formality to saying that you acknowledge this program is happening in the school and that you support it and it does not cost the school anything. Ms. Heneghan mentioned that part of the funding will pay for the training and facilitators and how to support these students through these modules and the materials.

Nick Perez, Member expressed his appreciation for sharing the information about the program.

Crystal Pena, Vice-President thanked Ms. Heneghan for the information provided and asked a few questions.

When the program goes into effect?

How long the program runs?

Amount of funding?

Cap amount of students that can participate?

Ms. Heneghan explained that the grant is for two years and that is calendar years not school years if they start this spring they run one cohort in the spring and another cohort in the fall and that would still count as the same year. Training can begin in November to start the program in January and if that does not work then it can start in February or in the fall if not ready at all. CO. Starters National Program recommends cohorts of 8 to 16 students and were thinking 16 students from DCCCHS and another 16 students from Mimbres Valley Academy.

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

- Audit Committee did not meet. Chris Masters, Business Manager mentioned that he does not have a date on either the preliminary or the exit Audit Meeting and did send an email asking if anymore documentation was needed. The Audit Exit is to be expected the second week after the election. Audits must be uploaded with the State Auditor's Office by the fifteenth of November.

Neima Higuera arrived at 6:26 p.m.

- Finance Committee met on September 17th and the following items were reviewed and discussed:
 - Financial Status and Outlook
 - Procurement: Check Listing Report, Bank Reconciliation, Purchase Orders
 - Updates and Status: Financial Update, BAR SEG decrease and 2020-21 ELT Calendar, Co-starters Job Program, YCC Update, COVID-19 Measures
 - File Observation and FC Audit: Journal Entry Approval, File Review
- School Planning/Academic – No information available at this time.

IV. Discussion/Action Items

- A. *Approval of Budget Adjustment Request – ELT (Extended Learning Time): Chris Masters, Business Manager presented a Budget Adjustment Request for ELT (Extended Learning Time). Mr. Masters explained that there is a \$1,230.00 decrease which is part of what the legislature did over the summer and with the 2% decrease plus the Extended Learning Time for this school which has balanced it out only receiving a \$1,230.00 reduction.

Motion was made by Nick Perez, Member to APPROVE the Budget Adjustment Request for ELT (Extended Learning Time); seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.

- B. *Approval of Budget Adjustment Request – CIS: Chris Masters, Business Manager a Budget Adjustment Request for CIS in the amount of \$20,000.00.

Motion was made by Nick Perez, Member to APPROVE the Budget Adjustment Request for CIS in the amount of \$20,000.00; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.

- C. *Approval of Resolution for CO. Starters Generator:

Motion was made by Nick Perez, Member to APPROVE the Resolution for CO. Starters Generator; seconded by Neima Higuera, Secretary. MOTION CARRIED 3-0.

- D. *Approval of Sick Leave Policy: Noel Nunez, Interim Director presented the Sick Leave Policy with changes. Yellow marking represent additions and red markings represent deletions. *(Please see Sick Leave Policy attached.)*

- Personal Leave – No Personal Leave.
- Sick Days – Awarded for the period from July 1- June 30, available to employees per month of service.
- Other Leave with students – input flex time to eliminate comp time (flex-time insuring that within the same week from Sunday to Monday that you do not exceed 40 hours to not put anyone over) Flextime to be approved by the Director.
- Accrual of Balances – will not pay out any Sick Leave.
- Remove donation of Sick Days to Sick Bank.
- Donation of Sick Leave from Employee to Employee. 2 Sick Days Max
- Donation of Sick Leave to be approved by the Director.

Motion was made by Neima Higuera, Secretary to TABLE the Sick Leave Policy until the next meeting; seconded by Nick Perez, Member. MOTION CARRIED 3-0.

- E. *Approval of Attendance for Success Act Policy: Noel Nunez, presented the Attendance for Success Act Policy and explained that the plan for DCCCHS has been submitted to the New Mexico Public Education Department. *(Please see Attendance for Success Act Policy attached.)*

Motion was made by Neima Higuera, Secretary to APPROVE the Attendance for Success Act Policy as presented; seconded by Nick Perez, Member. MOTION CARRIED 3-0.

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.)*

**VI. Time and Content for the Next Governing Council Meeting:
Board Meeting – November 10, 2020 Agenda Items**

- **Approval of Sick Leave Policy**

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

VIII. Next Scheduled Meeting:

Regular Meeting November 10, 2020/Via Zoom/6:00 P.M.

IX. *Adjournment:

Motion was made by Neima Higuera, Secretary to ADJOURN the meeting at 7:28 p.m.; seconded by Nick Perez, Member. MOTION CARRIED 3-0.