

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

May 18, 2021

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 May 18, 2021, at 6:06 p.m. in Deming, New Mexico, via zoom. The following Governing Council members attended: Crystal Pena (President) *Present via-zoom*, Nick Perez (Vice-President) *Present via-zoom*, Britney Valdez (Treasurer) *Present*, Neima Higuera (Secretary) *Absent*, and Barbara Reedy (Member) *Present via-zoom*. Also, present were Noel Nunez (Interim Director), and Chris Masters (Business Manager). See sign-in sheet for others who attended.

I. Call Meeting to Order – Britney Valdez, presiding.

- A. Britney Valdez, Treasurer, called the meeting to order at 6:06 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted, and a quorum was established 4/5 at 6:10 p.m.
Neima Higuera – *Absent*
Nick Perez arrived at 6:10 p.m.
Crystal Pena arrived at 6:12 p.m.
- C. Reading of the Mission Statement.
- D. *Adoption of the Agenda:

Motion was made by Nick Perez, Member, to ADOPT the Agenda as with the exception of Executive Session; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.

- E. *Meeting Minutes Review/Approval for April 13, 2021 & April 20, 2021:

Motion was made by Barbara Reedy, Member, to APPROVE the April 13, 2021 & April 20, 2021, meeting minutes as presented; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes' total
No Public Comment.

III. Staff/Student Spotlight

Noel Nunez, Interim Director, introduced Shontae Castillo (DCCCHS Student) for the Student Spotlight.

Shontae Castillo, DCCCHS Student, mentioned that she is happy that she made the decision to attend DCCCHS. Ms. Castillo mentioned that she had heard a lot of good things about the school, the teachers and staff, and that everyone was very helpful and enjoys working with all the teachers.

Noel Nunez, Interim Director, introduced Lynda Call (English Teacher) for the Teacher Spotlight.

Lynda Call, English Teacher, introduced herself and mentioned that she received her degree late in her life after raising her six children. Mrs. Call remembers searching for a job and came across the vacancy at DCCCHS for an English Teacher and knew that this was the school that she wanted to work at and is very grateful to be a part of the school, it is a wonderful place to be, and it truly is like a family. The family spirit is felt as soon as you walk through the front doors of the school. The staff always comes together to overcome anything and find solutions. Mrs. Call expressed her gratitude to be a part of the great work and the service provided for a few select that DCCCHS gets to work with and hopes that she never works anywhere else.

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

- Audit Committee: Chris Masters, Business Manager, mentioned that the auditors have contacted him, and they will be conducting an on-site audit this year and they have already begun requesting documents. The auditors will be at DCCCHS for a few days in June and will return in August.
- Finance Committee: The Finance Committee met on April 27, 2021; in attendance were Chris Masters (Business Manager), Barbara Reedy (Member), and Claudia Vasquez (DCCCHS Parent). Mrs. Reedy mentioned that the meeting went well and appreciated how the meeting was presented, which allowed time to talk about the information and ask questions. Mr. Masters mentioned that the information discussed during the Finance Committee will be presented later on the agenda. Items discussed were: 2021-22 School Calendar, 2021-22 Budget, and Purchase Order Issuance's.
- School Planning/Academic: The School Planning/Academic Committee did not meet. No Information is available.

V. Discussion/Action Items

A. Community Schools Food Distribution Report: Angie Martinez, Food Distribution Coordinator, presented the Food Distribution Report to the Governing Council Members. *(Please see attached Food Distribution Update from Mrs. Martinez.)*

B. *Approval of Extended Learning Time Application: Noel Nunez, Interim Director, informed the Governing Council Members about the Extended Learning time for next year (2021-22 school year). Mr. Nunez mentioned that ELT would be at the end of the school year for eight days and, the school day will be extended by one hour. ELT will consist of project-based learning and the students will take field trips.

Motion was made by Nick Perez, Vice-President, to APPROVE the Extended Learning Time Application; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

C. *Approval of 2021-22 Lease Addendum Renewal: The 2021-22 Lease Addendum Renewal with Deming Public Schools was presented to the Governing Council Members.

Motion was made by Britney Valdez, Treasurer, to APPROVE the 2021-22 Lease Addendum Renewal; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.

D. *Approval of Lease Assistance Grant Application: Chris Masters, Business Manager, informed the Governing Council Members about the Lease Assistance Grant Application.

Motion was made by Nick Perez, Vice-President, to APPROVE the Lease Assistance Grant Application; seconded by Barbara Reedy, Member. MOTION CARRIED 4-0.

E. *Approval of MOU's – Special Education, Technology: The Special Student Services MOU and the Technology MOU with Deming Public Schools was presented to the Governing Council Members. *(Please see attached Special Student Services MOU & Technology MOU.)*

Motion was made by Nick Perez, Vice-President, to APPROVE the School Re-Entry Plan; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

F. *Approval of MOA – Southwest Regional Education Cooperative: The Southwest Regional Education Cooperative MOA was presented to the Governing Council Members. *(Please see attached Southwest Regional Education Cooperative MOA.)*

Motion was made by Barbara Reedy, Member, to APPROVE the MOA for Southwest Regional Education Cooperative; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

G. *Approval of Contract for Legal Services – Matthews, Fox P.C.: The Contract for Legal Services with Matthews, Fox P.C. was presented to the Governing Council Members. *(Please see attached Contract for Legal Services – Matthews, Fox P.C.)*

Motion was made by Barbara Reedy, Member, to APPROVE the Contract for Legal Services with Matthews, Fox P.C.; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.

H. * Approval of Financial Software Agreement – School Ability: Chris Masters, Business Manager, presented the annual Financial Software Agreement with School Ability to the Governing Council Members.

Motion was made by Barbara Reedy, Member, to APPROVE the Financial Software Agreement with School Ability; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.

I. * Approval of DCCCHS 2021-22 Calendar: The DCCCHS 2021-22 Calendar was presented to the Governing Council Members. *(Please see attached DCCCHS 2021-22 Calendar.)*

Motion was made by Britney Valdez, Treasurer, to APPROVE the DCCCHS 2021-22 Calendar; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.

J. *Approval of 2021-22 Budget: Chris Masters, Business Manager, presented the 2021-22 Budget to the Governing Council Members. *(Please see attached 2021-22 Budget.)*

Motion was made by Britney Valdez, Treasurer, to APPROVE the 2021-22 Budget; seconded by Barbara Reedy, Member. MOTION CARRIED 4-0.

K. *Approval of 2021-22 Salary Schedule: Chris Masters, Business Manager, presented the 2021-22 Salary Schedule to the Governing Council Members. *(Please see attached 2021-22 Salary Schedule.)*

Motion was made by Nick Perez, Vice-President, to APPROVE the 2021-22 Salary Schedule; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

L. *Approval of Legal Consultation regarding Director's Contract: The Governing Council Members discussed obtaining Legal Consultation regarding the Director's Contract and a have contract template created so that it is more aligned to a Director's Contract rather than the one that is currently being utilized since it is similar to a teacher's contract. Governing Council Members agreed that Crystal Pena, President, will be the person assigned to obtain Legal Consultation regarding the Director's Contract.

Motion was made by Barbara Reedy, Member, to APPROVE the Legal Consultation regarding the Director's Contract; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

M. *Approval of Budget Adjustment Request – Recovery Act: Chris Masters, Business Manager, presented a Budget Adjustment Request for Recovery Act to the Governing Council Members.

Motion was made by Nick Perez, Vice-president, to APPROVE the Budget Adjustment Request for the Recovery Act; seconded by Barbara Reedy, Member. MOTION CARRIED 4-0.

N. *Approval of Purchase Order Issuance for CES – Portable Setup: Chris Masters, Business Manager, presented a Purchase Order Issuance to CES for the Portable Setup to the Governing Council Members.

Motion was made by Barbara Reedy, Member, to APPROVE the Purchase Order Issuance for CES for the Portable Setup; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.

O. *Approval of Purchase Order Issuance for Boardworks – Boardworks K-12 Suite: Noel Nunez, Interim Director, presented a Purchase Order Issuance to Boardwalks for the Boardworks K-12 Suite to the Governing Council Members.

Motion was made by Nick Perez, Vice-President, to APPROVE the Purchase Order Issuance for Boardwalks K-12 Suite; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

VI. 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.)*

- VII. Time and Content for the Next Governing Council Meeting:**
Board Meeting – June 8, 2021, Agenda Items
- **2021-22 Purchase Order Issuance's**

VIII. Board Meeting Evaluation: Governing Council Members agreed that the meeting went well and was presented very clearly.

IX. Next Scheduled Meeting:
Regular Meeting/June 8, 2021/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Barbara Reedy, Member, to ADJOURN the meeting at 7:41 p.m.; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.