

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

**April 13, 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 April 13, 2021, at 6:00 p.m. in Deming, New Mexico, via zoom. The following Governing Council members attended: Crystal Pena (Vice-President) *Present via-zoom*, Britney Valdez (Treasurer) *Absent via-zoom*, Neima Higuera (Secretary) *Present via-zoom*, Nick Perez (Member) *Present via-zoom*, and Barbara Reedy (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 6:00 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted, and a quorum was established 4/5.  
Britney Valdez - *Absent*
- C. Reading of the Mission Statement.
- D. \*Adoption of the Agenda:

**Motion was made by Barbara Reedy, Member, to ADOPT the Agenda as is; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.**

- E. \*Meeting Minutes Review/Approval for March 2, 2021, & March 30, 2021:

**Motion was made by Nick Perez, Vice-President, to APPROVE the March 2, 2021, & March 30, 2021 meeting minutes as presented; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.**

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

Time Limit 15 minutes total

**III. Staff/Student Spotlight**

Noel Nunez, Interim Director, introduced Israel Saenz, DCCCHS Student, and Victor Pillado, DCCCHS Student, to the Governing Council Members.

Israel Saenz, DCCCHS Student, mentioned that he enjoys and is thankful for the of the opportunity to be able to attend Deming Cesar Chavez Charter High School. Mr. Salas mentioned that appreciates the support that he receives from the teachers and staff.

Victor Pillado, DCCCHS Student, mentioned that he is happy that he decided to attend Deming Cesar Chavez Charter High School and that the teachers and everyone at the school are always willing to help. Mr. Pillado plans to attend Dona Ana Community College to become an electrician. He is very excited since he will be the first in his family to graduate from high school and attend college since he comes from a family of field workers.

Crystal Pena, President, thanked Mr. Nunez for presenting the student spotlights. Mrs. Pena thanked Victor Pillado and Israel Salas for sharing their experience at Deming Cesar Chavez

Charter High School and encouraged them both to continue to reach for the stars, and they will definitely accomplish their dreams without a doubt.

Nick Perez, Vice-President, congratulated Victor Pillado and Israel Salas for doing a great job and continue to set the bar high to achieve anything they want. He encouraged them to bring their DCCCHS Family and everyone else along in their successes.

Noel Nunez, Interim Director, introduced Vanessa Lake, DCCCHS Attendance Clerk, to the Governing Council Members. Ms. Lake introduced herself and mentioned that she's had the opportunity to work at Deming Cesar Chavez Charter High School for nine years and was excited to begin working with the students because she had never done that before but was eager to learn. Year after year, she has loved her job and the school, and she sees everyone there like her family and the students like her own children. The staff members are genuine, and everyone is close, just like a family. Ms. Lake mentioned that Mr. Nunez has been a great leader.

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

The Governing Council Members conducted the following Committee Assignments:

- Audit Committee – Claudia Vasquez, (DCCCHS Parent), Nick Perez, (Vice-President), Crystal Pena, (President)
- Finance Committee – Britney Valdez, (Treasurer), Barbara Reedy, (Member)
- School Planning/Academic Committee – Crystal Pena, (President), Barbara Reedy, (Member)
- Audit Committee: The Academic Committee did not meet. No information is available.
- Finance Committee: The Finance Committee did not meet. No information is available.
- School Planning/Academic: The School Planning Committee did not meet. No information is available.

**V. Discussion/Action Items**

- A. Community School Food Distribution Report and Vaccination Opportunity: Angie Martinez, Food Distribution Coordinator, presented the Food Distribution Report to the Governing Council Members. (Please see attached Food Distribution Report.)
- B. \*Approval of Purchase Order for McComas & Associates Inc., - Reading Plus Subscription \$17,332.00 (3 Year): Chris Masters, Business Manager, presented a Purchase Order for McComas & Associates Inc. for the Reading Plus Program for a 3-year subscription for \$17,332.00.

**Motion was made by Nick Perez, Vice-President, to APPROVE the Purchase Order for McComas & Associates Inc. for the Reading Plus Program for a 3-year subscription for \$17,332.00; seconded by Barbara Reedy, Member. MOTION CARRIED 4-0.**

- C. \*Approval of Budget Adjustment Request – American Rescue Plan Act: Chris Masters, Business Manager, informed the Governing Council Members that he has not received the amount from Deming Public Schools. Mr. Masters gave a brief description and discussed that this funding is the second CARES Act, the third stimulus that went out in March, and that it is part of the funding that Congress

passed and is going directly to states for schools and municipalities. Mr. Masters mentioned that he is anticipating the amount will be from \$70,000.00 to \$80,000.00. These funds will be utilized to get the school COVID ready, including distance learning and the re-opening of the school, and mostly technology. Mr. Masters recommended that the Approval of Budget Adjustment Request for the American Rescue Plan Act be tabled until the next meeting.

**Motion was made by Barbara Reedy, Member, to TABLE the Approval of the Budget Adjustment Request for the American Rescue Plan Act until the next meeting; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.**

- D. \*Approval of DCCCHS 2021-22 Calendar: The 2021-22 Deming Public Schools Calendar was presented to the Governing Council Members. Chris Masters, Business Manager, and Noel Nunez, Interim Director, are currently working on creating the DCCCHS 2021-22 Calendar to reflect the Deming Public Schools Calendar to utilize shared services (Student Nutrition and Transportation). A recommendation was made to Table the Approval of the DCCCHS 2021-22 Calendar until the next meeting.

**Motion was made by Barbara Reedy, Member, to TABLE the Approval of DCCCHS 2021-22 Calendar; seconded by Neima Higuera, Member. MOTION CARRIED 4-0.**

- E. \*Approval of MOU - Transportation: Noel Nunez, Interim Director, presented the Transportation MOU between Deming Cesar Chavez Charter High School and Deming Public Schools to the Governing Council Members. *(Please see attached Transportation MOU.)*

**Motion was made by Nick Perez, Vice-President, to APPROVE the Transportation MOU; seconded by Barbara Reedy, Member. MOTION CARRIED 4-0.**

- F. 2021-22- Budget Information: Chris Masters, Business Manager, informed the Governing Council Members about the 2021-22 Initial Program Unit Value increase. The initial unit value for the 2021-22 school year budgets is \$4,770.70, an increase of \$233.95 from the 2020-21 unit value of \$4,536.75, or approximately 5.16 percent.

- G. \*Acceptance of Resignation of Governing Council Member – Neima Higuera: The Governing Council Members received a Letter of Resignation from Neima Higuera, Secretary, (effective June 1, 2021). Ms. Higuera mentioned that it was a difficult decision to make, her business has grown and requires much of her time, and she cannot fulfill the time and attention the Governing Council requires. She expressed her appreciation to the Governing Council Members and is grateful to have worked with a cheerful group of members. The Governing Council Members expressed their gratitude to Ms. Higuera for her nine years of service and commitment to the Governing Council and for being supportive and always advocating for the students. *(Please see the Letter of Resignation attached.)*

**Motion was made by Nick Perez, Vice-President, to ACCEPT the Resignation of Governing Council Member – Neima Higuera; seconded by Barbara Reedy, Member. MOTION CARRIED 4-0.**

- H. **Governing Council Recruitment Strategies:** The Governing Council Members shared ideas for recruitment strategies to get the community interested in applying for the Governing Council Vacancy. Ideas discussed were to reach out to DCCCHS Parents, advertise via radio and the local newspaper to share what Deming Cesar Chavez Charter High School has to offer to help them find an interest in joining the Governing Council.

VI. **Director's Report:**

Noel Nunez, Interim Director, 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:**

**Special Board Meeting – April 20, 2021 Agenda Items**

- **Executive Session – Director's Evaluation**

**Board Meeting – May 18, 2021 Agenda Items**

- **ELTP Learning Plan Application**
- **Budget Adjustment Request – Recovery Act**
- **MOU's – Special Education, Technology, Student Nutrition, Facilities**
- **2021-2022 School Calendar**
- **Budget Approval**
- **Director's Evaluation (Executive Session)**

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

IX. **Next Scheduled Meeting:**

Special Meeting/April 20, 2021/DCCCHS Room #14/6:00 P.M.

Regular Meeting/May 18, 2021/DCCHS Room #14/6:00 P.M.

X. **\*Adjournment:**

**Motion was made by Neima Higuera, Secretary, to ADJOURN the meeting at 7:40 p.m.; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.**