

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

**September 14, 2021**

**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 September 14, 2021, at 6:04 p.m. in Deming, New Mexico, in the DCCCHS Room #14. The following Governing Council members attended: Crystal Pena (President) *Present*, Nick Perez (Vice-President) *Present*, Britney Valdez (Treasurer) *Absent*, Barbara Reedy (Member) *Present* and Tyler Massey, (Member) *Present*. Also present were Noel Nunez (Director), Chris Masters (Business Manager), and Viviana Porras (Administrative Assistant). See sign-in sheet for others who attended.

**I. Call Meeting to Order** – Crystal Pena, presiding.

- A. Crystal Pena, President, called the meeting to order at 6:04 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 the Agenda:

**Motion was made by Barbara Reedy, Member, to ADOPT the Agenda as presented; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0.**

- E. \*Meeting Minutes Review/Approval for August 10, 2021:

**Motion was made by Barbara Reedy, Member, to APPROVE the August 10, 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, Director, introduced Skylar Gilham, DCCCHS Student, and Joshua Bustamante, DCCCHS Student, to the Governing Council Members.

Skylar Gilham, DCCCHS Student, mentioned that he chose to attend DCCCHS because he was not attending school at the previous school that he was enrolled at and when he did attend he would not apply himself and began to fail. Since his enrollment at DCCCHS, Skylar mentioned that the teachers, staff, and students have made him feel comfortable. Now he attends school every day and is back on track and will be graduating this year and would like to attend college to become an architect.

Noel Nunez, Director, introduced Melanie Gonzales, DCCCHS Educational Assistant, to the Governing Council Members.

Melanie Gonzales, DCCCHS Instructional Assistant, introduced herself and explained her role as an Educational Assistant at DCCCHS. Mrs. Gonzales mentioned that she oversees the Reading Plus Program, the packet kids, and the Fish Philosophy and has worked for DCCCHS for eight years. Mrs. Gonzales said that she loves helping the kids and being with her coworkers and is hopeful that the school continues to stay open.

Joshua Bustamante, DCCCHS Student, mentioned that he enrolled at DCCCHS as a freshman, which has helped him with all of his classes. Joshua said that DCCCHS is a strong family, and he has connected with everyone at the school. Joshua mentioned that he plans to graduate early, and his plan after graduation is to become a Real Estate Agent.

Crystal Pena, President, thanked Skylar and Joshua for their participation in the Student Spotlight and mentioned that she is happy to have them as part of the DCCCHS Family and encouraged them to continue to reach for the stars and to keep up the excellent work.

Crystal Pena, President, reassured Mrs. Gonzales that Governing Council Members would continue to fight for funding to keep the school open for the kids and thanked Mrs. Gonzales for her hard work and dedication.

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

- Audit Committee: Audit Committee did not meet. No information is available at this time.
- Finance Committee: The Finance Committee met on September 14<sup>th</sup>, at 4:30 p.m., and the following were in attendance: Chris Masters (Business Manager), Noel Nunez (Director), Barbara Reedy (Member), Violeta Bustamante (Dean of Students), and Claudia Vasquez (Staff Member). They discussed the following:
  - Financial Status and Outlook – Financial Report
  - Procurement – Check Listing Report, Bank Reconciliation, and Purchase Orders for upcoming CES \$165,344.00.
  - Updates and Status – Financial Update, YCC Update, Facility Update (Portables), BAR for the City of Deming, and BAR for YCC.
  - File Observation and FC Audit – Journal Entry Approval and File Review
- School Planning/Academic: The School Planning/Academic Committee did not meet. Mr. Nunez went over the items discussed at the previous meeting:
  - Halloween Partnership with Deming Main Street
  - Thanksgiving Event
  - Easter Event

**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. \*Authorization of Inventory: Chris Masters, Business Manager, presented the IT Inventory to the Governing Council Members and explained that the items on this list are not fixed assets. *(Please see attached IT Inventory List.)* Mr. Masters went over the fixed assets and mentioned that there are four fully depreciated items: the two school vehicles (Ford Expedition and Nissan Sentra) and two servers.

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

- C. \*Approval of Budget Adjustment Request – GRADS: Chris Masters, Business Manager, presented a Budget Adjustment Request for the GRADS Program for \$8,000.00. *(Please see attached Award Letter for Deming Cesar Chavez Charter High School GRADS Program.)*

**Motion was made by Barbara Reedy, Member, to APPROVE the Budget Adjustment Request for the GRADS Program for \$8,000.00; seconded by Nick Perez, Vice-President. MOTION CARRIED 4-0**

- D. \*Approval of Budget Adjustment Request – City of Deming: Chris Masters, Business Manager, presented a Budget Adjustment Request for the City of Deming for \$20,000.00 for the Work-Study Program.

**Motion was made by Nick Perez, Vice-President, to APPROVE the Budget Adjustment Request for the City of Deming for \$20,000.00 for the Work-Study Program; seconded by Barbara Reedy, Member. MOTION CARRIED 4-0.**

- E. Governing Council Retreat Update: The Governing Council Members discussed the Governing Council Retreat on January 7<sup>th</sup> – 9<sup>th</sup>, 2022, at Hotel Encanto in Las Cruces, NM.

**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.)*

*Tyler Massey departed at 7:08 p.m.*

**VII. Time and Content for the Next Governing Council Meeting:  
Board Meeting – October 12, 2021, Agenda Items**

- **Budget Adjustment Request for YCC**

**VIII. Board Meeting Evaluation:** Governing Council Members agreed that the meeting was excellent and fast.

**IX. Next Scheduled Meeting:**

Regular Meeting/October 12, 2021/DCCCHS Room #14/6:00 P.M.

**X. \*Adjournment:**

**Motion was made by Barbara Reedy, Member, to ADJOURN the meeting at 7:12 p.m.; seconded by Nick Perez, Vice-President. MOTION CARRIED 3-0.**