

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

October 12, 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 October 12, 2021, at 6:03 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 via-zoom*, Britney Valdez (Treasurer) *Present*, 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 6:03 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted, and a quorum was established 5/5.
- 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 Britney Valdez, Treasurer. MOTION CARRIED 5-0.

- E. *Meeting Minutes Review/Approval for September 14, 2021 & September 21, 2021:

Motion was made by Barbara Reedy, Member, to APPROVE the September 14, 2021 and September 21, 2021 meeting minutes as presented; seconded by Britney Valdez, Treasurer. MOTION CARRIED 5-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment.

III. Staff/Student Spotlight

Noel Nunez, Director, informed the Governing Council members that he does not have any students here for the Student Spotlight.

Mr. Nunez introduced Epifania McCartney, Instructional Assistant for the Staff Spotlight.

Epifania McCartney, DCCCHS Instructional Assistant, introduced herself and explained her role as an Instructional Assistant at DCCCHS. Mrs. McCartney mentioned that she is from the Philippines and has lived in the Deming area since 1999, and she has worked at DCCCHS since 2013. Ms. McCartney said that DCCCHS helps a lot of kids, and she enjoys helping the kids and working with every one of them.

Crystal Pena, President, thanked Ms. McCartney for her hard work and congratulated and welcomed her to the DCCCHS Family.

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 October 12th, and the following were in attendance: Chris Masters (Business Manager), Noel Nunez (Director), Barbara Reedy (Member), Britney Valdez (Treasurer), and Claudia Vasquez (Staff Member). They discussed the following:
 - Financial Status and Outlook – Financial Report
 - Procurement – Check Listing Report, Bank Reconciliation, and Purchase Orders
 - Updates and Status – Financial Update, YCC Update, Facility Update (Portables), BAR for ESSER II
 - 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

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 GRADS Field Trip to Zoo in El Paso, TX: Noel Nunez, Director informed the Governing Council Members that the GRADS program would be taking a trip to the zoo in El Paso, TX, on October 13th, 2021. This trip will be good for the students to provide a time for bonding with their families. Mr. Nunez recommended approving the trip to the Zoo in El Paso, TX.

Motion was made by Tyler Massey, Member, to APPROVE the GRADS Field Trip to Zoo in El Paso, TX; seconded by Barbara Reedy, Member. MOTION CARRIED 5-0.

- C. *Approval of Budget Adjustment Request – ESSER II Fund 24308 \$268,309.00: Chris Masters, Business Manager, presented a Budget Adjustment Request for \$268,309.00 for the ESSER II Fund 24308.

Motion was made by Britney Valdez, Treasurer, to APPROVE the Budget Adjustment Request for ESSER II Fund 24308 \$268,309.00; seconded by Tyler Massey, Member. MOTION CARRIED 5-0.

- D. *Approval of Budget Adjustment Request – PSCOC Lease Assistance Award \$99,853.00: Chris Masters, Business Manager, presented a Budget Adjustment Request for \$99,853.00 for the PSCOC Lease Assistance Award.

Motion was made by Tyler Massey, Member, to APPROVE the Budget Adjustment Request for the PSCOC Lease Assistance Award for \$99,853.00; seconded by Barbara Reedy, Member. MOTION CARRIED 5-0.

E. **Governing Council Retreat Update:** The Governing Council Members discussed adding the following items to be discussed/reviewed at the GC Retreat taking place January 7-9, 2022:

- Mission Statement
- Lowering Student Credit Requirements
- Charter Reauthorization
- Bylaws, Policies
- Budget

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 – November 9, 2021, Agenda Items**

- Update on GC Retreat

VIII. Board Meeting Evaluation: Governing Council Members agreed that it was a good meeting.

IX. Next Scheduled Meeting:

Regular Meeting/November 9, 2021/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Britney Valdez, Treasurer, to ADJOURN the meeting at 7:06 p.m.; seconded by Barbara Reedy, Member. MOTION CARRIED 5-0.