

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

February 8, 2022

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 February 8, 2022, at 6:05 p.m. in Deming, New Mexico, Room #14. The following Governing Council members attended: Crystal Peña (President) *Present*, Nick Perez (Vice-President) *Present*, Britney Valdez (Treasurer) *Present via-zoom*, Barbara Reedy (Member) *Present*, and Tyler Massey (Member) *Present via-zoom*. Also present were Noel Nuñez (Director), Chris Masters (Business Manager) *via-zoom*, and Viviana Porras (Administrative Assistant) *via-zoom*. See sign-in sheet for others who attended.

I. Call Meeting to Order – Crystal Peña, presiding.

- A. Crystal Peña, President, called the meeting to order at 6:05 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 Nick Perez, Vice-President, to ADOPT the Agenda as presented; seconded by Tyler Massey, Member. MOTION CARRIED 5-0.

- E. *Meeting Minutes Review/Approval for January 11, 2022:

Motion was made by Barbara Reedy, Member, to APPROVE the January 11, 2022 meeting minutes as presented; seconded by Nick Perez, Vice-President. MOTION CARRIED 5-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

- Parent Budget Input: No Public Input.
Chris Masters, Business Manager informed the Governing Council Members that the Parent Budget Input Questionnaire will be available during the Parent-Teacher Conference on February 17, 2022, and the results will be given at the March Meeting.

III. Staff/Student Spotlight

Noel Nuñez, Director, introduced Betsy De La Riva, DCCCHS Student, Debra De La Riva, DCCCHS Student and Waylon Cohoe, DCCCHS Student for the Student Spotlight.

Betsy De La Riva, DCCCHS Student, introduced herself and mentioned that she is currently a senior and she choose to attend DCCCHS because it is a welcoming environment and the teachers and staff have taught her a lot and everyone makes her feel like family. When Betsy graduates she would like to attend Western New Mexico University to study criminal justice.

Debra De La Riva, DCCCHS Student, introduced herself and mentioned that she currently a sophomore and she choose to attend DCCCHS because when she attended her previous

school she did not receive the help that she needed. DCCCHS has helped her learn a lot, everyone is united and is willing to help and it truly feels like a family. When Debra graduates she would like to become a flight attendant and begin her own business.

Waylon Cohoe, DCCCHS Student, introduced himself and mentioned that DCCCHS has helped him get caught up with his credits. Waylon is grateful to have the opportunity to be at DCCCHS because everyone is helpful, encouraging, and positive and it makes it feel like family. When Waylon graduates he would like to attend school to become a pipeliner.

Crystal Peña, President, congratulated the students for their hard work and dedication, and advised them to continue to keep up the work and reach for their goals and appreciates having them at DCCCHS.

Mr. Nuñez introduced Michael Allen, Educational Assistant, to the Governing Council Members for the Staff Spotlight.

Michael Allen, Educational Assistant, introduced himself and explained his role at DCCCHS. Mr. Allen mentioned that he has been working at DCCCHS for two years, and it has been a really good experience especially working with the new administration. Mr. Allen mentioned that the new administration is willing to accommodate the needs of students and staff and are more than willing to help and mentor in any area that is needed. The student population at DCCCHS has shown that disadvantage does not make them not successful, the students and can work, play and it is a warm inviting family type of atmosphere and it is a great place to work.

Crystal Peña, President, expressed her appreciation to Mr. Allen for being a part of DCCCHS, for his support, hard work and dedication. Ms. Peña welcomed him back and is excited to have him part of the team.

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

- Audit Committee: The Audit Committee did not meet. No information is available.
- Finance Committee: The Finance Committee met on February 8, 2022 and the following were in attendance: Chris Masters (Business Manager) and Barbara Reedy (Member). The following was discussed:
 - Financial Status and Outlook – Financial Report
 - Procurement – Check Listing Report, Bank Reconciliation, and Purchase Orders
 - Updates and Status – Financial Update – Legislative Update, Facility Update - Portables and Concrete, CAT 1 update, CAT 2 update
 - File Observation and FC Audit – Journal Entry Approval and File Review
- School Planning/Academic: The School Planning Committee is currently working on the following items:
 - Covid Safety
 - 90 Plan
 - Cognia Accreditation

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 to Lower Student Credit requirement from 26 Credits to 24 Credits: Noel Nuñez, Director, made a recommendation to the Governing Council Members to lower the Student Credit Requirement from 26 to 24 which is mandated by the State of New Mexico. Mr. Nuñez mentioned that this credit change will not take place until the next school year 2022-2023.

Motion was made by Barbara Reedy, Member, to APPROVE to Lower Student Credit requirement from 26 to 24 Credits; seconded by Nick Perez, Vice-President. MOTION CARRIED 5-0.

- C. *Approval of Updated Mission and Vision Statement: Noel Nuñez, Director, presented the Updated Mission and Vision Statement and made a recommendation to have it approved. DCCCHS Staff and Students were given the opportunity to review and give input regarding the updated Mission and Vision Statement. (*Please see attached updated Mission and Vision Statement.*)

Motion was made by Barbara Reedy, Member, to APPROVE the updated Mission and Vision Statement; seconded by Britney Valdez, Treasurer. MOTION CARRIED 5-0.

- D. *Approval of out of State Travel-
- 2022 National Charter Schools Conference, Washington, D.C.: Noel Nuñez, Director, informed the Governing Council Members about the 2022 National Charter Schools Conference taking place in Washington, D.C., June 19-22, 2022. This training is available to the Director and the Governing Council Members.
 - PBL World 2022, American Canyon, CA: Chris Masters, Business Manager, informed the Governing Council Members about the PBL World 2022 taking place in American Canyon, CA June 27-30, 2022. This training is available to the Governing Council Members and two staff members.
 - Administrators' Guide to Implementing Restorative Practices, Oklahoma City, OK: Noel Nuñez informed the Governing Council Members about the Administrators' Guide to Implementing Restorative Practices taking place in Oklahoma City, Oklahoma, February 14-15, 2022. This training is available to the Dean of Students and another employee.

Motion was made by Barbara Reedy, Member, to APPROVE the Out of State Travel for National Charter Schools Conference in Washington, D.C., PBL World 2022 in American Canyon, CA, and Administrators' Guide to Implementing Restorative Practices in Oklahoma City, OK; seconded by Nick Perez, Vice-President. MOTION CARRIED 5-0.

- E.** *Approval of 2 Additional In-Service Planning Days with no Students:
Noel Nuñez, Director, made a recommendation to the Governing Council Members to approve two additional In-Service days with no students to align with the Deming Public Schools Calendar. Mr. Nuñez mentioned that the two days March 21st and March 22nd would change from Instructional Days to In-service Days and they would serve as Professional Development Days for staff.

Motion was made by Nick Perez, Vice-President, to APPROVE the two Additional In-Service Planning days with no Students; seconded by Britney Valdez, Treasurer. MOTION CARRIED 5-0.

- F.** *Approval of Budget Adjustment Request for COVID-19 Testing Direct Funding - \$74,800.00: Chris Masters, Business Manager, presented a Budget Adjustment request for COVID-19 Testing Direct Funding for \$74,800.00. DCCCHS will be working with a partner PMG to provide COVID-19 testing on-site.

Motion was made by Barbara Reedy, Member, to APPROVE the Budget Adjustment Request for COVID-19 Testing Direct Funding in the amount of \$74,800.00; seconded by Nick Perez, Vice-President. MOTION CARRIED 5-0.

- G.** * Approval of Budget Adjustment Request for SEG Adjustment- \$11,689.46:
Chris Masters, Business Manager, presented a Budget Adjustment request for SEG Adjustment for \$11,689.46. This adjustment is due to a unit value increase.

Motion was made by Tyler Massey, Member, to APPROVE the Budget Adjustment Request for SEG Adjustment for \$11,689.46; seconded by Barbara Reedy, Member. MOTION CARRIED 5-0.

- H.** *Approval of Budget Adjustment Request for CTE - \$15,591.00:
Chris Masters, Business Manager, presented a Budget Adjustment Request for CTE for \$15,591.00. This funding is mostly used for the Career Fairs and would like to utilize some funding for the Journeymen Experiential Classes, students learning more vocational curriculums and this will help fund these programs.

Motion was made by Barbara Reedy, Member, to APPROVE the Budget Adjustment Request for CTE for the amount of \$15,591.00; seconded by Tyler Massey, Member. MOTION CARRIED 5-0.

- I.** *Approval of Budget Adjustment Request for SB-9 - \$18,557.56:
Chris Manager, Business Manager, presented a Budget Adjustment Request for SB-9 for \$18,557.56. SB-9 is related to facility upkeep and maintenance and this is the allocation for this current year on SB-9 and it will be utilized to get the portables ready.

Motion was made by Nick Perez, Vice-President, to APPROVE the Budget Adjustment Request for SB-9 for the amount of \$18,557.56; seconded by Tyler Massey, Member. MOTION CARRIED 5-0.

- J. *Election of Officers/Oath of Commitment:**
- Crystal Peña was nominated for President. *Ms. Peña accepted the nomination.*
 - Tyler Massey was nominated for Vice-President. *Mr. Massey accepted the nomination.*
 - Britney Valdez was nominated for Treasurer. *Mrs. Valdez accepted the nomination.*
 - Nick Perez was nominated for Secretary. *Mr. Perez accepted the nomination.*

Motion was made by Barbara Reedy, Member, to APPROVE the Election of Officers to the members as assigned; seconded by Nick Perez, Secretary. MOTION CARRIED 4-0.

VI. Director's Report:

Noel Nuñez 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 – March 8, 2022, Agenda Items

- **DCCCHS Financial Reports**
- **NMASBO Spring Budget Conference/Albuquerque, NM/April 6-8, 2022**

VIII. Board Meeting Evaluation: Governing Council Members agreed that a lot was accomplished and the meeting went well.

IX. Next Scheduled Meeting:

Regular Meeting/March 8, 2022/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Barbara Reedy, Member, to ADJOURN the meeting at 7:29 p.m.; seconded by Nick Perez, Secretary. MOTION CARRIED 4-0.