

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

June 14, 2022

6:01 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 June 14, 2022, at 6:01 p.m. in Deming, New Mexico, Room #14. The following Governing Council members attended: Crystal Peña (President), *Present*, Tyler Massey (Vice-President), *Present via-zoom*, Britney Valdez (Treasurer), *Present*, Nick Perez (Secretary) *Present via-zoom*, and Barbara Reedy (Member) *Absent*. Also present were Noel Nuñez (Director) and Chris Masters (Business Manager) *via-zoom*. See the 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 6:01 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted, and a quorum was established 4/5.
Barbara Reedy – *Absent*
Nick Perez – *Departed at 6:40 p.m.*
- C. Reading of the Mission Statement.
- D. *Adoption of the Agenda:

Motion was made by Britney Valdez, Treasurer, to ADOPT the Agenda as presented; seconded by Nick Perez, Secretary. MOTION CARRIED 4-0.

- E. *Meeting Minutes Review/Approval for May 10, 2022:

Motion was made by Tyler Massey, Vice-President, to APPROVE the May 10, 2022 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 Nuñez, Director, introduced one staff member for the staff spotlight.

Mr. Nuñez introduced Guadalupe Mariscal, DCCCHS Attendance Clerk, to the Governing Council Members.

Guadalupe Mariscal introduced herself and explained that she was the custodian for DCCCHS four years prior to becoming the Attendance Clerk. Ms. Mariscal mentioned that she is grateful to Mrs. Bustamante and Mr. Nuñez for giving her the opportunity. She is pleased that she can interact with the students daily, and it truly feels like a family and looks forward to welcoming the students as they arrive at school each morning.

The Governing Council Members welcomed Ms. Mariscal to DCCCHS, thanked her for her work, and enjoyed having her as part of the DCCCHS Family.

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 Meeting Members met on June 9, 2022. Finance Committee Members: Chris Masters (Business Manager), Barbara Reedy (Member), and Britney Valdez (Treasurer) were in attendance. The following items were discussed:
 - Financial Status and Outlook – *Financial Report Attached*
 - Procurement – Check Listing Report, Bank Reconciliation, Purchase Orders 2021-22 (IonWave, VLCM, Adventure Travel), Purchase Orders 2022-23
 - Updates and Status – Financial Update – Legislative Update, SBWS Update
Facility Update – Portables, sidewalk, main building
CAT 1 update
Lease Assistance Grant Application
P Card Information
 - File Observation and FC Audit – Journal Entry Approval and File Review
- School Planning/Academic: The School Planning Committee did not meet. No information is available.

V. Discussion/Action Items

- A. Community Schools Food Distribution Report: Angie Martinez-Lopez, Food Distribution Coordinator, presented the Food Distribution Report to the Governing Council Members. (*Please see the Food Distribution Update from Mrs. Martinez-Lopez attached.*)
- B. Highway 180 Crosswalk Discussion: Tyler Massey, Vice-President, expressed his concern with the Governing Council Members about no crosswalk on Highway 180 in front of Blake’s Lotoburger Restaurant. Mr. Massey recommended that the Governing Council submit a formal letter to the State Highway Department requesting a crosswalk on Highway 180 for the safety of any students crossing before school, during lunch, or after school.
- C. Equity Council Discussion: Noel Nuñez, Director, informed the Governing Council Members that he is updating the current Equity Council Membership. Mr. Nuñez will keep the Governing Council Members informed.
- D. *Approval of Annual Resolution for Open Meetings: The Annual Resolution for Open Meetings was presented to the Governing Council Members. DCCCHS Board Meetings are held the second Tuesday of every month with the exception of March 21, 2023, which is the third Tuesday of the month. (*Please see the Annual Resolution for Open Meetings attached.*)

Motion was made by Tyler Massey, Vice-President, to APPROVE the Annual Resolution for Open Meetings; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

- E. *Approval of MOU – Special Student Services, Facilities Department: The Special Student Services MOU and Facilities Department MOU were presented to the Governing Council Members. (*Please see Special Student Services MOU and Facilities Department MOU attached.*)

Motion was made by Nick Perez, Secretary, to APPROVE the Special Student Services MOU; seconded by Britney Valdez, Treasurer. MOTION CARRIED 4-0.

Motion was made by Britney Valdez, Treasurer, to APPROVE the Facilities Department MOU; seconded by Nick Perez, Secretary. 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 the Southwest Regional Education Cooperative MOA attached.*)

Motion was made by Nick Perez, Secretary, to APPROVE the Southwest Regional Cooperative MOA; seconded by Tyler Massey, Vice-President. MOTION CARRIED 4-0.

Nick Perez, Secretary, departed at 6:40 p.m.

- G. *Approval of DCCCHS 2022-23 Lease Addendum Renewal: The DCCCHS 2022-23 Lease Addendum Renewal was presented to the Governing Council Members. (*Please see the DCCCHS 2022-23 Lease Addendum Renewal attached.*)

Motion was made by Britney Valdez, Treasurer, to APPROVE the DCCCHS 2022-23 Lease Addendum Renewal;; seconded by Tyler Massey, Vice-President. MOTION CARRIED 3-0.

- H. *Approval of Lease Assistance Grant Application: Chris Masters, Business Manager, informed the Governing Council Members that the Lease Assistance Grant Application Process opened on June 13th. and he has a month to complete it. Mr. Masters recommended approving the Lease Assistance Grant Application for \$120,000.00.

Motion was made by Britney Valdez, Treasurer, to APPROVE the Lease Assistance Grant Application; seconded by Tyler Massey, Vice-President. MOTION CARRIED 3-0.

- I. *Approval of 2022-23 Purchase Order Issuance List: The 2022-23 Purchase Order Issuance List was presented to the Governing Council Members. (*Please see the 2022-23 Purchase Order Issuance List attached.*)

Motion was made by Tyler Massey, Vice-President, to APPROVE the 2022-23 Purchase Order Issuance List; seconded by Britney Valdez, Treasurer. MOTION CARRIED 3-0.

- J. *Approval of Technology MOU – Southwest Regional Education Cooperative: The Southwest Regional Education Cooperative Technology MOU was presented to the Governing Council Members. (*Please see the Southwest Regional Education Cooperative Technology MOU attached.*)

Motion was made by Tyler Massey, Vice-President, to APPROVE the Southwest Regional Education Cooperative MOU for Technology Services; seconded by Britney Valdez, Treasurer. MOTION CARRIED 3-0.

- K.** *Approval of Purchase Order Issuance – Ion Wave Technologies, Inc. (5 Year) not to exceed \$20,000.00: Chris Masters, Business Manager, presented a Purchase Order Issuance to IonWave Technologies, Inc. not to exceed \$20,000.00 for a Five Year License. *(Please see the Purchase Order for IonWave Technologies, Inc. attached.)*

Motion was made by Tyler Massey, Vice-President, to APPROVE the Purchase Order Issuance for IonWave Technologies, Inc. not to exceed \$20,000.00; seconded by Britney Valdez, Treasurer. MOTION CARRIED 3-0.

- L.** *Approval of Purchase Order Issuance – VLCM via CES not to exceed \$30,000.00: Chris Masters, Business Manager, presented a Purchase Order to CES for VLCM not to exceed \$30,000.00. *(Please see the Purchase Order to CES for VLCM attached.)*

Motion was made by Britney Valdez, Treasurer, to APPROVE the Purchase Order Issuance for VLCM via CES not to exceed \$30,000.00; seconded by Tyler Massey, Vice-President. MOTION CARRIED 3-0.

- M.** *Approval of Purchase Order Issuance – Adventure Travel \$16,359.36: Chris Masters, Business Manager, presented a Purchase Order Issuance to Adventure Travel for \$16,359.36 for the trip to the National Charter Schools Conference in Washington, D.C. *(Please see the Purchase Order to Adventure Travel attached.)*

Motion was made by Britney Valdez, Treasurer, to APPROVE the Purchase Order Issuance for Adventure Travel for \$16,359.36; seconded by Tyler Massey, Vice-President. MOTION CARRIED 3-0.

- N.** *Approval of Director’s Contract: The Director’s Contract was amended and approved to reflect the new salary for the 2022-23 school year.

Motion was made by Britney Valdez, Treasurer, to APPROVE the Director’s Contract; seconded by Tyler Massey, Vice-President. MOTION CARRIED 3-0.

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 – July 12, 2022, 6:00 P.M.

- Equity Council Update
- Executive Session

VIII. Board Meeting Evaluation: Governing Council Members agreed that the meeting was very informative.

IX. Next Scheduled Meeting:

Regular Meeting/July 12, 2022/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Britney Valdez, Treasurer, to ADJOURN the meeting at 7:38 p.m.; seconded by Tyler Massey, Vice-President. MOTION CARRIED 3-0.