

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

August 23, 2022

6:04 p.m.

Regular Board Meeting

Deming Cesar Chavez Charter High School Room #10

The Deming Cesar Chavez Charter High School Governance Council members met in a Regular Board Meeting on August 23, 2022, at 6:04 p.m. in Deming, New Mexico, Room #10. The following Governing Council members attended: Crystal Peña (President) *Present via-zoom*, Tyler Massey (Vice-President) *Present*, Britney Valdez (Treasurer) *Present*, Nick Perez (Secretary) *Present*, and Barbara Reedy (Member) *Present*. Also present were Noel Nuñez (Director), Chris Masters (Business Manager) *via-zoom* and Viviana Porras (Administrative Assistant) *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 6:04 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted, and a quorum was established 3/5.
Tyler Massey, Vice-President – *arrived at 7:21 p.m.*
Britney Valdez, Treasurer – *arrived at 7:44 p.m.*
- 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, Secretary. MOTION CARRIED 3-0.

- E. *Meeting Minutes Review/Approval for July 12, 2022:

Motion was made by Barbara Reedy, Member, to APPROVE the July 12, 2022 meeting minutes as presented; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment.

III. Staff/Student Spotlight

Noel Nuñez, Director, introduced Audree Mullins, DCCCHS Adult Learning Academy Student, to the Governing Council Members for the student spotlight.

Audree Mullins, DCCCHS Adult Learning Academy Student, introduced herself and mentioned that she currently a Senior and decided to attend DCCCHS because she heard great things about the school. Audree would like to become a nurse when she graduates.

The Governing Council Members encouraged Audree to keep up the excellent work and continue her dream of helping people and becoming a nurse.

Mr. Nuñez introduced David Jaramillo, DCCCHS Career Technical Education Instructor, to the Governing Council Members for the Staff Spotlight.

David Jaramillo, DCCCHS Career Technical Education Instructor, introduced himself and mentioned that this is his first year working at DCCCHS. Mr. Jaramillo has been teaching for ten years. He was previously at Deming High School, where he began the media program and youtube channel and helped with the engineering program. Mr. Jaramillo mentioned that when he found out that DCCCHS was looking to expand in this area, he was eager for the opportunity. He has family and students that have graduated from DCCCHS and has seen the importance of the school. Mr. Jaramillo appreciates the opportunity to help the students expand and to be a part of the DCCCHS Family.

The Governing Council Members welcomed Mr. Jaramillo to DCCCHS and are excited to see what he has to offer the students and look forward to all of the other extracurricular activities that he will begin.

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

- **Audit Committee:** The Audit Committee met for an opening Audit Meeting on August 18, 2022, at Deming Public Schools to review the dates and expectations.

- **Finance Committee:** The Finance Committee met on August 16, 2022. The following information was discussed:
 - Financial Status and Outlook – Financial Report
 - Procurement – Check Listing Report, Bank Reconciliation, and Purchase Orders
 - Updates and Status – Financial Update – Legislative Update, SBWS Update, Cat 1 Update, P-Card Update
 - File Observation and FC Audit – Journal Entry Approval, File Review

- **School Planning/Academic:** The School Planning/Academic Committee met on August 17, 2022. The following information was discussed:
 - Equity Council
 - COVID Sick Leave Policy

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.** *Approval of Resolution 2022-2023 NO. 002 Bank Signatories: Chris Masters, Business Manager, presented the Resolution 2022-2023 NO. 002 Bank Signatories to the Governing Council Members. Mr. Nuñez made a recommendation to approve the Resolution 2022-2023 NO. 002 Bank Signatories. *(Please see Resolution 2022-2023 NO. 002 Bank Signatories attached.)*

Motion was made by Nick Perez, Secretary, to APPROVE the Resolution 2022-2023 NO. 002 Bank Signatories; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.

- C. *Approval of Resolution 2022-2023 NO. 003 Authorization of P-Card Program: Chris Masters, Business Manager, presented the Resolution 2022-2023 NO. 003 Authorization of P-Card Program to the Governing Council Members. Mr. Masters made a recommendation to approve the Resolution 2022-2023 NO. 003 Authorization of P-Card Program. *(Please see Resolution 2022-2023 NO. 003 Authorization of P-Card Program attached.)*

Motion was made by Nick Perez, Secretary, to APPROVE the Resolution 2022-2023 NO. 003 Authorization of P-Card Program; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.

- D. *Approval of Agreement with Safari – Nurse Staffing: Chris Masters, Business Manager, presented the Agreement with Safari for Nurse Staffing to the Governing Council Members. Mr. Masters mentioned that the COVID response funding will be utilized for this agreement.

Motion was made by Barbara Reedy, Member, to APPROVE the Agreement with Safari; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

- E. *Approval of Agreement with Sonrisas Therapies – (SLP): Chris Masters, Business Manager, presented the Agreement with Sonrisas Therapies for Speech Language Therapy Services to the Governing Council Members. Mr. Masters made a recommendation to approve the Agreement with Sonrisas Therapies. *(Please see the Agreement with Sonrisas Therapies attached.)*

Motion was made by Barbara Reedy, Member, to APPROVE the Agreement with Sonrisas Therapies; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

- F. *Approval of Contract with NM GRADS: Chris Masters, Business Manager, presented the NM GRADS Contract to the Governing Council Members. This funding is for teenage parents enrolled at DCCCHS. This funding includes classes, enrichment activities, and training. Mr. Masters made a recommendation to approve the NM GRADS Contract. *(Please see the Contract with NM GRADS attached.)*

Motion was made by Nick Perez, Secretary, to APPROVE the Contract with NM GRADS; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.

- G. *Approval of Purchase Order Issuance – Safari \$40,000.00: Chris Masters, Business Manager, presented a Purchase Order Issuance for Safari for the amount of \$40,000.00 for Nurse Staffing to the Governing Council Members.

Motion was made by Barbara Reedy, Member, to APPROVE the Purchase Order Issuance for Safari for the amount of \$40,000.00; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

- H. *Approval of Purchase Order Issuance – Sonrisas Therapies (SLP) \$10,000.00: Chris Masters, Business Manager, presented a Purchase Order Issuance for Sonrisas Therapies for the amount of \$10,000.00 for Speech Language Therapy Services to the Governing Council Members.

Motion was made by Barbara Reedy, Member, to APPROVE the Purchase Order Issuance for Sonrisas Therapies (SLP) for the amount of \$10,000.00; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

- I. *Approval of Purchase Order Issuance – Winston Water Cooler \$10,000.00: Chris Masters, Business Manager, presented a Purchase Order Issuance for Winston Water Cooler for the amount of \$10,000.00 for plumbing supplies primarily to be used in the portables to the Governing Council Members.

Motion was made by Barbara Reedy, Member, to APPROVE the Purchase Order Issuance for Winston Water Cooler for \$10,000.00; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

- J. *Approval of Purchase Order Issuance – CDW-G not to exceed \$15,000.00 (Cameras, HALO Monitoring System): Chris Masters, Business Manager, presented a Purchase Order Issuance for CDW-G for the amount not to exceed \$15,000.00 for Cameras and HALO Monitoring System to the Governing Council Members.

Motion was made by Nick Perez, Secretary, to APPROVE the Purchase Order Issuance for CDW-G not to exceed \$15,000.00; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.

- K. *Approval of Budget Adjustment Request – SEG \$172.00: Chris Masters, Business Manager, presented a Budget Adjustment Request for SEG for \$172.00 based on the state’s recalculation of the SEG to the Governing Council Members.

Motion was made by Barbara Reedy, Member, to APPROVE the Budget Adjustment Request for SEG for \$172.00; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

- L. *Approval of Budget Adjustment Request – NM GRADS \$10,000.00: Chris Masters, Business Manager, presented a Budget Adjustment Request for NM GRADS for \$10,000.00 to the Governing Council Members.

Motion was made by Nick Perez, Secretary, to APPROVE the Budget Adjustment Request for NM GRADS for \$10,000.00; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.

- M. *Approval of DCCCHS Sick Leave Policy: The Governing Council Members agreed that they would like staff input and to know what policies other schools have in place

Motion was made by Barbara Reedy, Member, to TABLE the Sick Leave Policy until more information is collected from staff and other schools; seconded by Nick Perez, Secretary. MOTION CARRIED 3-0.

- N. Update & Progress of Equity Council: Noel Nuñez, Director, informed the Governing Council Members that he has begun the Equity Council. Members of the Equity Council have participated in the Finance Meeting and will continue to meet in this committee.

Tyler Massey, Vice-President, arrived at 7:21 p.m.

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.)*

Britney Valdez, Treasurer, arrived at 7:44 p.m.

- VII. *Executive Session-** (To discuss pending litigation, limited personnel matters, or property pursuant to NMSA 1978, Section 10-15-1(2)).
1. Personnel Matters

Motion was made by Barbara Reedy, Member, to POSTPONE Executive Session until the September Meeting; seconded by Nick Perez, Secretary. MOTION CARRIED 5-0.

VIII. Time and Content for the next Governing Council Meeting:

Board Meeting – September 13, 2022, 6:00 P.M.

- Equity Council Update
- Sick Leave Policy
- Budget
- Retreat Planning
- Executive Session – Director’s Evaluation

- IX. Board Meeting Evaluation:** Governing Council Members agreed that the meeting went well with good information.

X. Next Scheduled Meeting

Regular Meeting/September 13, 2022/DCCCCHS Room #14/6:00 P.M.

XI. *Adjournment:

Motion was made by Tyler Massey, Vice-President, to ADJOURN the meeting at 7:53 p.m.; seconded by Barbara Reedy, Member. MOTION CARRIED 5-0.