

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

November 15, 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 November 15, 2022, at 6:00 p.m. in Deming, New Mexico, Room #14. The following Governing Council members attended: Crystal Peña (President), *Present*, 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) and Viviana Porras (Administrative Assistant). 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 6:00 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 Tyler Massey, Vice-President, to ADOPT the Agenda as presented; seconded by Barbara Reedy, Member. MOTION CARRIED 5-0.

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

Motion was made by Barbara Reedy, Member, to APPROVE the October 11, 2022, 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 Nuñez, Director, introduced Miguel Aguirre, DCCCHS Student, to the Governing Council Members for the Student Spotlight.

Miguel Aguirre, DCCCHS Student, introduced himself and informed the Governing Council Members that he is currently in eleventh grade. Miguel explained that he chose DCCCHS because he feels comfortable here, the learning environment is what he is looking for, and he enjoys learning. When Miguel graduates, he hopes to go to college and learn astrophysics.

The Governing Council Members welcomed Miguel to the school and encouraged him to continue his hard work.

Mr. Nuñez introduced Eva Morales, DCCCHS Student, to the Governing Council Members for the Student Spotlight.

Eva Morales, DCCCHS Student, introduced herself and informed the Governing Council Members that she is currently in eleventh grade. Eva explained that she enjoys DCCCHS and that the school makes you feel like family; everyone gets along and communicates well. Eva mentioned that she is enrolled in the GRADS Program, which has helped her in many ways as a young parent. When Eva graduates, she hopes to get a good job for her baby and family.

The Governing Council Members welcomed Eva to the school and informed her of the Early Childhood Program that will begin at DCCCHS in January.

Mr. Nuñez introduced Gloria Hernandez, Cosmetology Instructor & GRADS Program Teacher, to the Governing Council Members for the Staff Spotlight.

Gloria Hernandez, DCCCHS Cosmetology Instructor & GRADS Program Teacher, introduced herself and gave a Semi-Annual Report for the GRADS Program. Mrs. Hernandez mentioned that there are currently twenty-one students enrolled, ten day students and eleven-night students. Mrs. Hernandez attended a GRADS Training and was informed that the GRADS Program can still service students up to the age of 22 with any resources. DCCCHS is currently at the top with the most enrollment in the program. Mrs. Hernandez mentioned that she is proud of the program and is happy to be a part of it. It is an excellent opportunity to help the students, thanks to DCCCHS and the GRADS Program.

The Governing Council Members thanked Mrs. Hernandez for her work and support to students of DCCCHS.

Mr. Nuñez introduced David Jaramillo, CTE Instructor, and the Robotics Team to the Governing Council Members. Mr. Nuñez mentioned that the Robotics Team competed on December 12, 2022 in Las Cruces, N.M.

Mr. Jaramillo introduced himself and explained that the Robotics Team participated in Texas Best Competition in Las Cruces, N.M. The team placed eighth and qualified to participate in the National Tournament in Frisco, T.X. Mr. Jaramillo mentioned that he is very proud of the students for their hard work and dedication and for being their first year participating.

The Governing Council Members congratulated Mr. Jaramillo and the Robotics Team.

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

- Audit Committee: The Audit Committee met on November 10, 2022, with Deming Public Schools. Preliminary Audit discussion will take place during Executive Session at the December Meeting.

- Finance Committee: The Finance Committee met on November 1, 2022. The following was discussed:
 - Financial Status and Outlook – See attached Financial Report
 - Procurement – Check Listing Report, Bank Reconciliation, and Purchase Orders
 - Updates and Status – Financial Update, Request for Reimbursement (RfR) Update, Facility Update (Portables), Procurement Card (P-Card) Update, Financial and Teacher Cost Index (TCI) Audits, AIR Funding Update, CAT 1 Update
 - File Observation and FC Audit – Journal Entry Approval, File Review
- School Planning/Academic: The School Planning/Academic Committee did not meet.
- Equity Council: Noel Nuñez, Director, informed the Governing Council Members that the Equity Council is still forming and is meeting with the students in the staff support team to include them in the Equity Council. Mr. Nuñez will begin to share and explain the financials from the Finance Committee with the Staff Support Team.

V. **Discussion/Action Items**

- A. Community Schools Food Distribution Report: Noel Nuñez, Director, informed the Governing Council Members that Mrs. Martinez-Lopez is ill and is unable to give her report. *(Please see the Food Distribution Update from Mrs. Martinez-Lopez attached.)*
- B. GRADS Semi-Annual Status Report: Gloria Hernandez, GRADS Program Instructor, gave a Semi-Annual Report for the GRADS Program. Mrs. Hernandez mentioned that there are currently twenty-one students enrolled, ten days students and eleven-night students. Mrs. Hernandez attended a GRADS Training and was informed that the GRADS Program can still service students up to the age of twenty-two years of age with any resources. DCCCHS is currently at the top with the most enrollment in the program. Mrs. Hernandez mentioned that she is proud of the program and is happy to be a part of it. It is an excellent opportunity to help the students, thanks to DCCCHS and the GRADS Program.
- C. *Approval of Budget Adjustment Request – PSCOC Lease Assistance Award \$123,156.00: Chris Masters, Business Manager, presented the BAR for PSCOC Lease Assistance Request to the Governing Council Members.

Motion was made by Tyler Massey, Vice-President, to APPROVE the Budget Adjustment Request – PSCOC Lease Assistance Award \$123,156.00; seconded by Nick Perez, Secretary. MOTION CARRIED 5-0.

- D. *Approval of Issuance of Change Order – Purchase Order 23-00014 \$123,156.00: Chris Masters, Business Manager, requested the Approval of Issuance of Change Order for Purchase Order 23-00014 for \$123,156.00 for Deming Public Schools for the FY 23 lease.

Motion was made by Tyler Massey, Vice-President, to APPROVE the Issuance of Change Order for Purchase Order 23-00014 for \$123,156.00; seconded by Nick Perez, Secretary. MOTION CARRIED 5-0.

- E. Required Trainings for Governing Board Members: Crystal Peña, President, informed the Governing Council Members that they are required to receive eight training hours annually per the NMPED.
- F. Public Charter Schools of New Mexico Annual Conference – Preparation December 8-9, 2022: The Governing Council Members and Noel Nuñez, Director, are attending the PSCNM Annual Conference December 8-9, 2022, and will receive all of their credit hours required.
- G. GC Retreat Planning Update: The Governing Council Members reviewed the GC Retreat Agenda and would like to add the discussion of purchasing a new vehicle.

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:

- Special Meeting – November 18, 2022, 11:45 A.M. Via-Zoom
- Approve of Out of State Travel for the Robotics Team to Frisco, TX

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

- Michael Renteria (District Attorney) – School Resource Officer on School Campus
- GC Retreat Update
- Equity Council Update

VIII. Board Meeting Evaluation: The Governing Council Members agreed the meeting went well and enjoyed hearing from the Robotics Team.

IX. Next Scheduled Meeting

Special Meeting/November 18, 2022/Via-Zoom/11:45 A.M.

Regular Meeting/December 13, 2022/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Britney Valdez, Treasurer, to ADJOURN the meeting at 7:01 p.m.; seconded by Tyler Massey, Vice-President. MOTION CARRIED 5-0.