

**DEMING CESAR CHAVEZ CHARTER HIGH SCHOOL
GOVERNANCE COUNCIL REGULAR BOARD MEETING
October 13, 2015
6:00 PM
Deming Cesar Chavez Charter High School Board Room**

The Deming Cesar Chavez Charter High School Governance Council members met in a regular Board Meeting on Tuesday, October 13, 2015 at 6:00 pm in Deming, New Mexico, in the DCCCHS Board Room. The following Governing Council members were in attendance: Antoinette Zunich (President) *Present*, Victor Cruz (Vice-President) *Present*, Gloria Lopez (Secretary) *Present*, Neima Higuera (Treasurer) *Present*, and Gabe Dominguez (Member) *Present*. Also present were Stan Lyons (Principal), Jerry Lee (Assistant Principal), Viviana Porras (Administrative Assistant), and Chris Masters (Business Manager). See sign-in sheet for others who attended.

I. Call Meeting to Order – Antoinette Zunich, presiding

A. The meeting was called to order at 6:12 p.m. by Antoinette Zunich. The pledge of allegiance was recited.

B. Roll Call was conducted by Viviana Porras and quorum was established 3/5.

Victor Cruz – Arrived at 6:32 p.m.

Gloria Lopez – Arrived at 7:21 p.m.

C. Adoption of Agenda-

Motion was made by Neima Higuera, Secretary to accept the Agenda as is; seconded by Gabe Dominguez. MOTION CARRIED 3-0.

D. Meeting Minutes Review/Approval for: September 8, 2015 Antoinette Zunich, President requested making a correction to the Principal's Report under failing rate to read 13.6 percent and 86.4 percent to meet the 100 percent rate.

Motion was made by Neima Higuera, Treasurer to approve the September, 8 2015 meeting minutes with the correction to the Principal's Report under failing rate to read 13.6 percent and 86.4 percent to meet the 100 percent rate; seconded by Gabe Dominguez. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment

III. English Language Arts Student Presentation

Lynda Call, DCCCHS Teacher, informed the Governing Council of her English IV lab students that have been working on a project on a unit in etymology that explains how words change throughout time. Ms. Call explained that this is student driven project and that these students are taking this extra class to be able to graduate in January rather than in May. The following DCCCHS students chose a word and each gave a presentation; Jezzlyn Galloway, DCCCHS student chose the word "Fire", Sarah Pierro, DCCCHS student chose the word "Cancer", and Mark Guerrero, DCCCHS student chose the word "Power".

IV. Student Council Presentation

- A. Open Campus- Student Council Members proposed having open campus on Friday's for all students because as of right now open campus is only offered to seniors. Student Council Members explained that they understand that policy was put in place to prevent ditching or students not returning to school at all and that is why they are only proposing having open campus on Fridays. Student Council explained that they would like to create a system that will help stop ditching and encourage students to want to go to school. The system would consist of each student getting a punch card that would be left in the office on Fridays in order to checkout for lunch and it would be returned to each student upon returning to the school on time and if that student fails to return at all the student then no longer has the privilege of the punch card and it is taken away for two weeks as a first strike and can be earned back if the student has perfect attendance for two straight weeks. The second strike the student loses the punch card for one month and can be earned back if the student attends school for a month straight. The third strike the student will lose the punch card and cannot be earned back. Student Council Members explained that the reason for this is to give the students responsibility of keeping track of their own punch card. **Discussion took place. No action was taken.**

Victor Cruz, Vice-President arrived at 6:32 p.m.

- B. Casual Friday- Student Council Members proposed having casual Fridays and understand that it is not in the student handbook but students have had casual Fridays in the past and have enjoyed it and appreciated it. Student Council explained that students do not want to have to wear the same shirt every day and it they would like to have a day to themselves and wear whatever the student wanted to wear as long as it was appropriate. Student Council Members explained that they will be in charge of monitoring that students are dressed appropriately and if a student is not dressed appropriately then they would let a teacher know of the issue. **Discussion took place. No action was taken.**

Governing Council Members requested that the Student Council Members present this information to the School Planning Committee to have a response to them in a timely manner.

V. School Committee Reports/Updates

- A. Finance Committee- Chris Masters, Business Manager reported that the Finance Committee met on October 5, 2015 and in attendance were Gloria Lopez, Stan Lyons, and Chris Masters. The following topics were discussed; 1) Financial Status and Outlook, 2) Procurement (*Bids – Reading Plus*) 3) Updates & Status (*Facility Build Restrooms: Meeting with DPS on October 20, 2015*), (*Telstar Networks phone system*), (*EQC (through CES) Smart Boards*), (*Storage container purchase & utilization*), File observation and FC audit.
- B. School Planning Committee – School Planning Committee met on October 2, 2015 and in attendance were Antoinette Zunich and Stan Lyons. The following topics were discussed; 1) Reading Plus, 2) PDP –Update, 3) Bathroom presentation to DPS Administrator, 4) New school phones system – Trail Period, 5) New storage building, 6) Parent Community Coordinator – Food Bank & Volunteer Update, 7) Disposition of Real and/or Personal Property (obsolete or unusable computers)

C. Council Development Committee- Council Development Committee did not meet.

D. Academic Committee- No information available at this time.

VI. Discussion Items

A. Review of Financial Report; Governing Council Members reviewed and discussed the Financial Report presented dated October 4, 2015. (*Please see Financial Report attached.*)

B. Parent Engagement/Outreach Plan; Stan Lyons, Principal informed the Governing Council that a Parent Meeting was held on September 10, 2015 and four parents attended this meeting. Mr. Lyons explained that there was good parent commentary about providing more activities for students during lunch time. Parent discussions were about activities coming up and having parent support and involvement to have some volunteer's and a head parent volunteer. Mr. Lyons mentioned that he discussed with the parents the upcoming events, 1) Fall Festival, and 2) Thanksgiving Luncheon. Mr. Lyons mentioned that he would like to continue with the Parent Meetings. Mr. Lyons invited the Governing Council Members to the Fall Festival Planning Meeting taking place Friday October 16, 2015 at 9:00 a.m. Mr. Lyons informed the Governing Council that he visited the Roadrunner Food Bank in Albuquerque, NM and got a tour of the facility and was explained the process of running a pantry and he explained that he has the application and has not begun the process because he would like to have a coordinator for this program.

VII. Actions Items

A. Approval of Financial Report;

Motion was made by Victor Cruz, Vice-President to approve the Financial Report dated October 4, 2015 as presented; seconded by Gabe Dominguez. MOTION CARRIED 4-0.

B. Purchase Order Issuance for Reading Plus;

Motion was made by Victor Cruz, Vice-President to approve the Purchase Order and Issuance for Reading Plus in the amount of \$ 14,600.00 for three years; seconded by Gabe Dominguez. MOTION CARRIED 4-0.

C. Staff Retirement Plan; Chris Masters, Business Manager stated that there are no updates and this item is not ready for action at this time.

D. Grievance Policy; Antoinette Zunich, President requested making the following corrections to the Grievance Policy;

- Remove Director from Principal/Director and should only read Principal.
- Define reasonable time to (5) working days.
- Change that all Grievances shall be filed and processed with the Grievance forms provided and there is not enough space on the form and should include with attachments if necessary.

(*Please see Grievance Policy attached*). **Discussion took place.**

Gloria Lopez arrived at 7:21 p.m.

Victor Cruz, Vice-President asked if the staff had time to review the Grievance Policy and give their input on this policy and make any recommendations.

Mr. Lyons explained that the staff did not have time to review the Grievance Policy and what he understood from the Governing Council is that the Grievance Policy wasn't clear and if he could work on it to make it more understandable and explained that he is not at all opposed to the staff reviewing the Grievance Policy and is in complete agreement that the staff should have a voice and/or an ear.

Jerry Lee, Assistant Principal suggested that they ask DCCCHS Staff that are present in the audience to review the Grievance Policy and give their input.

Governing Council Members asked the DCCCHS Staff in the audience if they could review the Grievance Policy and give their input.

Lynda Call, DCCCHS Teacher and Antonio Guillen, DCCCHS Teacher reviewed the Grievance Policy and gave their input.

Motion was made by Antoinette Zurich, President to approve the Grievance Policy with the changes of Principal/Director to Principal, all grievances are following the process of the grievance forms and any necessary attachments, the intention for a Union Representative or Legal Counsel to be at the hearing will give the Principal (5) days' notice and the grievant may also give the Principal (5) days' notice; seconded by Gabe Dominguez. MOTION CARRIED 5-0.

- E. Student Dress Code Policy; Stan Lyons, Principal reviewed with the Governing Council the change to Student Dress Code Policy. Mr. Lyons asked the Governing Council to reconsider the Student Dress Code Policy that includes a button up shirt and tie at this time and explained that it was never voted on or per say it was never a policy change or handbook change that went through the right process and he respects the direction that the Governing Council is trying to go with the Dress Code Policy change but DCCCHS is not there yet. *(Please see Student Dress Code Policy attached.) Discussion took place.*

Motion was made by Victor Cruz, Vice-President to deny the Student Dress Code Policy and maintain the current Student Dress Code Policy; seconded by Gabe Dominguez. MOTION CARRIED 5-0.

- F. Disposition of Real and/or Personal Property (Obsolete or unusable computers); Antoinette Zurich, President stated that she looked up the process on state statute for disposition of real and/or personal property and explained that DCCCHS Governing Council is held legally accountable for a lot of stuff and are very specific how disposal of property should be done, who you dispose of it with, when you do it, and who all is informed and thinks that as much work as Mr. Lyons did what she feels needs to happen is to follow state statute and go back and designate a committee of three officials to approve and oversee that disposition inventory and take it back to the board for approval.

Mr. Lyons shared the inventory list with the Governing Council Members.

Mr. Lyons explained that he has gone through the Disposition of Real and/or Personal Property at three different schools and they did not follow state statute and explained that he is not an expert on that and explained that he did follow a process that the NMPED put out and he will do whatever the Governing Council tells him to do and he will not get rid of the property until the Governing Council approves it.

Victor Cruz, Vice- President mentioned that he thinks Ms. Zurich is taking it literal and if she would like to go and inventory all of the property and she can bring it back to the Governing Council.

Mr. Lyons explained that if they Governing Council would like for him to contact another school and if they would like to table this item for now and get three Governing Council Members together to take inventory of the property.

Motion was made by Victor Cruz, Vice-President to postpone the Disposition of Real and /or Personal Property; seconded by Gabe Dominguez. MOTION RESCINDED.

Gloria Lopez, Secretary initiated discussion on the motion related to what procedures will be used for the Disposition of Real and/or Personal Property.

Motion was rescinded by Victor Cruz, Vice-President to postpone the Disposition of Real and/or Personal Property into state statue as follows; seconded by Gabe Dominguez. MOTION CARRIED 5-0.

VIII. Principal's Report;

Stan Lyons, Principal presented the Principal's Report to the Governing Council and asked if they had any questions or comments pertaining to the Principal's Report.

Instructional Programs and Practices

- a. NEWA MAPS 1st round of short cycle assessment completed.
- b. Professional Development Plans—uploaded to TeachScape
- c. New Science teacher onboard! Yay!
- d. Technology—performing an internal audit of our LAN, workstations, software, and servers to ensure technology serves our learning needs.

School Culture and Atmosphere

- a. Moving the shade structure near the multipurpose room
- b. Recognition Day 9/25—awards, bbq, celebration with cake
- c. Staff training 10/2 re: Glasser Quality Schools and Fish Philosophy—Staff and teachers completed activities for team building, cooperation, and effective communication. Also worked on skills re: how we contribute through our attitudes to a positive school culture and atmosphere.

School Information

- a. Attendance Rate, Passing Rate, Failing Rate - *To be calculated October 12, 2015*
- b. Reauthorization application submitted

Mr. Lyons asked the Governing Council if they had any further questions about the Principal's Report. (*Please see Principal's Report attached.*)

**IX. Executive Session (To discuss pending litigation, personnel matters or property)
Subject: Limited personnel matters under Open Meetings Act 10151 Section H,
Paragraph 2.**

- 1. Administrator/Principal Evaluation Check-In**
- 2. Pending Litigation**
- 3. Personnel Matters**

Motion was made by Victor Cruz, Vice-President to go into Executive Session at 8:21 p.m.; seconded by Gloria Lopez. MOTION CARRIED 5-0.

Roll call was conducted and quorum was established 5/5.

Antoinette Zunich - Yes

Victor Cruz - Yes

Gloria Lopez - Yes

Neima Higuera - Yes

Gabe Dominguez – Yes

Governing Council Members came out of Executive Session at 9:57 p.m.

No action was taken.

**X. Time and Content-
Action Items**

- Disposition of Real and/or Personal Property
- Student Handbook Policies: Open Campus & Casual Fridays

XI. Board Meeting Evaluation; Excessive Time – presentations and excessive session took much time; other standards were fine.

XII. Next Scheduled Meeting: (November 10, 2015/DCCCHS Board Room/6:00PM)

XIII. Adjournment:

Motion was made by Gloria Lopez, Secretary to adjourn the meeting at 10:00 p.m.; seconded by Neima Higuera. MOTION CARRIED 5-0.

APPROVAL OF MINUTES

DCCCHS PRESIDENT

DATE

DCCCHS PRINCIPAL

DATE