

**DEMING CESAR CHAVEZ CHARTER HIGH SCHOOL
GOVERNANCE COUNCIL REGULAR BOARD MEETING
November 10, 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, November 10, 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) *Absent*, Victor Cruz (Vice-President) *Present*, Gloria Lopez (Secretary) *Present*, Neima Higuera (Treasurer) *Present*, and Gabe Dominguez (Member) *Tardy (arrived at 6:20 p.m.)*. 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 – Victor Cruz, presiding

- A. The meeting was called to order at 6:12 p.m. by Victor Cruz. The pledge of allegiance was recited.
- B. Roll Call was conducted by Viviana Porras and quorum was established 3/5.
Antoinette Zunich – Absent
Gabe Dominguez – Tardy (arrived at 6:20 p.m.)
- C. Adoption of Agenda-

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

D. Meeting Minutes Review/Approval for October 13, 2015

Neima Higuera, Treasurer requested making a correction to the October 13, 2015 meeting minutes on the first page, the first paragraph under the summary the Governing Council Members that arrive late should not read as absent and requested placing the word absent with tardy.

Motion was made by Neima Higuera, Treasurer to approve the October 13, 2015 meeting minutes with the exception of removing absent and replacing with tardy; seconded by Gloria Lopez. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment

III. School Committee Reports/Updates

- A. Finance Committee- The Finance Committee met on November 5, 2015 at 8:00 a.m. and in attendance were Gloria Lopez, Neima Higuera, and Chris Masters. The following topics were discussed; 1) Financial Status and Outlook, 2) Procurement 3) Updates & Status (*Facility Build Restrooms: Meeting with DPS on October 20, 2015 (This precedes DPS Board approval on renovations) Transitional facilities are being put into place (west wing restrooms) Facilities to be updated and aligned with those use by DPS. Testing for possible remediation is underway, (EQC (through CES) Smart Boards: Received)*), 4) Audit Status (*Audit completed. Open forum discussion may take place once released from the State Auditor's Office*), 5) File observation and FC audit.

- B. School Planning Committee – School Planning Committee met on October 27, 2015 at 6:30 p.m. and in attendance were Antoinette Zurich, Neima Higuera, and Stan Lyons. The following topics were discussed; 1) Student Presentation, 2) Restroom Remodel Up-date, 3) Fall Festival Up-date.

Victor Cruz, Vice-President asked if the DCCCHS Reauthorization is part of the School Planning Committee and suggested scheduling a meeting with Deming Public Schools to discuss where we stand with the reauthorization.

Stan Lyons, Principal asked the Governing Council Members if they would like to join him to attend a Work Session with Deming Public Schools Superintendent.

Victor Cruz, Vice – President and Gloria Lopez, Secretary mentioned that they both would like to attend the meeting.

Gabe Dominguez arrived at 6:20 p.m.

- C. Council Development Committee- No information available at this time.

- D. Academic Committee- Victor Cruz, Vice-President informed the Governing Council Members that this committee met on Wednesday November 4, 2015 and was merged with the Student Intervention Meeting. Mr. Cruz mentioned that this meeting consists of individual student needs and all teachers are able to give input. Mr. Cruz broke down the meeting into two major issues 1) truancy, and 2) motivation for those students who do attend. Mr. Cruz also mentioned that students reading standards are low and suggested looking for the key things to get students here. **Discussion took place. No action was taken.**

IV. Discussion Items

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

Victor Cruz, Vice-President suggested that the School Planning Committee begin to work on school improvements for each school year.

V. Actions Items

- A. Approval of Financial Report;

Motion was made by Gloria Lopez, Secretary to accept the Financial Report as presented; seconded by Niema Higuera. MOTION CARRIED 4-0.

- B. Student Handbook Policies; Open Campus & Casual Fridays-

Student Council is currently working on these items and are not ready for action at this time.

Motion was made by Gloria Lopez, Secretary to table the Student Handbook Open Campus and Casual Friday's policy until they have a draft policy presented to the Governing Council by the next meeting in December; seconded by Neima Higuera.

Victor Cruz, Vice President suggested that someone please inform the Student Council that the Governing Council is waiting for the policy to make a decision as soon as possible. MOTION CARRIED 4-0.

- C. Disposition of Real and/or Personal Property (obsolete or unusable computers); Stan Lyons, Principal presented Resolution 2015-2016 NO. 014 to the Governing Council Members following state statues for the disposal of obsolete unusable computers and printers and explained the process. Governing Council Members reviewed the inventory list and all members were in agreement. Victor Cruz, Vice President read the Resolution 2015-2016 No. 014 Disposition of Public Property aloud to the Governing Council Members. *(Please see DCCCHS Governing Council Resolution 2015-2016 NO. 014, Disposition of Public Property attached.)*

Motion was made by Gloria Lopez, Secretary to approve Resolution 2015-2016 NO. 014 Disposition of Public Property; seconded by Gabe Dominguez. MOTION CARRIED 4-0.

VI. 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. *(Please see Principal's Report attached.)*

Principal's Report

1. Instructional Programs and Practices

- a. Parent/Teacher Conference – 15 Parents
Staff was upbeat
- b. Graduation Requirements Update: We follow DPS; reviewing next-step plans.
- c. Reading Plus: We have begun implementing program. I attended NMCCS Annual Conference on Saturday October 31, 2015 for in depth reading presentation. Reading is a top school priority.

2. School Culture and Atmosphere

- a. Student Assistance Team/Intervention Team began meeting weekly 4 weeks ago. Reviewing student attendance and progress.
- b. Fall Festival: October 30, 2015 – 62 adult guests plus children. It was an awesome success. Big kudos to DCCCHS staff and students for creating and working this event.
- c. Save the date: Thanksgiving Luncheon November 20, 2015 from 11:00 a.m. - 1:00 p.m.
- d. Student Council: Continuing to work on proposal for casual Fridays.

3. School Information

- a. Bathrooms Renovation: Completed asbestos inspection; awaiting report. Met with DPS Superintendent, Director of Facilities, and PSFA Rep. to discuss renovation plan and requirements – a positive meeting.
- b. Completed Technology Audit: Reviewed LAN, new tele system, bandwidth use, backup equipment, and current tech response and repair process.
- c. Attendance Rate, Passing Rate, Failing Rate – Attendance rate as of November 10, 2015 is 73 percent.

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

Motion was made by Neima Higuera, Treasurer to go into Executive Session at 7:23 p.m. to discuss the Audit Exit Report; seconded by Gloria Lopez. MOTION CARRIED 4-0.

Roll call was conducted and quorum was established 4/5.

Victor Cruz - Yes

Gloria Lopez - Yes

Neima Higuera - Yes

Gabe Dominguez – Yes

Governing Council Members came out of Executive Session at 7:34 p.m.

No action was taken.

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

- Student Handbook Policies: Open Campus & Casual Fridays
- Standing Committee Reports: Scheduled School Planning Committee for 12/1/15 at 6:00 p.m. to discuss bathroom update; facility school project, and student presentation on student handbook policies. It was suggested to inform the DPS Board about the process of requesting facility improvements to the school. No further discussion took place.

IX. Board Meeting Evaluation; All went well; it was good.

X. Next Scheduled Meeting: (December 8, 2015/DCCCHS Board Room/6:00PM)

XI. Adjournment:

Motion was made by Neima Higuera, Treasurer to adjourn the meeting at 7:40 p.m.; seconded by Gloria Lopez. MOTION CARRIED 4-0.

APPROVAL OF MINUTES

DCCCHS PRESIDENT

DATE

DCCCHS PRINCIPAL

DATE