

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

August 11, 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, August 11, 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), Gloria Lopez (Secretary), Neima Higuera (Treasurer), and Gabe Dominguez (Member). 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 6:07 p.m. by Antoinette Zunich. The pledge of allegiance was recited.

B. Roll Call was conducted by Viviana Porras and quorum was established 4/5.

C. Adoption of Agenda-

Antoinette Zunich, President requested making the following changes to the Agenda;

Delete - VII. Executive Session – Closed Pursuant to Section 10-15-1(H)(2)

Motion was made by Gloria Lopez, Secretary to approve the Agenda with the deletion of VII. Executive Session – Closed Pursuant to Section 10-15-1(H)(2); seconded by Neima Higuera. MOTION CARRIED 4-0.

D. Meeting Minutes Review/Approval for: June 29, 2015 & July 14, 2015

Motion was made by Neima Higuera, Treasurer to accept the June 29, 2015 & July 14, 2015 meeting minutes as is; seconded by Gloria Lopez. MOTION CARRIED 4-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment

III. School Committee Reports/Updates

A. Finance Committee- Neima Higuera, Treasurer reported that the Finance Committee met on August 11, 2015 and in attendance were Gloria Lopez, Neima Higuera, Stan Lyons, Jerry Lee, and Chris Masters. The following topics were discussed; 1) Financial Status and Outlook, 2) Procurement (*Bids – Facility Build, front reception, restrooms*) (*Bids – Telstar Networks, lease, and purchase amounts*), 3) Section 218 Process, 4) File observation and FC audit, 5) Title I monies - \$234,00.00 still owed from Deming Public Schools. Next scheduled Finance Committee Meeting is September 3, 2015 at 8:00 a.m.

B. School Planning Committee – Neima Higuera, Treasurer reported to the Governing Council that the School Planning Committee met on July 27, 2015 and in attendance were Stan Lyons, Dina Madrid DCCCHS Teacher, and Neima Higuera. The following topics were discussed; 1) Career Explorations, 2) Elective Clubs, 3) Upgrading Student Counseling Services, 4) Upgrade online courses, 5) Afterschool courses, 6) Staff Evaluation Process, 7) Virtual Student Outreach, 8) Purchase of a Metal Building, 8)

Student Involvement. Ms. Higuera mentioned that this was a very good meeting with a lot of discussion and good ideas. Ms. Higuera enjoyed that she got to hear what goes on in the classroom from the teacher's perspective.

C. Council Development Committee-

- a. Summary of National Charter Schools Conference; Antoinette Zurich, President reviewed with the Governing Council Members the Summary of National Charter Schools Conference. **Discussion took place.**

(Please see Summary of National Charter Schools Conference attached.)

- b. Date for next Retreat; Governing Council Members agreed to meet on September 12, 2015 from 9:00 a.m. – 12:00 p.m.

IV. Discussion Items

- A.** Caz Martinez presentation of Authorization Application; Stan Lyons, Principal reported to the Governing Council Members that he will be meeting with Caz Martinez, ACES Representative to review section c. of the authorization application and he will keep the Governing Council updated with this information.

- B.** Review of Financial Report; Governing Council Members reviewed and discussed the Financial Report presented. *(Please see Financial Report attached.)*

C. Update of the Staff Handbook

- a. Staff Handbook; Stan Lyons, Principal updated the Governing Council Members with the revisions of the Staff Handbook. Mr. Lyons informed the Governing Council that on the New Mexico School Boards Association website there are policy manuals from different school districts that get reviewed, upgraded, and adopted. Mr. Lyons included a copy of a Grievance Policy for the Governing Council to review, he suggested a Grievance Policy training for staff to inform them of how to follow the steps. Mr. Lyons will continue working on the Grievance Policy to make it clearer and easier to follow the steps. Mr. Lyons is following the guidelines about communicable diseases and has tried to contact the Department of Health for additional information to have a better understanding. **Discussion took place. No action was taken.**

- D.** Review of Governing Council By-Laws – Governing Council Members reviewed and discussed the DCCCHS Governing Council By-Laws. *(Please see DCCCHS Governing Council Bylaws attached.)*

- E.** Review of Governing Council Policies – No information available at this time. Review of the Governing Council Policies will be at a later time.

V. Actions Items

- A.** Approval of Financial Report

Motion was made by Gloria Lopez, Secretary to accept the Financial Report as presented; seconded by Neima Higuera. 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 pertaining to the Principal's Report.

Antoinette Zurich asked Mr. Lyons if he needed clarification about the student academic progress.

Mr. Lyons responded “yes” and asked what exactly they are asking about academic progress. Mr. Lyons asked if academic progress is from week to week, month to month, student to student, year to year, academic progress making progress in our own courses, academic rigor and mentioned that as he was working it through, he wasn’t really clear. Mr. Lyons asked if the information that they are requesting is the students that are passing or by grade level. Mr. Lyons mentioned that there is a lot of seniors on our enrollment and we should because we are that kind of a school that should have a lot of seniors. By grade looking to see who finishes he is just asking what information is it that they need to know because that was under the Goals that were given to him and he is just working off of that and he wants to provide the information that they are requesting.

Gloria Lopez, Secretary responded “that is the million dollar question” because as the Governing Council they have always had that question and basically a lot is determined by what are the goals of the charter, and now with the reauthorization the academic goals need to be there. That might be something worth discussing at the academic committee to know that the students have gone from point A to point B, what is it we need to track, and what do we need to report out to the Governing Council to let them know if the students are on track or if there is a need to change the course and that is the “million dollar question”. Ms. Lopez stated the Governing Council is hoping that Mr. Lyons would be able to help them to focus and zero in.

Antoinette Zurich, President responded that the students are the goal, getting them to graduate is the goal and knowing that they are on track and progress and not have to do any adjustments is basically it.

Mr. Lyons responded that to fill in, what is it that needs to be looked at to know that the students are or are not on track, what are the indicators. The passing rate for students passing week to week or month to month, so that is an indicator. Credits earned, are the students earning credits. If we were to look at all of our seniors and at the end of a semester he provides the Governing Council with a report, that’s just saying they would know if the students are earning the credits.

Ms. Zurich, mentioned that there are 6 grading periods and that maybe the Academic Committee can look at each report card. Ms. Zurich asked if all DCCCHS students receiving a report card, virtual and present are showing improvement.

Neima Higuera, Treasurer asked about presenting data showing where each student is and what they are doing on a month to month basis.

Mr. Lyons responded that with that they will be stepping into his job, it is one thing to ask for this information but it is another thing to step into his job. Mr. Lyons stated that he and Mr. Lee are reviewing the teacher’s records of the students that are passing and the students that are not and that’s part of what they have to do. Mr. Lyons just asked about something that Ms. Zurich had just said about report cards and regular and virtual students. Mr. Lyons mentioned that he doesn’t think that report cards have ever been done for virtual students and that is a whole other discussion of DCCCHS virtual campus. Mr. Lyons mentioned that the clarity that he is looking for and asked the Governing Council that if they want data, what will make them feel comfortable that he is actually working towards that hundred percent of graduation rate of who is ready if they were to look at the seniors that have nineteen credits this year and say all of the seniors that have nineteen credits or more credits if they are attending school they should earn their credit and they should graduate and that is a piece of data and that would give the Governing Council an indication of who is up for graduation and there are some that could be right below.

Gabe Dominguez, Member asked for the percentage and mentioned that it didn't have to be specific.

Mr. Lyons responded that he cannot give the names but he can give a number of how many students are on track and if the student is earning the requisite number of credits and because of credit recovery they can earn credits faster a student can earn more credits a year.

Ms. Higuera mentioned that in the past what has happened is that when the school year begins there are so many seniors, so many students eager to graduate, so many things they want to do and by the end of the year the seniors gone and they ask where they are. That has been her number one question forever, there were so many students at the beginning of the year and no one can ever say what happened and the only answer that she has heard has been attendance and it is very difficult to reach the students.

Mr. Lyons responded that it is getting clearer what the Governing Council is wanting and it is not so much all the data but they are looking at the students but they are not meeting the grade they are not actually achieving.

Ms. Higuera stated that then the students are gone and before they know it at the end of school year there is only a small group, she asked what happened in between that time because we have heard a lot of things like "this is what we are going to do" and "this is where we are going" and "this is where we are at" and then in between it is such a challenge all that whole year and the end of the year we end up with a very small number.

Mr. Lyons responded that the very small number challenge is real, and he is hearing Ms. Higuera say that she hasn't really heard from the part of the report what is it that you are looking for that information so it doesn't get passed her she wasn't to stay abreast of it.

Ms. Zurich gave an example that if there were 20 seniors and 19 are eligible to graduate then on the reports they should be able to see if the student is on track credit wise and if not know what is happening to get the student on track and if the student is still enrolled with DCCCHS and she does not want to micromanage but they do not want to let this go because that is where they are at and they are having to answer to the public and DPS and the school doesn't have the graduation rate they have a bunch of delinquents because they come and go as they please.

Mr. Lyons asked a question to help him understand a little more deeply, this is information that they have requested before and what they are hearing is that the students are not attending school and then finally they stop attending school.

Ms. Higuera started that no offense to Mr. Lyons, but she has heard that DCCCHS has an excellent attendance clerk that is going to do a lot to help improve attendance, and by the end of the school year the school has lost so many kids and it was impossible to contact those students and nothing happens. Ms. Higuera stated that the school is receiving SEG money at the beginning of the school year but where are the students?

Mr. Lyons responded that they are asking a couple of very interesting questions, they are asking about students and where are they and the other question is you have these students that are taking courses and something is not leading to graduation because those students are not here anymore. Mr. Lyons mentioned that there are a lot of ways to address this but this is not the correct way and if the academic committee could address some of the issues because he has something today about that but this is not the right form it is not pontificating there is some specific information about that how this school is running and one of the reasons that he hired Mr. Lee is to oversee the counseling program and counseling is what tracks our students

it is the umbrella that has the mechanisms that does the tracking and because the counseling has been done in a unique way at this school and the frustration is that there were a bunch of students but now they are gone so what happened.

Mr. Dominguez mentioned that it sounds like Mr. Lyons has started to take care of it.

Mr. Lyons mentioned that he and Mr. Lee are trying to wrap their heads around this issue because they have a slightly different way of looking at it.

Ms. Zunich asked how many students have enrolled for this school year.

Mr. Lyons asked Ms. Zunich if she could be more specific on that question. If she meant day students or all students.

Ms. Zunich replied all students.

Mr. Lyons responded that all students as of August 11, 2015 is 122.

Ms. Zunich asked how many are day students?

Mr. Lyons replied that day students, which is not accurate is 49 students or 51 students.

Ms. Zunich asked how many are seniors?

Mr. Lee asked if he could speak, and mentioned that the students that are in the computer system right now is somewhat of a myth because until we know how many students show up on Monday is where we start. Mr. Lee stated that we could have 200 students enrolled by Friday afternoon and we might only have 100 students on Monday and now after that it becomes a matter of counting and how are we going to count for these other students that didn't show up. Mr. Lee stated that he and Mr. Lyons want to be very ethical in the way that they keep their records and enrollment count and then when the enrollment count is accurate then we can starting looking for these kids.

Mr. Lyons repeated the question that was made of "How many students are enrolled?" Mr. Lyons replied that the number of students that are enrolled in DCCCHS database is 122. The number of students enrolled in the virtual program is 43 students, and students enrolled in the school that attend during school hours is 49 students as about a week ago. Mr. Lyons explained to the Governing Council that he would like to walk them through the enrollment report because it is very important to him and explained that slightly over 40 students that are on the online program and about 50 students that are on the day program and there is a disparity of 25 students and another disparity of another 15 students that are on the online program. Mr. Lyons stated that there are up to 15 students that are currently enrolled that do not show up online or by telephone call, and there are 122 students enrolled. Mr. Lyons stated that this isn't exactly the Principal's report he was planning on giving and the disparity is fairly a red flag.

Ms. Zunich stated that for herself ethically, those virtual students that never bothered to show why they are being counted as students?

Mr. Lee stated that the virtual students need to be rounded up and they may not exist and he and Mr. Lyons need to take steps to get eye ball to eye ball with them and steps to take steps to get eyeball to eyeball with them on a regular basis and monitor the progress that they are making in their course and all of this has never been done as far as he and Mr. Lyons can tell and that is why there is a discrepancy. Mr. Lyons stated that from his stand point he began

working with DCCCHS yesterday and is excited about being in this new school with all of these difficulties and there is this huge attrition rate and absentee rate. Mr. Lee stated that he and Mr. Lyons have experience in dealing with these difficulties and as they are going along they find the enrollment discrepancy and that may be something bigger that they have to deal with before they can do anything with students that they know they have.

Mr. Lyons stated that 122 students are enrolled that the school does not have and that is what they have just the facts and the report that he has are names that came out of the database.

Ms. Zunich stated that for reporting back to the Governing Council, they would like to know the day and virtual students that show up on a weekly basis and those are the students that they care about, can have a handle on, and are the ones they can reach, and some way or another those are the ones that are going to graduate. Ms. Zunich stated that all of the other students, she does not understand why they are counting them or talking about them except to pad the bill so to speak.

Mr. Lyons responded to Ms. Zunich and explained to her the reason that they are talking about these students is because she asked the question "How many students are enrolled?"

Ms. Zunich mentioned that the Governing Council has been asking the wrong questions and they need to take some responsibility because they ask the wrong questions so they get the wrong answers and then they get upset.

Mr. Dominguez explained that Mr. Lyons is not giving the wrong answer and that is the information that he has.

Mr. Lee replied that they do not know and that he and Mr. Lyons will not know until Monday August 17, 2015.

Ms. Lopez mentioned that DCCCHS has 122 students enrolled and there is so many in virtual and so many in class and there are some missing in action and that is what she is getting, and believes that they do need to focus on fixing that.

Mr. Lyons replied that she does not need to but he does have to focus on this issue because for him to keep his license, he and Mr. Lee cannot allow the school to have an enrollment of ghosts, and they have to be real. Mr. Lyons stated that there are 18 seniors enrolled in the day program and actually have a number of seniors in the virtual program, who have been termed super seniors they are beyond their senior year and a number of students that he does not know who they are or where they are because there is no information. He is getting his reports from the registrar because she is the one who manages the database.

Ms. Zunich asked that for those students that cannot be found, if they are dropped (dis-enrolled)?

Mr. Lyons replied that they dis-enroll those students.

Mr. Lee stated that it takes some work to track those students down and you have to spend the hours to do it and he doesn't think that it has ever been done but it will get done and he and Mr. Lyons will report how many students are attending during the day or working online and will keep track of that and will know what the enrollment is all year long.

Mr. Dominguez stated that it goes back to what Ms. Higuera was asking if he is registered at the beginning and come later in the semester there is still no track of him.

Mr. Lyons clarified that to be enrolled it means an active student, and to dis-enroll you have to deactivate the student and what is being done is saying we have what we don't have and that is erroneous information and that is what Mr. Lee says they have to clean and it is not a vacuum cleaner it is student by student because they are sensitive to them and the student may have been attending but they are no longer and they got rolled over because maybe the program keeps rolling them over unless you deactivate the student. Mr. Lyons stated that who knows what is going on but what he can say is that the original question about the student academic progress information that the Governing Council is requesting wasn't clear to him before, it is very clear to him now and what they are asking is "are the students progressing?" and if they are not what is in the way and they are tired of hearing that it is attendance and if it is attendance what is being done about that.

Ms. Higuera replied that they are told that it is a challenge and that a question that was asked at a previous board meeting was "How many are seniors?" and there was zero answer and it was asked again at the next meeting and there was zero answer. Ms. Higuera mentioned that she can really see a difference and can see how motivated to stay on top of this issue in both Mr. Lyons and Mr. Lee and they are a good team and she believes that by the next board meeting there will be more information.

Mr. Lyons mentioned that in the day program there are 18 seniors enrolled.

Mr. Lee stated that as a principal he would want to know for each grading period, what the passing and failure rate was. Mr. Lee mentioned that the attendance rate may be requested at any time and stated that this should give some indication of progress.

Mr. Lyons stated that he and Mr. Lee have some real questions marks about what is being done at DCCCHS and there are people doing jobs that he has a huge question mark about and that question mark is going to have to be resolved real soon because what is happened and what is happening now is stating to the world and ourselves that we have an enrollment that seems to be untrue because the school does not have 122 students and he went back historically for the last year and there seems to be something that seems to be untrue and this is a continuation, this didn't just happen, this is what is happening and what is happening we are garnering students getting them in as enrollees and holding on to them for whatever time and then there were no eyes on them, did they earn credit. Mr. Lyons stated that in his 3 years he has only seen this kind of playing with numbers in another school.

Ms. Lopez stated that funding is based on enrollment, so it sounds like a big "F" it is "Fraud".

Mr. Lyons mentioned that right now without being armed with all of the facts it looks like we are doing something wrong and he is saying something is wrong and it needs to be corrected and immediately and it has been going on and how it got there has to change and he is not ready to speak to that but he has his ideas.

Ms. Zunich asked if they were clear on number four of the Principal's Report.

Mr. Dominguez expressed his appreciation with Mr. Lyons and Mr. Lee for doing the work to correct this and stated that is something that goes on a lot in Deming and to see someone new come in and take charge to fix this.

Mr. Lyons mentioned that they have their own internal controls that if this was financial they would have auditors at the school helping them really zero in the things that are being done wrong and there is very little for them to look except in a couple of areas and that is going to be scrutinized and it is going to go wherever it is going to go but he is looking for resolution.

Mr. Lee reassured the Governing Council that it will be corrected.

Mr. Lyons mentioned that he is looking at ordering some clothing for the new dress code to see how that will work out.

Ms. Lopez thanked Mr. Lyons for developing the professional and ethical conduct contract and hopes that it sits well with DCCCHS staff.

Mr. Lyons explained that he has used this same document at three other schools and it does work, if it is consistently referred to, it helps in the fairness because staff should not have to operate from fear. It also helps to be clear and straight with the staff of the does and the don'ts. Mr. Lyons explained that the professional and ethical conduct contract is about actions and behaviors and if the staff can understand it, he and Mr. Lee just want the staff to do their job to the best of their availability and ask when they need help that is all he really wants and if this can be done then DCCCHS can be a school.

Ms. Lyons announced that he has hired a new Math Teacher and he is excited about having her begin working at DCCCHS.

Mr. Lyons informed the Governing Council that there is a vacancy for a Science Teacher and he will continue to recruit to fill the vacancy.

Mr. Lyons mentioned that DCCCHS students will participate in the parade taking place August 22, 2015.

Mr. Lyons informed the Governing Council about a short policy that will state all virtual students to check in with school personnel weekly, and all students will have advisement weekly. Regular students will have teachers and advisement for a minimum weekly and all non-regular will have to work with Mr. Lee to check in and will have to re-enroll all students to have all accurate information. Mr. Lyons reviewed with the Governing Council a draft of the Adult Student Academic Contract. Mr. Lyons also spoke about new things that he and Mr. Lee are working on and a couple of things that they have to clean up and that they are not small things. Mr. Lyons will update the Governing Council if anything negative comes out of it.

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

VII. Time and Content-

Action Items

- Staff Handbook
- Governing Council By-Laws

Discussion Items

- Caz Martinez – Reauthorization Update
- Governing Council Policies
- Parent Outreach Update

VIII. Board Meeting Evaluation; Governing Council Members agreed that this was a very good meeting.

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

X. Adjournment:

Motion was made by Gloria Lopez, Secretary to adjourn the meeting at 8:01 p.m.; seconded by Neima Higuera. MOTION CARRIED 4-0.

APPROVAL OF MINUTES

DCCCHS PRESIDENT

DATE

DCCCHS PRINCIPAL

DATE