

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

September 8, 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, September 8, 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*, Gloria Lopez (Secretary) *Present*, Victor Cruz (Vice-President) *Absent*, Neima Higuera (Treasurer) *Present*, and Gabe Dominguez (Member) *Absent*. 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 6:28 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 - Absent

Gabe Dominguez - Absent

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: August 11, 2015

Neima Higuera, Treasurer requested including members that are present and absent at the beginning of the meeting minutes.

Motion was made by Gloria Lopez, Secretary to approve the August, 11 2015 meeting minutes as is; seconded by Neima Higuera. 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- Neima Higuera, Treasurer reported that the Finance Committee met on September 3, 2015 and in attendance were Gloria Lopez, Neima Higuera, Stan Lyons, and Chris Masters. The following topics were discussed; 1) Financial Status and Outlook, 2) Procurement (*Bids – Facility Build, restrooms*), (*Bids – Telstar Networks, lease 60 mo.*), (*Bids – CES, Smart Boards*), IGA – Ideal NM, (*Teacher Visa Cards*), 3) Audit Status.

B. School Planning Committee – School Planning Committee Members agreed to meet on October 2, 2015 at 7:30 a.m.

- C. Council Development Committee- Council Development Committee did not meet. Antoinette Zunich, President reported to the Governing Council Members that she did a walkthrough of the school on September 3, 2015 and the students were working well and seemed enthusiastic.

IV. Discussion Items

- A. Caz Martinez – Reauthorization Up-date; Caz Martinez reviewed and discussed the Reauthorization application packet with the Governing Council Members. Mr. Martinez explained that there is additional information needed and the application is about 95 percent to 98 percent complete at the present time and unless there are some major changes or revisions that the Governing Council or Mr. Lyons requests. Mr. Martinez mentioned that there are only some minor additions and revisions needed before it is ready to be submitted to Deming Public Schools by October 1, 2015. **Discussion took place.** *(Please see Reauthorization Application attached.)*
- B. Review of Financial Report; Governing Council Members reviewed and discussed the Financial Report presented. *(Please see Financial Report attached.)*
- C. Review of Governing Council Policies; Governing Council Members reviewed and discussed the Governing Council Policies. **Discussion took place. No action was taken.**

V. Actions Items

- A. Approval of Financial Report

Motion was made by Gloria Lopez, Secretary to accept the Financial Report dated September 4, 2015 as presented; seconded by Neima Higuera. MOTION CARRIED 3-0.

- B. Purchase Order Issuance for CES – EQC;

Motion was made by Gloria Lopez, Secretary to accept the Purchase Order for CES in the amount of \$ 15,554.29 for three smart boards; seconded by Neima Higuera. MOTION CARRIED 3-0.

- C. Purchase Order Issuance for CES – Facility Build;

Motion was made by Neima Higuera, Treasurer to approve the Purchase Order for CES in the amount of \$168,341.89 for Facility Build; seconded by Gloria Lopez. MOTION CARRIED 3-0.

- D. Purchase Order Issuance for Ideal NM; Governing Council Members requested that on the first page of the IGA –Ideal NM Agreement under IV. Payment where it reads; *Invoices for services have been rendered and will be mailed to Brenda Corral to have the name changed to Chris Masters.*

Motion was made by Gloria Lopez, Secretary to approve the Purchase Order Issuance for Ideal NM not to exceed \$15,000.00 and to make the change on page one to add Chris Masters, Business Manager instead of the name that appears Brenda Corral; seconded by Neima Higuera. MOTION CARRIED 3-0.

- E. Approval of Staff Handbook; Governing Council Members reviewed and discussed the Staff Handbook. Ms. Zunich recommended some changes to the Model Grievance Policy that was presented to the Governing Council at the August Board Meeting.

Motion was made by Gloria Lopez to approve the Staff Handbook on September 8, 2015 with the Grievance Procedure as well as all of the other items listed and leave up to DCCCHS Administrator to clean and clarify; seconded by Neima Higuera. MOTION CARRIED 3-0.

F. Approval of Governing Council By-Laws; Governing Council Members reviewed and discussed the Governing Council By-Laws. **Discussion took place.**

(Please see Governing Council By-Laws attached.)

Motion was made by Gloria Lopez, Secretary to approve the Governing Council By-laws; seconded by Neima Higuera. MOTION CARRIED 3-0.

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.

Mr. Lyons expressed his appreciation with the Governing Council for visiting the school and doing the walkthroughs and let the Governing Council know that they are always welcome to visit DCCCHS at any time, and welcome their feedback as well.

Mr. Lyons reported that the teachers are being really attentive to their instructional programs and to their students and it is a wonderful thing to continue to see the teachers are focused on helping the students learn.

Mr. Lyons reported that Mr. Lee is attending to a very large process of counseling and helping the students with their needs and overall encouragement on the day to day needs.

Mr. Lyons reported that he broke down the first part of the Principal's Report into two very important roles that feed the vision of graduating 100 percent of DCCCHS students. Mr. Lyons explained the first goal of Instructional Programs and Practices. He explained that the things that the school is doing need to feed that goal of instruction, academic, and intervention items that are done at DCCCHS.

Mr. Lyons explained the second goal is the School Culture & Atmosphere and listed some things that are happening at DCCCHS. He explained that he put these two goals in simple terms because this is where the work is and this is the work that the Governing Council should be expecting him to do and down the line he is expecting Mr. Lee, the teachers, and the staff to do. Mr. Lyons mentioned that if the school is doing work that is not feeding those two goals then we need to ask what work we are doing or trying to do if our efforts and our spending money and our program improvements are not really helping to graduate DCCCHS students then what are we doing.

Mr. Lyons announced that there is a Parent Meeting on September 10, 2015 and explained that he would like to have a Parent Meeting a minimum of once a month.

Mr. Lyons explained that when he reports out to the Governing Council and what he would like for them to want from him is information about what has to do with DCCCHS Instructional Programs and Practices.

Mr. Lyons reported that there is a reading intervention program that he would like to purchase for DCCCHS students. Mr. Lyons reported that he and Ms. Madrid visited Las Montanas High School in Las Cruces, NM and got to visit with few students about a reading program that is used at their school and explained how it works. Mr. Lyons stated that it is the best reading intervention program that he has seen for a high school. He mentioned that he will meet with a sales representative to get more information on this program.

Mr. Lyons handed out a book to each Governing Council Member.

"Fish" by Stephen C. Lundin, Ph.D., Harry Paul, and John Christensen

"Every Student Can Succeed" by William Glasser, M.D.

Mr. Lyons shared with the Governing Council that he will also be giving each staff member a book but wanted the Governing Council to have it first. He mentioned that all institutions have to face institutional issues and after reading this book himself, he had a fresh new perspective and hopes that they enjoy the books. He mentioned that the school culture and atmosphere is one thing that we create daily and together and that creation is what vibrates and helps DCCCHS students because a can do, help you attitude from all DCCCHS staff is everything to achieve anything and without it, it doesn't matter how smart we are or the students are if the students are not engaged and they are not feeling taken care of, they are not being helped when they need it, they are not being listened to then we are not going to have the school you dream about but we want that school and in that spirit there are things that need to be done and infuse. He mentioned that the school year has begun and we have a lot of projects we are working on. Mr. Lyons reported that Mr. Lee will be attending a Sports group meeting for charter schools and will be working on this and will provide more information on this as it develops. Mr. Lyons mentioned another thing to consider is a 4 day school week for DCCCHS, and mentioned that he is quite interested in this and this will make our school more attractive.

Mr. Lyons mentioned that he and Mr. Lee are working feverishly on these two goals and is where their work is and it is out in the hallways and in the classrooms with the students and staff.

Mr. Lyons reported that Mr. Lee, staff, and himself have worked feverishly at looking at our virtual students and trying to contact them and have made home visits and had a list of students to drop and at that time the enrollment was 63 day students and 17 virtual students and as of today enrollment has risen to 67 day students and 37 virtual students and these are all students that have been to the school and have met with Mr. Lee and have been placed on contracts. If the virtual students do not participate then they will be dropped. Attendance rate for day students as of September 4, 2015 is at 86.71 percent and attendance is being tracked daily and Mr. Lee has begun to meet with students and parents.

Mr. Lyons reported the failing rate as of September 8, 2015 is 13.6 percent and the passing rate is 86.4 percent. Mr. Lyons mentioned that Mr. Lee has met with teachers to understand why the students are failing and at least fifty percent of the fail rate is based on attendance. Mr. Lyons reported that the students that are attending school and are failing is because that they are not participating and that teachers are working with these students. Mr. Lyons stated that school year has just began and a lot of effort is being tied in to attendance because attendance is tied into success and grades and we are not only making phone calls but the home visits as well.

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

**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. Personnel Matters**

**Motion was made by Neima Higuera, Treasurer to go into Executive Session at 7:56 p.m.;
seconded by Gloria Lopez. MOTION CARRIED 3-0.**

**Roll call was conducted by Viviana Porrás and quorum was established 3/5.
Antoinette Zurich - Yes
Victor Cruz - Absent
Gloria Lopez - Yes**

Neima Higuera - *Yes*
Gabe Dominguez – *Absent*

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

- Student Uniforms
- Staff Retirement Plan
- Parent Engagement/Outreach

Board Meeting Evaluation; Governing Council Members agreed that this was a good meeting. Open Meeting was 1.5 hours long; stayed just as long in Executive Session.

IX. Next Scheduled Meeting: (October 13, 2015/DCCCHS Board Room/6:00PM)

X. Adjournment:

Motion was made by Gloria Lopez, Secretary to adjourn the meeting at 9:00 p.m.; seconded by Neima Higuera. MOTION CARRIED 3-0.

APPROVAL OF MINUTES

DCCCHS PRESIDENT

DATE

DCCCHS PRINCIPAL

DATE