

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

December 11, 2018

7:00 a.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 December 11, 2018 at 7:00 am in Deming, New Mexico, in the DCCCHS Room #14. The following Governing Council members attended: Victor Cruz (President) *Present*, Antoinette Zurich (Vice-President) *Present*, Dan Sanchez (Treasurer) *Absent*, Neima Higuera (Secretary) *Present*, and Tony Guerrero (Member) *Present*. Also, present were Stan Lyons (Director), Chris Masters (Business Manager), Viviana Porras (Administrative Assistant), Michelle Escarcega (Secretary). See sign-in sheet for others who attended.

I. Call Meeting to Order – Victor Cruz, presiding

A. Victor Cruz called the meeting to order at 7:03 a.m. The pledge of allegiance was recited.

B. Roll Call was conducted and quorum was established 4/5.
Dan Sanchez – Absent

C. Adoption of Agenda:

Stan Lyons, Director added item E to discuss the Resignation of Dan Sanchez Governing Council Member effective December 31, 2018.

Motion was made by Antoinette Zurich, Vice-President to accept the Agenda as is with the addition of item E to discuss the Resignation of Dan Sanchez, Governing Council Member effective December 31, 2018; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

D. Meeting Minutes Review/Approval for November 13, 2018:

Motion was made by Antoinette Zurich, Vice-President to approve the November 13, 2018 meeting minutes; seconded by Tony Guerrero, Member. MOTION CARRIED 4/0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

III. Principals Report:

Time for questions or comments from Governing Council regarding update: Stan Lyons, Director, asked the Governing Council Members if they had any questions in regards to the Director's Report. (*Please see Principal's Report attached.*)

IV. School Committee Reports/Updates

A. Finance Committee - The Finance Committee met on December 10, 2018 at 7:00 a.m. and in attendance were Chris Masters (Business Manager) and Neima Higuera (Secretary). The following items were discussed:

- Financial Status & Outlook (*See attached Financial Report*)
 - Procurement (*Check Listing Report and Bank Reconciliation*)
 - Updates & Status (*BAR YCC –SP19 - \$27,808.42, FA19 - \$22,133.62, Audit update – Exit Interview 11/13/18, Window entrance security – completed (Tint & Trim), GC Technology update*)
 - File observation and FC Audit
- B. School Planning Committee – The School Planning Committee met November 28, 2018 at 2:00 p.m. and in attendance were Stan Lyons (Director) Antoinette Zunich (Vice-President) The following items were discussed:
- *Update on the Kitchen Project*
- C. Council Development Committee:
- *Governing Council Board Members were informed about upcoming trainings.*
- D. Academic Committee – The Academic Committee did not meet. No information available at this time.
- E. Audit Committee – Antoinette Zunich, Vice-President reported that the Audit Exit that took place on November 13, 2018 at Deming Public Schools and it went well. Chris Masters, Business Manager reported that there were 4 minor findings, no significant deficiencies or material weaknesses.

V. **Discussion/Action Items**

- A. NM Youth Conservation Corps Commission Grant for Calendar Year 2019: Stan Lyons, Director reported that DCCCHS has received two grants from the NM Youth Conservation Corps Commission for the amounts of \$27,808.42 and \$22,133.62. The purpose of the grant is to complete projects at the DCCCHS campus the grant will provide employment opportunities to students. (*Please see NM Youth Corps Conservation Grant letters attached.*)
Discussion took place. No action was taken.

- B. Approval of BAR: NM YCC Spring 2019 \$27,808.42:

Motion was made by Tony Guerrero, Member to approve BAR for NM YCC Spring 2019 in the amount of \$27,808.42; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- C. Approval of BAR: NM YCC Fall 2019 \$22,133.62:

Motion was made by Tony Guerrero, Member to approve BAR for NM YCC Fall 2019 in the amount of \$22,133.62; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- D. Recommendations/Selection of New Governing Council Member:
 Stan Lyons, Director introduced Crystal Pena interested candidate to the Governing Council Members. Mr. Lyons mentioned that it is challenging to find new members for our board due to lack of time. Ms. Pena expressed her

interest on serving for the DCCCHS Governing Council, she mentioned that she has the passion for what DCCCHS represents and embraces the qualifications to be part of the Governing Council. Victor Cruz, President made a recommendation to select Crystal Pena to fill the vacancy for DCCCHS Governing Council. Dr. Cruz mentioned that she would be an asset to DCCCHS and that she is passionate, intelligent and very involved in the community. Dr. Cruz thanked Ms. Pena for her time and interest to DCCCHS Governing Council.

Motion was made by Antoinette Zunich, Vice-President to accept the selection of Crystal Pena to DCCCHS Governing Council; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.

- E. Resignation of Governing Council Member (effective December 31, 2018) – Dan Sanchez: Stan Lyons, Director informed the Governing Council Members that he received a text message from Dan Sanchez, Member informing him that he would be resigning from DCCCHS Governing Council effective December 31, 2018.

VI. Student Report by Mr. Lee: No information available at this time.

VII. Time and Content for Next Governing Council Meeting:

- Accept Resignation of Dan Sanchez
- Seating of New Governing Council Member
- Election of Officers
- Budget Schedule

VIII. Board Meeting Evaluation: Governing Council Members agreed that the meeting went well with time and stayed on task.

IX. Next Scheduled Meeting:

Regular Meeting January 15, 2018 (3rd Tuesday) /DCCCHS Room #14/6:00 P.M.

X. Adjournment:

Motion was made by Antoinette Zunich, Vice-President to adjourn the meeting at 8:27 a.m.; seconded by Neima Higuera, Secretary. MOTION CARRIED 4-0.