

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

November 13, 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 November 13, 2018 at 7:00 am in Deming, New Mexico, in the DCCCHS Room #14. The following Governing Council members attended: Victor Cruz (President) *Absent*, Antoinette Zunich (Vice-President) *Present*, Dan Sanchez (Treasurer) *Present*, Neima Higuera (Secretary) *Present*, and Tony Guerrero (Member) *Present*. Also, present were Stan Lyons (Director), Chris Masters (Business Manager), Vivian Porras (Administrative Assistant), Michelle Escarcega (Secretary). See sign-in sheet for others who attended.

I. Call Meeting to Order – Antoinette Zunich, presiding

- A. Antoinette Zunich called the meeting to order at 7:00 a.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and quorum was established 4/5.
Victor Cruz – Absent
- C. Adoption of Agenda

Motion was made by Neima Higuera, Secretary to accept the Agenda as is; seconded by Dan Sanchez, Treasurer. MOTION CARRIED 4/0.

D. Meeting Minutes Review/Approval for October 9, 2018

Motion was made by Tony Guerrero, Member to approve the October 9, 2018 meeting minutes; seconded by Neima Higuera, Secretary. MOTION CARRIED 4/0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

III. Director's Report:

Time for questions or comments from Governing Council regarding update:
Stan Lyons, Director, updated the Governing Council on the following items:

- Update on Thanksgiving Luncheon set for November 15, 2018
- Priority Schools update November 27, 2018.
- Please see Director's report

IV. School Committee Reports/Updates

A. Finance Committee - The Finance Committee met on November 12, 2018 at 7:00 a.m. and in attendance were Chris Masters (Business Manager) and Dan Sanchez (Treasurer). The following items were discussed:

- Financial Status & outlook
- Procurement (*Psychological Services – Elizabeth Black and Genaro Kirker \$9,000.00, Check Listing Report & Bank Reconciliation*)

- Updates & Status (*BAR 042-006-1819-0001-1: PSCOC Lease Reimbursement \$61,785.00, Activity Account Information – Purchase of Refrigerator/Freezer- picture and receipt will be sent to donor. Audit Schedule and update – Exit interview 11/13/18*)
- B. School Planning Committee – The School Planning Committee met October 31, 2018 at 2:00 pm and in attendance were Stan Lyons (Director) and Antoinette Zurich (Vice-President) The following items were discussed:
 - *Update on the Kitchen Project*
 - *Moving forward with Governing Council Membership*
- C. Council Development Committee:
 - *Governing Council Board Members were updated on upcoming trainings.*
- D. Academic Committee
 - The Academic Committee did not meet.
- E. Audit Committee
 - *Exit Audit meeting November 13, 2018 at 1:30 pm – Deming Public Schools Administration Office - Dr. Arsenio Romero's office*

V. **Discussion/Action Items**

- A. Approval of Budget Adjustment Request – PSCOC (Lease Reimbursement) \$61,785.00:

Stan Lyons, Director informed the Governing Council Members that the Annual award for Lease Reimbursement from PFSA to DCCCHS is less this year than last year. Mr. Lyons made a recommendation to approve the Budget Adjustment Request for PSCOC (Lease Reimbursement) in the amount of \$61,875.00

Motion was made by Tony Guerrero, Member to approve of Budget Adjustment Request for PSCOC (Lease Reimbursement) for the amount of \$61,785.00; seconded by Dan Sanchez, Treasurer. MOTION CARRIED 4-0.

- B. Approval of Purchase Order Issuance for Psychological Services –

- Elizabeth Black \$9,000.00
- Genaro Kirker \$9,000.00:

Stan Lyons, Director informed the Governing Council Members about the current psychologist servicing DCCCHS special needs students part-time. Psychological Services are setup to be reimbursed through the SWREC Medicaid Program.

Motion was made by Neima Higuera, Secretary to approve the Purchase Order for Psychological Services for Elizabeth Black in the amount of \$9,000.00 and Genaro Kirker in the amount of \$9,000.00; seconded by Tony Guerrero, Member. MOTION CARRIED 4-0.

C. Acceptance of Resignation of Governing Council Member (effective January 1, 2019) – Dr. Victor Cruz:

Stan Lyons, Director informed the Governing Council Members that he received a letter of resignation from Dr. Victor Cruz, President on November 6, 2018. Dr. Cruz reached this decision due to lack of time, he recently opened his new practice and is currently serving on another board. *(Please see Letter of Resignation attached.)*

Motion was made by Tony Guerrero, Member to accept the Letter of Resignation from Dr. Victor Cruz, President (effective January 1, 2019); seconded by Dan Sanchez, Treasurer. MOTION CARRIED 4-0.

D. Governing Council Vacancy Advertising:

Stan Lyons, Director made a recommendation to the Governing Council to move forward with advertisement for the Governing Council Vacancy. Neima Higuera, Secretary and Tony Guerrero, Member will be on the screening committee for new member.

Motion was made by Neima Higuera, Secretary to approve the Governing Council Vacancy Advertising; seconded by Tony Guerrero, Member. MOTION CARRIED 4-0.

VI. Student Report by Mr. Lee:

Jerry Lee, Associate Director updated the Governing Council Members of the Academic Progress for DCCCHS:

DCCCHS is at capacity with 90 day students, 70 adult students. Interviewing kids everyday who want to attend DCCCHS. Teachers have their weekly intervention meetings on Tuesdays have a good academic achievement, reflects from our state testing results. We stay on top of monitoring our attendance and academic progress all the time. 1st grading period went well, 93% passing rate, 7% failing rate, 85% attendance rate, very pleased with results.

VII. Time and Content for Next Governing Council Meeting:

- **Acceptance of New Member**
- **Recap Audit Committee meeting**
- **Schedule Election of Officer**
- **Mid-term evaluation**

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 December 11, 2018 /DCCCHS Room #14/7:00 A.M.

X. Adjournment:

Motion was made by Tony Guerrero, Member to adjourn the meeting at 8:11 a.m.; seconded by Dan Sanchez, Treasurer. MOTION CARRIED 4-0.