

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

February 18, 2020

6:00 p.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 February 18, 2020, at 6:08 pm in Deming, New Mexico, in the DCCCHS Room #14. The following Governing Council members attended: Tony Guerrero (President) *Present*, Crystal Pena (Vice-President) *Present*, Britney Valdez (Treasurer) *Present*, Neima Higuera (Secretary) *Absent*, and Chris Brice (Member) *Present*. Also, present were Kayla Martinez (Interim Director), Chris Masters (Business Manager), and Viviana Porras (Administrative Assistant). See sign-in sheet for others who attended.

I. Call Meeting to Order – Tony Guerrero, presiding

- A. Tony Guerrero, President called the meeting to order at 6:08 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted and a quorum was established 4/5.
Neima Higuera – *Absent*
- C. Reading of the Mission Statement
- D. *Adoption of Agenda
Tony Guerrero, President made a recommendation to move *Item IV. - A. Parent Input to 2020-21 Budget* and *Item IV. - B. Acceptance of 2018-19 Audit Report Release* after *Item IV - H. Approval of Purchase Order – Dell not to exceed \$15,000.00 (Computers)* on the Agenda.

Motion was made by Tony Guerrero, President to move *Item IV. - A. Parent Input to 2020-21 Budget* and *Item IV. - B. Acceptance of 2018-19 Audit Report Release* after *Item IV - H. Approval of Purchase Order – Dell not to exceed \$15,000.00 (Computers)* on the Agenda; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

- E. *Meeting Minutes Review/Approval for January 14, 2020:

Motion was made by Crystal Pena, Vice-President to approve the January 14, 2020 meeting minutes as is; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes' total

No Public Comment.

III. Committee Reports - Audit, Financial, School Planning/Academic

- Audit Committee did not meet.
- Finance Committee did not meet.
- School Planning/Academic Committee did not meet.

Governing Council Members made a request to create a draft calendar with the committee meetings so that the Governing Council can review and arrange to meet.

IV. Discussion/Action Items

A. *Approval of Bylaws: Governing Council Members reviewed the Bylaws and made a request to make the following changes/corrections;

- **Principal to Director**
- **Include the Mission Statement**
- **Spelling Error - Correct the wording “ta” to “the”**

Motion was made by Crystal Pena, Vice-President to approve the Bylaws with the following changes from Principal to Director, include the mission statement, and correct the wording “ta” to “the”; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

B. *Approval of DCCCHS Policy Updates:

Motion was made by Crystal Pena, Vice-President to approve the Deming Cesar Chavez Charter High School Policy Updates; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

C. *Approval of Director’s Evaluation Method: Governing Council Members reviewed and discussed the Director’s Evaluation Method and requested updating the evaluation form to include a rating on each line. Governing Council Members made a recommendation to table this item to have more time to explore other options.

(Please see attached Draft of Director’s Evaluation Method.)

Motion was made by Chris Brice, Member to table the Director’s Evaluation Method to have more time to explore other options; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.

D. *Approval of Out of State Travel –National Charter Schools Conference, June 21-24, 2020, Orlando, FL; Kayla Martinez, Interim Director informed the Governing Council Members that she would like to attend the upcoming National Charter Schools Conference and asked if anyone else was interested in attending. Britney Valdez, Member expressed her interest and asked to be registered to attend.

Motion was made by Crystal Pena, Vice-President to approve the Out of State Travel for Kayla Martinez, Interim Director and Britney Pena, Treasurer to attend the National Charter Schools Conference in Orlando, FL, June 21-24, 2020; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

E. *Approval of Purchase Order – CES not to exceed \$7,000.00 (Foyer Doors): Kayla Martinez, Interim Director presented a Purchase Order for CES in the amount not to exceed \$7,000.00 to replace/repair the Foyer Security door. Ms. Martinez made a recommendation to approve this Purchase Order.

Motion was made by Crystal Pena, Vice- President to approve the Purchase Order to CES not to exceed \$7,000.00 for the repair of the Foyer Door; seconded by Chris Brice, Member. MOTION CARRIED 3-0.

- F. *Approval of Purchase Order – Dell not to exceed \$15,000.00 (Computers): Kayla Martinez, Interim Director presented a Purchase Order for Dell in the amount not to exceed \$15,000.00 to purchase computers. Ms. Martinez explained this purchase will replace a few old computers in the Computer Lab and made a recommendation to approve this Purchase Order.

Motion was made by Chris Brice, Member to approve the Purchase Order to Dell in the amount not to exceed \$15,000.00; seconded by Crystal Pena, Vice-President. MOTION CARRIED 3-0.

- G. Parent Input to 2020-21 Budget: Kayla Martinez, Interim Director updated the Governing Council Members about the Budget Input Results. No in person parent input was presented.

Discussion took place. No action was taken.

- H. *Acceptance of 2018-19 Audit Report Release: Kayla Martinez, Interim Director updated about the 2018-19 Audit Report Release and mentioned that the physical copy of the 2018-19 Audit Report has been received. The Governing Council Members were given a physical copy of the Audit Report. There were no items of contention from audit finding.

Motion was made by Chris Brice, Member to accept the 2018-19 Audit Report Release; Crystal Pena, Vice-President. MOTION CARRIED 3-0.

V. **Director's Report:**

Kayla Martinez, Interim Director presented the Director's Report and asked the Governing Council Members if they had any questions. *(Please see Director's Report attached.)*

VI. **Time and Content for the Next Governing Council Meeting:**

- Approval of Student Handbook
- Approval of DCCCHS 2020-21 Calendar
- Executive Session – Director's Evaluation

- VII. **Board Meeting Evaluation:** Governing Council Members agreed that this was a good meeting.

VIII. **Next Scheduled Meeting:**

Regular Meeting March 10, 2020/DCCCHS Room #14/6:00 P.M.

IX. ***Adjournment:**

Motion was made by Crystal Pena, Vice-President to adjourn the meeting at 7:05 p.m.; seconded by Chris Brice, Member. MOTION CARRIED 3-0.