

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

September 17, 2024

6:02 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 September 17, 2024, at 6:02 p.m. in Deming, New Mexico, Room #14. The following Governing Council members attended: Nick Perez (President), *Present*, Britney Valdez (Vice-President), *Absent*, Barbara Reedy (Secretary/Treasurer), *Present*, Crystal Peña (Member), *Present*, and Kerena Vazquez Levario (Member), *Present*. Also present were Noel Nuñez (Director), Chris Masters (Business Manager), and Viviana Porras, (Administrative Assistant). See the sign-in sheet for others who attended.

I. Call Meeting to Order – Nick Perez, presiding.

A. Nick Perez, President, called the meeting to order at 6:02 p.m. The pledge of allegiance was recited.

B. Roll Call was conducted, and a quorum was established 4/5.

Brintey Peña - Absent

C. Reading of the Mission Statement.

D. *Adoption of the Agenda:

Motion was made by Crystal Peña, Member, to ADOPT the Agenda as presented; seconded by Kerena Vazquez Levario, Member. MOTION CARRIED 4-0.

E. *Meeting Minutes Review/Approval for August 13, 2024:

Motion was made by Barbara Reedy, Secretary/Treasurer, to APPROVE the August 13, 2024, meeting minutes as presented; seconded by Crystal Peña, Member. MOTION CARRIED 3-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment.

III. Staff/Student Spotlight

Noel Nuñez, Director, introduced Kiara Legarda, DCCCHS Student, to the Governing Council Members for the Student Spotlight.

Kiara Legarda, DCCCHS Student, introduced herself as an eleventh grader and explained why she chose to attend DCCCHS, what she enjoys about DCCCHS, and her plans for the future.

The Governing Council Members welcomed Kiara Legarda to the DCCCHS Family and encouraged her to continue her excellent work and to reach her goals.

Noel Nuñez, Director, introduced Jesus Leon, Instructional Assistant Volunteer, to the Governing Council Members for the Staff Spotlight.

Jesus Leon, Instructional Assistant Volunteer, introduced himself to the Governing Council Members and described his duties and what he enjoys about DCCCHS. Mr. Leon expressed that he is grateful to work with the staff and students at DCCCHS.

The Governing Council Members thanked Mr. Leon for his passion and commitment to DCCCHS.

IV. Committee Reports - Audit, Finance, School Planning/Academic, Equity Council

- Audit Committee: The Audit Committee will meet on October 14, 2024.
- Finance Committee: The Finance Committee and Equity Council met on August 29, 2024.
The following information was discussed:
 - Financial Status and Outlook – See the Financial Report attached.
 - Procurement – Check Listing Report, Bank Reconciliation, P-Card Summary, Purchase Orders
 - Updates and Status – Financial Update/Payroll Report, Budget Update, New Software Status and Update
 - File Observation and FC Audit – Journal Entry Approval, File Review
- School Planning/Academic: The School Planning/Academic Committee Report will be given under the Director's Report.
- Equity Council: The Equity Council met with the Finance Committee on August 29, 2024.
- Council Development: There is no current update at this time.

V. Discussion/Action Items

- A. Community Schools Food Distribution Report: *(Please see the attached Food Distribution Update from Mrs. Martinez-Lopez.)*
- B. *Approval of Budget Adjustment Request – Amended Initial SEG: Chris Masters, Business Manager, presented the Budget Adjustment Request to the Governing Council Members for \$44,847.61. *(Please see the attached 2024-2025 SEG Budget Adjustment Memo.)*

**Motion was made by Barbara Reedy, Secretary/Treasurer, to APPROVE the Budget Adjustment Request for the Amended Initial SEG for \$44,847.61; seconded by Crystal Peña, Member.
MOTION CARRIED 4-0.**

- C. *Approval of Budget Adjustment Request – Title I: Chris Masters, Business Manager, presented the Budget Adjustment Request for Title I for \$ 82,680.00. *(Please see the attached Budget Adjustment Request for Title I.)*

**Motion was made by Barbara Reedy, Secretary/Treasurer, to APPROVE the Budget Adjustment Request for Title I for \$82,680.00 as presented; seconded by Kerena Vazquez Levario, Member.
MOTION CARRIED 4-0.**

- D. *Approval of Budget Adjustment Request – Family Support: Chris Masters, Business Manager, informed the Governing Council Members that he had not received the information on the Budget Adjustment Request for Family Support. Mr. Masters requested that this item be tabled until the next meeting.

Motion was made by Kerena Vazquez Levario, Member, to TABLE the Budget Adjustment Request for Family Support until the October Meeting; seconded by Crystal Peña, Member. MOTION CARRIED 4-0.

- E. *Approval of Facilities MOU between DPS and DCCCHS: Noel Nuñez, Director, presented the Facilities MOU between Deming Public Schools and Deming Cesar Chavez Charter High School. Mr Nuñez made a recommendation to approve the Facilities MOU.

Motion was made by Crystal Peña, Member, to APPROVE the Facilities MOU between DPS and DCCCHS; seconded by Barbara Reedy, Secretary/Treasurer. MOTION CARRIED 4-0.

- F. *Approval of Lease Renewal – HELP NM: Crystal Peña, Member, requested that the Lease Agreement Renewal with HELP NM be tabled until the October Meeting to allow more time for review.

Motion was made by Barbara Reedy, Secretary/Treasurer, to TABLE the Lease Agreement Renewal with HELP NM until the October Meeting, seconded by Kerena Vazquez Levario, Member. Crystal Peña Abstained. MOTION CARRIED 3-0.

- G. *Approval of Title IX Notice/Policy and Grievance Procedures: Noel Nuñez presented the Title IX Notice/Policy and Grievance Procedures to the Governing Council Members for approval. These should replace any Title IX notices, policies, and procedures currently in place. The new policy/procedures implement and comply with the new Department of Education regulations that came out in April of this year, which go into effect on August 1, 2024. *(Please see the attached Title IX Notice/Policy and Grievance Procedures Information).*

Motion was made by Crystal Peña, Member, to APPROVE the Title IX Notice/Policy and Grievance Procedures, seconded by Barbara Reedy, Secretary/Treasurer. MOTION CARRIED 4-0.

- H. *Approval of Out of State Travel – Western Technical College, El Paso, TX: Noel Nuñez, Director, informed the Governing Council Members about the Out of State Travel opportunity for the Senior Class to tour the Western Technical College in El Paso, TX, in October.

Motion was made by Barbara Reedy, Secretary/Treasurer, to APPROVE the Out of State Travel to Western Technical College in El Paso, TX; seconded by Kerena Vazquez Levario, Member. MOTION CARRIED 4-0.

VI. Director's Report:

Noel Nuñez presented the Director's Report and asked the Governing Council Members if they had any questions. *(Please see the attached Director's Report.)*

VII. Time and Content for the next Governing Council Meeting:

Regular Meeting - October 8, 2024, 6:00 P.M.

- Approval of Lease Renewal HELP NM
- Approval of GRADS Contract
- Approval of Budget Adjustment Request - GRADS

VIII. Board Meeting Evaluation: The Governing Council Members agreed the meeting was informative and on task.

IX. Next Scheduled Meeting

Regular Meeting/October 8, 2024/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Barbara Reedy, Secretary/Treasurer, to ADJOURN the meeting at 6:55 p.m.; seconded by Kerena Vazquez Levario, Member. MOTION CARRIED 4-0.