

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

October 8, 2024

6:04 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 October 8, 2024, at 6:04 p.m. in Deming, New Mexico, Room #14. The following Governing Council members attended: Nick Perez (President), *Present via-zoom*, Britney Valdez (Vice-President), *Present via-zoom*, 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 6:04 p.m. The pledge of allegiance was recited.
- B.** Roll Call was conducted, and a quorum was established 5/5.
- C.** Reading of the Mission Statement.
- D.** *Adoption of the Agenda:

Motion was made by Barbara Reedy, Secretary/Treasurer, to ADOPT the Agenda as presented; seconded by Crystal Peña, Member. MOTION CARRIED 5-0.

- E.** *Meeting Minutes Review/Approval for September 17, 2024:

Motion was made by Barbara Reedy, Secretary/Treasurer, to APPROVE the September 17, 2024, meeting minutes as presented; seconded by Kerena Vazquez Levario, Member. MOTION CARRIED 5-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

No Public Comment.

III. Staff/Student Spotlight

Noel Nuñez, Director, introduced Kairi Baca, DCCCHS Student, to the Governing Council Members for the Student Spotlight.

Kairi Baca, 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 Kairi Baca to the DCCCHS Family and encouraged her to continue her excellent work and to reach her goals.

Noel Nuñez, Director, introduced Lizdebeth Alvarado, Instructional Assistant, to the Governing Council Members for the Staff Spotlight.

Lizdebeth Alvarado, Instructional Assistant, introduced herself to the Governing Council Members and described her duties and what she enjoys about DCCCHS. Ms. Alvarado expressed that she is grateful to work with the staff and students at DCCCHS.

The Governing Council Members thanked Ms. Alvarado for her 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 October 2, 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 did not meet. There is no update at this time.
- Equity Council: The Equity Council did not meet. There is no update at this time.
- Council Development:
 - Public Charter Schools Annual Conference/December 11-13, 2024/Hyatt Tamaya Resort

V. Discussion/Action Items

- A. Community Schools Food Distribution Report: *(Please see the attached Food Distribution Update from Mrs. Martinez-Lopez.)*
- B. *Approval of Lease Renewal – HELP NM: Crystal Peña, Member, requested that the Lease Agreement Renewal with HELP NM be tabled until the November 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 November Meeting, seconded by Kerena Vazquez Levario, Member. Crystal Peña Abstained. MOTION CARRIED 4-0.

- C. *Approval of GRADS Contract: Chris Masters, Business Manager, presented the 2024-2025 GRADS Contract to the Governing Council Members. *(Please see the attached 2024-2025 GRADS Contract.)*

Motion was made by Kerena Vazquez Levario, to APPROVE the 2024-2025 GRADS Contract; seconded by Crystal Peña, Member. MOTION CARRIED 5-0.

- D. *Approval of Budget Adjustment Request – GRADS: Chris Masters, Business Manager, presented the Budget Adjustment Request for GRADS for \$ 16,000.00. *(Please see the attached Budget Adjustment Request for GRADS.)*

Motion was made by Kerena Vazquez Levario, Member, to APPROVE the Budget Adjustment Request for GRADS for \$16,000.00 as presented; seconded by Crystal Peña, Member. MOTION CARRIED 5-0.

- E. *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 Crystal Peña, Member, to TABLE the Budget Adjustment Request for Family Support until the November Meeting; seconded by Kerena Vazquez Levario, Member . MOTION CARRIED 5-0.

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 - November 12, 2024, 6:00 P.M.

- Approval of Lease Renewal HELP NM
- Approval of Budget Adjustment Request for Family Support

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

IX. Next Scheduled Meeting

Regular Meeting/November 12, 2024/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Crystal Peña, Member, to ADJOURN the meeting at 6:45 p.m.; seconded by Kerena Vazquez Levario, Member. MOTION CARRIED 5-0.