

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

March 4, 2025

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 March 4, 2025, at 6:04 p.m. in Deming, New Mexico, via Zoom. The following Governing Council members attended: Nick Perez (President), *Present*, Britney Valdez (Vice-President), *Present*, 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 Britney Valdez, Vice- President. MOTION CARRIED 5-0.

- E. *Meeting Minutes Review/Approval for February 11, 2025: Crystal Peña, Member, had a question regarding the meeting minutes. She noticed a potential typo in the date for when Deming Public Schools is scheduled to come in for monitoring. The date should be corrected to **April 8, 2025**, instead of **April 12, 2025**.

Motion was made by Barbara Reedy, Secretary/Treasurer, to APPROVE the February 11, 2025, meeting minutes with the correction of the Deming Public Schools monitoring date changed to April 8, 2025, instead of April 12, 2025; seconded by Kerena Vazquez Levario, Member. MOTION CARRIED 5-0.

II. Public Comment (Limited Public Forum)

Time Limit 15 minutes total

III. Staff/Student Spotlight

Noel Nuñez, Director, informed the Governing Council Members that the Staff and Student Spotlight will be postponed until next month due to the early release of students due to the weather.

IV. Committee Reports – Student Report from Legislative Session, Audit, Finance, School Planning/Academic, Equity Council

- Student Report from Legislative Session. The Student Report has been postponed until the next meeting due to the early release of students because of the weather.
- Audit Committee: The Audit Committee did not meet. There is no update at this time.

- Finance Committee: The Finance Committee and Equity Council met virtually on March 3, 2025, and discussed several key points:
 - **School Calendar:** The committee reviewed the school calendar and agreed that it would be approved in the April meeting. The start date for the next school year is tentatively set for July 28th, with one week for fall break and two weeks for spring break.
 - **Budget:** The committee reviewed the budget, and an April workshop is planned to finalize the budget. The spring budget training will provide the necessary figures for the upcoming year. The budget currently shows a deficit; however, additional funding is expected to bring it back into balance, with an estimated increase in actual expenditures to \$220,000, up from the projected \$180,000.
 - **Private Donations:** The committee has received approximately \$6,000 in donations this year, which have helped fund school uniforms and other essential items. Discussions are underway to expand fundraising efforts, including exploring larger grants and corporate donations. A new transaction tool, Gephy, will be used for accepting donations. This tool enables easy online donations and provides donors with receipts for tax purposes.
 - **Corporate Donations:** Efforts are underway to secure more substantial private donations, including a potential site visit from a donor. Chris Masters mentioned that larger corporations may be willing to fund school programs, such as school uniforms.
- School Planning/Academic: The School Planning/Academic Committee did not meet. There is no update at this time.
- Equity Council: The Equity Council met virtually with the Finance Committee on March 3, 2025.
- Council Development: Governing Council Upcoming Conferences:
 - NMASBO Spring Budget Workshop/April 9-11, 2025/Albuquerque, NM
 - NMSBA School Law Conference /June 5-7, 2025/Albuquerque, NM
 - National Charter School Conference/June 29- July 2, 2025/Orlando, FL

V. Discussion/Action Items

- A. Community Schools Food Distribution Report: *(Please see the attached Food Distribution Update from Mrs. Martinez-Lopez.)*
- B. Parent Budget Input 2025-26: Chris Masters, Business Manager, requested that the Parent Budget Input 2025-26 be tabled until the next meeting, noting that some input had been received during parent-teacher conferences, but more information was still needed.

Motion was made by Kerena Vazquez Leavario, Member, to TABLE the Parent Budget Input 2025-26 until the next Meeting; seconded by Crystal Peña, Member. MOTION CARRIED 5-0.

- C. *Follow-up regarding Election of Officers/Oath of Commitment: The Governing Council Members made a recommendation to table the Election of Officers/Oath of Commitment until the next meeting. This decision was made due to Ms. Valdez needing to accept her position and sign the oath of commitment in person.

Motion was made by Britney Valdez, Secretary/Treasurer, to TABLE the Election of Officers/Oath of Commitment to the next meeting when she can be present.; seconded by Barbara Reedy, Secretary/Treasurer. MOTION CARRIED 5-0.

- D. Discussion with Sam Gonzales regarding the Charter Contract & Performance Framework: Sam Gonzalez reported the following information during the discussion:

- **Site Visit Rescheduling:** Sam Gonzales mentioned that a site visit was originally scheduled for April 8th but may need to be rescheduled for April 7th due to a conflict with the Spring Budget Workshop. There's a reporting deadline of May 15th for Deming Public Schools to provide an update.
- **Focus Group for Board Compliance:** Sam Gonzales proposed setting up a focus group with 1 or 2 board members (to avoid quorum) to discuss board compliance issues, including the functioning of meetings and finance committees.
- **Scheduling for April 2nd or April 7th:** The group discussed available times for the focus group, and after checking schedules, they agreed on April 2nd at 11:00 a.m. for a Zoom meeting.
- **Charter Contract and Performance Monitoring:** Sam Gonzales and Noel Nuñez clarified that while a notice of unsatisfactory performance doesn't immediately result in closure, it could impact future charter renewal decisions after several years of unsatisfactory performance.
- **Performance Framework:** Chris Masters and Sam Gonzales explained that performance monitoring is based on meeting charter goals, like graduation rates. If performance is found unsatisfactory, corrective action plans are put into place, allowing for improvement before potential long-term consequences.
- **Document Storage on Teams:** Mr. Masters mentioned that all documents related to fiscal and contractual frameworks are stored in Teams, and there is a need to ensure that these documents are correctly uploaded and accessible.

- E. Fundraising & Marketing Strategy: Chris Masters, Business Manager, recommended tabling the Fundraising & Marketing Strategy until the next meeting.

Motion was made by Crystal Peña, Member, to TABLE the Fundraising & Marketing Strategy until the next meeting; seconded by Britney Valdez, Member. MOTION CARRIED 5-0.

- F. *Approval of Contract with Diandra Barnwell: Chris Masters, Business Manager, recommended tabling the Approval of the Contract with Diandra Barnwell since Ms. Barnwell was not present for the meeting.

Motion was made by Crystal Peña, Member, to TABLE the Contract with Diandra Barnwell until the next meeting; seconded by Britney Valdez, Vice-President. MOTION CARRIED 5-0.

- G. *Approval of Instructional Coach Contract Services: Noel Nuñez, Director, expressed enthusiasm about hiring Marlene Padron as the instructional coach. Ms. Padron, a retired educator with 25 years of experience, will provide support to the teaching staff by visiting the school twice a week. Mr. Nuñez highlighted her extensive background, including her experience as a principal and her expertise in instructional coaching. He requested approval of the Instructional Coach Services Contract *(Please see the Instructional Coach Services Contract attached.)*

Motion was made by Crystal Peña, Member, to APPROVE the Instructional Coach Contract Services; seconded by Britney Valdez, Vice-President. MOTION CARRIED 5-0.

- H. *Approval of Budget Adjustment Request – SEG Final Adjustment: Chris Masters, Business Manager, recommended tabling the Approval of the Budget Adjustment Request until the next meeting, as the final numbers for the SEG Adjustment are not yet available.

Motion was made by Crystal Peña, Member, to TABLE the Approval of the Budget Adjustment Request for the SEG Adjustment until the next meeting; seconded by Britney Valdez, Vice-President. MOTION CARRIED 5-0.

- I. *Acceptance of FY24 Financial Audit Release: Chris Masters, Business Manager, recommended tabling the Acceptance of FY24 Financial Audit Release until the next meeting.

Motion was made by Crystal Peña, Member, to TABLE the FY24 Financial Audit Release until the next meeting; seconded by Britney Valdez, Vice-President. MOTION CARRIED 5-0.

- J. Governing Council Upcoming Conferences: The information regarding upcoming Governing Council trainings was shared with GC Members. It was recommended that they contact Ms. Porras if they are interested in attending any of the training sessions.
- NMASBO Spring Budget Workshop/April 9-11, 2025/Albuquerque, NM
 - NMSBA School Law Conference/June 5-7, 2025/Albuquerque, NM
 - National Charter School Conference/June 29- July 2, 2025/Orlando, FL

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 – April 8, 2025, 6:00 P.M.

- Student Roundhouse Spotlight
- Parent Budget Input 2025-26
- Follow-up regarding Election of Officers/Oath of Commitment
- Fundraising & Marketing Strategy
- Approval of Contract with Diandra Barnwell
- Approval of Budget Adjustment Request – SEG Final Adjustment
- Acceptance of FY24 Financial Audit Release

VIII. Board Meeting Evaluation: The Governing Council Members agreed that the meeting was productive, with valuable information shared throughout.

IX. Next Scheduled Meeting

Regular Meeting/April 8, 2025/DCCCHS Room #14/6:00 P.M.

X. *Adjournment:

Motion was made by Barbara Reedy, Secretary/Treasurer, to ADJOURN the meeting at 7:14 p.m.; seconded by Crystal Peña, Member. MOTION CARRIED 5-0.