

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

**July 11, 2023**

**6:03 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 July 11, 2023, at 6:03 p.m. in Deming, New Mexico, Room #14. The following Governing Council members attended: Crystal Peña (President), *Present*, Britney Valdez (Vice-President), *Absent*, Nick Perez (Secretary/Treasurer) *Present*, Tyler Massey (Member), *Absent*, and Barbara Reedy (Member), *Present via zoom*. 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** – Crystal Peña, presiding.

- A. Crystal Peña, President, called the meeting to order at 6:03 p.m. The pledge of allegiance was recited.
- B. Roll Call was conducted, and a quorum was established 3/5.  
*Britney Valdez - Absent*  
*Tyler Massey - Absent*
- C. Reading of the Mission Statement.
- D. \*Adoption of the Agenda:

**Motion was made by Nick Perez, Secretary/Treasurer, to ADOPT the Agenda as presented; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.**

- E. \*Meeting Minutes Review/Approval for June 8, 2023 & June 16, 2023:

**Motion was made by Nick Perez, Secretary/Treasurer, to APPROVE the June 8, 2023, June 16, 2023 meeting minutes as presented; seconded by Barbara Reedy, 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, informed the Governing Council Members that the Staff/Student Spotlight will resume in August.

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

- Audit Committee: The Audit Committee will meet on July 18, 2023, to review the monthly status report with the Jaramillo Accounting Group.
- Finance Committee: The Finance Committee on June 22, 2023. The following information was discussed:
  - Financial Status and Outlook – The Financial Report attached
  - Procurement – Check Listing Report, Bank Reconciliation, and Purchase Orders

- Updates and Status – Financial Update, Request for Reimbursement (RfR) Update, Facility Update-Portables, Procurement Card Update
- File Observation and FC Audit – Journal Entry Approval, File Review
- School Planning/Academic: The School Planning/Academic Committee has no updates.
- Equity Council: The Equity Council will resume in August. No updates at this time.
- Council Development: The Council Development discussed the requirements for Continuing Governing Board Members. Every board member must complete 8 hours of training annually that is provided by a provider that is approved by the Public Education Department.

**V. Discussion/Action Items**

- A. Community Schools Food Distribution Report: No food distribution for June. No update is available at this time.
- B. \*Approval of 2023-24 Purchase Order Issuance List: Chris Masters presented the 2023-2024 Purchase Order Issuance List with the Governing Council Members. *(Please see the 2023-24 Purchase Order Issuance List attached.)*

**Motion was made by Nick Perez, Secretary/Treasurer, to APPROVE the 2023-24 Purchase Order Issuance List; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.**

- C. \*Approval of Contract for Legal Services – Matthews, Fox P.C: Chris Masters, Business Manager, presented the Contract for Legal Services with Matthews, Fox P.C. to the Governing Council Members. Mr. Masters made a recommendation to approve the Contract for Legal Services with Matthews, Fox P.C. *(Please see Contract for Legal Services – Matthews, Fox P.C. attached.)*

**Motion was made by Nick Perez, Secretary/Treasurer, to APPROVE the Contract for Legal Services – Matthews, Fox P.C.; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.**

- D. \*Approval of Agreement with Sonrisa Therapy Services – SLP: Chris Masters, Business Manager, presented the Agreement with Sonrisa Therapy Services for speech-language pathology. Mr. Masters made a recommendation to approve the Agreement with Sonrisa Therapy Services. *(Please see the Agreement with Sonrisa Therapy Services attached.)*

**Motion was made by Barbara Reedy, Member, to APPROVE the Agreement with Sonrisa Therapy Services; seconded by Nick Perez, Secretary/Treasurer. MOTION CARRIED 3-0.**

- E. \*Approval of Agreement with School Ability: Chris Masters, Business Manager, presented the Agreement with School Ability for the Accounting Software. Mr. Masters made a recommendation to have the Agreement with School Ability approved. *(Please see the Agreement with School Ability attached.)*

**Motion was made by Barbara Reedy, Member, to APPROVE the Agreement with School Ability; seconded by Nick Perez, Secretary/Treasurer. MOTION CARRIED 3-0.**

F. Student Incentive Program: The Governing Council Members discussed the gift card purchasing for the Student Incentive Program. Gift Cards for the Student Incentive Program can be given to students not to exceed \$20.00

G. \*Acceptance of Resignation of Governing Council Member – Tyler Massey: A Letter of Resignation was received from Tyler Massey, DCCCHS Member (effective June 30, 2023). Mr. Massey thanked the Governing Council Members for allowing him to serve on the board.

**Motion was made by Nick Perez, Secretary/Treasurer, to ACCEPT the Resignation of Governing Council Member – Tyler Massey; seconded by Barbara Reedy, Member. MOTION CARRIED 3-0.**

H. Recruit Governing Council Member to fill Vacancy: The Governing Council Members discussed the Governing Council vacancies recruitment process to replace Tyler Massey. The Governing Council Members have begun recruiting members and will continue to recruit and have any interested applicants submit their letters of interest.

**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 Director's Report attached.)*

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

Board Meeting – August 8, 2023, 6:00 P.M.

- Recruitment of New Governing Council Member
- P-Card Transaction Summary

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

**IX. Next Scheduled Meeting**

Regular Meeting/August 8, 2023/DCCCHS Room #14/6:00 P.M.

**X. \*Adjournment:**

**Motion was made by Barbara Reedy, Member, to ADJOURN the meeting at 7:27 p.m.; seconded by Nick Perez, Secretary/Treasurer. MOTION CARRIED 3-0.**