

Cesar Chavez Community School
1325 Palomas SE
Albuquerque, NM 87108
505-877-0558

Governance Council Meeting Minutes

Date: 02/27/2018 Time: 5:05pm Location: 1325 Palomas SE Regular Meeting Special Meeting
Committee _____

In Attendance: (bolded)

Dan Shapiro (DS) President Al Bodmer (AB) V.P. **Alicia D Bucko (ADB)** *Secretary* **Charleen Ayres (CA)** **John Krone (JK)**
Anaelie Verde-Claro (AVC) **Jess Lionne (JL)** **Tani Arness** **Katie Shelton** **Guest:**

1. Review of Final Agenda: Motion to approve final agenda made by: ADB 2nd: DS Unanimous approval

The agenda was approved with a motion following a proposal to add the following to Discussion Items: Short GC Sharing Sessions and School Violence.

2. Review of previous meeting minutes dated: 01/30/18 Motion made to accept by AVC 2nd: CA Unanimous approval

3. Director's Report presented by Tani Arness .

Notes: Director's report was reviewed in detail focusing on this year's upcoming charter renewal, a discussion of CCCS's purposes and goals, building lease expiration date of 06/30/2000 and the demographic distribution of current CCCS students by zip code.

Action Items:

- 1) **Financial reports for January 2018 were unanimously approved following a motion made by CA and seconded by JL.**
- 2) **Accounts Payable Payment Vouchers and Payroll Payment Vouchers for January 2018 were unanimously approved following a motion made by AVC and seconded by ADB.**
- 3) **BARS were unanimously approved following a single motion made by ADB and seconded by JK:**

512-000-1718-0021-I	14000 Instructional Materials	FY18 Award	\$ 678
512-000-1718-0022-I	11000 Operational	FY18 Final Funded SEG	\$ 25,346
- 4) **A motion was made by ADB and seconded by DS to approve the adoption of the CCCS 2.04 Business Ethics & Conduct Policy Revisions following grammatical changes to paragraph 4 of page 1 of the policy which will read: *In general, the use of good judgment, based on high ethical principles, will be the guide to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with one's immediate supervisor and, if necessary, with the Executive Director/Principal for advice and consultation.* The underlined sections reflect the new language. The motion was approved unanimously. The revision date will be 02/27/2018.**
- 5) **A motion was made by CA and seconded by JL to approve the adoption of the CCCS F14-GC Purchasing Policy Revision following addition of language for clarification to paragraph 1 of the Small purchases section on Page 1 of the policy which will read: *Obtain at least three bids, quotes, or offers from providers. Bids, quotes, or offers may be solicited directly from providers. Bids, quotes, or offers received by fax, telephone, email, mail and catalog comparison or through online submission to potential providers may be utilized.* The underlined sections reflect the new language. The motion was approved unanimously. The revision date will be 02/27/2018.**
- 6) **A motion was made by DS and seconded by CA to approve the adoption of the CCCS C-06 Enrollment of Homeless Students Policy Revision following consultation with Patty Matthews, the school attorney, regarding removal of the words “trailer park” from Section 1, paragraph 2, item a) of the Homeless student definition on page 1. The motion was approved unanimously.**

- 7) **A motion was made by DS and seconded by ADB to approve the adoption of the CCCS F-06 Public Participation and Comments at Board Meetings Policy Revision item 1, page 1 which will read: *Any individual desiring to address the Governance Council shall provide the Superintendent/Executive Director a written request to address the Governance Council within a reasonable time before the start of the Governance Council meeting.* The underlined sections reflect the new language. The motion was approved unanimously, and the revision date will be 02/27/18.**
- 8) **A motion was made by AVC and seconded by JL to adopt the CCCS 313 Training and Experience Policy Revision. The motion was approved unanimously.**

Discussion Items:

- 1) WebEPPS Update
- 2) Upcoming Charter Renewal update.
- 3) Audit update discussed by Katie Shelton. There was one small finding. Currently the rules require that any cash or checks collected by the school must be deposited within 24 hours. In one case the deposit was made after 24 hours because the assigned individual was not available. The remedy for the situation is that there will be one back-up person to make the deposit if the primary responsible individual is not available. This will ensure that the deposit will be made within the time constraints.
- 4) The council discussed the GC Self-Evaluation plan and will be using the same format as in the past until a newer form is created.
- 5) Building update by Tani Arness. Tani clarified the current lease expiration and the continuing search for either new property upon which to build a new structure or find a pre-existing building that fits the needs of the school.
- 6) Training: Dan Shapiro suggested that each GC member attending a GC training session should spend a few minutes with the rest of the members at the meeting following the training if possible, to share any valuable information learned from the training.
- 7) School Violence: Tani discussed the current atmosphere within the school among staff and students following the mass shooting in Florida and that she has discussed the importance of school safety with the police substation contact. Dan Shapiro shared a case (Lori Kreutzer and Marcelle Caruso v. Aldo Leopold High School and Nisha Milligan, Barbara Jimenez, and Safeco Insurance Company of America. New Mexico Court of Appeals Opinion Number: 2018-NMCA-005, No. A-1-CA-35286) regarding an incident of school violence. This was given to the Principal and the other lawyer on the GC, Alicia Bucko.

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#	Assigned Tasks	Point of Responsibility	Date Assigned	Deadline
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Adjournment Time: ___ 6:49 pm ___ Motion made by AVC 2nd by CA and unanimously approved. Next meeting 04/03/18

Currently scheduled meeting dates: 8/29/17, 9/26/17, 11/1/17, 12/5/17, 1/30/18, 2/27/18, 4/03/18, 4/24/18, 5/29/18

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact **Tani Arness at 877-0558** at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact **Tani Arness at 877-0558** if a summary or other type of accessible format is needed.