

Christine Duncan Heritage Academy

Governing Council Meeting Agenda

October 9, 2019

5:00 p.m.

Board Members: Ben Maes _____ Francisco Ronquillo _____
Beth Esquivel _____ Elijah Esquivel _____
Dr. Luis Quiñonez _____

QUORUM: _____

Call to Order/ Roll Call: Ben Maes

Approval of Board Minutes: Ben Maes

Approval of Agenda: Ben Maes

Reports:

Presidents' Report	Mr. Ben Maes
Teachers Report	Julie Weeks and Frida Sanchez
Student Council President's Report	Valeria Garcia
Principal's Report: (see attached report)	Jesús Moncada

Discussion/Action Items:

- (A) Budget Update and Approval of BARS, vouchers, financials, and bank reconciliation
Bryan Runyen
- (A) Approval of Budget Internal Controls
Ben Maes
- (A) Approval of Disposition of Assets
Jesus Moncada
- (A) Facility Update and Approval of Principal's Recommendation
Jesus Moncada
- (A) Principals PDP (Closed Session)
Ben Maes

Meeting Adjourned:

Open Discussion: _____ Next Meeting: **November 13, 2019 at 5:00**

Christine Duncan Heritage Academy

Governing Council Meeting Agenda

September 18, 2019

5:00 p.m.

Board Members:

Ben Maes María Muñoz ab
Francisco Ronquillo Beth Esquivel
Elijah Esquivel ab

QUORUM: YES

Call to Order/ Roll Call: 5:08

Ben Maes

Approval of Board Minutes: Motion made by Beth Esquivel, 2nd by Ben Maes. Vote:
Unanimous

Ben Maes

Approval of Agenda: Motion made to approve minutes with change of order by Beth Esquivel, 2nd by Francisco. Vote: Unanimous

Ben Maes

Reports:

Presidents' Report

Mr. Ben Maes

Charter Conference to be held on Nov 14-15th General Conference, October 13 Members may take classes as chosen. CDHA has been approved for Lease Assistance, capital outlay money, quarterly reimbursement. Award letter was received today.

Teachers Report

Lynda Martinez and Martha Lee

Martha Lee: completed testing, clubs began today, Family Literacy Day tomorrow evening. Collaboration is going very well to help students improve.

Lynda Martinez: 1st grade TESOL, Successful Open House, Aug & Sept. Istation testing was done. Reading and Math gains have been noted. Correlation was noted between tardy and absent students and low scores. Field Trip to Pumpkin Patch planned. Students are being taught in 1st grade 2 days in English and 2 days in Spanish instead of ½ days

Student Council President's Report

Valeria Garcia

Spirit week activities are planned as well as a dance Chaperones and cleaning committees have been set up, games are coming together, and snacks will be sold. Homecoming Game Wed., Oct 09, 5:00. Board Members are encouraged to attend.

Principal's Report: (see attached report)

Jesús Moncada

Enrollment is stable, 435 students, Employees are being hired and positions available are posted as needed. Explora STEM night set up for Mid Sch. Open House: many attended. Literacy Night tomorrow. Grant applied for after school activities, \$18,000. Renew Grant for supper was submitted. Public Charter School Dues \$5000.

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September 18, 2019

5:00 p.m.

153 students for Summer School, K-5+, only funded for 77 students. A letter to express regret and special funding will be sent. \$20,000 may be lost due to the count of 77 students and asking NMPED K5+ grant committee to honor some exceptions due to dynamics of our program.

Discussion/Action Items:

(A) Budget Update and Approval of BARS, vouchers, financials, and bank reconciliation Bryan Runyen

See Packet: Eric Perez 4 BARS today,

Money was given to CDHA for different grants and NMPED allocations for Instructional Materials by NMPED, HB33 gave us more money per month, Food Services for Elem Students, Breakfast After the Bell, K & 1st eating in classroom, NM Grown Fresh Fruit and Vegetables, food purchased from NM growers. Revenue Report.

Motion made to approve Budget Update and Approval of BARS, vouchers, financials, and back reconciliation by Beth Esquivel, 2nd by Ben Maes, Vote: Unanimous

(A) School Calendar Revision (Spring Break to align to APS) Jesús Moncada
APS Spring Break to align with CDHA Former Date March 09-13
New Date: March 30-April 3 Motion made to approve calendar change for Spring Break by Ben Maes, 2nd by Beth Esquivel Vote: Unanimous

School Audit Update

Ben Maes

Audit has been completed. CDHA failed to attend entrance meeting because former business manager did not know GC President and Principal had to attend so he did not inform them of the meeting at APS. He did attend but that did not count as the team from CDHA needed to be present. Moss Adams tried to get CDHA to meet several times, and the last time the meeting was scheduled at CDHA as per the former business manager and CDHA was unable to get the GC President and Parent to be there at Moss Adams as they all thought it was to be held at CDHA. Possible audit finding for failing to gather for the entrance meeting. A letter was written to change the finding, APS looks at this as minor finding. Waiting for final report.

(A) Revision of School Uniform Policy.

Jesús Moncada

Mr. Moncada has been made aware of Navy-Blue pants in closet that were donated by Albuquerque Operation Bell, but we are unable to use them for students because of the color and also parents are having trouble finding Khaki pants at the store.

New Policy:

Navy blue, black and Khaki pants. Motion made to approve new color by Francisco Ronquillo, 2nd by Dr. Luis Quiñonez. Vote: unanimous

(A) Governing Council Member

Ben Maes

Maria Muñoz resignation from board and approved by unanimous vote

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September 18, 2019
5:00 p.m.

Resume and application from Dr. Luis Quiñonez

Motion made to approve Dr. Luis Quiñones by Ben Maes, 2nd by Francisco Ronquillo

Vote: Unanimous Dr. Luis Quiñones will be authorized to vote today.

(A) Open Meetings Act Resolution

Ben Maes

Motion made by Ben Maes, 2nd by Dr. Luis Quiñonez Vote: Unanimous

Facility Update

Ben Maes

Many meetings attended for purchase of new building. CDHA cannot incur debt and Foundation needs to approve proposals, Foundation will be lien holder for property.

90 parents responded to a survey about moving the school, parents are split if they will follow the school to a new location. Staff has been asked about moving and their input will be given at a later time.

Meeting Adjourned: 6:47

Open Discussion: no

Next Meeting: **October 9, 2019 at 5:00**

Mr. Ben Maes, Governing Council President

Mrs. Beth Esquivel, Governing Council Secretary