

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
**August 21, 2019**  
**5:00 p.m.**

**Board Members:** Ben Maes \_\_\_\_\_ María Muñoz \_\_\_\_\_  
Francisco Ronquillo \_\_\_\_\_ Beth Esquivel \_\_\_\_\_  
Elijah Esquivel \_\_\_\_\_

**QUORUM:** \_\_\_\_\_

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**Call to Order/ Roll Call:** Ben Maes

**Approval of Board Minutes:** Ben Maes

**Approval of Agenda:** Ben Maes

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**Reports:**

Presidents' Report Mr. Ben Maes

Teachers Report Andrea Armijo & Maria Salcido

Principal's Report: (see attached report) Jesús Moncada

**Discussion/Action Items:**

(A) Budget Update and Approval of BARS, vouchers, financials, and bank reconciliation Francisco Teran

(A) Approval of the Technology Plan Jesus Moncada

Beginning of School Jesus Moncada

School Audit Update Ben Maes

Employee Issue (Closed Session) Jesus Moncada

**Meeting Adjourned:**

Open Discussion: \_\_\_\_\_ Next Meeting: September 11, 2019 at 5:00

# Christine Duncan Heritage Academy

## Governing Council Meeting

July 17, 2019

5:00 p.m.

### Board Members:

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

**QUORUM:**   yes  

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**Call to Order/ Roll Call:**    5:07

Ben Maes

### Approval of Board Minutes:

Entertained motion by Ben Maes to approve minutes.

Ben Maes

Motion made to accept board minutes as presented by Francisco Ronquillo, Seconded by Beth Esquivel, vote: Unanimous

### Approval of Agenda:

Ben Maes

Motion made to approve agenda by Ben Maes, seconded by Elijah Esquivel,

Vote: unanimous

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### Reports:

Presidents' Report

Mr. Ben Maes

Ben Maes asked the board to please read reports before meetings to ensure that meetings are conducted in a timely manner.

Mr. Maes attended the NCSC Conference (National Charter School Conference) and his highlights are in the packet. He met with several school personnel and received much needed information to benefit CDHA. The future of the Charter School is impacted by the Unions. We want to keep them pro Charter School.

Visitor introduced: In Accord Attorney, Dan Hill

Principal's Report: (see attached report)

Jesús Moncada

There will be changes to staff, and School Ability and replacements have been found. Power On has been chosen for IT company. CDHA staff attending NCSC conference have written and submitted a report to Mr. Moncada. Mr. Moncada related what he learned from a speaker on technology and its importance. The teacher's reports all related to the same struggles that are happening across the USA. The teacher's learned about the differences in Charter Schools across the country.

### Discussion/Action Items:

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

Francisco Teran

See Packet. No BARS this month. Improvements were made for the cafeteria. There were two payments made to PNM, two payments were made back to back, a late fee of \$18. was charged. Francisco will check into this. Francisco went to entrance conference for audit. Moss/Adams will be conducting the audit the week of Sept 03-06, 2019. 2<sup>nd</sup>

## Christine Duncan Heritage Academy

### Governing Council Meeting

July 17, 2019

5:00 p.m.

entrance conference will be August 5<sup>th</sup>, 12pm-1, Moss/Adams building. We need to send people to this meeting from the Audit committee.

Entertained motion by Ben Maes to approve the Budget update and vouchers, financials and bank reconciliation. Motion made by Elijah Esquivel to approve the budget update and vouchers, financials and bank reconciliation, seconded by Francisco Ronquillo, Vote: Unanimous

#### (A) Approval of Principal's Contract

Ben Maes

Board members have a copy of the Principal's Contract with increase in rate. New contract is in line with new salary schedule. Same as last year's contract except the salary rate.

Entertained motion by Ben Maes to approve the new Principal's Contract.

Motion made to approve new contract by Beth Esquivel, Seconded by Francisco Ronquillo Vote: Unanimous

#### Facilities Update and Recommendation

Jesus Moncada

School is looking to move to new location for cost efficiency. New facility is former JC Penny Building on Eagle Ranch Road. A meeting was held with Leo Valdez, Investor. Four years have been invested in looking for answers. A developer Bond is the most expensive. 2<sup>nd</sup> is Bank Financing, the least expensive is a Bond. Look for an existing facility and find bond financing. Interest rates are down at 5.5%. With all expenses listed, the property on Eagle Ranch has an estimated to cost. Leo has helped another charter move and has experience and knows some new information. He recommends two attorneys for the process. Moving costs are not included in his cost estimate. Risks: appraisal and feasibility study.

Architect was brought in and advised that we look for another building because of age/condition of our existing building. Mr. Ben Maes has asked to set up meeting with seller and find out costs of renovation. On Friday, he will meet with lender and seller. Will need two attorneys, one to represent foundation and one to represent school.

#### Governing Council Membership/Recruitment Strategies

Ben Maes

A two-page document was given to go over Governing Council responsibilities. CDHA is looking for people with finance, real estate, or legal backgrounds and willing to work with existing board and attend meetings and be committed. Minimum of 5 members, looking to have 7 members.

Regular meeting adjourned. 6:36

***Pursuant to the Open Meetings Act Sections 10-15-1 (H)(2) and (H)(7) NMSA 1978, the Board will meet in closed session limited personnel matters.***

**Went into closed session at 6:36**

Principal's Professional Development Plan (closed session)

Jesús Moncada

**Christine Duncan Heritage Academy**  
Governing Council Meeting  
July 17, 2019  
5:00 p.m.

Mr. Moncada gave board members a copy of his plan and evaluation and it was discussed.

(A) Approval of Principal's Evaluation

Jesús Moncada

**Meeting Adjourned:** 6:47

Regular meeting reopened 6:47

Motion made to approve Principal's evaluation by Ben Maes, seconded by Elijah Esquivel, vote: unanimous

Open Discussion: no  
**August 14, 2019 at 5:00**

Meeting adjourned 6:48pm Next Meeting:

Ben Maes

Ben Maes, Governing Council President 8/21/19

Beth Esquivel, Governing Council Secretary 8/21/19