

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
**March 20, 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
Committee Reports; Finance and Governance	Mrs. María Muñoz and Mrs. Beth Esquivel
Student Report	Bryant Moncada
Teachers' Report	Miss Maria del Carmen Palmero and Mr. Jose Archuleta
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
School's Website Update	Jesús Moncada
(A) Cell phone policy	Jesús Moncada
(A) Election of Governing Council Officers	Ben Maes
(A) Intercom System and Telephone System	Jesús Moncada
Reading Curriculum	Jesús Moncada
(A) AVANT STAMP 42 Spanish Assessment	Jesús Moncada
(A) Additional Compensation for Principal (Spring Break)	Jesús Moncada

**Meeting Adjourned:**

Open Discussion: \_\_\_\_\_ Next Meeting: **April 10, 2019 at 5:00**

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Minutes**  
February 13, 2019  
5:00 p.m.

**Board Members:** Ben Maes   X   María Muñoz   X    
Francisco Ronquillo   Ab   Beth Esquivel   X    
Elijah Esquivel   X  

**QUORUM:**   YES  

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**Call to Order/ Roll Call: 5:09**

Ben Maes

**Approval of Board Minutes: Motion to approve last month's meeting minutes made by Maria Munoz, and seconded by Beth Esquivel. Approved by unanimous vote.**

**Approval of Agenda: Motion to approve as submitted by Ben Maes, seconded by Maria Munoz. Approved by unanimous vote.**

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**Reports:**

President's Report

Mr. Ben Maes

FYI: New Education Sec., Karen Trujillo, Native NM, new team at PED.  
2019 Charter School Conference registration is open. Las Vegas, NV, June 30-July 03, 2019. Let us know if you wish to attend.  
Website should be operational by the end of the month.  
Blackboard, Inc. is being operated by new educational company.  
02/15/19 Bilingual/Multicultural Award to be presented to CDHA in Santa Fe, NM 12:00-2:00.  
Staff and students are encouraged to attend.  
Legislative Update: Upcoming vote, moratorium on Charter Schools/School Size/Cap on Enrollment.

Committee Reports; Finance and Governance Mrs. María Muñoz and Mrs. Beth Esquivel Maria Munoz, 02/11/19 meeting was held. 2 BARS, projection vs final numbers, ½ million more income coming, bank made .08 error but has been corrected.  
Beth Esquivel: meeting was held on Feb. 06, 2019. See notes. Updates were made to existing CDHA documents.

Student Report given by Angelina Murillo 7<sup>th</sup> grade, See Notes. During meetings, the student council discusses ways to raise \$ for activities, Valentine's Dance 2-5pm, will be selling food. Pennies for Patients, already collected over \$1000. \$ is for kids with cancer to pay for expenses, Black History Month, each class is participating, Girls' Volleyball, selling snacks, 3 year champions, \$1000 in operating budget "Songs of Freedom"  
Field trip 6-8<sup>th</sup> grades paid for by grant Project Based Learning to tie into the performance. Bryant Moncada was ill and could not present the report.

# **Christine Duncan Heritage Academy**

## **Governing Council Meeting Minutes**

February 13, 2019

5:00 p.m.

### **Teachers' Report**

Mrs. Ana Fernandez, Mrs. Alyssa Apodaca is conducting IEP's, joined the meeting after the IEPs and report was already made by Mrs. Fernandez.

3<sup>rd</sup> grade teacher, Mrs. Fernandez reported that IStation: testing going well in Lang. Arts and Math, students are making improvements. Students and parents are working together. Pennies for Patients: students are bringing in \$ and it is collected. The students are bringing in their own money. Field trip to the Museum of Natural History. IEP's up to date, APS visit tomorrow, CDHA is ahead of schedule on IEP's, 67 students in Special ED. 20 students in SAT process.

### **Principal's Report: (see attached report)**

Jesús Moncada

3 students withdrew, front office employees have resigned. Adrianna is new in front office. Vacancy for office clerk,

Testing WIDA ACCESS for ELL students.

There are many opportunities for staff to attend professional development. Ms. Nuria Ortiz, 4<sup>th</sup> grade teacher, presented at the Bilingual Educators Institute in Santa Fe.

### **Special Events:**

\$7,139. To fix and update playground. Should we fix or remove the structure, will be a topic of discussion as more information is obtained.

### **Discussion/Action Items:**

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

Francisco Teran

2 BARS for approval. Decrease by 2%, 6500 less money

Increase in Operational funds thru end of June. SEG, 250,000 moved to fixed asset account until it is needed. 226,676.34 increased to 334,516 SEG

January was a slow purchase month. Many PO's were issued.

Expenses going well, salary and expenses are close to cap.

Expenses are consistent with the past 3 years.

Negative balance accounts are reimbursed by PED.

Francisco spoke with Katie Shelton to seek alternatives for large amount of money in account to try to find accounts to receive more interest. Currently waiting for Katie to respond.

Maria Munoz made a motion to accept and approve the Budget Update and Approval of BARS, vouchers, financials, and bank reconciliation. Elijah 2<sup>nd</sup> the motion. It was approved unanimously.



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APS Compliance Site Visit Report Update

Jesús Moncada

CDHA's report findings, educational compliance site visit went well, the only items needed was to have a policy on Treatment of Religious Issues and we didn't have a policy for employee's rights to organize. These two policies are to be presented tonight. We were written up for not having an active website...still in process to create/update new website for the school.

Employees: Needed to pull 3 employee files, did not have background check for one employee in file. The background check was later presented but was not accepted. Background check was in place but not filed in personnel file.

Business office needs information to be updated on new website.  
No repeated offences from last year, 2020 is renewal date.

School's Website Update

Jesús Moncada

Blackboard training has been scheduled with CDHA staff and now website will be developed. CDHA will pay a one-time fee for template. Other charges incur for employee training, updates and items needed to get the site up and running. Terms and agreement policy needs to be reviewed...10 pages. The End of February is the goal for creating the basic website. Jesus will reach out to the IT for help in creating.

(A) School Policies

Jesús Moncada

- Right to Organize Policy
- Treatment of Religious Issues
- Criteria for Videos/DVDs and other instructional media policy

CDHA has implemented the policies of APS in order to comply with compliance findings.

Ben Maes made motion to approve policies. Maria Munoz 2<sup>nd</sup>, approved unanimously.

Election of Governing Council Officers

Ben Maes

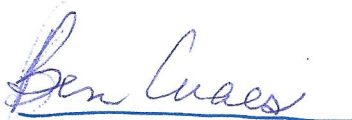
Election will be postponed until a later meeting.

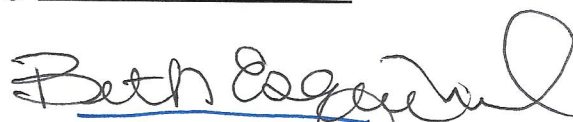
Ben made motion, Elijah 2<sup>nd</sup> passed unanimously.

**Meeting Adjourned:**

Open Discussion: 7:39

Next Meeting: **March 20, 2019 at 5:00**

  
GC President

  
GC Secretary