

**Christine Duncan Heritage Academy**

Governing Council Meeting Agenda

December 11, 2019

5:00 p.m.

Board Members:

Ben Maes \_\_\_X\_\_\_

Francisco Ronquillo \_\_\_ab\_\_\_

Beth Esquivel \_\_\_X\_\_\_

Elijah Esquivel \_\_\_ab\_\_\_

Dr. Luis Quinoñes \_\_\_X\_\_\_

**QUORUM: YES**

---

Call to Order/Roll Call: 5:15pm

Approval of Board Minutes:

A motion was made by Dr. Luis Quinoñes to approve the minutes from the November meeting, 2<sup>nd</sup> by Ben Maes. Vote: Unanimous

Approval of Agenda:

A motion was made by Ben Maes to approve the Agenda for the December meeting, 2<sup>nd</sup> by Dr. Luis Quinoñes. Vote: Unanimous

---

Reports:

President's Report:

Mr. Ben Maes

Mr. Ben Maes waived his report for this meeting.

Teacher's Report:

Mariah Regan & Maria Baca

**Ms. Regan:** Teachers are happy with Benchmark as it offers differentiation for the K-6 classes. The Winter Holiday Program's preparations are underway and also test preparation for IStation testing. The teachers are concerned that a high number of students that were tested received low/Red scores. The teachers are discussing strategies to work with staff and students to improve scores. After school clubs are doing well. Example: Chess, French, Cheer, Guitar, Sports, Tutoring. There are concerns that the regulations for the program K-5 PLUS ask that the teacher who provides the extra instructional days during the summer be the assigned teacher for the following school year. Many of the teachers leave during the summer to visit families in their countries of origin and others prefer to spend the summer vacation with their young children and face child care issues.

**Maria Baca:** Works with grades 3-5 and middle school. Many of our teachers are continuing their education and gaining more experience. She reports that teachers are working on Benchmarks and assessments. The MOY (Middle of Year) IStation testing is almost completed. She also mentioned the students who are scoring in the red may be due to the shortage of teachers, there are some teachers here at CDHA who are on a different pathway to completing their licensure. These are some of the reasons that our scores are down. The teachers are asking for more time for planning/collaboration during the school-day. There are 140 SAT (Student Assistance Team) packets open at CDHA. Teachers are encouraged to get students the

intervention they need earlier rather than later. Teachers are also encouraging and assisting students in obtaining the Bilingual Seal.

**Student Council President's Report:**

Valeria Garcia

Diego Aguirre reported for the Student Council. He reported that next week will be Spirit Week. Students pay \$1.00 to participate and monies collected will be used by Student Council for the school. The Winter Dance was cancelled due to a lack of interest by the Mid-Schoolers. The CDHA Basketball Team came in 2<sup>nd</sup> Place. They lost the game by 1 point in overtime. Congratulations Zorros!

**Principal's Report:** See report. 445 students are enrolled. Mr. Moncada is looking for a Pre-K teacher. Ms. Marta, Kinder, will be moving to Pre-K and Mr. Moncada will be hiring a kindergarten teacher, which is an easier position to fill. There is a School Counselor position open. There was a Middle School Awards Assembly. CDHA teachers will be receiving bonus money even though PED (Public Education Department) changed the teacher evaluation. Through the Extended Learning Program, CDHA qualified for funding. The K-5 funding was approved. Teachers who come to school on Friday's for Professional Development will receive the "Daily Rate" plus the funding for the After-School Program. The Middle School was not funded for 5 extra days. The calendar committee is looking to add days/time to the calendar, a possibility is that everyone comes back earlier. An informal questionnaire was given to teachers to ask about extra school days. 6 CDHA teachers return to Spain in the summer. 37=yes, 37=no, 37=maybe, All teachers/staff would be off for the month of June, school would begin in July. Level III teacher's pay may increase to \$80,000.

**Discussion/Action Items:**

A) Budget Update and Approval of BARS, Vouchers, Financials, and bank reconciliation

Angie Lerner

See Report. 5 BARS 1. Transfer money to buy/install playground equipment. 2. Assistant Principal Salary Code \$14, 600. 3. Benefits. 4. Playground equipment open budget, purchasing from a school in Santa Fe. 4. Maintenance software for Professional Development. 5. Transfer Pre-K assets inside building-security cameras outside building. Maintenance-remove salary/add stipend.

A motion was made to approve Budget Update and Approval of BARS, Vouchers, Financials, and bank reconciliation with a permanent cash transfer of \$3052.72 out of 91000 funds to 23000 funds by Beth Esquivel, 2<sup>nd</sup> by Ben Maes. Vote: Unanimous

**Portable Update:**

Angie Lerner

The State Auditor has been notified and we have asked Antonio Ortiz for permission to dispose of the building. <\$5000 needs appraisal. We sent an email asking vendors to appraise the building. We are waiting on response from PED in writing. Another option could be to put it up for bid at \$5001 in a newspaper advertisement. We have set a dead-line for removal for 2020.

A) Discussion with possible Approval of New Governing Council Member (Rick Reichard)

Ben Maes

Mr. Reichard introduced himself and expressed interest in joining the CDHA board. He has a daughter who attends CDHA in the 7<sup>th</sup> grade.

A motion was made to approve Rick Reichard for the Governing Board by Beth Esquivel and 2<sup>nd</sup> by Dr. Luis Quinoñes. Vote: Unanimous

A) Discussion and possible Approval of PreK Stipend for Principal Moncada

Ben Maes

The PreK grant included a stipend for PreK director for the principal as part of the grant.

Approval of stipend is necessary for audit transparency.

A motion was made to approve the stipend for Mr. Moncada by Ben Maes and 2<sup>nd</sup> by Dr. Luis Quinoñes. Vote: Unanimous

A) Discussion and possible Approval of Policy on Medical Cannabis in School

Jesus Moncada

A discussion was held on the policy of Medical Cannabis in the school setting.

A motion was made to approve the Policy on Medical Cannabis by Beth Esquivel and 2<sup>nd</sup> by Dr. Luis Quinoñes, Vote: Unanimous

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

Employee Issues (Closed Session)

Jesus Moncada

Roll Call: Ben Maes \_\_x\_\_, Rich Reichard \_\_no vote\_\_, Dr. Luis Quinoñes \_\_x\_\_,  
Beth Esquivel \_\_x\_\_, Quorum: Yes

A motion was made to end the closed session for employee issues and nothing else by Ben Maes and 2<sup>nd</sup> by Dr. Luis Quinoñes, Vote: Unanimous

**Meeting Ajourned: 6:55 pm**

Open Discussion: none

Next Meeting: January 8, 2020 at 5:00pm