Christine Duncan Heritage Academy
Governing Council Meeting Agenda
March 26, 2020 at 5:00 p.m.

Governing Council Members:

Dr. Luis Quiñones, President ____ Mr. Elijah Esquivel, Vice President ____
Mr. Ben Maes, Treasurer ____ Mr. Francisco Ronquillo, Secretary ____
Mr. Rick Reichard, Member ____

Quorum: ___ Yes ___ No

Call to Order/Roll Call:	Dr. Quiñones
Approval of Feb. 12, 2020 Board Minutes:	Dr. Quiñones
Approval of Agenda:	Dr. Quiñones

Reports:

President's Report	Dr. Quiñones
Teachers' Report	Ms. G. Hernández and Mr. R. Romera
Student Council President's Report	None
Finance Committee Report	Mr. Ben Maes
Principal's Report	Mr. Moncada

Discussion/Action Items:

A. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation – Ms. Angie Lerner
B. Discussion & Approval/Disapproval of Disposition of Portable – Ms. Angie Lerner
C. Discussion & Approval/Disapproval of revision to background checks policy – Mr. Jesús Moncada
D. Discussion & Approval/Disapproval of Safe Schools for All Students Policy – Mr. Jesús Moncada
E. Discussion & Approval/Disapproval of Revision to School Calendar 2020-2021 – Mr. Jesús Moncada
F. Discussion & Approval/Disapproval of COVID-19 School Action Plan – Mr. Jesús Moncada

Open Discussion

Meeting Adjournment: Time _____ Set Next Meeting Date: April 8, 2020

Christine Duncan Heritage Academy

Governing Council Meeting Minutes
February 12, 2020
5:00 p.m.

Board Members: Ben Maes __X___ Francisco Ronquillo __X___
Beth Esquivel __X___ Elijah Esquivel __X___
Dr. Luis Quiñones __X___ Rick Reichard _ab____

QUORUM: __YES____

Call to Order/ Roll Call: **5:08** Ben Maes

Approval of Board Minutes: Ben Maes
Motion made to approve the Board Minutes from January by Ben Maes, 2nd by Elijah Esquivel,
Vote: Unanimous

Approval of Agenda: Ben Maes
Motion made to approve the February Agenda by Ben Maes, 2nd by Beth Esquivel,
Vote: Unanimous

Reports:

Presidents' Report Mr. Ben Maes
Ben Maes' term as president of CDHA board expired. He plans to remain on board as a member.
See Report
Teachers Report Rodrigo Romera and Thuy Chong

Cynthia Toledo, 8th grade teacher took Mr. Romera's place for middle school reporting. ACCESS Testing is used to check for English Language Proficiency, (very helpful to offer the best support from CDHA teachers) 4 portions to test (Reading, Writing, Listening and Speaking), 2 sections tested at a time and that really worked well to increase scores. Science test for Mid school, SBA is scheduled for April for grades 3-8. Teachers are attending training for cultural sensitivity (CLR), NMABE teachers are in training this week. White Sands field trip was taken, and students enjoyed the trip. Other trips include, Habitat for Humanity and Ranchitos de los NINOS orphanage.

Mrs. Thuy: Tech support: her job includes computer testing and inventory, for elementary students, she teaches the operation of computers, Mid School students take an elective for an hour class. Typing, testing, standardized tests are taken online and typing skills are needed.

Student Council President's Report Diego Aguirre

Vice President, SPIRIT week is coming up, volleyball game tomorrow 2/13, dance today 2/12 raising money for T-shirts for Sports.

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

Christine Duncan Heritage Academy
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February 12, 2020
5:00 p.m.

Student enrollment down and then back up, Employee changes recent resignation of 1st grade teacher, Dual Language NM gave us 3 GLAD training, Santa Fe movement to ask all schools to have an equity council, 12 members were selected, a webinar was held last Friday they want districts needs to come from schools instead of PED. NMABE, CDHA teachers made presentations, MATH night was held on 1/30/20, Chris Becker conducted STEM activities, West Central Group, 25 students were given a bus and tour of Santa Fe. The Spanish Spelling Bee will be held in the summer, 2 students from NM are National Champs, 2/07 our students were recognized by Senator Soto on the Capital floor, Spanish Spelling Bee will be held next week, a student made it to 6th round. Representatives met with Mr. Saylor to discuss the appraisal. He will get his own and we will compare figures. Pennies for Patients & Leukemia will be coming up, CDHA has donated over $10,000 since 2006.
A new piece of playground equipment will be installed this Friday.

Discussion/Action Items:

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

A lot of BARS to offset estimates made at the beginning of the year. Grant Title 4 to teach parents ESL, S-B 9, furniture & carryover to purchase Chrome books and laptops. H-B 33 put aside to purchase building. 27I supper program carry over to pay for food service. 28I Medicaid 29D operational changing codes, 30I increase for food service to company we pay for food service, 29IB for instructional materials, 32D decrease in operational David Craig gave us Bi-lingual money for 60 students, Activity from funds,

BAR 2I, 24IB, 25I, 26I, 27I, 28I, 29D, 30I, 31IB, 32D,
Initial budget
I=increase
D=decrease

Board reviewed 2019 Audited Financials and Findings.

Motion made to approve budget Update and Approval of BARS, vouchers, financials, and bank reconciliation by Elijah Esquivel, 2nd by Ben Maes, Vote: Anonymous

(A) Discussion and Possible Approval on Portable Angie Lerner

Estimate was made by appraiser and CDHA is waiting for amount for board approval. NO ACTION taken.

(A) Discussion and Possible Approval of revision to background checks policy
Jesús Moncada

Ben Maes asked if employees are responsible for payment. Section 3b. Mr. Moncada would like to include that school will reimburse the employee for background check fee for APS employment, not for initial licensure. The new Policy will be changed by Mr. Moncada to reflect those changes and voted on the next meeting.

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5:00 p.m.

(A) Discussion and Possible Approval of Safe Schools for All Students Policy
Jesús Moncada

Will be tabled until language is corrected.

(A) Election of Officers — Ben Maes

President: Dr. Quinones. Motion made by Ben Maes to accept the vote for president, 2nd by Elijah Esquivel, Vote: Anonymous

Vice President: Elijah Esquivel. Motion made by Francisco Ronquillo to accept the vote for Vice President, 2nd by Dr. Quinones, Vote: Anonymous

Secretary: Francisco Ronquillo. Motion made to accept the vote for secretary by Elijah Esquivel, 2nd Ben Maes Vote: Anonymous

Treasurer: Ben Maes. Motion made by Elijah Esquivel to accept the vote for treasurer, 2nd by Francisco Ronquillo, Vote: Anonymous

Meeting Adjourned: 7:12 pm

Open Discussion: ___none_____ Next Meeting: **March 18, 2020 at 5:00**

Christine Duncan's Heritage Academy

Background Check Policy

1. Purpose: The purpose of this Policy is to assure compliance with all applicable laws regarding background checks, as well as, to help ensure the safety of CDHA ("CDHA" or "School") students and employees.

2. Definitions.

    a. "Background Check" or "Background Investigation" means the process, in compliance with all applicable laws, by which a person is reviewed for eligibility for unsupervised access to students.
    b. "Ethical Misconduct" means unacceptable behavior or conduct engaged in by a licensed school employee and includes inappropriate touching, sexual harassment, discrimination, and behavior intended to induce a child into engaging in illegal, immoral or other prohibited behavior.
    c. "School Employee" or "Employee" means any licensed or non-licensed employee of CDHA. For the purposes of this Policy only, the terms also refer to a person who has been offered employment, as well as a contractor or a contractor's employee who will have unsupervised access to students at CDHA.
    d. "School Volunteer" or "Volunteer" means any person who has completed the required process to provide uncompensated services to the School and who will have unsupervised access to students at CDHA.

3. Background Checks.

    a. CDHA shall conduct background checks of all persons who may have unsupervised access to students, such as licensed and non-licensed staff, regular volunteers, and contractors as required by law.
    b. For employees licensed through the Public Education Department (PED), the background check shall be conducted as prescribed by the PED. Each employee is responsible for any cost associated with requesting and processing a background check. The school will reimburse for the background check fee for employment, not for initial licensure.
    c. For employees not licensed by the Public Education Department, the background check may consist of:
        i. Professional or personal reference checks;
        ii. Confirmation of education or certificates (if applicable);
        iii. A criminal background check;
        iv. Driving record history; and/or
        v. Any other information or data, as allowed by law, deemed required by the School.

d. Employees are authorized to have unsupervised access to students based on satisfactory background check results. All offers of employment are contingent upon a satisfactory background check.
e. Convictions of felonies or misdemeanors contained in the records provided by the Department shall be used in accordance with the Criminal Offender Employment Act (New Mexico Statutes Annotated 1978, Chapter 28, Article 2) and except as provided in this policy, any such convictions shall not serve as an automatic bar to employment unless required by law.
f. A finding in a background check related to child abuse or neglect or a finding related to criminal sexual penetration or contact shall unconditionally preclude a person from becoming or remaining an employee or volunteer at CDHA.
g. Background checks are kept on file for twenty-four months following separation from CDHA.
h. Once employed or contracting with CDHA, all employees must self-report to the Head Administrator any arrest, charge and/or conviction of a criminal offense other than a minor traffic infraction. Failure to do so may result in discharge or termination of the employee.
i. School officials, who in the course of their background checks of employment applicants, discover that a licensed applicant or applicant pending a license has a conviction of a felony or misdemeanor of moral turpitude that results in any kind of action against that individual, shall share that information with the professional licensure and educator ethics bureaus of the PED. 6.60.8.9(D) NMAC (2006).

4. Investigations of Ethical Misconduct. The Head Administrator or her designee(s) shall investigate all allegations of ethical misconduct about any licensed school employee who resigns, is being discharged or terminated, or otherwise leaves employment after an allegation has been made. If the investigation results in a finding of wrongdoing the Head Administrator or her designee(s) shall report the identity of the licensed school employee and attendant circumstances of the ethical misconduct on a standardized form to the PED and to the licensed school employee within thirty days following the separation from employment. Copies of that form shall not be maintained in the School's records. No agreement between a departing licensed school employee and the School shall diminish or eliminate the responsibility of investigating and reporting the alleged ethical misconduct, and any such agreement to the contrary is void.

Revised and Adopted by the CDHA Governing Board on February 12, 2020.

Christine Duncan's Heritage Academy

Bullying and Cyberbullying Prevention Policy

I. Scope

Bullying and cyberbullying are strictly prohibited. This Policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and at bus stops. This Policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, at bus stops, and on school computers, networks, forums, and mailing lists. This Policy applies to the entire school community, including educators, school staff, students, parents and volunteers.

II. Definitions

A. "Bullying" means any written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

B. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person. Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

C. "Cyberbullying" means electronic communication that targets a specific student, is published with the intention that the communication be seen by or disclosed to the targeted student, is in fact seen by or disclosed to the targeted student, and creates or is certain to create a hostile environment on the school campus that is so severe or pervasive as to substantially interfere with the targeted student's educational benefits, opportunities or performance.

III. Notice

This policy will be distributed annually and will also be included in any student codes of conduct, disciplinary policies, student handbooks and school websites.

IV. Reporting Bullying and Harassment

A. Procedures

These Procedures for reporting incidents of bullying and cyberbullying are designed to ensure confidentiality to those reporting bullying or cyberbullying incidents, as well as protection from reprisal, retaliation, or false accusation against victims, witnesses, or others with information regarding a bullying or cyberbullying incident.

All allegations of bullying or harassment shall be reported to the School Principal or a designated staff member. Prior to notification of any parent or guardian regarding any incident of bullying, harassment or cyberbullying, school authorities must consider the issue of notification as they would any other educationally-relevant decision, considering the health, well-being, and safety of any students involved in the incident including confidentiality.

Any school employee who has information about or a reasonable suspicion that a person is being cyberbullied shall report the matter immediately to the School Principal or his designee. Any school administrator who receives a report of cyberbullying must take immediate steps to ensure prompt investigation of the report.

Whomsoever is designated to investigate the allegation shall do so in a timely manner and determine appropriate disciplinary action. The School Principal or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation.

B. Anonymous Reports

Bullying and cyberbullying may be reported anonymously. This may be done by the student or someone delegated by the student placing an unsigned report into the School Principal's mailbox in the Administration Office. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

C. False Reports

Students or employees who file false reports of bullying or harassment will be subject to disciplinary action.

D. Parental Reports

Reports alleging bullying or harassment may be filed with the School Principal or the designated staff member.

E. Responsibility of Students

Any student who observes an act of bullying or harassment should report the bullying or harassment to the School Principal or the designated staff member.

F. Responsibility of Staff

All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

G. Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated and will be subject to disciplinary action.

V. Investigation of Bullying and Harassment

Once reported commencement of the investigation will begin promptly by the School Principal or his designee. If the School Principal is unavailable upon the report of bullying or harassment, or is the subject of the report, the investigation will be undertaken by the Assistant Principal or the Governing Council President. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

VI. Discipline and Remediation

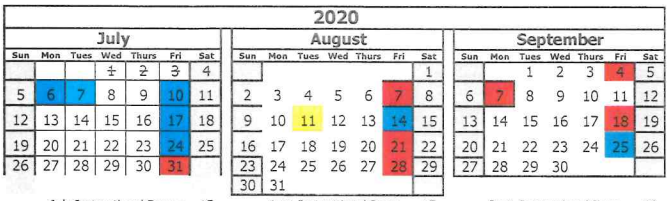
Disciplinary actions for bullying and harassment may include, but are not limited to: warnings, counseling, loss of opportunity to participate in extracurricular activities, school social events or graduation exercises, loss of school bus transportation, community service, in-school suspension, short term suspension, long term suspension, or expulsion. The specific consequences should be consistent, reasonable, fair, age appropriate, match the severity of the incident, and in the case of cyberbullying, be by the least restrictive means necessary. If necessary, counseling will be provided for the target and/or the student perpetrating the bullying or harassment.

VII. Training and Prevention

All licensed school employees will complete training on how to recognize signs that a person is being bullied or cyberbullied. Students and staff will be given instruction on how to prevent bullying and harassment. This will also include instruction on the process for filing complaints and the process/consequences that will result from the complaint.

In addition, CDHA shall comply with the requirement that anti-bullying be included as part of the health education curriculum as set forth in 6.30.2.19 NMAC ("content standards - health education").

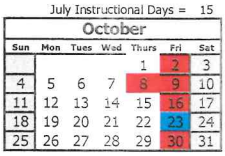
Approved on March 18, 2020



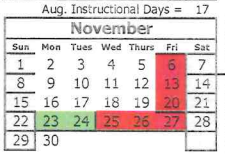
Extended School Year

2020-2021

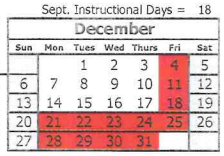
July Instructional Days = 15



Aug. Instructional Days = 17



Sept. Instructional Days = 18



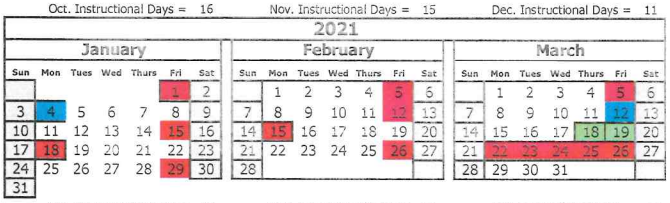
Non School Days
Parent-Teacher Conferences

PD **Non-Instructional Days**
K-5 First Day (ELTP)
Middle School First Day (ELTP)

Oct. Instructional Days = 16

Nov. Instructional Days = 15

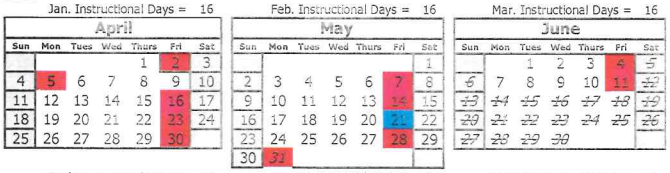
Dec. Instructional Days = 11



Jan. Instructional Days = 16

Feb. Instructional Days = 16

Mar. Instructional Days = 16



April Instructional Days = 17

May Instructional Days = 16

June Instructional Days = 7

180 Total Number of School Days for K-5

160 Total Number of School Days for 6-8

Proposed School Calendar

2020-2021

EXTENDED YEAR CALENDAR

Four Day Week Calendar

Professional Development Days including Extended Learning Time Program (ELTP) days

July 6, 10, 17, 24 PD days for K-5 Teachers

August 4, 5 ,6 and 10 PD days for Middle School and August 14 for all staff

September 25, 2020

October 23, 2020

January 4, 2021

March 12, 2021

May 21, 2021

July 7 - **First Day of School for grades K-5** (includes K-5 + Program and ELTP)

August 11 - Middle School First Day of school, includes ELTP requirement of five additional days

September 7 – Labor Day

November 23-24 - Parent Teacher Conferences

November 25-26 – Thanksgiving Break

December 18-January 1 – Winter Break

January 18 – MLK, Jr. Holiday

February 15 – Presidents' Day Holiday

March 18-19 – Parent Teacher Conferences

March 22-25 – Spring Break

April 5 – No School

May 31 – Memorial Day Holiday

June 10 – **Last Day of School**

Elections Day and Veterans' Day will be school days…

*Make Up Days will be on Fridays at the discretion of the school's administration.

Christine Duncan's Heritage Academy

COVID-19 Guidance

Symptoms compatible with COVID-19, for the purpose of these recommendations, include subjective or measured fever, cough, or difficulty breathing.

Attendance:

Excuse student absences due to COVID-19 precautions by parents when feeling ill. Mrs. JJ Ortiz will run attendance reports from Synergy, daily, for us to monitor attendance and determine if school closure is necessary. Please take attendance by 9:30. If students must be out, these days will be excused, however, they will still be responsible for any make up schoolwork. In the event of school closure, students will work from home and days will be counted as instructional days. Staff will continue receiving compensation while working from home.

Students should not be at school if they show symptoms of fever, cough, or shortness of breath. Send them to the nurse's office immediately. ***Students will not be sent back to class and will be dismissed to go home from the Nurse's office.*** We will monitor influenza-like illness.

Allow students to wear face masks if they are sneezing or coughing or if parents told them they had to wear it as a precaution. Take time to talk to students about not bullying other students because they're wearing a mask as it is a form of being responsible! Also, be professional when addressing someone who you feel may have been exposed to COVID-19.

Faculty/staff may take sick leave as necessary and upon approval by administration. Faculty/staff should not be at school if feeling ill with the following symptoms: fever, cough, or shortness of breath. IF faculty/staff does not have any leave left, we will make exceptions based on case by case scenario. **LESSON PLANS FOR TWO WEEKS NEED TO BE SUBMITTED TO THE FRONT OFFICE. If traveling out of the country (although it is strongly discouraged), your lesson plans must be enough to cover FOUR WEEKS.** We must have your lesson plans in the office by Monday, March 16, 2020.

Recommendation: Always send students to the Nurse's Office if you suspect they are not doing well (e.g. consistent cough, fever, shortness of breath) so we can determine if they should be sent home. Talk to students about the importance of not sharing food items or drinks. Help stop handshakes or hugs to avoid close contact.

Plan for Classroom Coverage: Substitute Teachers **OR** PreK EAs, Kindergarten EAs, First Grade: Blanca Toquinto or Elena Meza, Second Grade: Jennie Aragon or Elena Meza, Third/Fourth: BiriDiana Marquez, Barbara Bustos or Julie Weeks, Fifth Grade: Eva Ornelas or Barbara Bustos, Sixth-Eighth Grade: Brian Mahieu, Eva Ornelas or Barbara Bustos.

Online Learning: Seek information from parents on technology availability in the event we must do online learning, so they may continue their education at home.

The other option is for parents to pick up independent work for students to do at home.

We must also meet the needs of our special education students and do a Prior Written Notice (PWN) if a change of placement is required for the student due to the COVID-19.

Christine Duncan's Heritage Academy

COVID-19 Guidance

Monitor website for daily updates: https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html

Close contact: If ill, Students/Faculty/Staff must stay home until they are fever free for 24 hours without fever reducing medication.

Identify people who have traveled or who may have been exposed to COVID-19 and report it immediately to nurse's office and/or administration.

Preventive Classroom Measures: Review with students' basic hygiene protocol; covering their mouth when sneezing or coughing with their sleeve or a tissue, washing their hands for at least 20 seconds, always wiping their nose with tissue paper, dispose of wet tissue paper properly in trash. Avoid touching their face, nose, eyes and ears.

Classroom Cleaning: Clean desks, door handles, doorknobs, and light switches in classrooms daily, and at least twice a day. Also, disinfect chromebooks, computers, keyboards and phones.

Gatherings:

We need to have less than 100 people in gatherings; all assemblies and all sport events are cancelled as a preventive measure until further notice.

Please talk to students about avoiding going to public places such as mall, movie theatre, shopping centers, restaurants, etc. Talk to parents about dropping off their children and not going into the classrooms or the cafeteria. A robo-call will be sent out to inform parents of our protocol.

Breakfast, Lunch and Supper will be GRAB AND GO method or shelf stable meals, please refer to the following procedure:

Breakfast: Teachers ***MUST*** be in classrooms by 7:45 beginning on Monday, March 16, 2020. Students who show up before 7:45 will wait in the cafeteria with monitors. PreK and Kinder will continue to eat in classrooms. Grades 1-8 will pick up their breakfast from the cafeteria and will go eat in the classroom with the teachers.

Lunch: PreK eats in the classroom. Kindergarten students will pick up their lunch and eat in the classrooms. First grade eats in the cafeteria. Second grade eats in the classroom. They alternate weekly. Third grade eats in the cafeteria. Fourth grade eats in the classroom. They alternate weekly. Fifth grade eats in the cafeteria. Sixth grade eats in the classroom. They alternate weekly. Seventh grade eats in the cafeteria. Eighth grade eats in the classroom. They alternate weekly. ***This is a PREVENTIVE MEASURE to keep our gatherings under 100 people as per the Governor's directive.***

Supper: Continue with the same protocol for supper for grades PreK-4. Grades 5-8 will NOW also eat supper in the classrooms; GRAB AND GO style or a shelf stable meal.

No volunteers/family members are allowed in school. Families will need to drop off their children and leave. Families will not be allowed in the classrooms or in the cafeteria until further notice.

Christine Duncan's Heritage Academy

COVID-19 Guidance

Promote good hygiene: We will order additional bottles of Lysol, hand sanitizer, bleach wipes and gloves.

School Trips & Travel

All student and staff travel are strongly discouraged until further notice. If faculty/staff decide to travel, you will not be compensated if you are banned from returning to Albuquerque. ***It is also mandatory that you leave lesson plans for at least four weeks prior to your departure.*** Parents must inform the school if they travel in and/or out of state or out of the country regardless of the duration of the stay. Staff must immediately disclose if they have traveled in or out of state since February 27, 2020.

We have a form we must complete and send to DOH on students who travels out-of-state/country as of March 12, 2020. Please let us know if you identify these students immediately right after today.

These recommendations and/or ideas were developed in collaboration with the school's leadership team and are based on precautionary measures recommended by the NMPED and the NMDOH regarding COVID-19. We thank you for your collaboration and understanding as we move forward with our plan to PREVENT our students, faculty and staff from becoming infected with the COVID-19. It is our hope that this is short term.

Avoid misinformation and always reference CDC and NMDOH websites.