

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 joined at 5:30 Mr. Francisco Ronquillo,
Secretary Mr. Rick Reichard, Member

Beth Esquivel resigned from the Board, letter is on file.

Guests: Dan Hill, Beth Esquivel, Angie Lerner, Nuria Ortiz, Dr. Delgado, Barbara Skelecz, Adriana Arias

Quorum: Yes No

Call to Order/Roll Call: 5:01 pm

Dr. Quiñones

Approval of February 12, 2020 Board Minutes:

Dr. Quiñones

Motion made to approve meeting minutes from February by Dr. Quiñones, 2nd by Rick Reichard, Vote: Unanimous

Approval of Agenda:

Dr. Quiñones

Motion made to approve March agenda by Rick Reichard, 2nd by Elijah Esquivel, Vote: Unanimous

Reports:

President's Report

Dr. Quiñones

See attached report.

Teachers' Report

Ms. G. Hernández and Mr. R. Romera

See attached reports. Mr. Moncada applauded the teachers for all they are doing.

Student Council President's Report

None

Finance Committee Report

Mr. Ben Maes

No issues with financials or BARS by Mr. Maes. \$200 double entry from last month. Angie will follow up. Mr. Maes requested impact study from Angie.

Ben Maes is having technical issues logging in to the meeting... joined later on.

Angie Lerner: Went over 2 BARS SB9 Grant put toward supply assets 331b PreK

Expenses for month were very similar to last month. The appraiser for the portable was requesting \$4,000 to remove it for us. Mr. Moncada will reach out to APS to figure out what can be done to remove it. Portable worth no money and will cost

money to dispose. Mr. Moncada would like to add Dr. Quinoñes to checking account.

Principal's Report

Mr. Moncada

See attached report. Update: 120 day report. Similar number of students. Staff updates. Pre-K, 1st grade, increased Bilingual EA hours to BiriDiana Marquez from part-time to full-time. Conference call 3/12 with PED and principals across NM. Leadership council meeting to discuss the 10 page NMPED report and created three pages for CDHA staff at school with guidelines for the school. Later that evening the Governor closed schools. CDHA has been communicating with parents using various methods. Mr. Moncada had another conference call with NMPED Secretary of Education for NM. Tomorrow will be another update from Governor.... likely to close schools for the remainder of the school year. Superintendents thanked NMPED for their support. All exams have been cancelled for the remainder of the 2019-2020 school year. Items discussed: Graduation and other activities. How schoolwork/grading will look like? Teacher Evaluations are cancelled for this year. Budget process will be conducted as usual. Spring Break next week: CDHA will encourage students to continue working and encourage families. Spanish spelling Bee: Olivia Aguirre-first place winner-5th grade, Arely Araujo-second place-fifth grade, Kayle Lopez-third place-4th grade. Parent/teacher conferences went very well. Technology Surveys went out to see how parents/teachers are communicating.

President Quiñones thanked Mr. Moncada for his hard work during this uncertain time. Lunches are being served by over 90 APS school sites and charter school students can go pick up their lunches at APS, RGEC is providing care for students at selected sites and our CDHA students may participate.

Discussion/Action Items:

- A. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation – Ms. Angie Lerner

2 BARS SB9 fund toward assets less than \$5000, 34T transfer for Pre-K salary codes, buying canopy shades for Pre-K and cameras, Fiscal 27 shows funds: requests for re-imburements. Expenditures and checks were reviewed. Mr. Maes asked if school is having issues for reimbursements. Review of statement and reconciliation. Angie is working to follow up on outstanding checks cashed or stop-payments. Checks are good for a year. Expenditures are in line with previous

years. Most money is spent on salary, insurance, and teachers which is in line with budget practices.

Mr. Ben Maes joined. 5:30

Motion made to approve Budget update & approval of BARS, vouchers, financials, and bank reconciliation by Elijah Esquivel, 2nd by Rick Reichard, Vote: Unanimous with Ben Maes.

B. Discussion & Approval/Disapproval of Disposition of Portable –
Ms. Angie Lerner

See letter of appraisal: No value but removal will be a \$4000 expense. Would like to remove from our inventory list/records. No fees will be incurred by CDHA.

Motion made to remove portable from inventory list because it is not worth money by Dr. Quiñones, 2nd by Ben Maes, Vote: Unanimous

C. Discussion & Approval/Disapproval of revision to background checks policy – Mr. Jesús Moncada

Policy was presented at the February meeting but a vote was not taken. CDHA wants to comply with new state laws, Staff is responsible to pay fees for their Background Check required of NMPED for licensure, CDHA would like to reimburse staff for background check fees done at APS for the school. Mr. Maes asked if Board members need Background Check? Mr. Moncada stated that Board members fall under volunteers. Mr. Moncada stated that Board members do not have unsupervised access to students. Elijah stated that Board members do not have unsupervised access to students. Mr. Maes stated that he visits the school often and is with students. Mr. Moncada stated that maybe Board members should have a volunteer BC. Policy was reviewed by Mr. Dan Hill. Dr. Quiñones asked that we amend the new policy. Dan Hill asked to speak.

Motion made to approve Background Check Policy and to add Board members to do the volunteers background check was added by Rick Reichard, 2nd by Elijah Esquivel. Vote: Unanimous

D. Discussion & Approval/Disapproval of Safe Schools for All Students Policy – Mr. Jesús Moncada

Policy was reviewed by Dan Hill and it includes Cyber Bullying.

Motion made to approve Safe School Policy for All Students with the inclusion of Cyber bullying as presented by Rick Reichard, 2nd by Elijah Esquivel, Vote: Rick yes, Dr. Quiñones, yes, Mr. Maes, abstained, Vote: approved

E. Discussion & Approval/Disapproval of Revision to School Calendar
2020-2021 – Mr. Jesús Moncada

After review of approved CDHA calendar, it was found that one extra school day was included in the approved calendar so in the revised CDHA calendar, Mr. Moncada proposed that CDHA use that day as Fall Break on Thursday (no school) in order to align with APS Fall break. The other revision is for K-5 Teachers PD, changed from 1st week in July to Fridays, July 10, 17 & 24th.

Motion made to approve changes to school calendar for next year, 2020-2021 by Rick Reichard, 2nd by Elijah Esquivel, Vote: Unanimous

F. Discussion & Approval/Disapproval of COVID-19 School Action Plan –
Mr. Jesús Moncada

See attached report.

Mr. Moncada had developed plan on 03/12/2020 but much of the information still stands. Some of it has changed, leadership group reduced it to 3 pages from 10.

Mr. Moncada is proud of the way the staff has been posting student work and communicating with families. Things are changing by the minute. Dr. Delgado stated that amazing things are happening at CDHA, Chrome books have been lent out to families and free internet sites have been shared with families who need the information. ¼ of families in the school are without internet, 50% have internet but are not engaged. 11/18 3rd grade students participated today. Middle school students at CDHA are involved almost 100% according to school survey.

Hours will be discussed tomorrow from the Governor.

No action taken.

Open Discussion. Mr. Moncada thanks everyone for their support and attendance.

Motion made by Rick Reichard to adjourn the meeting, 2nd by Elijah Esquivel
Vote: Unanimous

Meeting Adjournment: Time ___ 6:30 ___ Set Next Meeting Date: To be Determined