

## **Christine Duncan Heritage Academy**

Governing Council Meeting Minutes April 29, 2020 at 5:00 p.m.

Call to Order: Time 5:08 p.m. /Roll Call: Dr. Quiñones

### **Governing Council Members:**

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

Mr. Rick Reichard, Member  ab

**Teachers:** Martha Lee, Andrea Armijo, Ginger Hernandez, Julio Meza,

Nuria Ortiz, Melissa Maestas, Cristian Campo, Beth Esquivel (taking notes)

**Quorum:**  Yes  No

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Approval/Disapproval of March 26, 2020 Board Minutes: Dr. Quiñones

Welcome from Dr Quinoñes

Motion Entertained: Dr. Quinoñes, Motion Made to approve March Meeting Minutes by Elijah Esquivel, 2<sup>nd</sup> by Francisco Ronquillo

Vote: Unanimous

Motion Entertained: Dr. Quinoñes to approve April agenda, Motion made by Francisco Ronquillo, 2<sup>nd</sup> by Ben Maes, Vote: Unanimous

Presidents report sent electronically

Teachers' Report sent electronically

Mr. Meza: report given in Spanish, PE teacher, soccer, volleyball and tutor.

Question by Francisco Ronquillo, answered by Mr. Meza

Angelica Roybal: Not in attendance but sent report via email

Student Council President's Report, not present, no report

Finance Committee Report, see below

Principal's Report, see below

**Discussion/Action Items:**

**Ben Maes: report sent, budget will be decreased, authorization from February, new authorization by the end of June, council will have to re-meet end of June to approve final budget in order to be safe with taxpayer's money.**

**Principal's report, 444 students, including Pre-K, letters of intent sent to teachers, online learning, etc.**

**Mr. Lucero, Mr Romera, Ms Palmero, Mrs. Esquivel, will not return.**

**Mr. Moncada has had meetings with the State, APS, and PCSNM, teachers are having routine meetings (PLCs, staff meetings, leadership meetings) to discuss school policies and new ways of teaching. Continuous Learning Plan has been accepted by the PED-State and has been translated and uploaded to the website. ChromeBooks have been distributed and 95% of students are online and support packets have been distributed to those families who cannot be online. Pre-K is having ongoing discussions with the APS. 5 students have been assigned to EA's and support staff in order to better communicate with families and assist students. The EA's and support staff are helping to communicate and get students on-line. Spec-Ed was commended for being up to date and running smoothly by APS in their spring site visit. Grants are listed in report. CDHA is still trying to find alternative to graduations for Pre-K, K and 8<sup>th</sup> grade. Mr. Moncada sent video of school's mission statement to staff. Dr. Quinoñes asked about replacing Mr. Lucero, position is posted. A teacher from the school is interested. No interviews have been scheduled and 3 people are interested. Francisco Ronquillo thanks Mr. Moncada for sharing and for doing a great job.**

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

No action – main focus for this meeting is the school budget

B. Discussion & Approval/Disapproval of 2020-2021 Budget– Mr. Moncada

Angie Lerner, See Report:

Pg 4. Using 218,000 carryover for next year, 110,000 textbooks that were purchased this year and will finish paying next year. Unit Value increase. Insurance is increasing 6%, T & E going down, this year's teachers have less experience. State equalization guarantee increased. Wording in employee contracts states that money can change if budget is changed. Pg. 5 state mandated average increase, CDHA gave all employees a 4% raise across the board. Pg, 6 Carry over and food service amounts, some budgets, we don't know amount but have place an estimate. (Pre-K). Revenue summary, increase 6%. Unit Value (operational account) K-12 increase 184, 000. Special Education decreased due to report from 80<sup>th</sup> and 120 day count, Fine Arts + Bilingual -, last year numbers were reported incorrectly last year and have been corrected. 40<sup>th</sup> day report vs. 120<sup>th</sup> day report, extended learning time program (ELTP), Pg. 9 summary, using cash carry over to run the K-5+ Summer Program numbers were shared and budget will increase as student enrollment is reported. 59% operational budget on salaries and classroom which is the norm.

Carry over 700,000

Salaries and benefits

Property

Supplies

Pg. 12 Budget vs estimation of expenses

Pg. 13 personnel costs, paying all teachers on 160-day schedule and stipends for extra days for K-5+ and extended learning time program.

Pg. 14 Non-personnel costs, Travel allocations, Teacher travel for Professional development and travel, mileage reimbursement, parking fees.

Pg. 16 Carryover 724,793 to another account, and then carry over for the following year.

Budget from State

Growth units changes 4,100,000, 406 students for budget

School Calendar approved and salary schedule for teachers-next year, EA schedule and Administrative Staff schedule, 4% raise, Elem 180 days, Mid School 160 days,

Entertained Motion to approve the Discussion & Approve 2020-2021 Budget by Dr. Quinoñes. Motion made to approve the discussion and approve the 2020-2021 Budget giving business manager authority to make any changes as proposed by NMPED by Francisco Ronquillo, 2<sup>nd</sup> by Elijah Esquivel Vote: Two voted “Yes” (Ronquillo and Esquivel) to approve and two voted “Ney” to approve (Maes and Quiñones). Discussion took place regarding the approval of the budget as Mr. Maes and Dr. Quiñones did not agree on the language for approval and a second motion was made to change the language for the motion: Entertained motion by Dr. Quinoñes, Motion made to approve giving business manager authority to conditionally append the budget in consultation with finance committee pending final approval of PED with possible budget changes by Elijah Esquivel, 2<sup>nd</sup> by Francisco Ronquillo

Vote: Unanimous

Open Discussion

Mr. Moncada thanked Mr. Maes and Angie Lerner for time and commitment to budget and thanked teachers for attending the meeting and Council for their support to the school.

Motion to adjourn by Ben Maes and 2<sup>nd</sup> Dr. Quinoñes, vote: Unanimous

The Board thanks teachers for their hardwork under these hard conditions during the COVID-19 pandemic.

**Meeting Adjournment:** Time \_\_6:45\_\_p.m./Next Meeting Date: May 13, 2020