

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
May 27, 2020 at 5:00 p.m.

Call to Order: Time 5:10p.m. /Roll Call:

Dr. Quiñones

Governing Council Members:

Dr. Luis Quiñones, President X Mr. Elijah Esquivel, Vice President ab

Mr. Ben Maes, Treasurer X

Mr. Francisco Ronquillo, Secretary ab joined at 6:17

Mr. Rick Reichard, Member X

Quorum: X Yes ___ No

Visitors to meeting: Beth Esquivel taking meeting minutes, Ana Fernandez, Sandra Martinez, Melissa Maestas, Angie Lerner, and Cynthia Toledo

Approval/Disapproval of April 29, 2020 Board Minutes: Dr. Quiñones

Entertained motion to approve meeting minutes from April meeting by Dr.

Quiñones. Motion made by Rick Reichard, 2nd by Ben Maes. Vote: Unanimous

Approval/Disapproval of Agenda:

Dr. Quiñones

Entertained motion to approve agenda by Dr. Quiñones. Motion made to approve agenda by Rick Reichard, 2nd by Dr. Quiñones. Vote: Unanimous

Reports:

President's Report

Dr. Quiñones

Submitted electronically to Mr. Moncada, As the pandemic continues, we must continue to be safe. A Zoom meeting was held on May 5th to discuss the lease agreement. In the meeting were Mr. Moncada and Mr. Saylor, Mr. Francisco Ronquillo, Mr. Dan Hill, and Ms. Angie Lerner. More details forthcoming.

Zoom promotion ceremony with 8th grade was beautiful and I had the honor to give the graduation speech. Zoom kinder ceremony was wonderful. Hats off to staff for making these events memorable. Pre-K ceremony, Dr. Q's grandson participated.

Teachers' Report

Ms. Nuria Ortiz

Ana Fernandez- Elementary Report: 3rd grade teacher, report given in Spanish. Good experience with teaching on-line with students and parents. Students in Day Care were not able to join in on Google Classroom Meets, this is something to discuss if on-line learning continues.

1. Continuous learning plan was created in March and it included a goal to have access to families for computer learning, Google Classroom, issues with access to all classroom, all worked together, routines were set for students and staff.
2. Use of google classroom made communication and submission of assignments easily accessible to students and parents. It was very effective in helping students and teachers with assignments and communication.
3. Online schedules started in April- Middle school held 45-minute classes each day from 9am-11:45am. It was decided that Middle School would work with students in am and Elem in afternoon to work with families with multiple students. The afternoons were for MS teachers to communicate and provide extra help to students. The mornings were for ES teachers to do the same.
4. Successful rate of online attendance and completion of work. Attendance: ELD 6, 7, &8, 3-4 students were absent every session. When absent, the parents received a call and then had better attendance. Some teachers were not as effective. We can learn from mistakes and what we did right to improve. 5 students were assigned to ancillary personnel (EA's, ART teacher, etc.) to help with support and communication. Ms. Fernandez added her experience in Spanish. Learning packets were created and given to families that did not have access or were not able to participate online. Letters were sent home by administration to families not participating and after that many more responded. Free Chromebooks were distributed and helped with Internet access. We were very flexible with our families. We did an amazing job.
5. Able to finish our teacher evaluations (frontline). Teacher Evaluations were eliminated by the PED. Components were deleted from system if they were not completed. Our administrators completed what they had already collected.
6. Graduation ceremonies were held online for the first time- Pre-K, Kinder, 8th grade (included a parade) Thank you to Dr. Quiñones for speech.
7. Collected chrome-books from 8th grade and students not returning. All other students were able to keep the Chromebooks so they can continue to work over the summer. Envelopes with important info was given out and distributed last Friday

with balloons and a parade. We also had a food distribution to all 8th grade students.

8. Families who are registered for next year can keep the computers over the summer for online learning.

9. Free programs such as Istation, Reading Plus, Mobymax, Readworks, Mathseeds and Mathletics, are available and all students are still registered and can use them over the summer.

10. New master schedule for MS was created in Synergy and is completed for next year. Dependent on state regulations, it will be modified as necessary. Classes and content with Teachers were put into place so teachers will have license for classes. Life Skills-social/emotional/College/Career readiness will be taught next year. Middle School Art will be for 75 minutes. Plus, electives, computer tech, world cultures, media literacy, etc.

Report will be sent electronically

Student Council President's Report
No student council this month

None

Finance Committee Report

Mr. Ben Maes

A meeting was held at 11:00 to review the financial package. There were a lot of uncleared checks. Angie will follow up.

Principal's Report

Mr. Moncada

Thank you everyone for attending! Enrollment at the end of the school year was 444 students as reported on 120th day count. Employee updates: thank you Mrs. Beth for coming out of retirement to help with 1st grade classroom. 2 teachers returned to Spain. Events: All testing that was not completed was suspended by the State. Spanish proficiency test was not completed. Science for 5th and 8th grade was completed. IStation scores were completed by students at home. Math and reading scores improved. Professional Development: Leadership, Staff, PLC's Equity meetings were held. The State is working on a template for equity for English Language Learners, students with disabilities, and Native American students that school districts will have to complete. Also, an Action Plan will be made for the MLLSS so it will be in place next year and the purpose is to assist students who need additional help. CDHA had one week to come up with a plan

for the school, the document was completed and turned in on time. Teachers had received training on a math program called MathSeeds and Mathletics and Mr. Moncada made arrangements for the program to be available to students until the end of June. The program will be renewed for 2020-2021.

PED is working on a plan for re-opening their schools while protecting our students. A different calendar and different re-opening options are being considered. Mr. Moncada will also be working on a re-opening plan for CDHA. APS site visit was conducted. CDHA was given high marks for CLP during COVID-19. Mission Specific data was waived because of the Pandemic. Mr. Moncada reported that 71 % of students participated in online learning and that 129 students or 29% did not participate and out of those 129 students some worked on learning packets. We had over 75% student participation during COVID-19.

PED announced no summer school or extended learning programs. Schools can complete extended learning time plans for next year, additional days to be at the end of next year. 5 extra days in June. + 5 Prof Development days.

Budget, all narratives were completed. Due to the Yazzie Vs. Martinez lawsuit, school budgets required narratives from administration for different uses of the state funds received by the school.

Grants were awarded last school year and we had funds left for the Fresh Fruit and Vegetables. We had a food drive and will be having another done, and we still have \$6000 to spend on local fruit and Veggies to do one last food drive.

2020-2021 grants were applied for by school and Mr. Moncada. NM Pre-K was funded for 38 students. Bilingual and Fine Arts Grants were applied for. Food service grants, Title II, Feminine Products for \$500, extended day, \$5000 to tutoring afterschool. RGEC will continue for 2020-2021. Possible for June Program for 35 students. CSI for \$8000, waiting to hear from city, \$70,000 approved on E-Rate for Technology for next year and pay for Comcast bill.

Oct 1, Charter School Renewal.

Pre-K shade structure and sand replacement and ordering of curriculum and materials.

Discussion/Action Items:

A. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation for March & April – Ms. Angie Lerner
9 BARS presented for approval and Angie reviewed each one.

1. 1 001-118-1920-00035-I
2. 2 001-118-1920-00036-T
3. 3 001-118-1920-00037-IB
4. 4 001-118-1920-00038-M
5. 5 001-118-1920-00039-M
6. 6 001-118-1920-00040-M
7. 7 001-118-1920-00041-M
8. 8 001-118-1920-00042-T
9. 9 001-118-1920-00043-T

Angie reviewed all vouchers, financials, and bank reconciliation for March & April

Entertain motion made to approve 9 BARS listed by number *see Angie's email and accounts payable payment vouchers for March & April

Motion made to approve 9 BARS by Rick Reichard, 2nd by Francisco Ronquillo,
Vote: unanimous

B. Approval of Revision to School Calendar – Mr. Moncada
Our current approved school calendar was an extended school calendar to start school on July 7. Due to the COVID-19, we will not be able to be in school this summer. The new proposed school calendar includes revisions to begin school on Aug 10th for all grades. Week prior for Prof Dev. 5 days of PD for Extended Learning 5 extra days at the end of June listed in the calendar just in case the state decides do have ELTP funding. No K-5+ program included.

Ms. Ana question contracts: Angie responded that contract will begin on Aug 3 for all teachers, but K-5+ was going to be paid out as a stipend so not too much to worry there. Ms. Ana also asked about Prof. development as this year they had five days at regular pay and additional days at \$100/day. Angie explained that if ELTP gets approved, all K-8 teachers will be paid at daily rate in 2020-2021 for additional professional development.

Entertain motion to approve calendar by Dr. Quiñones, Motion made by Rick Reichard, 2nd Francisco Ronquillo, Vote: Unanimous

C. Approval/Disapproval of Bilingual Multicultural Education Program – Mr. Moncada

Grant part of SEG state gives 3hr. program funds, funds go to salaries. We appreciate teachers for holding endorsements for TESOL and Bilingual Education.

Entertain Motion made to approve application of grant and have signature of Dr. Quiñones by Dr. Quiñones,

Motion made by Rick Reichard, 2nd Francisco Ronquillo, Vote: Unanimous

D. Approval/Disapproval of Fine Arts Education Act Grant Application – Mr. Moncada

Grant part of SEG to pay for Art Education at CDHA, Rafael Leos as teacher.

Entertained motion to approve of Fine Arts Education Act Grant Application by Dr. Quiñones, motion made by Rick Reichard, 2nd Dr. Quiñones, Vote: Unanimous

E. Discussion of Lease Agreement

Ben Maes: facilities committee was a name created by Mr. Moncada for people who discuss the building. May 05th Zoom Meeting with several people and Mr. Saylor. Email May 17, was sent out with meeting minutes. CDHA paid \$34,000 last year and now Mr. Saylor wants \$39,500, Mr. Saylor wants to reach \$43,000 which is what the former school used to pay. What did Mr. Saylor offer? If we don't move on with a LPA, then we pay \$35,500/month. He has worked on building with repairs and we pay for in rent. Mr. Saylor has helped us over the years and we started out at a lower payment, and increased the rent every year. This year he has brought in 2 storage bldgs, panels on doors to keep people from opening without a key, painted building, built a restroom for an additional PreK classroom, and raised the fence around the school. Rent to be raised because of low payment that school started paying in the beginning. Mr. Maes says that money can be used better for the school. Mr. Rick does not feel like the increase is justified. Lease/purchase agreement or pay monthly rent is the two options. Lease

expires at the end of June, 2020. Next meeting, board will need to approve the Lease Purchase agreement of monthly rent. Mr. Moncada feels like the building is in a location that works well with our students. He recommends option number 2 in the email sent out and to consider the LPA transaction next school year. LPA is different from this agreement said Mr. Maes, bottom line, rent should not be raised at this time, Mr. Maes.

F. Set Principal's Evaluation Date

Will set up closed meeting for evaluation on June 10th. Mr. Moncada will set up meeting with Dr. Quiñones and the Board to go over what Mr. Moncada has done this year. State has cancelled all evaluations. Deadline was May 15.

G. Discussion of Doctoral Classes Reimbursement Request by Mr. Moncada

Will vote on payment during next meeting. Mr. Moncada is pursuing his doctoral degree through an online program in a university in México, Mr. Moncada is in middle of program. Mr. Moncada asked for reimbursement from Title II funds four months ago. Mr. Moncada has supported teachers with help in obtaining Master's classes in the past, etc. Has taken 6 classes, \$100/month. Dr. Quiñones asked if CDHA will pay for teachers to get reimbursement for license or background checks in the future. Mr. Ronquillo is in support of reimbursement. Can board create a cap? Mr. Moncada says the school has paid for teachers to attend some expensive conferences, \$300+ to support their professional development needs. Angie will ask lawyers if reimbursements is legal. Prof. development in form of degree is valid.

Cynthia Toledo asks: Is there is funding for teachers for Master's classes? CDHA has always supported teachers and will use money from Title II to support teachers in education. Board needs to create a policy for school. Angie recommends reimburse if teachers pass their class with a C or better. A policy around PD was recommended by President Dr. Luis Quiñones.

Open Discussion

Meeting Adjournment: Time ___7:44__p.m./Next Meeting Date:

Motion made by Rick Reichard to adjourn meeting, 2nd by Mr. Ben Maes,

Vote: unanimous

Governing Board President Signature

Governing Board Secretary Signature