

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 August 19, 2020 at 5:00 p.m.

Call to Order: Time \_\_\_\_ p.m. /Roll Call: Dr. Quiñones

**Governing Council Members:**

Name	Title	Present	Absent	Arrived Late	Depart Early
Dr. Luis Quiñones	President				
Ms. Beth Esquivel	Member				
Mr. Francisco Ronquillo	Secretary				
Mr. Ben Maes	Treasurer				
Mr. Rick Reichard	Member				

**Quorum:** \_\_\_ Yes \_\_\_ No

**Others Present:**

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finances; Mr. Dan Hill, Attorney

Approval/Disapproval of August 19, 2020 Agenda: Dr. Quiñones

Approval/Disapproval of June 22, 2020 Minutes: Dr. Quiñones

**Public Comments** (3 minutes maximum for comment) Dr. Quiñones

**Reports:**

President's Report (3 minutes) Dr. Quiñones  
 Finance Committee Report (3 minutes) Mr. Ben Maes  
 Principal's Report (10 minutes) Mr. Moncada

**Discussion/Action Items:**

- A. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation – Ms. Angie Lerner
- B. Approval/Disapproval of School Calendar to include K8+ Program and Extended Learning Time Program at the beginning of the school year – Mr. Moncada
- C. Approval/Disapproval of GC Vice President position – Dr. Quiñones
- D. Approval/Disapproval of Reentry PreK Plan – Mr. Moncada
- E. Approval/Disapproval of MatthewsFox Contract – Mr. Moncada
- F. Approval/Disapproval of Employee Reimbursement Policy for Home Internet Access during COVID-19 Pandemia -- Mr. Moncada

- G. Approval/Disapproval of Staff Graduate Hours Reimbursement Policy –  
Mr. Moncada
- H. Approval/Disapproval of Doctoral Classes Reimbursement Request by  
Mr. Moncada
- G. Adjournment

**Meeting Adjournment:** Time \_\_\_\_\_p.m./Next Meeting Date: September 9, 2020

**Christine Duncan Heritage Academy**  
 Governing Council Meeting Agenda  
 July 22, 2020 at 5:00 p.m.

Call to Order: Time 5:11 p.m. /Roll Call: Dr. Quiñones

**Governing Council Members:**

Name	Title	Present	Absent	Arrived Late	Depart Early
Dr. Luis Quiñones	President	X			
Mr. Elijah Esquivel	Vice President	X			
Mr. Francisco Ronquillo	Secretary	X			
Mr. Ben Maes	Treasurer	X			
Mr. Rick Reichard	Member	X			

**Quorum:** X Yes \_\_\_ No

**Others Present:** Mr. Jesús Moncada-principal, Beth Esquivel-notes, Dan Hill-attorney, Angie Lerner- business office, Monica Cabrera-parent, Jessica Angulo-parent,

Approval/Disapproval of July 22, 2020 Agenda: Dr. Quiñones

Entertain motion by Dr Quiñones to approve June agenda.

Motion made by Rick Reichard, 2<sup>nd</sup> by Elijah Esquivel vote: Unanimous

Approval/Disapproval of June 10, 2020 Minutes: Dr. Quiñones

Entertained motion by Dr Quiñones to approve June minutes. Motion made by Rick Reichard, 2<sup>nd</sup> Francisco Ronquillo Vote: Unanimous

Approval/Disapproval of June 24, 2020 Special Meeting Minutes:

Dr. Quiñones

Motion made to approve special meeting minutes by Ben Maes, 2<sup>nd</sup> by Francisco Ronquillo Vote: Unanimous

**Public Comments** (3 minutes maximum for comment) Dr. Quiñones

**Reports:**

President's Report (3 minutes)

Dr. Quiñones

Dr. Quiñones reports that CDHA has a re-entry plan, everyday is new and different. See electronic report. Send questions to Dr. Quiñones.

Finance Committee Report (3 minutes)

Mr. Ben Maes

Ben Maes sent report by email, he would like members to be aware of duties of each office and re-look at school mission statement. (High academic achievement)

He asked for feedback to see if we can add to the 1% salary increase for teachers from our CDHA budget. Legislature met and changed authorization for 1% raise in salaries. Rick asked a question, why was check voided for \$20,913.33 and Angie responded it was because it was written for wrong the amount. Angie said it was voided and so not able to be seen in her books. The check was for ACES. Angie will send an email to let board members know how this was corrected. CARES ACT money was used for supplies and has about \$2,200 remaining. Chromebooks and Laptops were ordered for school staff and students.

#### Principal's Report (10 minutes)

Mr. Moncada

Report was sent by email. Enrollment is the same, projected 460 students, some students will change to homeschool, Mr. Moncada will reach out to them to alleviate any fears. School is still looking to fill Spec Ed teaching assignments, 2EA's will be moved to Spec Ed and floating. Mr. Moncada is attending meetings with the PED for the re-open school plans. He is working with CNM on working with teachers to train for on-line learning. A staff meeting was held with 35+ in attendance. The staff talked about the re-entry plan and how to contact parents and get information out on the 3 plans. Teachers are meeting in small groups to discuss re-entry plan. (even though they are not on contract). Federal Government sent money for food: families received more money thru SNAP or a P-EBT card, some families did not receive cards and CDHA is working with families to correct address issues so they can receive money cards. Classrooms were painted along with the parking lot and improvements were made to Pre-K playground. Governing council members completed training hours and are waiting on report. RGEC has been conducting a small summer program at the school. Students are using masks.

Mr. Moncada is working with RGEC to add before and after-school programs for Pre-K students. Rick Reichard asked if students will be trained on mask wearing and if parents will be trained on PPE and helping students logon and join meetings. All these new trainings will take place early in the year. Social distancing and hand washing will be taught. NM Governor has mandated remote learning until after Labor Day. Many parents are requesting keeping remote learning for most/all of this year. Re-entry plans have been written. Pre-K will need new plan for entry. PED changed their order. Ben Maes asked if school items to be fixed will be worked on. 57 ceiling tiles? Stained by water. Waiting on Rick Saylor to fix window and replace tiles. Email was sent out 4 days ago, will wait on reply. Mr. Moncada will follow up.

**Discussion/Action Items:**

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

Angie cleared up question from earlier about voided check.

See budget email.

1 BAR Pre-K grant transfer for playground.

Funds were approved for border and mulch. All re-imbursements have been made from APS. June summer payroll made June payments higher.

Entertain motion by Dr Quiñones to approve Budget Update & Approval of BAR 1T, vouchers, financials, and bank reconciliation for June, so moved by Ben Maes, 2<sup>nd</sup> Rick Reichard, Vote: Unanimous

Motion made to approve salary schedule and cash disbursements and June cash disbursements ending June 30 by Rick Reichard, 2<sup>nd</sup> Elijah Esquivel

Vote: Unanimous

Entertained Motion to approve the salary schedules for EA's 2021, teacher schedule and administrative staff 2021 by Dr. Quiñones, Motion made by Rick Reichard , 2<sup>nd</sup> by Francisco Ronquillo, Vote: Unanimous

B. Approval/Disapproval of Revised Salary Schedules – Mr. Moncada

Motion made to approve revised salary schedules by

Already took place during the approval of financials.

C. Approval/Disapproval of Incoming/Outgoing GC members – Dr. Quiñones

Elijah Esquivel is resigning, thank you. Elijah thanks the school for allowing him to be on the board and for getting to know everyone, Elijah joined the State Society for CPA's. He mentioned that he is leaving the school in good hands with Mr. Moncada and other board members, please email him if you have any financial questions.

Dr. Quiñones thanks him and wishes him luck in personal and professional career. Ben Maes thanks Elijah and wishes him good luck. Thank you for completing training hours.

Beth Esquivel to return to CDHA board.

Entertain motion by Dr. Quiñones to approve Mrs. Beth Esquivel as incoming member, so moved by Rick Reichard. Vote: unanimous

Francisco Ronquillo encourages parents to join the board.

D. Approval/Disapproval of Reentry Assurances – Mr. Moncada

Mr. Moncada has submitted the document and it asks that CDHA follows state statutes accordingly and make a plan for loss of instructional time. K-3+ was cancelled over the summer and CDHA also applied for extended learning plans. CDHA has re-submitted a plan to ask for grant for monies and if approved, a new calendar will be submitted to add time in June 2021. Governors council tomorrow at 3 to see changes. Aug 10 online and after Labor Day, Sept 8, 50% of students to return in groups of 10. 5-8<sup>th</sup> grade all online, grades 1-4<sup>th</sup> to return, half students with teacher and half with EA in another classroom. Pre-K was to return to school in full capacity and Kinder will probably be taught remotely. Mr. Moncada is giving all students and teachers options for in person learning or all online to remain safe. High risk teachers will be able to teach from home for students who remain at home. CNM will train teachers to broadcast lessons and Zoom etiquette. Some families are interested in returning to the school, about 25%. Many families will do whatever the school decides. Pre-K not recommended for remote learning. The state issued about 21 guiding documents for assisting schools with the new school year. Expectations for online learning are more rigorous than last year. Entertain motion made to approve re-entry assurances and health and safety plan by Rick Reichard, 2<sup>nd</sup> by Dr. Quiñones. Vote: Unanimous

E. Approval/Disapproval of Doctoral Classes Reimbursement Request by Mr. Moncada

F. Approval/Disapproval of Tuition Reimbursement Policy – Mr. Moncada

Will review document and policy for next meeting. Entertain motion to wait by Rick Reichard, 2<sup>nd</sup> by Dr. Quiñones, Tabled items E & F until August meeting. Vote: Unanimous

Adjournment.

**Meeting Adjournment:** Time \_\_6:52\_\_p.m./Next Meeting Date:  
August 12, 2020