

Christine Duncan Heritage Academy
 Governing Council Meeting Agenda
 September 16, 2020 at 4:00 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				
Mr. Rick Reichard	Vice President				
Mr. Francisco Ronquillo	Secretary				
Mr. Ben Maes	Treasurer				
Ms. Beth Esquivel	Member				

Quorum: ___ Yes ___ No

Others Present:

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

Approval/Disapproval of September 16, 2020 Agenda: Mr. Rick Reichard

Approval/Disapproval of August 19, 2020 Minutes: Mr. Rick Reichard

Public Comments (3 minutes maximum for comment) Mr. Rick Reichard

Reports:

President’s Report (3 minutes) Mr. Rick Reichard
 Finance Committee Report (3 minutes) Mr. Ben Maes
 Teacher’s Report (3 minutes) Ms. Andrea Armijo and Ms. Mariah Regan
 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 Inventory of School Assets -- Mr. Moncada
- C. Approval/Disapproval of Outgoing/Incoming GC members – Mr. Rick Reichard Approval/Disapproval of Open Meetings Act Resolution – Mr. Moncada
- D. Approval/Disapproval of Attendance Policy – Mr. Moncada
- E. Approval/Disapproval of 2020-2021 Staff Policy and Procedures Manual (COVID-19) – Mr. Moncada
- F. Approval/Disapproval of 2020-2021 COVID-19 Policy and Procedures Manual – Mr. Moncada

- G. Approval/Disapproval of MatthewsFox Contract – Mr. Moncada
- H. Approval/Disapproval of Tuition Reimbursement Policy – Mr. Moncada
- I. Approval/Disapproval of Doctoral Classes Reimbursement Request by Mr. Moncada
- J. Approval/Disapproval of Reentry PreK Plan – Mr. Moncada
- K. Adjournment

Meeting Adjournment: Time _____p.m./Next Meeting Date: October 14, 2020

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

Call to Order: Time_5:07__p.m. /Roll Call: Dr. Quiñones

Governing Council Members:

Name	Title	Present	Absent	Arrived Late	Depart Early
Dr. Luis Quiñones	President	X			
Ms. Beth Esquivel	Member	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, Angie Lerner-Finances, Dan Hill-Attorney, Roxana De La Torre-parent, Melissa Maestas-parent liaison, Julio Meza-PE coach, Cathy Bullock/parent. 12 participants

Approval/Disapproval of August 19, 2020 Agenda: Dr. Quiñones
 Motion made to approve August 19, 2020 agenda by Rick Reichard, 2nd Beth Esquivel Vote: Unanimous

Approval/Disapproval of June 22, 2020 Minutes: Dr. Quiñones
 Entertained Motion to approve minutes by Dr. Quiñones
 Motion made by Rick Reichard to approve June meeting minutes, 2nd Francisco Ronquillo, Vote: Unanimous

Public Comments (3 minutes maximum for comment) Dr. Quiñones
 None:

Reports:

President's Report (3 minutes) Dr. Quiñones
 Dr. Quiñones reports that we are reporting close to 723 deaths in New Mexico, and many more worldwide. He encourages all to wash their hands and practice social distancing. He feels that we have a lack of leadership in this country to tackle this issue and so we must be vigilant at the local level and the school level. He thanks the staff and board for their support and for staff. He is concerned that staff are only getting a 1% increase in salary and with the help of the business office, he looked for money to give teachers more in salary. Mr. Moncada will get a 2% raise and all monies are not adequate for all of the hard work that the school does. He is confident that the business office can find monies to share with all. He is proud of all and is proud to have worked with Mr. Moncada.

Francisco Ronquillo is saddened about the resignation of Dr. Quiñones and thanks him for his leadership on the Board. Francisco asked Dr. Quiñones to hold off on resignation given the situation with our school at this time. Dr. Quiñones will consider staying on the Board until another member is found.

Mr. Moncada thanks Dr. Quiñones for his time on the Board and asks that he remain until another member can be found. Dr. Quiñones will consider because he has worked with Mr. Moncada in the past and knows we appreciate his help on the board.

Finance Committee Report (3 minutes)

Mr. Ben Maes

Ben Maes states that an email has been sent with his report. Teacher salaries have been discussed to add to the 1% from the State. Ben Maes is working with Angie and Business Office to find monies in the new budget. Mr. Maes is looking for all personnel to get some kind of raise. Looking at 1% and 2% until a final number is found. We do need to wait for final appropriations from the State.

CARES monies are being looked at and they are seeing where we are at after balancing the budget. \$104,000+, spent \$50,000+, remaining \$54,000+ . We need to find out exactly how much money is left in CARES monies. 225 CHROME BOOKS were purchased. Checks over \$5000 require a Board Member to sign. The Lease has been paid and there needs to be a note to say where/how money is being spent. What is the extra insurance money that was paid? Follow up. Mr. Moncada says it was Property Insurance.

The Budget needs to be cleaned up for over/under budget items in order to find the extra money for teachers.

Mr. Rick Reichard asks if Mr. Moncada needs an assistant principal. Mr. Moncada answered that the Spec Ed leader has an administration degree and has agreed to help as needed. Mr. Rich Reichard is concerned that Mr. Moncada is being over-worked. Dr. Quiñones also asked if the Asst. Principal is needed and reminded the board that the money has been budgted in order for the school to run efficiently. Rick Reichard asked why we are paying insurance if the owner of the building is paying. This is a new payment that former tenants paid. Mr. Maes asks for 2 separate invoices in the future in order for Mr. Saylor to get \$500 more money. We will check into this further and Mr. Moncada has sent Mr. Saylor a message in regard to this insurance money. Dr. Quiñones thanks Board members for being at meeting with Mr. Saylor and getting a new lease agreement.

Mr. Moncada stated that student enrollment is 439, 36 in Pre-K, Mr. Moncada is reaching out to parents of students who have disenrolled and many are returning. He is also reaching out to students who have not signed into Google Classroom. Employee Update: most of the last year's staff have returned and Mr. Moncada has 2 new hires are in Spec Ed. Pre-K changes: 2 EA's were moved to other positions and one resigned. This was due to APS and NMPED not allowing to have two EA's in each PreK classroom. Mr. Moncada is interviewing for the Middle School Spanish teaching position and has the Art Teacher, Mr. Leos-Gonzalez as the ong term sub until a replacement is found. Professional Development for teachers has been concentrated on on-line learning, CNM has offered classes and Mr. Moncada joined with them and now has training from CNM provided for all staff. The State Dept. paid for most of the CNM training. Less than \$1000 to train the whole staff in on-line learning. Aug 3-7th training focused on Digital Learning. CNM offered the training to teachers. COVID 19 and health issues training for staff such as Diabetes, etc. were also included in first week back Professional Development training for all faculty and staff. School started online this past Monday. Chrome Books will be delivered for Pre-K and Kinder as soon as they are delivered. The journey has not been easy but CDHA is ahead of the game. We can include the extra 25 days to the calendar for K8+ Program. It is on the agenda for approval of the revised school calendar. 75 families are receiving Grab-and-go meals for the week and they pick it up for students on Mondays. Mr. Moncada is working with Envision Math to update curriculum. He is working on improving the phone system. He is working with RGEN and they will be starting on Monday and will be able to help 10 students with on-line learning from the school. K-3 and Special Ed Students are coming to the school in small groups and with social distancing and all COVID-19 protocols. A new thermometer is being used to check temperatures of students/staff entering the school, the Althera Temperature Screener. CDHA's re-entry plan was not approved but Mr. Moncada has been working on submitting the new revised plan. Pre-K students will not be returning in person. They will also be doing online learning.

Francisco asks that 11/15 school districts opted to go on-line, is there a plan if numbers of COVID increases? Is there a document that states the roles of teachers and roles of EA's in order for EA's to not be burdened with teacher responsibilities? Mr. Moncada has stated that for high-risk teachers, teachers are working from home and EA's are making sure that students are on-line and monitored from the school. Spec. Ed staff is working on-site with students. Therapies and special classes are being held at the school. Students of working

parents are being brought into the school and join teachers with online learning. The team is very supportive. 4 teachers are working from the school when teaching on-line in order to receive needed help. Additional chromebooks have been ordered for each student and books /workbooks are being distributed in ordered for kids to work on them from home. Schedules are worked out so that students are not on-line for the whole day; synchronous and asynchronous learning. It is a work in progress and everyone is being positive. The CDHA team is great and the community is working well with the school.

Ben Maes asks if any students are being bussed. Mr. Moncada answered that APS transportation has asked that this service be delayed. The Dual-language program is being challenged with monolingual students not having other students that can help because of the online situation. The Spanish teachers are doing their best to help all students, including minor translations.

Julio Meza-PE report given in Spanish and in English. Mr. Moncada was working hard all summer before school started. Thanked Mr. Moncada for training and for keeping up with all NMPED and APS updates on re-entry plans and COVID-19 Pandemic situation. He is very comfortable in his job because of the training he has received. He feels fortunate to have Mr. Moncada as the school leader.

Julie Weeks-Special Education. Not present

Discussion/Action Items:

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

Not much happened in July. No BARS this month. Rick asked question on items 12130/12131.

Bank reconciliation, a bank receipt book was stolen and a new Positive Pay was added to our bank account. Checks were cashed and reversed for safety.

The school spent more money this July because of the Benchmark Advanced Reading adoption, textbooks were paid in July. Requests for reimbursement have been paid. Business office is contacting owners of uncashed checks.

Motion made to approve payroll and accounts payable and cash disbursements for July 2020 and reports and bank financial statement reports and bank reconciliation.

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

- B. Approval/Disapproval of School Calendar to include K8+ Program and Extended Learning Time Program at the beginning of the school year – Mr. Moncada

CDHA has been doing the K-3+ since 2012, the K-5+ Program in summer 2019, and now we want to start the K-8+ Program, NMPED asked to make up lost time from students and can we do the K-8+ and the Extended Learning Time Program, There is funding for K-8+ to add to calendar. Increase calendar by 25 days and will go through June 30th in order to accommodate the two programs mentioned.

Entertained motion to approve calendar and include 25 days for k-8+ Program and ELTP by Dr. Quiñones, Motion made by Rick Reichard to approve calendar, 2nd by Beth Esquivel

Vote: unanimous

C. Approval/Disapproval of GC Vice President position – Dr. Quiñones
Dr. Q suggests that Vice President be filled with Rich Reichard if accepted. He is available. Rick Reichard will be VP until the end of the term. No vote is necessary.

D. Approval/Disapproval of Reentry PreK Plan – Mr. Moncada
Re-entry plan is not available at this time. A meeting with teachers will be held.

E. Approval/Disapproval of Matthew Fox Contract – Mr. Moncada
CDHA has worked with Matthew Fox for Charter School Issues. The school will only need to pay when services are used. Mr. Moncada likes to have them in-case we need their help. Dr. Quiñones asks if this is a duplication of services we already have. Mr. Moncada uses their e-mails and newsletters. Ben Maes feels like this is not a duplication but a back-up and since they are only paid if used. Tabled until next meeting.

F. Approval/Disapproval of Employee Reimbursement Policy for Home Internet Access during COVID-19 Pandemia -- Mr. Moncada
Mr. Moncada says that teachers had to update internet services at home due to internet learning at home. \$20/per pay period is being recommended. Dr. Quiñones makes motion, Rick Reichard 2nd to approve employee reimbursement policy for Home Internet Access starting Aug 19th effective: August 1, 2020, Vote: Passed, Ben Maes abstained his vote.

G. Approval/Disapproval of Staff Graduate Hours Reimbursement Policy – Mr. Moncada Tabled for next meeting due to running meeting too late

H. Approval/Disapproval of Doctoral Classes Reimbursement Request by Mr. Moncada-Tabled for next meeting due to running meeting too late

I. Adjournment

Parent Roxana De La Torre spoke in Spanish – She is interested on joining the governing council and will look forward to working with the Governing Council. Dr Quiñones thanked her for joining the meeting.

Meeting Adjournment: Time ___6:55__p.m./Next Meeting Date:
September 9, 2020