

Christine Duncan Heritage Academy
 Governing Council Meeting Agenda
 October 14, 2020 at 5:00 p.m.

Call to Order: Time ___ p.m. /Roll Call:

Mr. Rick Reichard

Governing Council Members:

Name	Title	Present	Absent	Arrived Late	Depart Early
Mr. Rick Reichard	President				
Mr. Ben Maes	Treasurer				
Mr. Francisco Ronquillo	Secretary				
Ms. Beth Esquivel	Member				
Ms. Roxana De La Torre	Member				

Quorum: ___ Yes ___ No

Others Present:

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

Approval/Disapproval of October 14, 2020 Agenda: Mr. Rick Reichard

Approval/Disapproval of September 16, 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) Mrs. Barbara Skelec and Mr. Cristian Campo

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 amendment to the lease agreement to show increase of \$500 a month for insurance (\$35,500 a month) Mr. Moncada
- C. Approval/Disapproval of K-8+ Program and PreK Stipends for Principal
Mr. Rick Reichard
- D. Approval/Disapproval of Check Signers
Mr. Moncada
- E. Discussion of the hiring of a family member
Mr. Rick Reichard
- F. Approval/Disapproval of Waiver for Nepotism Rule Resolution
Mr. Rick Reichard
- G. Approval/Disapproval of Title IX Policy – Mr. Moncada
Mr. Rick Reichard
- H. Adjournment
Mr. Rick Reichard

Meeting Adjournment: Time ___ p.m.

Next Meeting Date: November 13, 2020 at 5:00

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 September 16, 2020 at 4:00 p.m.

Call to Order: Time 4:13 p.m. /Roll Call:

Rick Reichard

Governing Council Members:

Name	Title	Present	Absent	Arrived Late	Depart Early
Dr. Luis Quiñones			X		
Mr. Rick Reichard	Acting President	X			
Mr. Francisco Ronquillo	Secretary	X			6:00
Mr. Ben Maes	Treasurer	X		X 5:06 PM	
Ms. Beth Esquivel	Member	X			

Quorum: X Yes No

Others Present:

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finances; Mr. Dan Hill, Attorney
 Marcela De La Torre, Mariah Regan, Andrea Armijo, Melissa Maestas

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

Motion made to approve agenda by Francisco Ronquillo, 2nd by Beth Esquivel.

Vote: Unanimous

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

Motion made to approve August minutes by Beth Esquivel, 2nd by Francisco

Ronquillo Vote: Unanimous

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

none

Reports:

President's Report (3 minutes)

Mr. Rick Reichard

None

Finance Committee Report (3 minutes)

Mr. Ben Maes

Will be in later/tabled. Mr. Maes provided with update upon arrival to the meeting; CARES money comes from State, update: \$1,619.54 to spend, \$455 was returned to APS. Crystal Springs water was purchased.

Teacher's Report (3 minutes)

Ms. Andrea Armijo and Ms. Mariah Regan

Andrea Armijo 5th grade teacher, 99% of students are attending online, the others are working on packets, etc. All teachers are working on NMPED COVID training protocols. Most students are doing well with online learning.

Francisco asked for strengths and challenges. Challenges: This is a different way for all, especially those who are not tech savvy. Wi-fi issues for teachers and

students, students learning to turn in work appropriately and teaching with background noise. Strengths: kids are tech savy and help the teachers. Teachers are working with students to get all students online. Chrome Books are still being distributed. One student is attending using a phone. School offered great training on using online tools through CNM.

Ms. Regan: 2nd grade teacher, K-2 team met today, and they discussed how this is new to most parents. Many issues for parents and teachers yet they are helping each other. Stress is high, many people are worried about the disease and child care. Downfalls, 10 students is perfect number to have on the screen but with too many students, teachers cannot “see” them on the screen. The younger students need the teachers, they need to be patient and calm, no matter what. Attendance issues. All teachers are grateful that school is showing safety for all. Hybrid model: 5 students at a time/exposure to COVID multiplied. Thank you to CDHA for being safe. There is a light at the end of the tunnel. Teacher says she keeps getting kicked out of class due to internet issues at home. She is using a new technique: present class and let’s kids see themselves, the students love to see themselves as the presenter.

Principal’s Report (10 minutes)

Mr. Moncada

Student enrollment: mixture of synchronous and asynchronous learning is taking place. Teachers take attendance in a different way in Synergy. 225 Chromebooks were ordered and most have been distributed for students to use while practicing online learning and Social Distancing, 40 are left to be distributed. Identified an issue; some students are attending more than one school... Some have disenrolled and still participate on CDHA Google Classroom and online learning, they were identified and have been re-enrolled. Other students are back to CDHA from Home-Schooling or other schools. Funding depends on enrollment. 439 students are enrolled at this time. Mr. Mahieu, Spec Ed teacher was teaching Special Education and IT and now will be IT only. Delia Herrera returned to APS. Fatima will be a long-term sub and Araceli will helping her. Middle School Spanish position needs to be filled. Mr. Leos will take over that class, Dr. Elia Maria Romero will be his mentor. Testing: IStation testing, some parents are helping students and test scores are not accurate. WIDA testing may take place at the school. Professional Development: Public Charter Schools of NM: MERV 13 filters have been mandated to aid in the prevention of COVID 19, CDHA will upgrade to MERV 11, same as another school that is owned by Mr. Saylor, this has been approved by the NMPED. September 25 Professional Development will focus on Math and Google Docs., PED training COVID, all teachers have taken training that was offered online. ACES and NMABE meetings were attended by Mr. Moncada. Trauma Informed Teaching training was attended by teachers, Mr.

Moncada will share link for follow up. There is a decrease in meals being picked up at CDHA, might be due to APS providing meals to all children 1-18 (similar to the summer lunch program). CDHA will explore this option for the school. A Behavioral Health program from Taos has partnered with CDHA. Two Social Workers will be working with families. ENGAGE NM was only to support middle and high school student and now all K-12 students can get assistance. RGEC before and after school program is in place at the school to assist students with virtual learning. This program is in place to support students whose parents work during the day and do not have access to childcare. RGEC screens the students before entering the school. All school visitors (maintenance, IT services, telephone providers, etc.) get their temperature taken and are offered hand sanitizer when entering the school. CDHA has partnered with ABQ Talent Development Charter to offer 6 CDHA students to take Algebra and English for high school credit. Volleyball try-outs are taking place in the gym. CDHA is training parents to use ParentVue through Synergy. We are working on Extended Learning Program with PED and on installing a new phone system. Ms. Bustos has been working with families to get them hotspots and internet, and also working with TBHS to identify students for additional services. Mr. Moncada is also working on the CDHA Renewal application which is due on Oct 1 and it will all be done virtually. We are working on getting water in every classroom. About 35 students are coming to school on a daily basis. Mr. Moncada also wanted to THANK MS. MELISSA MAESTAS for assisting with monitoring the Althera Temperature Screener and checking people in following COVID-19 Protocols.

Discussion/Action Items:

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

Operational items to clean up budget salaries and liabilities

2M Maintenance - Operational

3M. Maintenance - Food Service

5M Maintenance – Title I

6M Maintenance – Title I

7M Maintenance - Operational

8D Maintenance - Fresh Fruit and Vegetable Decrease of 339

Graphs: Operational spending the same this year as last year. Most money spent on salaries and benefits for teachers. Angie will contact vendors and persons who have outstanding checks. All monies from CARES Act is spent.

Motion made to approve budget update and Approval of BARS, Francisco Ronquillo, 2nd by Beth Esquivel Vote: Unanimous, approved

Motion made to approve vouchers, financials, and bank reconciliation by Francisco Ronquillo, 2nd by Beth Esquivel. Vote: Unanimous, approved

B. Approval/Disapproval of Inventory of School Assets -- Mr. Moncada
Motion made to approve Inventory of School Assets by Beth Esquivel, 2nd by Francisco Ronquillo, Vote: Unanimous, approved

C. Approval/Disapproval of Outgoing/Incoming Governing Council members – Mr. Rick Reichard
Members received a copy of the application of Roxana Marcela De La Torre, she thanks the council for letting her join, she has a son who attends CDHA, enjoys being on projects for her children and for the school. She has helped with the parent room last year. She will be a great asset to the Governing Council. Mr. Moncada has had many conversations with her about helping the school and is looking forward to bringing her leadership to the school for the Spanish Speaking population, he thanks her for wanting to join.

Motion made to approve Roxana De La Torre to be a Board member by Francisco Ronquillo, 2nd by Ben Maes, Vote: Unanimous, approved

Welcome to Roxana!

D. Approval/Disapproval of Open Meetings Act Resolution – Mr. Moncada
Motion made to approve Open Meetings Act Resolution by Beth Esquivel, 2nd Francisco Ronquillo, Vote: Unanimous, approved

E. Approval/Disapproval of Attendance Policy – Mr. Moncada
Remote learning attendance policy on Synergy, Synchronous and asynchronous learning.
Motion made to approve attendance policy by Beth Esquivel, 2nd Francisco Ronquillo. Vote: Ben Maes Abstained, approved

F. Approval/Disapproval of 2020-2021 Staff Policy and Procedures Manual (COVID-19) – Mr. Moncada
Motion made to approve 2020-2021 Staff Policy and Procedures Manual by Ben Maes, 2nd Beth Esquivel, Vote: Unanimous/Quorum, approved

G. Approval/Disapproval of 2020-2021 COVID-19 Policy and Procedures Manual – Mr. Moncada

Ben Maes has a question on bathroom policy, (N) hands free faucets, working with Mr. Saylor to make the improvements. Can we approve without the faucets? There are a few things in the policy that CDHA is working on in order to be in full compliance. Mr. Dan Hill says that we can amend the policy with wording that we are working toward the optimal model. Will get back with Mr. Moncada to see if repairs/additions are made to be in compliance.

Motion made to approve the 2020-2021 COVID-19 Policy and Procedures Manual by Ben Maes, 2nd Francisco Ronquillo, Vote: Unanimous, approved

H. Approval/Disapproval of MatthewsFox Contract – Mr. Moncada

Motion made to approve MatthewsFox Contract by Ben Maes, 2nd by Beth Esquivel Vote: Unanimous, approved

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

Motion made to approve the tuition reimbursement policy by Beth Esquivel, 2nd by Francisco Ronquillo, Vote: Unanimous, approved

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

Motion made to approve doctoral classes reimbursement request by Mr. Moncada for \$1000 by Beth Esquivel, 2nd Ben Maes. Vote: Unanimous, approved

K. Approval/Disapproval of Reentry PreK Plan – Mr. Moncada

Mr. Jesus Moncada created a plan for hybrid model for Pre-K. It has been signed and submitted to NMPED by Jesus Moncada already.

Motion made to approve Re-entry Plan for Pre -K by Rick Reichard, 2nd Beth Esquivel. Vote: Unanimous, approved

L. Adjournment

Meeting Adjournment: Time _6:09__p.m./Next Meeting Date: October 14, 2020