

# Christine Duncan Heritage Academy

## Governing Council Meeting Agenda

November 11, 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 November 11, 2020 Agenda:

Mr. Rick Reichard

Approval/Disapproval of October 14, 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. April Kron and Mrs. Gina Gonzalez-Young

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. Governing Council Training

Mr. Rick Reichard

C. Governing Council Recruitment of Members

Mr. Moncada

D. Approval/Disapproval of Principal's PDP (Closed Session)

"Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personal matters."

E. Adjournment

Mr. Rick Reichard

Mr. Rick Reichard

Meeting Adjournment: Time \_\_\_\_ p.m.

Next Meeting Date: December 9, 2020 at 5:00

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

Call to Order: Time 5:06 p.m. /Roll Call:

Mr. Rick Reichard

**Governing Council Members:**

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

**Quorum:**   X   Yes      No

**Others Present:**

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finance; Mr. Dan Hill, Attorney  
Cristian Campo, teacher 4<sup>th</sup> grade, Barbara Skelec, 2<sup>nd</sup> grade teacher

Approval/Disapproval of October 14, 2020 Agenda:

Mr. Rick Reichard

Motion made by Beth Esquivel, 2<sup>nd</sup> by Francisco Ronquillo Vote: Unanimous

Approval/Disapproval of September 16, 2020 Minutes:

Mr. Rick Reichard

Motion made by Francisco Ronquillo, 2<sup>nd</sup> by Beth Esquivel. 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 sent by report as Mr. Maes is having technical difficulties.

Teacher's Report (3 minutes) Mrs. Barbara Skelec and Mr. Cristian Campo

Ms. Barbara-2<sup>nd</sup> grade bilingual teacher. Ms. Barbara gave thanks to Mr. Moncada for the support that her and the staff are receiving. The teachers are resolving technical issues and other issues that families are facing. Almost all students are attending school online. The teachers are working with individual families who still need assistance. Learning packets are given out to students who cannot be online. The teachers are attending training on COVID-19 issues. RGEC, Engage NM and Taos Behavioral Health are supporting us with our students in need.



Mr. Campo- Bilingual 4<sup>th</sup> grade. Mr. Moncada is supporting all teachers with the proper training for on-line resources, on-line activities, and other resources to keep students connected. (ie: computers for teachers, hot spots for students, etc.). Teachers are close to the parents and offer personal phone numbers to communicate by text, phone, or email.

Ms. Beth thanks Mr. Campo and Ms. Barbara for helping the students to learn Spanish.

Principal's Report (10 minutes)

Mr. Moncada

Enrollment=400, +38 in pre-k. The staff has worked hard to bring back former students who left. Employees: In middle school, they tried to hire but are interviewing again. Former teacher, Rosemary Espinosa has been hired for Pre-K. Mr. Moncada is reviewing the budget to see if another 1<sup>st</sup> and 2<sup>nd</sup> grade teacher can be hired in order to lower student/teacher ratio. Ms. Liz left and Ms. Fanny is onboard, Ms. Fanny is fluent in English and Spanish and Mr. Eric Perez is helping with the transition. Istation testing and IMSSA testing are being administered to 3-8<sup>th</sup> grade students in math, reading and Spanish. K-2 only take Istation Math, Reading and Spanish Reading. All students will be tested by Oct. 23, 2020. Mr. Moncada thanks Ms. Nuria for learning how to administer the new test, iMSSA.

Mr. Moncada has attended Charter Voice, Charter School Collaboration, Title 3, Professional Development and School safety plan meetings.

CDHA has ordered 36 more ChromeBooks for Pre-K. 225 Chromebooks and HotSpots were distributed to homes. CDHA had a new phone system installed. Virtual power-points were made in order to get to know the staff. A Fire Visit was conducted and 3 finding were noted: HotBox, Sprinkler System Inspection and a light needs to be replaced in a bathroom. The Moss/Adams audit is ongoing. The grant, Achieve Educators Rising: to support new teachers or teachers with alternative licenses has been awarded to the school.

Ms. Melissa and Ms. Weeks conducted Open House last week. Test Security Training was given to the staff. Ms. Roxanna, Ms. Melissa and Mr. Moncada are starting to have virtual meetings with parents on Tuesdays, one at 7:30 and one at 6:00. Thank you to Ms. Roxanna and Ms. Melissa for the idea! The virtual meetings will alternate in the morning and the evening and in English and in Spanish.

There will be a raffle for parents who show up at the meetings. The school is working with delivering food, hotspots, and the new attendance supports.

Volleyball club has been cancelled per the Governor's orders but to continue with

their skills with virtual monitoring, each student has received a volleyball to practice at home. Renewal procedures are in place for the Charter. They are being conducted on-line. Water was delivered to every class since kids cannot leave the classroom.

Rick asked if Mr. Saylor is responsible for replacing water faucets or us. Mr. Moncada is paying but will check if Saylor will replace. ChromeBooks for Pre-K will be distributed as soon as they arrive as they will include Child Proof Cases. Pre-K has their own monies to purchase ChromeBooks and covers and will trade them out as they arrive. Will use the new ones for replacements.

#### **Discussion/Action Items:**

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

Bar:

1-9M Title 1 to match budget codes for EA

2-11T transfer from travel/supplies to use for salaries

3-12T Cares Act for supplies instead of ChromeBooks

4-13I increase for operational 160,000.78 to needed accounts extended learning and k-8 +

See Budget Report

5-14M maintenance program system put money into code that did not exist.

Motion made to approve BARS 9M, 11T, 12T, 13I, and 14M, vouchers, financials and bank reconciliations by Beth Esquivel, 2<sup>nd</sup> by Roxana De La Torre

Vote: Unanimous

- B. Approval/Disapproval of amendment to the lease agreement to show increase of \$500 a month for insurance (\$35,500 a month) Mr. Moncada

The bank does not recognize NMPSIA as an insurance carrier for Mr. Saylor so he asked that we pay for his property insurance which is not uncommon to add into the lease. The insurance cost was included in the approved lease agreement. The insurance cost is actually \$505.33 per month per Mr. Saylor for the lease agreement insurance, not \$500, by Francisco Ronquillo asked why we pay 2 insurances. Commercial lease states that we are responsible for the insurance.



Dan Hill looked into it and CDHA is responsible. We had already paid July, August, September and October months separately, so moving forward we will make only one payment of \$35,505.33.

Motion made to approve the amendment to the lease agreement in the amount of \$35,505.33 to include the cost for the commercial insurance on lease by Francisco Ronquillo, 2<sup>nd</sup> by Roxanna De La Torre, Vote: Unanimous

C. Approval/Disapproval of K-8+ Program and PreK Stipends for Principal  
Mr. Rick Reichard

The K-8 plus program adds an extra 25 days to the calendar and teachers get compensated for the extra days but Mr. Moncada needs board approval to request this extra pay as a stipend at the daily rate. He also gets a stipend for running the Pre-K program, \$7,500 divided by 2 that he would like to request it be approved. Mr. Moncada spoke with Carla Cano at APS as to how other principals are getting paid. \$12,233.26 daily salary for 25 days.

Motion made to approve K-8 and Pre-K Stipends for Mr. Moncada by Beth Esquivel, 2<sup>nd</sup> by Francisco Ronquillo Vote: Unanimous

D. Approval/Disapproval of Check Signers  
Mr. Moncada

Because Dr. Quiñones and Dr. Delgado are no longer with CDHA, we need a new signer for checks. Ms. Julie Weeks and Mr. Francisco Ronquillo have been recommended.

Motion made to approve Francisco Ronquillo and Julie Weeks to sign checks for the school, 2<sup>nd</sup> by Rich Reichard. Vote: Unanimous

E. Discussion of the hiring of a family member  
Mr. Rick Reichard

Mayra Moncada, Mr. Moncada's wife was willing to apply for job as Pre-K teacher but Rosemary Espinosa was hired for the job. There is still a 1<sup>st</sup> grade teaching position that is still available and possibly a 2<sup>nd</sup> grade. Mayra is on leave from APS and will need to resign but is willing to take the job if another teacher cannot be found. It is legal for husband/wife to work together.

F. Approval/Disapproval of Waiver for Nepotism Rule Resolution

Mr. Rick Reichard

Motion made to approve waiver of nepotism Rule Resolution by Beth Esquivel, 2<sup>nd</sup> by Francisco Ronquillo, Vote: Unanimous

G. Approval/Disapproval of Title IX Policy – Mr. Moncada  
Mr. Rick Reichard

Dan Hill asked that policy changes at Federal Level to change to be in compliance with Federal Rules. Beth asked question if Boys can play on girls team and vice versa. This is not what these changes suggest. These changes set forth a way to make a complaint if discrimination is being considered. Francisco Ronquillo asked if there is a backup team and Mr. Moncada said the CDHA Board can be a backup if the complaint is against Mr. Moncada. Francisco Ronquillo asked if we need a group to oversee complaints. Mr. Moncada is the coordinator at the school level. Motion made to approve Title IX Policy by Francisco Ronquillo, 2<sup>nd</sup> by Beth Esquivel. Vote: Unanimous

H. Adjournment

Mr. Rick Reichard

**Meeting Adjournment:** Time \_6:24\_\_\_\_p.m.

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