

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Minutes**  
 January 13, 2021 at 5:00 p.m.

Call to Order: Time 5:01 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			
Dr. Barbara Medina	Member	X			

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

**Others Present:**

Mr. Jesús Moncada-Principal, Ms. Angie Lerner-Finance, Veronica Vigil-Dean of Students, Melissa Maestas-Parent Liaison, Julie Weeks-Director/Coordinator of Special Education

Approval/Disapproval of Agenda: January 13, 2021 Agenda Mr. Rick Reichard

Motion made to approve agenda by Beth Esquivel, 2<sup>nd</sup> Francisco Ronquillo.

Vote: Unanimous

Approval/Disapproval of December 9, 2020 Minutes:

Mr. Rick Reichard

Motion made to approve meeting minutes from December 09, 2020 meeting by Roxana De La Torre,

2<sup>nd</sup> Francisco Ronquillo, Vote: Unanimous

**Public Comments** (3 minutes maximum for comment)

Mr. Rick Reichard

**None**

**Reports:**

President's Report (3 minutes)

Mr. Rick Reichard

Two Spanish teachers were terminated because of Immigration issues that had nothing to do with our school. It was out of our control at the school.

Finance Committee Report (3 minutes)

Mr. Ben Maes

Ben Maes says that a meeting was held on Dec 9<sup>th</sup>, please see report. Liquidity report definition was given. A reminder that a 2<sup>nd</sup> signature is required on checks over \$5000. Uncleared checks were reviewed. Balance in bank \$241,921,000.

Francisco thanked Mr. Maes for being so careful with the money from the school.

Teacher's Report (3 minutes)

Ms. Lynda Martinez

Ms. Lynda Martinez is ill. Veronica Vigil, Dean of Students is here. She began her employment on January 04, 2021. This is her 12<sup>th</sup> year in education and she is coming from the Rio Rancho Public Schools. She is working with kinder on

Structured Literacy and Dyslexia training and with 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade on Thinking Maps. Ms. Veronica is looking forward to working with the staff at CDHA. She has been attending/visiting CDHA online classes.

Julie Weeks is director and coordinator for Spec. Ed. She is collecting documentation from teachers for IEP's. Spec. Ed. students are frequently absent and they are working to remedy that from happening. The Board thanks Ms. Julie for her hard work.

Principal's Report (10 minutes)

Mr. Moncada

Mr. Moncada thanks Ms. Julie and Ms. Veronica for attending the board meeting. 430 students are enrolled at CDHA. 8 students from RGEC are the only students on site for classes at this time. CDHA is still looking to fill vacancies. Ms. Elena received her license and is now teaching 1<sup>st</sup> grade. Mr. Moncada has asked Mr. Hill to see if there is anything we (as a school) can do to assist the teachers from Spain who were asked to leave the country. Mr. Moncada is keeping in touch with them to see if they need any assistance. Professional Development is still ongoing to keep the teachers up to date on issues of importance. On 01/04/21, Professional development was held for teachers. Mr. Moncada is very busy with staff to keep all members up to date with things going on at school. Many teachers are attending higher learning programs and Mr. Moncada is working with them to get reimbursement per the CDHA reimbursement program. Grab and Go Meals continued during the Winter Break. Tutoring monies are coming in. Tuesday meetings with Parents will continue but changed to only one at 5:00, which will be conducted in both English and Spanish, instead of one in the morning and one in the evening. Renewal of Charter was granted for 5 years, we need to work on items that were given in the plan. Grant applied for: Distance Learning Grant, \$161,000 was awarded and that will include a full time Social Worker. Mr. Moncada went over all Grants that have been applied for and are pending and those that are received.

**Discussion/Action Items:**

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

BAR 26-I \$5000 from Title 1

Outstanding PO's were looked at and updated. See report. Dr. Medina suggested that we keep/compare data of student spending with CDHA and other Charter schools for the next renewal. Dr. Medina thanks Angie and asks for a copy of the

documents. They go out to the Board and Mr. Moncada showed her how to access them on the website under Governing Council/Meeting Minutes/Date of meeting.

Motion made to approve the Budget Update & Approve the BAR 26-I, vouchers, financials and bank reconciliation by Francisco Ronquillo, 2<sup>nd</sup> Ben Maes,  
Vote: Unanimous

B. Approval/Disapproval of School Calendar Mr. Moncada  
APS requested a 2021/2022 calendar by 01/12/2021 and the only thing that might change from the one presented is the Extended Learning K-8+ and the funding. We are anticipating receiving the funding so those dates were placed on the calendar. The calendar presented is as close to the APS calendar with breaks and vacations but there are some variations (3 days).

Motion made to approve the 2021/2022 school year calendar by Ben Maes, 2<sup>nd</sup> by Beth Esquivel Vote: Unanimous

C. Charter Renewal Update Mr. Moncada  
Update covered on Principals Report  
Mr. Moncada has been speaking with Francisco Ronquillo to hold off resigning until renewal. He will be resigning effective January 25, 2021. The Board thanks him for his 2 years of service. He stated that he has enjoyed being here and working with the school and his work schedule does not permit him continuing on the board.

D. Adjournment Mr. Rick Reichard

**Meeting Adjournment:** Time \_\_\_5:57\_\_\_p.m.

Next Meeting Date: February 10, 2021 at 5:00