

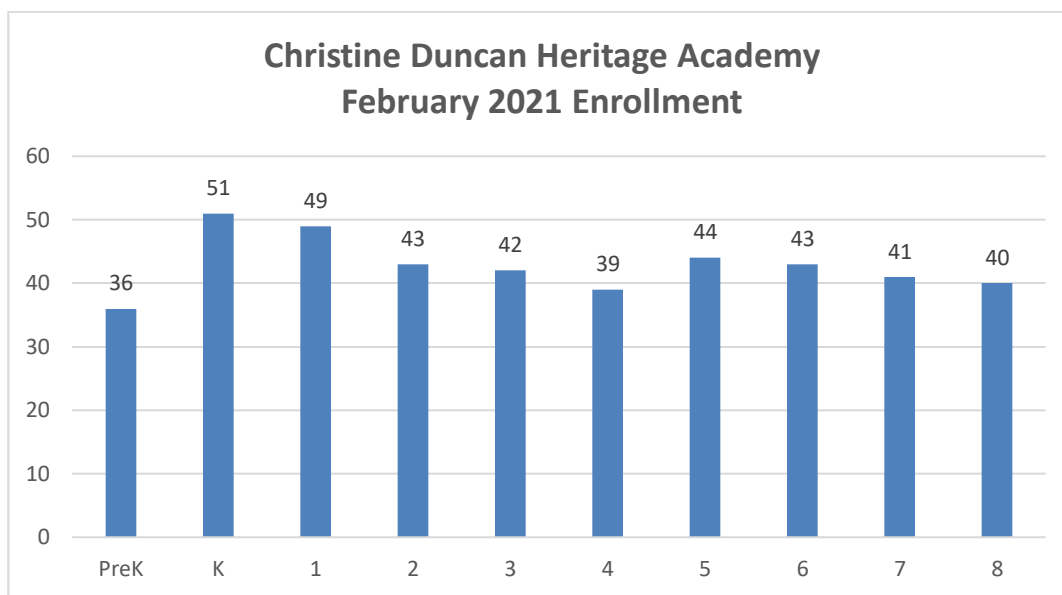
# Christine Duncan's Heritage Academy Governance Council Meeting

## Principal's Report

By: Jesús Moncada

February 2021

Student Enrollment for 2020-2021; Pre-K- 36 (19, 17), Kinder-51 (19, 16, 16), 1st-49 (17, 17, 15), 2nd-43 (21, 22), 3rd-42 (22, 20), 4th-39 (20, 19), 5th-44 (22, 22), 6th-43 (22, 21), 7th-41 (21, 20), 8th-40 (20, 20).



**Total Enrollment for 2020 - 2021 = 428 (minus 36 in PreK = 392)**

**120<sup>th</sup> Day Enrollment = 392**

## II. Employees Update:

- Posted for a **4<sup>th</sup> and a 5<sup>th</sup> grade** teaching position to replace Mr. Cristian Campo and Mrs. Barbara Skelec-Campo. No luck... In the meantime, we have moved two Educational Assistants to support them, Ms. Araceli Gutierrez is assisting Mrs. Baca in the fourth grade and Ms. Flor Jarvis is assisting Ms. Armijo in the fifth grade. Flor and Araceli will be paid additional compensation for supporting them and Mrs. Baca and Ms. Armijo will be paid an extra day a week at daily rate until teachers are in place. I wish to thank one of our board members for making this recommendation to support our teachers.
- Posted for Spanish MS Teaching position for 2021-2022 and have been interviewing.
- Posted for Math Instructional Coach with GEAR UP Funds and will be interviewing soon.
- ATD and CDHA posted and will be interviewing for Program Coordinator and AVID trainer to work with both schools.

## III. Testing:

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- We opted out from students taking state assessments this year due to the Pandemic. We will continue assessing all K-8 students on Istation and grades 3-8 on iMSSA for reading, math and Spanish literacy.

**II. Professional Development:**

- I attended Public Charter Schools NM Webinars on Collaboration, Charter Voice Meetings and the NMPED weekly Zoom meetings with Secretary of Education.
- PD on **Structured Literacy and Dyslexia 101** (Kinder teachers and educational assistants, special education teacher in grades K-3, Social Worker, administration; Dean of Students, Instructional Coach, and Special Education Director) all participants got an 8hour stipend upon completion of the training, Started **LETRS** training for Elementary for grades Kinder and First Grade (the state is looking into all participants getting a reading endorsement issued by the state once training is completed), **WIDA PreK** (PreK required principal, teachers and educational assistants to take the WIDA PreK training – stipends have been given for the five hour training upon completion of the training to teachers and educational assistants)
- Received the **Math ReEntry Grant** for PD for teachers in the area of Math and working out the logistics.
- PLC meetings were restructured (PreK-Moncada, K-2 Weeks, 3-5 Ortiz, 6-8 Vigil)
- MLSS and Structured Literacy Plans were submitted to the NMPED.
- We are still working on the School Safety Plan.
- Participated in **RAVE training** – a phone application paid for by NMPED for schools to join and to support the School Safety of Schools.
- The School Calendar for 2021-2022 was submitted to APS.
- **Tuition Reimbursement Program** Committee Met and decided to support three teachers in tuition reimbursement (Rafael Leos, Doctoral Program in Education, Julio Meza and Ana Fernandez, Master's degrees in Teaching English to Students of Other Languages) and also three teachers received partial or full scholarships to take Spanish classes through NMHU over Winter Break for the bilingual endorsement; Toni Chavez-Gomez, Eva Ornelas, Alicia Garcia. The school will cover the difference on fees, if any. This program is funded through Title II funds.
- I have completed my **Doctoral Program** in education!! Now, I have to pay and wait for the transcripts and the official certification from México...due to COVID-19 Pandemic it may take up to 8 months.

**III. Special Events:**

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- We distributed Coats to Kids and received new coats from APS homeless department and clothing bank
- We exchanged Chromebooks for PreK since we were able to purchase chromebooks for PreK with **PreK funding**. This gave us an extra 36 chromebooks to have available for checkout.
- Working on the submission of the School Safety Plan...
- **Grab and Go Meals Program** – going well. Funded by USDA
- We are preparing to distribute 100 boxes of fresh fruit and vegetables to our families on Feb. 15 starting at 3:00. We will be using the **Fresh Fruit and Vegetables program funding** of \$25,000 to do monthly food drives and will spend \$5,000 a month until June.
- We got funded for **CYFD Supper Program**. It is now under the Early Childhood Education and Care Department (ECECD) and I had some problems getting approved. The program end on Oct. 1, 2021 and we continued serving (distributing) supper to our families. We will only be able to get reimbursed for the last 60 days...
- We are preparing a **Valentine's Day Parade** for Middle School on Feb. 15 from 3:00-4:10 and you are invited!!
- Complete Behavioral Health Services – Mr. Josh Willis continues working with our school.
- EngageNM – continue working with our school.
- RGEC - We continue working with RGEC to support students in school.
- Our EDAP funding for tutoring is fully approved and tutoring has started. We got funded \$3,000...
- Still having Cafecito con los padres at 5:00 on Tuesdays. We want to continue create a venue for parents to communicate with us. We have increased participation! I reviewed COVID Procedures, worked on Strategic Planning and also on Dual Language education and proposed the **90/10 or 80/20 Model** in grades K-2 and continue 50/50 in grades 3-8.
- We have not yet met with APS on the **Strategic Plan** for the next five years, they want us to improve in the areas of Math, Reading and Science and make significant changes to the school's mission statement, dual language program and create an action plan to improve test scores. Will be meeting with APS soon to discuss the logistics to create a Strategic Plan needed for the school
- Received notice that we are funded for the **CSP distance learning grant** (included a request for funding for another full time Social Worker) in the amount of \$161,000 and will soon be getting an award letter.

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- Applied for a *Social Emotional Learning grant*.
- We will be participating on an APS hosted Virtual Magnet and Charter *School's Choice Fair* on Feb. 28 from 5:00-6:30 on BoothCentral.com and our school has been approved by APS to participate.
- Purchased mugs with school logo for all faculty and staff! Come pick up yours at the main office when you get a chance!!

**E-Rate:**

- Our school used to pay \$5,000 on E-Rate for a consultant to support our school.
- We joined an ACES Charter Schools Consortium.
- PSFA did a school technology evaluation to assist us with what work needed to be done at the school for year 2021-2021
- We were guided in the category 1 and category 2 requirements and scope of work.
- We submitted E-Rate Form 471
- We did Request for Applications.
- We have selected vendors for CAT 1 (UPN-Unite Private Networks) and CAT 2 (Rising Sun Technologies) for next school year.
- CAT 1 is for internet services and to increase internet speed to 1GB – requested E-Rate funds in the amount of \$845 a month for three years.
- CAT 2 is for network equipment and services – requested E-rate funds in the amount of \$64,953.17 based on the selected vendor's proposal.
- All Category 1 and Category 2 funding is based on E-Rate award for 21-22.

**Re-Entry plans:**

- I did a survey on faculty and staff taking the COVID Vaccine as we were working on coordinating a school vaccine clinic for us and 47 responded with 42 individuals planning on taking it. However, as you may have heard in the news DOH stopped schools from vaccinating teachers until further notice, we had to stop our vaccination clinic plans at CDHA.
- I have also done a survey on reentry for staff and parents and the sentiment is still mixed feelings for both entities.
- February 8<sup>th</sup> – our governor Michelle Lujan-Grisham announced we were having to return to schools on Feb. 8 and many parents were contacting me and the school. School Districts and charter schools have the final decision on whether they are ready to welcome students back or not, so this message was misleading. NMPED has a TOOL-KIT with all requirements for re-entry. Our school still needs to comply with air filtration.
- We will be looking at purchasing HEPA air filtration units so we have one per classroom and meet the state requirements for re-entry. We have will now have \$9,676 for this item.

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- We also had three items pending for the Fire Marshal's site inspection and they have now been corrected and are ready for the reinspection, including the school's Knox Box.
- We have plans of bringing in special education students and groups of five to one first. Then, prepare for the Hybrid Model after we meet compliance requirements and depending on how Covid 19 Pandemic progresses after Spring Break.

**School Facility:**

- We had a leak in one of the classrooms. It's been fixed by Saylor (owner).
- We had the Knox Box installed by aylor (owner).
- Saylor and I discussed replacing the water faucets with modern touchless water faucets in restrooms for kids to not have to touch them. He will make sure we get at least one per restroom installed next month, perhaps during Spring Break.
- I reached out to Mr. Saylor regarding the purchase of the facility and he is still asking for almost \$6,000,000 dollars for the property.
- Mr. Mark Edwards, realtor, contacted me regarding some buildings available on the St. Pius high school campus and he arranged for Ms. Veronica Vigil and I to go see. This may be a good opportunity for us to relocate the school to a near by location. He would like to present this opportunity to you and to explore further for us; Sales price, E-Occupancy, sprinkler system, HVAC System, etc. The three buildings equal to about 74,000 square feet.
- Need to form a committee to lead this effort. It is time consuming, so we would need a strong commitment from a board member.

**Student Support Services Department:**

- Delivering learning packets, food, clothes, hot spots, chromebooks, etc.
- Working on students with attendance issues...
- Working with students with technology issues
- Participating in weekly health and wellness meetings on Thursdays at 11:00.

**XIII: After School Program:**

- Working on bringing back Chess Club, Arts/Crafts, and mentoring (social emotional learning) as after school programs through CSI funding.

If you have any questions regarding any of these items listed on my report, please see me or call me at 907-9670.

**THANKS FOR YOUR CONTINUED SUPPORT!!**