

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 August 18, 2021 at 5:00 p.m.

Call to Order: Time \_\_\_ p.m. /Roll Call:

Dr. Barbara Medina

**Governing Council Members:**

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

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

**Others Present:**

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison

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Approval/Disapproval of Agenda: Agenda of August 18, 2021	Dr. Barbara Medina
Approval/Disapproval of July 21, 2021 Meeting Minutes:	Dr. Barbara Medina
Approval/Disapproval of June 26, 2021 Special Session Meeting Minutes	Dr. Barbara Medina
Approval/Disapproval of July 9, 2021 Special Session Meeting Minutes	Dr. Barbara Medina
Approval/Disapproval of July 29, 2021 Special Session Meeting Minutes	Dr. Barbara Medina

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**Public Comments** (3 minutes maximum for comment) Dr. Barbara Medina

**Reports:**

President's Report (3 minutes)	Dr. Barbara Medina
Finance Committee Report (3 minutes)	Mr. Ben Maes
Teacher's Report (3 minutes)	Toni Chávez-Gomez and Ginger Hernández
Principal's Report (10 minutes)	Dr. Jesús Moncada

**Discussion/Action Items:**

- |   |                    |
|---|--------------------|
| A. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation -  | Ms. Angie Lerner   |
| B. Approval/Disapproval of Incoming Governing Council Members   | Dr. Barbara Medina |
| C. Approval/Disapproval of Stipends Policy for Years of Service   | Dr. Barbara Medina |
| D. Approval/Disapproval of Strategic Planning RFP   | Dr. Jesús Moncada  |
| E. Approval/Disapproval of Technology Equipment   | Dr. Jesús Moncada  |
| F. Approval/Disapproval to provide online learning to students who must be sent home to quarantine for illness or COVID-19 related issues and/or for students whose parents want that option. | Dr. Jesús Moncada  |
| G. Approval/Disapproval to support a H1B Visa on a former teacher   | Dr. Jesús Moncada  |
| H. Update on Equity Council   | Dr. Jesús Moncada  |
| I. Discussion Governing Council Retreat   | Mr. Ben Maes       |

Adjournment Dr. Barbara Medina

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

Next Meeting Date: September 16, 2021 at 5:00

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 July 21, 2021 at 5:00 p.m.

Call to Order: Time 5:05 p.m. /Roll Call:

Mr. Rick Reichard

**Governing Council Members:**

Name	Title	Present	Absent	Arrived Late	Depart Early
Mr. Rick Reichard	President	X			
Dr. Barbara Medina	Vice President	X			6:20
Mr. Ben Maes	Treasurer	X			
Mrs. Beth Esquivel	Secretary	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

Melissa Maestas, Parent Liason; Veronica Vigil, Dean of Students

Approval/Disapproval of Agenda: Agenda of July 21, 2021 Mr. Rick Reichard

Motion made to approve agenda by Dr Medina, 2<sup>nd</sup> Roxana De La Torre, Vote:

Unanimous, all voted

Approval/Disapproval of June 23, 2021 Meeting Minutes: Mr. Rick Reichard

Motion made to table approval of minutes until next meeting by Dr. Medina, 2<sup>nd</sup> by Ben Maes

Vote: Unanimous, all voted

Approval of June 26, Special Session meeting Minutes. By Rick Reichard, 2<sup>nd</sup> Ben Maes

Vote: all voted unanimous

Approval/Disapproval of July 9, 2021 Special Session Meeting Minutes Mr. Rick Reichard

Motion made to table approval/disapproval of meeting minutes until next month by Ben Maes,

2<sup>nd</sup> Dr Medina Voted: all voted unanimous

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

Mr. Rick Reichard

**Reports:**

**None:**

President's Report (3 minutes)

Mr. Rick Reichard

none

Finance Committee Report (3 minutes)

Mr. Ben Maes

Question: Were all board members trained? Audit point, we all need to be trained. Dr. Moncada will verify document for APS.

See Notes, meeting was held this past Monday, BARS were blank, See Angie's notes for BARS, question on budgeted amount vs expenditures, discussion was held on teacher's pay and new salary schedule, Angie will create a report with new schedule so board can see true impact.

2 'old' checks have not been cashed, follow up has been made and new checks will be issued and old checks will have stop payments. No checks over \$5000 were signed this week.

Teacher's Report (3 minutes)

TBA

None

Principal's Report (10 minutes)

Dr. Jesús Moncada

Dr. Moncada reports same students for projected enrollment, 3<sup>rd</sup> grade teacher was hired. Dean of Students position was offered to another person and Veronica Vigil will have a new position.

Funding for these positions was made possible from ESSER III money. Interviews were held for other positions. Reading and Math Instructional Coach and Pre-K positions are open. Dr. Moncada will give updates and positions to Board. Dr. Moncada is preparing for Professional Development. New teacher evaluations are scheduled so CDHA is attending training to prepare for this. Gear Up training was cancelled. Prof Dev for staff is being made. New Facility updates, CDHA will not fit in Madonna Hall and we would need to purchase two buildings. CDHA can purchase all 3 buildings but only retro-fit the 2 that are needed for right now. Returning to school for the next year is still unsure. CDC/PED has not provided guidance. There are still many unanswered questions. Online learning might be at a central location. In person learning is the norm. CDC guidelines: no masks for vaccinated people. Masks are not required if outdoors. HIPPA: can we ask? Is it a violation? Veronica Vigil has updated Google Classroom and ChromeBook counts in case they go back to online learning. Leadership teams are meeting to prepare for next year. Summer programs are being held. Cafeteria is being updated and preparing for meal service. Discussion was made on Equity Council and how it is being moved forward at CHDA, because of COVID, gathering personnel has been difficult. Members are being invited and positions discussed. CDHA needs to conduct an assessment and work on needs. This will be added to next month's agenda. Can the school get a procurement card from the Bank? Has to be non-taxable, which is not reimbursable. Staff would have to use a vendor list. Question was asked about wire transfers and some businesses do not offer that convenience. 37,000+ for salary schedule increase. \$49,000 impact for school. 1.4%

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

- A. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation - Ms. Angie Lerner  
 BAR 11B NM Gear UP Math Teacher & tutoring, etc.  
 Motion made to approve BAR, vouchers, financials and bank reconciliations and Award Letter Fund 24312 by Dr. Medina, 2<sup>nd</sup> by Beth Esquivel, Vote: all voted Unanimous
- B. Discussion Governing Council Retreat/Strategic Planning Dr. Jesús Moncada  
 Ben Maes will plan with Dr. Moncada on retreat. Ben has been asking for facilitator 1-4hr or 1-6hr training, (2-3 hour sessions). Dan Hill can also present for 1 hour of Board Training. Mission, vision, Governing responsibilities in school,
- C. Update on Charter Performance Contract Dr. Jesús Moncada  
 Dr. Moncada shared Performance Contract from Joseph Escobedo All items green or yellow, no red=does not meet.
- D. Discussion on APS Performance Contract 2021 Dr. Jesús Moncada  
 APS Board approved CDHA's contract for the next 5 years.
- E. Approval/Disapproval of Stipends Policy for Years of Service Dr. Jesús Moncada  
 Discussion was held and item will be tabled until our next meeting.
- F. Discussion on Governing Council Meetings Schedule for 21-22 Dr. Jesús Moncada  
 3<sup>rd</sup> Wednesday of month is recommended for budget update, 5:00 pm
- G. Approval/Disapproval of Open Meetings Act Resolution 2021-2022 Dr. Jesús Moncada  
 Motion made to approve OMA to 3<sup>rd</sup> Wed 5:00pm by Dr. Medina 2<sup>nd</sup> Roxanna De La Torre  
 Vote: Unanimous all voted
- Adjournment Mr. Rick Reichard

**Meeting Adjournment:** Time 7:16 p.m.

Next Meeting Date: August 18, 2021 at 5:00

**Christine Duncan Heritage Academy**  
 Governing Council Special Session Meeting Minutes  
 June 26, 2021 at 3:00 p.m.

Call to Order: Time 3:01 p.m. /Roll Call:

Mr. Rick Reichard

**Governing Council Members:**

Name	Title	Present	Absent	Arrived Late	Depart Early
Mr. Rick Reichard	President	X			
Dr. Barbara Medina	Vice President				
Mr. Ben Maes	Treasurer			X	
Ms. Beth Esquivel	Secretary	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; Melissa Maestas, Parent Liaison; Veronica Vigil, Dean of Students

Approval/Disapproval of Agenda: Agenda of June 23, 2021

Mr. Rick Reichard

Approval/Disapproval of May 26, 2021 Meeting Minutes:

Mr. Rick Reichard

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

Mr. Rick Reichard

**Reports:**

None

**Discussion/Action Items:**

K-8+ Program Cancellation

Mr. Rick Reichard

Mr. Rick Reichard entertained a motion to cancel the K-8+ Program this summer due to current school year ending on June 30, 2021 and having to return on July 19, 2021 because some staff have called to express concerns that they feel tired and that most students are also tired. Discussion took place regarding this item. Mrs. Beth Esquivel moved to approve the motion to cancel the K8+ program, Mrs. Roxana De La Torre seconded the motion. All voted. Motion passed.

Revised School Calendar for 2021-2022

Mr. Rick Reichard

Mr. Rick Reichard entertained a motion to approve the revised school calendar for 2021-2022 to include ELTP and not K-8+ with a total of 175 school days. Discussion took place regarding this item and the parent survey that was conducted with parents. Mr. Rick Reichard moved the motion to approve the new school calendar, Mrs. Roxana De La Torre seconded the motion. All voted. Motion passed.

**Meeting Adjournment:** Time 3:05 p.m.

Next Meeting Date: July 21, 2021 at 5:00

**Christine Duncan Heritage Academy**  
Governing Council Special Session Meeting Minutes  
July 9, 2021 at 3:00 p.m.

Call to Order: Time 3:04 p.m. /Roll Call:

Mr. Rick Reichard

**Governing Council Members:**

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

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

**Others Present:**

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finance;

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

Mr. Rick Reichard

**Reports:**

No reports

**Discussion/Action Items:**

A. Approval/Disapproval of Salary increase for Administrative Staff  
Mr. Rick Reichard made the motion to accept a 2% raise for administrative staff. Discussion took place regarding the 2% raise. Dr. Barbara Medina moved that we approve a 2% raise for administrative staff and Mr. Ben Maes 2<sup>nd</sup> the motion under the condition that business manager and assistant business manager salaries be removed from the administrative staff schedule as suggested since we contract for financial services. All voted. Motion passed.

B. Approval/Disapproval of Salary increase for Teachers and Educational Assistants  
Mr. Rick Reichard made the motion and moved to approve a 2% raise for teachers and educational assistants; 1.5% as approved by the legislature and an additional .5% approved by the governing council to make up for a 2% raise. Discussion took place regarding the 2% raise. Dr. Barbara Medina seconded the motion. All voted. Motion passed.

C. Approval/Disapproval of Salary Schedules  
Mr. Rick Reichard made the motion to approve the salaries schedules presented. Discussion took place regarding the salary schedules. Mrs. Beth Esquivel moved

that we approve the salary schedules as presented for administrative staff, teachers and educational assistants under the condition that business manager and assistant business manager salaries be removed from the administrative staff schedule as suggested by Mr. Ben Maes since we contract for financial services. Mr. Rick Reichard 2<sup>nd</sup> that motion. All voted. Motion passed.

**Meeting Adjournment:** Time 3:38 p.m.

Next Regular Meeting Date: July 21, 2021 at 5:00

**Christine Duncan Heritage Academy**  
 Governing Council Special Session Meeting Agenda  
 July 29, 2021 at 5:00 p.m.

Call to Order: Time 5:09 p.m. /Roll Call:

Mr. Rick Reichard

**Governing Council Members:**

Name	Title	Present	Absent	Arrived Late	Depart Early
Mr. Rick Reichard	President	X phone			
Dr. Barbara Medina	Vice President	X			
Mr. Ben Maes	Treasurer		X		
Ms. Beth Esquivel	Secretary	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  
 Melissa Maestas, Parent Liason; Veronica Vigil, Dean of Students; \_\_\_

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

**None**

**Reports:**

No reports

**Discussion/Action Items:**

A. Approval/Disapproval of BAR for Retention Stipend Mr. Rick Reichard  
 Motion made to approve BAR for Retention Stipend by Rick Reichard,  
 2<sup>nd</sup> Roxana De La Torre, Vote: All present Voted Passed Unanimous

B. Approval/Disapproval of Re-Entry Plans for CDHA Mr. Rick Reichard  
 Motion made to discuss Re-Entry Plans for CDHA by Rick Reichard,  
 2<sup>nd</sup> Roxana De La Torre, Dr Moncada presented the plan and backup for all staff  
 and students. Motion made to approve Re-entry plan as presented,  
 2<sup>nd</sup> by Dr. Medina Vote: All voted Passed Unanimous

**Meeting Adjournment:** Time 5:19 p.m.

Next Regular Meeting Date: August 18, 2021 at 5:00