

# Christine Duncan Heritage Academy

## Governing Council Meeting Minutes

May 26th, 2021 at 3:00 p.m.

Call to Order: Time 3:04p.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: 3:04PM**

Mr. Jesús Moncada, Principal; Yoana Rodriguez, Administrative Assistant; Dan Hill, Attorney; Angie Lerner, Business Manager; Melissa Maestas, Parent Liaison; Toni Chavez, Teacher.

*Approval/Disapproval of Agenda:* May 26, 2021 Agenda

Mr. Rick Reichard

Motion made by Beth Esquivel, second by Roxanna De La Torre, All voted and motion passed, Approved Unanimous

*Approval/Disapproval of Meeting Minutes:* April 18<sup>th</sup> Motion made by Beth Esquivel, second by Roxanna De La Torre, All voted and motion passed, Approved Unanimous

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

Mr. Rick Reichard

### Reports:

*President's Report (3 minutes)*

Mr. Rick Reichard

There were only a few hours missing for some members. If you have not completed your training, then get it knocked out so we can be all green on APS school report.

*Finance Committee Report (3 minutes)*

Meeting 26<sup>th</sup> with Dr. Moncada & Angie. Ensure that the school perform in accordance with the mission. Recommended due diligence and analysis spending as we are uncertain in funds from the state. They can change funds whenever they want to. Emphasized that checks from April be followed up with. Two PNM checks 12599 & 12618; account remains under landlord's name; we do not receive until he approves it. Asked business office to follow up and get it onto our name so we are able to pay online with no delay. Angie advised that she follow up on it. PNM continues to be a problem because of late payments or whatever the case is that month. Reviewed HB33 money. HB33 money is for facilities and may not be spent as long as we rent the building. We may not utilize funds because we are not buying the property. We do need a second governing council member just in case Mr. Maes is not available, for checks that are over \$5,000.

*Teacher's Report (3 minutes)*

Toni Chavez-Gomez

Students have been coming back to school. Rules have been reviewed for classroom and school. Teachers were provided pastries and coffee for Teachers' appreciation week. 8<sup>th</sup> grade

graduation is still being discussed. Short cycle assessments are still being completed. AVID training has been going through. Teacher of the month Toni Chavez-Gomez was named and nominated for May.

*Principal's Report (10 minutes)*

Dr. Jesús Moncada

Enrollment has gone down to 388 and lost 14 students from the beginning of the school year until now. We gained students but also lost. Total is 424 and excluding Pre-K it would be 388. Average is 393 between 80<sup>th</sup> and 120<sup>th</sup> day. We are contacting parents and asking for the engagement. Interviews are being done; we are getting additional federal dollars; plan to hire a FT counselor, Ms. Charito. Adding another coach for reading and math. Bringing in two employees from Philippines for Special Education and will be fully staffed for next year. Currently testing for AVANT (Spanish Assessment) in all grades. Teachers continue on LETRS training. Teachers will be training on using CANVAS. AVID training is part of the GEAR UP Program and all middle school teachers will be attending this training. All employees are back! 267 students in person and the rest online. New partnership with UNM-CareLink has been formed to support our families counseling needs. Fire Marshal's visit on May 24 and everything is good. No Covid-19 cases have been reported at the school. Pre-K promotion went well.

**Discussion/Action Items:**

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

First bar is an extra \$5000 for Title 1 and used for supplies only (spent by end of year). Increase for operations was to make the books correct. Bar 35I increase due to audit. Bar 36I is for PreK Initiative and Dr. Moncada wrote a small grant and were awarded \$9,666. Bar 37I is an increase of \$133,175 for operational, Bar 38D is for a decrease for food services of \$3,163. Bar39I is an increase of \$788 for fund 23000 (Non-Instructional Support), Bar 41I is an increase of \$21,144 for Title XIX Medicaid. Bar 42D is a decrease for fund 25171 for Child and Adult Food Program of \$6,060. Bar 43I is an increase for Instructional Materials Special Appropriations of \$3,501. Bar 44i is an increase of \$104,178 for fund 31600 Capital Improvement HB33. Bar 45I is an increase bar for fund 31701 Capital Improvement SB9. Bar 46I is an increase of instructional materials of \$3,088. Bars, 47T, 48T, 49M, 50M, 51M, 52T, and a blanket Bar approval for final year end is to fix the budget line items.

Rick Reichard- Asked to split the motion up

Motion to approve all the bars as read and approval for blanket bars for next meeting by Rick Reichard, 2<sup>nd</sup> by Beth Esquivel, Vote: Approved Unanimous

- B. Approval/Disapproval of New Teacher Sign on Bonus for Hard to Staff Position such as special education, bilingual, math, and science teaching positions

Motion to approve Stipend for Hard to Staff Positions by Beth Esquivel, 2<sup>nd</sup> Roxanna de La Torre, Vote: Approved-unanimous

Question: What if someone wants moving expenses? Is it included?  
Decided not to call it a sign on bonus but instead to do a “hard to staff” stipend to join the CDHA team.

C. Approval/Disapproval of Facility Study on Prospective School Facility Dr. Moncada

Bad news. Was not able to get any quotes to review but have reached out to several entities. Waiting on quotes for one building not all three. Two other schools interested. Tabled for now.

D. Approval/Disapproval of New Check Signer Dr. Moncada

Discussion was made about this item being on the agenda. Mr. Dan Hill said that sometimes auditors have different opinions on things. Does not hurt to approve.

Motion was made to add Mr. Rick Reichard’s name for new check signer by Mrs. Beth Esquivel, 2<sup>nd</sup> by Mr. Ben Maes, Voted: Approved-Unanimous

E. Approval/Disapproval of Spring Break Additional Compensation for Principal or Comp. Time

Dr. Moncada worked during spring break to be able to bring students back to a safe learning environment with all Covid-19 Recommended Protocols. Rick- recommends comp. time as it is much more relevant than being paid with something. Ben requested the dollar amount. Ms. Angie said about \$2500-\$3000.

Motion to approve 5 days Comp. Time for Principal before end of school year (June 30<sup>th</sup> 2021) was made by Mr. Rick Reichard, 2<sup>nd</sup> Beth Esquivel, Vote: Approved Unanimous

The Governing Council decided to table these items to the next meeting.

G. Update on APS Performance Contract/Strategic Planning

Dr. Moncada stated he had emailed the APS Performance Contract to everyone for review.

H. Discussion Governing Council Retreat

Dr. Jesús Moncada

I. Discussion on Principal’s Evaluation

Dr. Jesús Moncada

Adjournment

Mr. Rick Reichard

**Meeting Adjournment:** Time 4:34 p.m.

Next Meeting Date: Next meeting date is pending.