

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 June 23, 2021 at 3:00 p.m.

Call to Order: Time 3:05 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		
Mr. Ben Maes	Treasurer	X			
Ms. Beth Esquivel	Secretary	X			
Ms. Roxana De La Torre	Member			3:22	

Quorum: X Yes ___ No

Others Present:

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finance; Mr. Dan Hill, Attorney
 Veronica Vigil, Dean of students, Yoana Rodriguez, Melissa Maestas

Approval/Disapproval of Agenda: Agenda of June 23, 2021 meeting Mr. Rick Reichard
 Motion made to approve June agenda by Beth Esquivel, 2nd by Ben Maes, Vote: Unanimous

Approval/Disapproval of May 26, 2021 Meeting Minutes: Mr. Rick Reichard
 Motion made to approve May meeting minutes by Beth Esquivel, 2nd by Rick Reichard,
 Vote: Unanimous

Public Comments (3 minutes maximum for comment) Mr. Rick Reichard
 Rich Reichard has comments from teachers and parents, Leave for CDHA employees. Based on leave policy, leave cannot be paid out. Survey results: 80% yes to cancel K-8+, 20% keep the 25 days. Can teachers work during the summer to work if they need the summer money? Dr. Moncada will work with teachers to do summer school, if needed. Operational budget will be used if needed. Dan Hill said that teachers need a separate contract for summer school.

Reports:

President's Report (3 minutes) Mr. Rick Reichard

Finance Committee Report (3 minutes) Mr. Ben Maes
 Finance Committee meeting this past Friday, annual audit coming up, June 24th or July 12, one session needs to be attended. Angie and Dr. Moncada will be in attendance by Zoom. There is a change in personnel. Mr. Maes asked that some checks be followed up on. This month's BARS is a follow up from last month's BARS that we approved pending money distribution. Mr. Reichard will get signature card in order to be 2nd check signer. CDHA is doing well with financials and with money balance.

Teacher's Report (3 minutes) Ms. Nuria Ortiz
 None this month – meeting is scheduled during dismissal.

Principal's Report (10 minutes)

Dr. Jesús Moncada

Enrollment has stayed the same: 388 students. Dr. Moncada is working on hiring for next year. He has hired 2 teachers and still has vacancies; 2 teachers are retiring, and 2 teachers are leaving. Professional development is still being conducted. Teachers have attended trainings and Dr. Moncada will attend a training in July. The State is changing the Teacher Evaluation platform and Dr. Moncada is being trained on the new evaluation platform. APS Board approved the performance contract for the school. CDHA has a strategic plan and will be having continuous meetings to monitor the plan.

K-8+ Program, 80% of surveys returned want to cancel the Summer School. The impact will change the contracts for teachers, affect transportation, the 10 additional days will stay on the calendar. A special session will be needed to change the calendar, 72 hours needed to hold that meeting. We will schedule the Special Session for Saturday at 3:00pm. The board needs to approve the change in calendar and officially cancel the K-8+ program.

Facility study: CDHA is only interested in 2 of the 3 buildings. We need updated quotes on the 2 buildings. We need 3 quotes. We can purchase 3 buildings but only remodel one at a time.

Dr. Moncada is recommending that we discuss a policy to compensate teachers who have been at the school for 5, 10 & 15 years. This compensation will be proposed for all school employees at CDHA. Fire Marshall visit: all findings have been fixed and cleared. Pre-K jump start had 14 students. Kinder promotion ceremonies were held with permission from the state. Tomorrow will be 5th grade promotion ceremony, 8th grade ceremony will be on Friday, 2 in person ceremonies in Gym.

Discussion/Action Items:

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

Ms. Angie Lerner

See report. 2 BARS approved from blanket approval from last month.

Motion made to approve, vouchers, financials, and bank reconciliation for May 2021 by Ben Maes, 2nd by Beth Esquivel, Vote: Unanimous

B. Approval/Disapproval of Salary Schedule for Administrative Assistant Dr. Jesús Moncada
Motion made to approve Salary Schedule for Administrative Assistant by Beth Esquivel, 2nd by Ben Maes Vote: Unanimous

C. Discussion Governing Council Retreat/Strategic Planning

Dr. Jesús Moncada

Many years ago, the GC of CDHA had a retreat and discussed many items and accomplished a lot of duties, and Dr Moncada asks that we hold another retreat so that we are clear on roles and up to date on needed tasks. End of July date is proposed. Maybe a Saturday, July 24th, Aug 7th, 10-2 pm? Maybe have a facilitator conduct the meeting and maybe have Dan Hill give training.

D. Approval/Disapproval of Revision to Internet Policy Stipend to end June 30 2021

Dr. Jesús Moncada

Discussion to end Internet Policy on June 30th, 2021.

Motion made to end the Internet Policy on June 30, 2021, by Beth Esquivel, 2nd by Rick Reichard, Vote: Unanimous

E. Approval/Disapproval of Principal's Evaluation (Closed Session) Dr. Jesús Moncada
"Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters."

We are now in closed session: 4:14pm and will only discuss the items limited to personnel matters.

We are in open session 5:30pm,

Agreed: Unanimous to enter into closed session.

Motion made to approve Principal's evaluation by Rich Reichard, 2nd by Beth Esquivel
Ben Maes abstained. Vote: Approve Evaluation by majority

F. Approval/Disapproval of Principal's Contract for 2021-2022 (Closed Session)
Dr. Jesús Moncada

Motion made to approve contract amount as stated by Rick Reichard,
2nd by Beth Esquivel Vote: Ben Maes Abstained. Contract and amount approved
by majority vote.

Adjournment

Mr. Rick Reichard

Meeting Adjournment: Time 5:39 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;

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 2nd 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 2nd 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 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