

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 October 28, 2021 at 5:00 p.m.

Call to Order: Time 5:02 p.m. /Roll Call:

Dr. Barbara Medina

**Governing Council Members:**

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

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

**Others Present:**

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison, Julie Weeks, April Kron, Veronica Vigil, Alejandra Ruiz, Renee Byrum

Approval/Disapproval of Agenda: Agenda of October 28, 2021  
 Agenda as written

Dr. Barbara Medina

Approval/Disapproval of September 15, 2021 Meeting Minutes:

Dr. Barbara Medina

Motion made to accept minutes of September Meeting by Beth Esquivel, 2<sup>nd</sup> by Roxanna De La Torre  
 Vote: Unanimous

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

Dr. Barbara Medina

**Reports:**

**None**

President's Report (3 minutes)

Goals for Dr. Medina for CDHA

Dr. Barbara Medina

1. Student achievement Reading/Math
2. Facilities and
3. Increase accountability with reports and transparency

Finance Committee Report (3 minutes)

Mr. Ben Maes

Ben Maes went over his report; school audit is completed and at the last meeting President Rick Reichard resigned and also the new board member, Toby Gurule, had resigned.

P-Card policy for school was discussed. Uncleared checks need to be researched. New copy of contract for Insurance between school and Mr. Saylor was requested. We need to increase number of Board members.

Teacher's Report (3 minutes)

TBA

April Kron-Teachers have completed Istation testing, PAWS celebration and students were recognized for growth. School projects: Hispanic Heritage celebration and Basketball games.

3<sup>rd</sup> grade, Spirit Week, Teachers are preparing and SAT has been discussed; EXPLORA family night was very successful and had a Día de los Muertos school altar.

Renee Byrum- Teacher see report: Students who increase in Math & Reading were celebrated. Student leaders will be attending La Cosecha conference. Curr & Instrus team, MLSS focus and SAT process for teacher focus.

Dr. Medina thanks the teachers: Heart of our work.

Principal's Report (10 minutes)

Dr. Jesús Moncada

Dr. Moncada- see report, 40<sup>th</sup> day report 394 students, employee updates, Ms Regan retired, Ms Rojas resigned, 2<sup>nd</sup> grade teacher will continue, Ms. Aponte resigned due to medical issues, looking for Mid School Language Arts teacher, Ms. Marta Martin-Alonso is now in Albuquerque. She will be placed in Kinder, Ms. Roybal will help teachers, Philipino teacher is here, State does require weekly testing for staff. Surveillance Testing Kits are not being delivered in a timely manner. Testing is happening as soon as possible, nurse has been hired. No COVID + this week! FEMA vaccine clinics hosted at school. Mid school students have participated in Covid vaccination clinics. Dyslexia testing for 1<sup>st</sup> grade. Dr. Moncada has attended ELEVAT-NM training, PDP's are being submitted. NAMABE retreat, Conference in April, Strategic plan was discussed, LETRS training for teachers, GRANT for mentors, TLAC Teach Like A champion, Principal mentor was assigned through RISE and Nov 5 staff PD will be held. 380+ people participated at EXPLORA family night, Family Reading night, Thanks Dr. Medina for attending Strategic Plan Meeting with APS. Our enrollment is low at this time. Some students are returning, down 30 students, State Tool Kit is being updated. Basketball League is on going. Gear Up Week, Stephanie Rodriquez, NM Cabinet Secretary for Higher Education visited 9/29. Hisp. Heritage Month parade with family Coat of Arms was held. Counselor is working with Health & Wellness Team and developing protocols. PAWS program is going well and students are exchanging tickets for prizes. Día De Los Muertos display for all and our school is on the Consulado de Mexico in Albuquerque website. Ben Maes question the equity council meeting? Dr. Moncada responded that the equity council meeting did not take place due to Explora Family Night, Parents were surveyed, and a date has been set for future meetings. Summary of weekly meeting with business office was requested. Payroll, contracts, retirement forms, Grants and funding, ECF fund Dept. of Health, Food Services. Dr Medina asks that Dr. Moncada reports on turn around status, so we are prepared for April meeting.

## Discussion/Action Items:

A. Approval/Disapproval of Incoming Governing Council Members Dr. Barbara Medina  
Alejandra Ruiz is a parent of 3<sup>rd</sup> grade student and previous employee, has been briefed on training requirements.

Motion made by Beth Esquivel, 2<sup>nd</sup> by Roxana De La Torre Vote: Unanimous  
 Y\_ Dr. Medina.  Y\_ Beth Esquivel.  Y\_ Roxanna De La Torre  
 Y\_ Ben Maes

B. Election of Officers Dr. Barbara Medina  
Vice President nomination Beth Esquivel self-nomination  
Motion made by Ben Maes, 2<sup>nd</sup> by Alejandra Ruiz Vote:  
 Y\_ Dr. Medina.  Y\_ Beth Esquivel.  Y\_ Roxanna De La Torre  
 Y\_ Ben Maes Y. Alejandra Ruiz

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

Motion made to approve BARS 12-I, 13-IB, 14-IB, 15-M & 16-M by Dr. Medina 2<sup>nd</sup> Beth Esquivel by  
Vote: Unanimous  
12I Title 1 tutoring  
13-IB Initial Budget Lease Assistance  
14IB Initial Budget HEPA filters for school  
15M Maintenance & Operational teacher instruction Stipends

16M Maintenance & Operational fixed assets to salaries and liabilities

Motion made to approve Payroll and accounts payable vouchers for Sept. 2021, by Dr. Medina 2<sup>nd</sup> by Beth Esquivel

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxanna De La Torre  
 Y  Ben Maes  Y  Alejandra Ruiz

D. Approval/Disapproval of the CDHA Crown Act/Black Education Act Policy

Dr. Jesús Moncada

Beth made discussion that by voting it makes the school more divisive, she will vote no. Dr. Medina wants to vote in favor because of news of student whose hair was cut.

Motion made by Dr Medina 2<sup>nd</sup> by Roxanna De La Torre Vote: Will be on Next Months agenda

Y  Dr. Medina.  N  Beth Esquivel.  Y  Roxanna De La Torre  
 N  Ben Maes  AB  Alejandra Ruiz

E. Approval/Disapproval of Mask Policy

Dr. Jesús Moncada

State asks us to develop as policy.

Motion made by 2<sup>nd</sup> By \_\_\_\_\_ Vote: No motion, will be moved to next months agenda.

\_\_\_\_\_ Dr. Medina.  \_\_\_\_\_ Beth Esquivel.  \_\_\_\_\_ Roxanna De La Torre  
 \_\_\_\_\_ Ben Maes  \_\_\_\_\_ Alejandra Ruiz

F. Approval/Disapproval of Purchase/Installation of Canopy

Dr. Jesús Moncada

Parents were surveyed and they voice that school grounds need to be improved. \$42,000 for canopy and swings installed (uncovered) from operational funding.

Motion made to approve purchase /Installation of Canopy by Beth Esquivel 2<sup>nd</sup> by Alejandra Ruiz, Vote: Unanimous

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxanna De La Torre  
 Y  Ben Maes  Y  Alejandra Ruiz

G. Approval/Disapproval of Installation of Stove and Hood in Kitchen

Dr. Jesús Moncada

Motion made to approve Installation of stove and hood (purchased from Grant in 2017) in CDHA kitchen \$20,000 by Beth Esquivel, 2<sup>nd</sup> Dr. Medina Vote: Unanimous

Ben Maes asks that stove be removable and not to exceed \$28,000.

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxanna De La Torre  
 Y  Ben Maes  Y  Alejandra Ruiz

H. Approval/Disapproval of School Assets Inventory for 2020-2021

Dr. Jesús Moncada

Audit finding, last year we did not have approval of assets inventory of every classroom for 2021.

Motion made by Dr. Medina to approve school assets inventory for 2020-2021, 2<sup>nd</sup> Beth Esquivel  
Vote Unanimous

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxanna De La Torre  
 Y  Ben Maes  Y  Alejandra Ruiz

I. Discussion/Action on School Grounds/Landscape MM to Tabled item I, 2<sup>nd</sup> by Ben Maes  
10/28/2021 Dr. Jesús Moncada

Dr. Moncada says that landscape is CDHA's responsibility and has reached out to Mr. Saylor to get help to remove trees and clean up thorns. Mr. Saylor has sent people to remove trees. Dr. Moncada has had people come out to clean up grounds. Quote: \$800 soccer field weeds, \$1,400 to clean further (trees, weeds and other part of playground), Mr. Saylor had people come out to clean (maintenance) if it is not

completed by Mr. Saylor. \$5000 quote to clean up school grounds and beautify. Mr. Saylor says it is responsibility of CDHA for landscape.

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxanna De La Torre  
 Y  Ben Maes  Y  Alejandra Ruiz

J. Approval/Disapproval of Removal of Trees and weeds (\$1,400) \$800 paid for soccer field  
Dr. Jesús Moncada

Motion made to approve funds and not to exceed \$1,400 by Dr. Medina, 2<sup>nd</sup> by Alejandra Ruiz Vote:  
Unanimous

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxanna De La Torre  
 Y  Ben Maes  Y  Alejandra Ruiz

K. Approval/Disapproval of MOU with SOD for Virtual Learning Classes or hiring of a virtual teacher to work and monitor students on quarantine or staying home  
Dr. Jesús Moncada

Dr. Moncada posted on website for virtual teacher

Motion made to assign .25 position to hire a teacher for virtual students. 2<sup>nd</sup> Beth Esquivel,

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxanna De La Torre  
 Y  Ben Maes  Y  Alejandra Ruiz

L. Governing Council Retreat Update

Mr. Ben Maes

Ben Maes Update: no date Mid to late November, waiting on facilitator, price reduction and he is looking for location.

Dr. Medina.  Beth Esquivel.  Roxanna De La Torre  
 Ben Maes  Alejandra Ruiz

M. Approval/Disapproval of Principal's PDP 7:01pm

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.”

PDP will be tabled until next meeting by Dr. Medina , Ben Maes all in favor

Dr. Medina.  Beth Esquivel.  Roxanna De La Torre  
 Ben Maes  Alejandra Ruiz

Adjournment

Dr. Barbara Medina

**Meeting Adjournment:** Time 7:05 p.m.

Next Meeting Date: November 17, 2021 at 5:00 Dec 15