

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 February 16, 2022 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
Dr. Barbara Medina	President				
Ms. Beth Esquivel	Vice President				
Mr. Ben Maes	Treasurer				
Ms. Vilma Alejandra Ruiz	Secretary				
Ms. Roxana De La Torre	Member				
Dr. Edward Monaghan	Member				

Quorum: ___ Yes ___ No

Others Present:

Mr. Jesús Moncada, Principal; Mr. Bryan Runyan, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Rick Saylor, Special Guest

Approval/Disapproval of Agenda of February 16, 2022	Dr. Barbara Medina
Approval/Disapproval of Meeting Minutes of January 19, 2022	Dr. Barbara Medina
Approval/Disapproval of Special Session of January 26, 2022	Dr. Barbara Medina

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)	Ms. Alicia Garcia and Mr. Joel Sandoval
Student's Report	Jake Cruz
Equity Council Report	Mrs. Jeanett Jimenez
Principal's Report (10 minutes)	Dr. Jesús Moncada

Discussion/Action Items:

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

___ Dr. Medina.	___ Beth Esquivel.	___ Roxana De La Torre
___ Ben Maes	___ Ms. Vilma Alejandra Ruiz	___ Dr. Edward Monaghan

B. Governing Council Retreat Update
 -Mr. Ben Maes

___ Dr. Medina.	___ Beth Esquivel.	___ Roxana De La Torre
___ Ben Maes	___ Ms. Vilma Alejandra Ruiz	___ Dr. Edward Monaghan

C. Approval/Disapproval to move forward with Lease Purchase Agreement
 - Dr. Jesús Moncada

Dr. Medina. Beth Esquivel. Roxana De La Torre
 Ben Maes Ms. Vilma Alejandra Ruiz Dr. Edward Monaghan

D. Approval/Disapproval of Outdoor Classroom Dr. Jesús Moncada

Dr. Medina. Beth Esquivel. Roxana De La Torre
 Ben Maes Ms. Vilma Alejandra Ruiz Dr. Edward Monaghan

E. Approval/Disapproval of CBH Contract Dr. Jesús Moncada

Dr. Medina. Beth Esquivel. Roxana De La Torre
 Ben Maes Ms. Vilma Alejandra Ruiz Dr. Edward Monaghan

F. Approval/Disapproval of School Needs Assessment/Strategic Plan Meeting with GC on March 12

Dr. Medina. Beth Esquivel. Roxana De La Torre
 Ben Maes Ms. Vilma Alejandra Ruiz Dr. Edward Monaghan

G. Approval/Disapproval of Purchase of Fiber Wood Chips and Removal of old tire chips
Dr. Jesús Moncada

Dr. Medina. Beth Esquivel. Roxana De La Torre
 Ben Maes Ms. Vilma Alejandra Ruiz Dr. Edward Monaghan

Adjournment Dr. Barbara Medina

Meeting Adjournment: Time _____ p.m.
Next Meeting Date: March 16, 2022 at 5:00

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 January 19, 2022 at 5:00 p.m.

Call to Order: Time 5:04p.m. /Roll Call: Dr. Barbara Medina

Governing Council Members:

Name	Title	Present	Absent	Arrived Late	Depart Early
Dr. Barbara Medina	President	x			
Ms. Beth Esquivel	Vice President	x			
Mr. Ben Maes	Treasurer	x			6:42
Ms. Vilma Alejandra Ruiz	Secretary	x			
Ms. Roxana De La Torre	Member	x			

Quorum: ___ Yes ___ No

Others Present:

Mr. Jesús Moncada, Principal; Edward Monaghan; Ms. Weeks, Sp. Ed Director; Dan Hill, Attorney; Rachel Gamboa; Bryan Runyan, Business Manager; Ms. Gonzalez MS teacher; Ms. Jimenez, Teacher; Veronica Vigil; Melissa Maestas, Parent Liaison

Approval/Disapproval of Agenda of January 19, 2022 1st Beth Esquivel 2nd Roxana De La Torre,
 Approved

Approval/Disapproval of Meeting Minutes of Dec. 15, 2021 1st Beth Esquivel 2nd Vilma Ruiz,
 Approved

Public Comments (3 minutes maximum for comment)

Reminder for trainings by Dr. Medina. Mr. Maes met with Bryan Runyan to address finances, including \$636 annual contract for ACES employment services. Mr. Runyan will provide list of vendors to see where we can cut costs. This year we renew contract with food services. PNM payment increased. Dr. Moncada will review and monitor usage. Mr. Maes questioned \$2,100 check for T-Mobile. It was for hotspots for 3 months. We were behind 2 months. Mr. Runyan will ensure payments are up to date. Mr. Maes expressed concern over business office turnover.

Reports:

President's Report (3 minutes)

Dr. Barbara Medina

Finance Committee Report (3 minutes)

Mr. Ben Maes

Teacher's Report (3 minutes)

Mrs. Jeannet Jimenez and Mrs. Litzia Gonzalez

Principal's Report (10 minutes)

Dr. Jesús Moncada

5:26-5:39

Teachers report:

Ms. Gonzalez MS teacher: Middle school spelling bee is coming up. Students have been online since Jan 3rd. 8th graders are participating in Bilingual Seal. Teachers are still implementing P.A.W.S. and it is working. Teachers are requesting chairs and earphones for Istation and SAVAAS.

Ms. Jimenez 2nd grade teacher: Teachers continue to implement P.A.W.S. online. K-5 received overview training for MLSS and LETRS. Wishlist: Expand capacity in building, possibly get a library and science and STEM lab.

Principal's Report:

We currently have 401 students enrolled. Mr. Maes expressed concern about cancellation of equity meeting. See report attached.

Discussion/Action Items:

5:04pm

Mr. Maes asked Mr. Monaghan if he will have the time to serve on our board. Mr. Monaghan is semi-retired and is willing to put in the time and effort.

A. Approval/Disapproval of Incoming Governing Council Member 1st Dr. Medina 2nd Beth Esquivel, Approved

Y Dr. Medina. _Y_ Beth Esquivel. _Y_ Roxana De La Torre
Y Ben Maes _Y_ Ms. Vilma Alejandra Ruiz

5:47pm

Mr. Runyan is the co-founder and CEO of K12 and plans to stay as business manager. By next week he will request all pending reimbursements. His main focus this month: insurance questionnaires, w2s and 1099s. P-card update: Mr. Runyan will reach out to bank.

B. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation - 1st Dr. Medina 2nd Beth Esquivel, Approved

Y Dr. Medina. _Y_ Beth Esquivel. _Y_ Roxana De La Torre
Y Ben Maes _Y_ Ms. Vilma Alejandra Ruiz _Y_ Edward Monaghan

6:00pm

This waiver will need to be approved every year so Mrs. Moncada can continue to teach at CDHA. Mr. Maes will sign any OT or PD checks for her. Ms. Weeks has done evaluations and walk throughs for Mrs. Moncada.

C. Approval/Disapproval of Nepotism Waiver 1st Beth Esquivel 2nd Dr. Medina, Approved

Y Dr. Medina. _Y_ Beth Esquivel. _Y_ Roxana De La Torre
Y Ben Maes _Y_ Ms. Vilma Alejandra Ruiz _Y_ Edward Monaghan

6:08pm

Ms. De La Torre addressed concerns that students and teachers need more time to rest and recharge. She suggests starting in August. Ms. Esquivel and Dr. Medina agree with concerns.

D. Approval/Disapproval of School Calendar for 2022-2023 1st Vilma Ruiz, 2nd Dr. Medina, Calendar was not approved as presented. Directed Principal Moncada to revise school calendar and leave summer off. It will be approved at a special session next Wednesday.

N Dr. Medina. _N_ Beth Esquivel. _N_ Roxana De La Torre
N Ben Maes _N_ Ms. Vilma Alejandra Ruiz _Abstained_ Edward Monaghan

6:28pm

We are now all green in performance. APS will return for site visit in the spring. We had a few audit findings.

E. Update on APS Fall Site Visit Report

Dr. Jesús Moncada

6:32pm

Ms. Weeks is working with Patricia Espinoza on SpEd CAP, IEP progress and check list was made by Ms. Weeks to send to Patricia to make sure we are in compliance. Ms. Weeks is talking to teachers about what is needed/expected in progress notes.

F. Update on Special Education CAP

Ms. Julie Weeks

6:39pm

G. Update on APS Strategic Plan

Dr. Jesús Moncada

6:40 pm

We decided to table items I, J and K as Mr. Maes had to leave early. Directed Dr. Moncada to place items at the beginning of the agenda for the next meeting.

Good fitting mask are still required for both indoor and outdoor use. Temperature checks and social distancing are still being implemented. School is being deep cleaned and disinfected regularly. Water fountains are still closed. Employees are required to provide vaccination card and whoever does not have a booster must provide weekly tests. No spectators for sports until further notice. Outdoor learning and eating and staggered recesses are implemented as weather permits. We have applied for the Test To Stay program.

H. Approval/Disapproval Enhanced Covid-19 Protocols 1st Beth Esquivel, 2nd Mr. Monaghan, Approved

Y Dr. Medina. Y Beth Esquivel. Y Roxana De La Torre
 Y Ben Maes Y Ms. Vilma Alejandra Ruiz Y Edward Monaghan

6:59 tabled until February meeting 1st Dr. Medina 2nd Beth Esquivel

I. Approval/Disapproval of Outdoor Classroom/Eating Area

Dr. Jesús Moncada

Dr. Medina. Beth Esquivel. Roxana De La Torre
 Ben Maes Ms. Vilma Alejandra Ruiz

J. Approval/Disapproval to move forward with Lease Purchase Agreement

Dr. Barbara Medina

Dr. Medina. Beth Esquivel. Roxana De La Torre
 Ben Maes Ms. Vilma Alejandra Ruiz

K. Governing Council Retreat Update

Mr. Ben Maes

Adjournment

Dr. Barbara Medina

Meeting Adjournment: Time 7:01 p.m.

Next Meeting Date: February 16, 2022 at 5:00

Christine Duncan Heritage Academy
 Governing Council Special Session Meeting Minutes
 January 26, 2022 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			
Ms. Beth Esquivel	Vice President	X			
Mr. Ben Maes	Treasurer	X			
Ms. Vilma Alejandra Ruiz	Secretary		X		
Ms. Roxana De La Torre	Member	X			
Dr. Edward Monaghan	Member	X			

Quorum: ___ Yes ___ No

Others Present:

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

Public Comments (3 minutes maximum for comment)

Dr. Barbara Medina

Reports:

None

Discussion/Action Items:

A. Approval/Disapproval of BARS (Increase Bars)

Mr. Bryan Runyan

___Y___ Dr. Medina. ___Y___ Beth Esquivel. ___Y___ Roxana De La Torre
 ___Y___ Ben Maes ___ Ms. Vilma Alejandra Ruiz. ___Y___ Dr. Edward Monaghan

Motion was made to approve BARS as presented by Dr. Medina, 2nd by Mrs. Esquivel, Motion Passed

B. Approval/Disapproval of School Calendar for 2022-2023

___Y___ Dr. Medina. ___Y___ Beth Esquivel. ___Y___ Roxana De La Torre
 ___Y___ Ben Maes ___ Ms. Vilma Alejandra Ruiz. ___Y___ Dr. Edward Monaghan

Motion was made by Dr. Medina to approve school calendar as presented, 2nd by Ben Maes, Motion Passed

Adjournment

Dr. Barbara Medina

Meeting Adjournment: Time 5:12 p.m.

Next Meeting Date: February 16, 2022 at 5:00