

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 April 20, 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:

Dr. Jesús Moncada, Principal; Mr. Bryan Runyan, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Ms. Jeannet Jimenez, Equity Council Rep.

Approval/Disapproval of Agenda of April 20, 2022	Dr. Barbara Medina
Approval/Disapproval of Meeting Minutes of March 16, 2022	Dr. Barbara Medina
Approval/Disapproval of Special Session Meeting Minutes of February 21, 2022	Dr. Barbara Medina
Approval/Disapproval of Special Session Meeting Minutes of April 14, 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. Gina Gonzalez-Young and TBA
Student's Report	Joven 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. Approval/Disapproval of K-12 Accounting Contract for 2022-2023

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

C. Approval/Disapproval of Strategic Plan

- Dr. Jesús Moncada

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

D. Governing Council Board Elections

-Dr. Barbara Medina

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

E. Approval/Disapproval for adding four portables to the school and moving costs.

- Dr. Jesús Moncada

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

F. Approval/Disapproval of Revised School's Mission Statement

- Dr. Barbara Medina

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

G. Approval/Disapproval of Nepotism Waiver

- Dr. Barbara Medina

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

H. Approval/Disapproval of Disposition of Assets (Promethean Boards)

-Dr. Barbara Medina

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

I. Approval/Disapproval/Discussion on Lease Purchase Agreement

- Dr. Jesús Moncada

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

J. Approval/Disapproval to sponsor Teacher with flight expenses to Spain

- Dr. Jesús Moncada

Dr. Medina.
 Ben Maes

Beth Esquivel.
 Ms. Vilma Alejandra Ruiz

Roxana De La Torre
 Dr. Edward Monaghan

K. Approval/Disapproval of Gym Floor Proposal by Marvin Johnson Dr. Jesús Moncada

Dr. Medina.

Beth Esquivel.

Roxana De La Torre

____ Ben Maes ____ Ms. Vilma Alejandra

L. Governing Council Retreat Update

-Mr. Ben Maes

____ Dr. Medina. ____ Beth Esquivel.
____ Ben Maes ____ Ms. Vilma Alejandra Ruiz

____ Roxana De La Torre
____ Dr. Edward Monaghan

Adjournment

-Dr. Barbara Medina

Meeting Adjournment: Time ____ p.m.

Next Meeting Date: May 18, 2022 at 5:00

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 March 16, 2022 at 5:00 p.m.

Call to Order: Time 5:04 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			6:55
Ms. Vilma Alejandra Ruiz	Secretary		X		
Ms. Roxana De La Torre	Member		X		
Dr. Edward Monaghan	Member	X			

Quorum: X Yes No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Bryan Runyan, Finance; Mr. Dan Hill, Attorney; Ms. Jeannet Jimenez, Equity Council Rep.; Mr. Marvin Johnson, Southwest Youth Basketball League Owner; Mrs. Chris Becker and Ms. Mariana Silva, Sundance Consulting.

Approval/Disapproval of Agenda of March 16, 2022

Dr. Barbara Medina

Mrs. Beth Esquivel moved to approve the agenda. Dr. Monaghan seconded the motion. Motion passed unanimously.

Approval/Disapproval of Meeting Minutes of February 16, 2022

Dr. Barbara Medina

Motion failed – meeting minutes need to reflect the discussion regarding election of officers as required in the bylaws.

Mr. Maes made a motion that we include discussion of board elections to the meeting minutes, Beth seconded that motion. Motion passed unanimously. Motion made by Beth to accept the minutes as amended and seconded by Dr. Edward Monaghan. Motion passed unanimously.

Public Comments (3 minutes maximum for comment)

Dr. Barbara Medina

Reports:

President’s Report (3 minutes)

Dr. Barbara Medina

- Would like reports submitted on time, at least 24 hours in advance.
- Expressed being unhappy how the retreat was cancelled

Finance Committee Report (3 minutes)

Mr. Ben Maes

- Mr. Maes met with Dr. Moncada and Mr. Bryan Runyan to discuss the budget; financials, bank reconciliations and outstanding checks.
- Would like timely submission of reports prior to the meeting to have enough time to review and prepare questions
- Would like follow up on uncleared checks
- Would like to see at least a 4% financial liquidity

Teacher’s Report (3 minutes)

Ms. Susie Corpus/Mrs. Eva Ornelas

- Istation assessments have been given in math, reading and lectura monthly and students are showing gains
- Received training on using SAAVAS MATH CURRICULUM on March 11
- Worked on School Mission statement during PD on March 11
- Worked with domain teams on Strategic plan on March 11
- Parent/Teacher confernces coming up (95-100% parent participation was noted)
- Talked a little bit about the Global Covid-19 Pandemia
- Celebrations: K-2 Playground renovation and Sports Program with great participation
Mrs. Ornelas:
- Testing is going well
- AVID training has been great this year and students are into it
- GEAR UP Program in place and great training
- Math improvements; two teachers this year and four days a week of math instruction -beneficial to all students in middle school
- Yearbook is going well
- STEAM Conference for MS girls coming up for GEAR UP!
- Talked about Spirit Week!

Student's Report

Joven Jake Cruz
(not in attendance)

Equity Council Report

Mrs. Jeanett Jimenez

- Greeted the GC
- Meeting held on March 9
- Created a Mission Statement
- Read the mission statement
- Discussed next steps – following NMPED ToolKit for Equity Council Development
- Mr. Maes congratulated Mrs. Jimenez and would like the Equity Council Mission statement implemented and for everyone to know about it.

Principal's Report (10 minutes)

Dr. Jesús Moncada

- Written report provided
- Enrollment 400
- SLPs contracted
- Nurse contracted
- Covid-19 update
- PCSN legislative session debrief
- Strategic Planning Update – invited Mrs. Chris Becker and Mariana Silva to present on the process
- Discussed finding portables that may be able to move to property

Discussion/Action Items:

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

Mr. Runyan presented:

- BAR 0043 for 22K for Kitchen Equipment based on a grant Dr. Moncada wrote on behalf of CDHA.
- Shared vouchers, financials, and bank reconciliations. School has a healthy school budget balance of \$3,128,667.43
- Explained the RfR process to the GC. Looking at closing Purchase orders so we have a better idea of how much funds we have to start building the 2022-2023 school budget.
- Shared salary increases with the Governing Council; 3% increase for FY 22 last quarter of the year and 4% for next fiscal year and new base salaries.
- Answered questions related to the school budget – timelines Due to PED on April 15 and to APS on April 22 – Dr. Medina and Mr. Ben Maes would like to be involved in the budget process. We should have the budget amount by April 8 – short timeline.
- Dr. Medina would like a 24 hour advance noted on any budget meetings.

Mrs. Beth Esquivel made a motion to approve BAR 0043, vouchers, financials and bank reconciliations. Dr. Barbara Medina seconded the motion. Passed unanimously.

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

B. Governing Council Retreat Update

-Mr. Ben Maes

Mr. Maes is waiting for the Governing Council to provide possible dates. Dr. Moncada asked him if he wanted assistance creating a google form to do a survey to get possible dates from the governing council members. Mr. Maes also stated we need 2-3 locations. No decisions were made – item as tabled to the next meeting.

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

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

Discussion took place. Dr. Moncada recommended a meeting with Mr. Saylor be scheduled. Dr. Medina would like to meet with Mr. Saylor to gather more information on the proposal. No decisions were made – item as tabled to the next meeting.

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

D. Approval/Disapproval of Revised School’s Mission Statement

- Dr. Jesús Moncada

Discussion took place. Members think the mission statement is too wordy. Asked for revisions and provided input. Directed Dr. Moncada to take it back to the staff and present it in April. Approval of this item was tabled to the next meeting.

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

E. Approval/Disapproval of Revised School's Calendar for 2022-2023

- Dr. Jesús Moncada

Dr. Moncada presented on the school calendar. There would be no changes made to the school calendar days, just administratively would like for student day to be from 8:30-3:30 with supper program being optional and for teachers duty schedule to be from 8:15-3:45 and have weekly meetings Tuesdays from 3:45-4:45 and on Wednesdays from 7:30-8:30. All students will have 1170 instructional hours which goes over the state requirement of 990 for grades K-6 and 1080 for grades 7 and 8. All students will receive an additional 90 instructional hours a year. This is because the K-8+ Program will now take most Fridays so it would be a long week with long days.

Ms. Beth Esquivel made a motion to keep the calendar as approved but amend the times for students and staff as proposed by Dr. Moncada. Dr. Barbara Medina seconded the motion. Motion passed unanimously.

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

F. Approval/Disapproval of Disposition of Assets (Freezer)

- Dr. Jesús Moncada

Dr. Moncada stated they had a broken Freezer that was purchased by the school on 2011. It was fixed once and it broke again and the cost to fix it was too high. He recommends it be disposed since a new one was purchased. Once approved by the governing council he would send the information to the State Auditor's Office for approval to dispose. Mr. Maes asked if it can be sold. Dr. Moncada said he did not know.

Dr. Barbara Medina made a motion to approve the disposition of the asset and Mrs. Beth Esquivel seconded the motion. Motion passed.

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

G. Approval/Disapproval of School Uniform Policy

- Dr. Jesús Moncada

Dr. Moncada invited students to express their ideas around the uniform policy in writing. He is proposing additional colors for the school uniform shirts be added; burgandy, white and black in addition to the navy blue and for black, khaki and blue jeans to be approved. He also discussed the use of head wear due to cultural reasons. Dr. Barbara Medina recommends jeans be allowed on Fridays only, is fine with the additional of colored polo shirts and would like the policy to read cultural/religious reasons. Ms. Beth Esquivel would like Dr. Moncada to add a parent note requesting permission to wear head gear required.

Mrs. Beth Esquivel made a motion to approve the changes to the School's Uniform Policy. Dr. Barbara Medina seconded the motion. Motion passed.

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

H. Approval/Disapproval of Gym Floor Proposal by Marvin Johnson Dr. Jesús Moncada

Dr. Moncada introduced Mr. Marvin Johnson to the governing council. Mr. Marvin Johnson discussed an idea he has of doing fundraising to replace the gym floor. He is working on getting quotes to determine the cost again. In the past, it was \$30,000 to replace the gym floor. He stated the gym floor is a bit slippery as it has worn out. He would like five years free of charge gym usage over the weekend if approved for the purchase. The governing council thanked him for his work with kids in the community and invited him to return with a proposal once he knows more information as a quorum was needed to vote on it and they no longer had a quorum.

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

Adjournment

Dr. Barbara Medina

Meeting Adjournment: Time 7:05 p.m.
Next Meeting Date: April 20, 2022 at 5:00

Christine Duncan Heritage Academy
 Governing Council Special Session Meeting Agenda
 February 21, 2022 at 5:00 p.m.

Call to Order: Time 5:11 p.m. /Roll Call: By: Beth Esquivel

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			5:14pm	
Dr. Edward Monaghan	Member	x			

Quorum: x Yes ___ No

Others Present:

Mr. Jesús Moncada, Principal; Mr. Dan Hill, Attorney;

Approval/Disapproval of Special Session Agenda of February 21, 2022 Beth Esquivel
 Alex Ruiz made a motion to approve the agenda, Beth Esquivel 2nd the motion. Motion passed by majority vote.

Public Comments (3 minutes maximum for comment)

Reports:

None

Discussion/Action Items:

5:16pm

- A. Approval/Disapproval of Purchase of Fiber Wood Chips and Removal of old tire chips
 Beth Esquivel made a motion to approve the purchase of fiber wood chips and removal of old tire chips, Vilma Alex Ruiz seconded the motion. Motion passed by majority vote.
 School equipment \$9,562

Dr. Jesús Moncada

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

- B. Approval/Disapproval to lift Facial Mask Mandate

This item does not need governing council approval. Decision is for Dr. Moncada to make. Dr. Moncada stated NMPED wanted school boards and charter school's governing councils to vote on this item. Beth Esquivel moved to remove mask mandate and mask usage be optional for students and staff to their preference, if in 2 weeks, COVID cases rise, we will schedule a special session to bring back mask mandate. Mr. Ben Maes seconded the motion. Motion passed by majority vote.

 Dr. Medina. Y_ Beth Esquivel. Y_ Roxana De La Torre

__Y__ Ben Maes __Y__ Ms. Vilma Alejandra Ruiz __Y__ Dr. Edward Monaghan

Adjournment
5:19pm

Dr. Barbara Medina

Meeting Adjournment: Time __5:28__ p.m.
Next Meeting Date: March 16, 2022 at 5:00

Christine Duncan Heritage Academy
Governing Council Special Session Meeting Minutes
 April 14, 2022 at 5:00 p.m.

Call to Order: Time 5:17 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: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Bryan Runyan, Finance; Melissa Maestas, Parent Liaison;

Approval/Disapproval of Agenda of April 14, 2022
 Dr. Medina called the meeting to order.

Dr. Barbara Medina

Public Comments (3 minutes maximum for comment)

Dr. Barbara Medina

Reports:

Public Comment

Dr. Barbara Medina

Discussion/Action Items:

A. Discussion/Approval of School Budget for 2022-2023

Dr. Barbara Medina

Mr. Bryan Runyan presented state mandated changes and school specific major changes, highlights for the budget, budget summary, revenue, expenditure and fund balance analysis.

State Mandated Changes and School Specific Major Changes

Teacher Minimums: Level 1 Teacher Minimum of \$50K, Level II Teacher Minimum of \$60K, and Level III Teacher Minimum of \$70K. State mandates: +12.09% SEG unit value increase, 4% average increase for all employees and 3% average increase was applied to base salary in FY2022. In addition, minimum wage for all school employees set to \$15.00.

Small School Size decrease of 20% - doesn't impact CDHA

Medical insurance increase of 6% for high options

Medical insurance increase of 3.6% for low options

ERB increase of 2% for employers

*732,129 increase on SEG (State Equalization Guarantee/Operational) or 19.55%

*602K Increase in SEG due to increase participation in K8+ Program

*-104 decrease in revenue due to additional phase out of T&E

Budget summary: General Fund sub total \$5,721,776

Special Revenue: Federal Flow-Through \$1,106,402 and state flow through of \$5,103, and combined local and state is \$271,837 for a total of \$1,383,342

Capital: HB-33 is \$1,414,187 and SB-9 is \$620,024 for a total of \$2,034,211.

Total Initial Budget of \$9,139,329 for 2023

Dr. Monaghan asked for an explanation of federal flow-through funding and Mr. Runyan gave Title I funding as an example and explained it.

Mr. Runyan shared the revenue analysis comparing 2022 and 2023. \$6,955,131 for 2023 and reviewed program cost based on 910B5, based on student enrollment average of 80 and 120 day counts. He explained the cost index based on formula and multiplier and program units as well; TCI, Special Education, Bilingual and National board certified teachers as well as ELTP or K8+.

He explained the state gave us expected growth units not actuals – we changed it to reflect “0” growth to be on the safe side for our budget.

On the program cost review we had 50 students removed which was equal to 400,000 as we are not projecting growth but rather budgeting based on actual student enrollment, if enrollment increases at 40th day so will the funding. In addition, the school will generate \$602,599 for the K8+ Program. He also explained the T&E/TCI decrease from 1.046 to 1.000 which impacts with a difference of \$104,058.

Dr. Medina asked Mr. Runyan for cost per student. He explained it varies but the unit value was set at \$5,450.92 and there are different factors to determine the units for CDHA. He referred them to the Program Cost Review slide of his presentation.

Mr. Runyan explained expenditures by fund, by object, and by object all funds along with the comparison. He explained that the 62.4% was for instruction and this is around what it is expected for us to spend on instruction as most of our funding needs to be utilized on instruction.

Mr. Runyan proceeded with the slide on Personnel Costs, number of teachers, educational assistants, and non-certified staff, student support services and administration. He also shared the salary schedules and proposed Level 1 teacher salaries begin at \$51,000, Level 2 at \$61,000 and Level 3 at \$71,000, and to bring up salaries based on the \$15.00 per hour minimums for all other employees, and using the calculations for administrations based on state approved minimums. Dr. Medina inquired about administrative salaries, specifically Dr. Moncada's salary. Mr. Runyan explained that administrative salaries will be based on the administrator responsibility index and for Dr. Moncada, he gets the 1.40 responsibility factor for a middle school principal and this calculation places him at (asked Dr. Moncada if he could share and he agreed) \$127,500. He explained there are currently four individuals at CDHA on the administrative salary and would get the responsibility factor calculated for their salaries which is 1.15 for an assistant middle school principal.

Mr. Runyan also reviewed additional compensation in form of stipends for bilingual and TESOL endorsements, national board-certified teachers, etc.

Mr. Runyan also presented the budget for other expenditures and non-carryover: 13% of non-personnel expenditures are budgeted in supplies, 11% of non-personnel expenditures are budgeted in building costs and PD and travel, and 9% of non-personnel expenditures are budgeted in contract services. Mr. Runyan also presented other expenditures, non-personnel such as software and supplies, instructional materials, ELTP and K-8+ set aside, contracted services, membership dues, professional development, travel, rent, insurance, etc.

Mr. Runyan explained the lease was calculated at \$37,500 for 12 months which would be \$450,000 and explained Dr. Moncada applies for lease reimbursement but we are still short so the difference was also budgeted for.

Discussion also took place regarding a minimum of a 5% of the budget set aside for an emergency. Mr. Runyan said we have a healthy budget over time.

Mr. Runyan asked the governing council if they had any other questions regarding the budget. He apologized for not sending it any earlier but was waiting on the state to issue the 910B-5 so he had done everything based on projections and the state issued the 910B-5 the night before as he was working on the presentation. They also gave him an extension to turn it in so he will not deal with signatures until next week as there is no longer a rush to get it submitted on the scheduled time of April 15. Dr. Medina thanked him for his presentation and entertained a motion to approve the 2023 budget as presented, Mrs. Beth Esquivel made a motion to approve the budget as presented and Mrs. Roxana de la Torre seconded the motion. No further discussion took place. Mrs. Esquivel took a roll call for the vote, Dr. Medina, Yes, Dr. Monaghan, Yes, Mrs. Roxana de la Torre, Yes, and Beth Esquivel, Yes. Mr. Ben Maes and Mrs. Vilma Alejandra Ruiz were absent. All voted and motion passed. Approved unanimous.

Adjournment

Dr. Barbara Medina

Dr. Medina thanked everyone for attending and adjourned the meeting.

Meeting Adjournment: Time 6:00 p.m.

Next Meeting Date: April 20, 2022 at 5:00