

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
July 20, 2022 at 5:00 p.m.

Call to Order: Time ____ p.m. /Roll Call:

Dr. Barbara M. Medina

Governing Council Members:

Name	Title	Present	Absent
Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Mr. Ben Maes	Treasurer		
Ms. Roxana De La Torre	Secretary		
Ms. Vilma Alejandra Ruiz	Member		
Ms. Silvia Fraire Nino	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 or Disapproval of Agenda of July 20, 2022

Dr. Barbara M. Medina

Approval or Disapproval of Meeting Minutes of June 15, 2022

Dr. Barbara M. Medina

Approval or Disapproval of Meeting Minutes of Special Session of June 28, 2022

Dr. Barbara M. Medina

Public Comments (3 minutes maximum for comment) Dr. Barbara M. Medina

Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

Finance Committee Report (3 minutes)

Mr. Ben Maes

Teacher's Report (3 minutes)

None

Student's Report

None

Equity Council Report

Mrs. Jeanett Jimenez

Principal's Report (10 minutes)

Dr. Jesús Moncada

Discussion/Action Items:

A. Budget Update & BARS, vouchers, financials, and bank reconciliation (Motion, 2nd, Approve, Disapprove)

-Mr. Bryan Runyan

____ Dr. Barbara M. Medina ____ Dr. Edward Monaghan ____ Mr. Ben Maes

____ Ms. Roxana De La Torre ____ Ms. Vilma Alejandra Ruiz ____ Ms. Silvia Fraire-Nino

B. Update on Lease Purchase Agreement (Discussion)

-Dr. Barbara M. Medina

C. Employee Handbook (Motion, 2nd, Approve, Disapprove)

-Dr. Barbara M. Medina

___ Dr. Barbara M. Medina ___ Dr. Edward Monaghan ___ Mr. Ben Maes
___ Ms. Roxana De La Torre ___ Ms. Vilma Alejandra Ruiz ___ Ms. Silvia Fraire-Nino

D. Parent/Student Handbook (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

___ Dr. Barbara M. Medina ___ Dr. Edward Monaghan ___ Mr. Ben Maes
___ Ms. Roxana De La Torre ___ Ms. Vilma Alejandra Ruiz ___ Ms. Silvia Fraire-Nino

E. H1B1 Visa Sponsorship for Science Teacher from the Philippines (Motion, 2nd, Approve, Disapprove)
-Dr. Barbara M. Medina

___ Dr. Barbara M. Medina ___ Dr. Edward Monaghan ___ Mr. Ben Maes
___ Ms. Roxana De La Torre ___ Ms. Vilma Alejandra Ruiz ___ Ms. Silvia Fraire-Nino

F. GEAR UP Budget (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

___ Dr. Barbara M. Medina ___ Dr. Edward Monaghan ___ Mr. Ben Maes
___ Ms. Roxana De La Torre ___ Ms. Vilma Alejandra Ruiz ___ Ms. Silvia Fraire-Nino

G. APS Fall and Spring Site Visits Report and Schools Strategic Plan -Dr. Barbara M. Medina

H. Open Meetings Act Resolution (Motion, 2nd, Approve, Disapprove)-Dr. Barbara M. Medina

___ Dr. Barbara M. Medina ___ Dr. Edward Monaghan ___ Mr. Ben Maes
___ Ms. Roxana De La Torre ___ Ms. Vilma Alejandra Ruiz ___ Ms. Silvia Fraire-Nino

F. Recommendations of Agenda Items for August and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)
-Dr. Barbara M. Medina

Adjournment -Dr. Barbara M. Medina

Meeting Adjournment: Time ____p.m.

Next Meeting Date: August 17, 2022 at 5:00

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
June 15, 2022 at 5:00 p.m.

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			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; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Julie Week, Special Education Director, Jennifer Jones, Business Manager, Rachel Gamboa, Dean of Students, Silva Nino, prospective new GC Member.

Ed Monaghan started and ran the meeting

Approval or Disapproval of Agenda for June 15, 2022 Dr. Barbara M. Medina

Approval or Disapproval of Meeting Minutes 18, 2022 Dr. Barbara M. Medina

Public Comments (3 minutes maximum for comment) Dr. Barbara M. Medina
Reports:

President's Report (3 minutes) – not present
Finance Committee Report (3 minutes)

Dr. Barbara M. Medina
Mr. Ben Maes

Submit reimbursement for NCSC ASAP

Went over checks #13514 purchase home grant produces. It was a grant and expense satisfactory

Questions 0s and no bars. We don't know how much we approve

On bars we have no bars/ last month we approved some blanket bars.

Short meeting on accounting.

Teacher's Report (3 minutes) – not present

Student's Report- not present

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Equity Council Report Mrs. Jeanett Jimenez – not present

No teacher/student/Equity Council reports

Principal 's Report (10 minutes) Dr. Jesús Moncada Discussion/Action Items:

Dr. Moncada's Report

A few students with RGEC and CBH/Special Education is running a summer program through June on Mondays and Wednesdays

Painting classrooms/deep cleaning carpets/working on moving portable

Beautiful promotion ceremonies for PK, K, 5th, and 8th grade

Expecting for the free and reduced numbers to increase

At the national AVID Conference in Denver

Will attend the National Conference in DC next week

We are interviewing for several positions (EA, Science Teacher, 1st grade, curriculum and Instruction)

Ben Maes is asking for a list of people attending the National Conference

Beth Esquivel will not be attending. The school will only get a portion of the registration refunded)

A. Budget Update & BARS, vouchers, financials, and bank reconciliation (Motion, 2nd,
Approve, Disapprove) -Mr. Bryan Runyan

Budget Update Bars – Jennifer Jones – showed all the graphs and
Finance Packet (May 2022)

No Bars right now

Blanket Bar put through last meeting

Nothing at this time

Will keep us posted

Check report – all checks issued in May

AP Items

Budgeted and Fund Budgeted

Yearly comparison graph by month

Spending per a student for all funds

Expenditure by

Monthly balance (3.53)

Current revenue versus

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Governing Council Meeting Agenda
June 15, 2022 at 5:00 p.m.

May Bank Statement

Checks paid out

Bank reconciliation

Up-to-date with all the old checks that were outstanding (some were very old)

Fund balances – some in the negative – we are waiting on the state

Ben wants to know exactly what we are approving

Dr. Medina.

Beth Esquivel.(Motion)

Roxana De La Torre (Approve)

Ben Maes (Approve)

Ms. Vilma Alejandra Ruiz (2nd)

Dr. Edward Monaghan (Approve)

B. APS Fall and Spring Site Visits Report and Schools Strategic Plan

Spring Site Visit Plan

Fall/Spring Site Visit compiled at the end of the year

Some board members names missing

Maybe the school with the most ELL Students/100% disadvantaged/comparative with students with disabilities with other schools in NM

Equity Council is very important for us to address our students needs

Math compared to other schools is comparable

We are capable of increasing Reading and Science Goals

2018-19 is our baseline data for our turnaround plan

We were meets during the Fall Semester

Financial Findings – We got a yellow- we are working to meet this finding

Financial Committee Finding – Missing a member (red)- This has been updated for the Spring

Special Education – Got green in the Fall

Please see the Site Visit Spreadsheet for Fall and Spring Site Visit

The 90-Day Plan needed to be approved (Fall and Spring)

Yellow for the Mission (we have revised the mission statement)

Dr. Moncada will reach out to Dr. Escobedo to find out why we received yellow and reds – report at the next board meeting

90-Day Plan is complete

Christine Duncan Heritage Academy
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June 15, 2022 at 5:00 p.m.

Our Strategic Plan received Reds and Yellows?

Red on Audit Findings

Red on Internal Controls Policies and Procedures

Ben encourages us to focus on the Red sections of the Site Visit

Julie will provide Sped Process updates to board by the end of Fall Semester

Dr. Medina. Beth Esquivel.(Motion) Roxana De La Torre (Approve)
Ben Maes (Approve) Ms. Vilma Alejandra Ruiz (2nd) Dr. Edward Monaghan (Approve)

C. Lease Agreement for 2022-2023 ((Motion, 2nd Approve, Disapprove)

Lease Agreement

Lease Agreement 22-23

Charging us for maintenance landlord should be responsible for

Saylor is raising the monthly lease price

Beth motioned to approve the Lease (but would like us to move forward with the lease to purchase contract as soon as possible so we are not spending as much on the lease)

Dr. Medina.(Approve) Beth Esquivel.(Motion) Roxana De La Torre (Approve)
Ben Maes (Approve) Ms. Vilma Alejandra Ruiz (2nd) Dr. Edward Monaghan (Approve)

D. Moving costs to bring four portables to the school. (Motion, 2nd Approve, Disapprove) - Dr. Jesús Moncada

Desert Winds \$28,658 (With taxes) to move the portables (several \$1000 less than the original quote)

Great job Dr. Moncada on working to get a better quote.

Been working with the contractors on plumbing, electricity etc.

Dr. Medina.(Approve) Beth Esquivel.(2nd) Roxana De La Torre (Approve)
Ben Maes (Approve) Ms. Vilma Alejandra Ruiz (Motion) Dr. Edward Monaghan (Approve)

E. Update on Lease Purchase Agreement (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

Lease to Purchase Agreement has already been approved

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June 15, 2022 at 5:00 p.m.

Expedite the Lease to purchase contract so we don't have to keep paying high monthly lease

Dr. Medina (Motion)	Beth Esquivel X	Roxana De La Torre X
Ben Maes	Ms. Vilma Alejandra Ruiz (2 nd)	Dr. Edward Monaghan X

F. School Calendar Revisions (Motion, 2nd, Approve, Disapprove) -Mr. Ben Maes

The 22-23 School Calendar was revised per state request

Beth motioned to approve the Revised Calendar

Dr. Medina.(Approve)	Beth Esquivel.(Motion)	Roxana De La Torre (Approve)
Ben Maes	Ms. Vilma Alejandra Ruiz (2 nd)	Dr. Edward Monaghan (Approve)

G. New Governing Council Member(Motion, 2nd, Approve, Disapprove)

Silvia Nino

Ms. Nino would like to be a member of the governing council at CDHA.

Silva is excited to become a new board member and be part of CDHA school community

Dr. Medina.(Approve)	Beth Esquivel.(Motion)	Roxana De La Torre (Approve)
Ben Maes (Approve)	Ms. Vilma Alejandra Ruiz (2 nd)	Dr. Edward Monaghan (Approve)

H. Salary Schedules for Non-Teachers 2022-2023 (Motion, 2nd, Approve, Disapprove)

Please see salary schedules

Admins – table for special session at end of June

Would like to see EAs/Office Clerks/Administrative Assistant make more money

They are scheduled to receive \$15.00 starting on their new 22-23 contracts

\$17.50/hour (Base pay) was proposed for EAs/Office Clerks/Administrative Assistant

Dr. Medina.(Approve)	Beth Esquivel.(Motion)	Roxana De La Torre (Approve)
Ben Maes	Ms. Vilma Alejandra Ruiz (2 nd)	Dr. Edward Monaghan (Approve)

Principal Evaluation (Closed Session) – Special Session – June 28 at 5:00 pm

I. Principal's Evaluation and Contract (Closed Session) (Motion, 2nd, Approve, Disapprove)
-Dr. Barbara M. Medina

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
June 15, 2022 at 5:00 p.m.

"Pursuant to Section 1-015-1 (H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters."

Motion made to Table the closed session until for a special session at the end of the June.

Dr. Medina.(Motion) Beth Esquivel.(2nd)

Roxana De La Torre (Approve)

Ben Maes

Ms. Vilma Alejandra Ruiz (Approve)

Dr. Edward Monaghan (Approve)

Next Meeting (Special Session) – June 28 at 5:00 pm

Administration Salary Schedules

Principal Evaluation and Contract for next year

Meeting Adjournment: Time 7:15 pm.

Next meeting Date (Regular Session) : July 20, 2022 at 5:00

-Dr. Barbara M. Medina

Christine Duncan Heritage Academy
Governing Council Special Session Meeting Minutes
June 28, 2022 at 5:00 p.m.

Call to Order: Time ____ p.m. /Roll Call:

Dr. Barbara M. Medina

Governing Council Members:

Name	Title	Present	Absent
Dr. Barbara Medina	President		
Dr. Edward Monaghan	Vice President		
Mr. Ben Maes	Treasurer		
Ms. Roxana De La Torre	Secretary		
Ms. Beth Esquivel	Member		
Ms. Vilma Alejandra Ruiz	Member		
Ms. Silvia Fraire Nino	Member		

Quorum: ____ Yes ____ No

Others Present:

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

Approval or Disapproval of Agenda of June 28, 2022

Dr. Barbara M. Medina

____ Dr. Medina. ____ Beth Esquivel.

____ Roxana De La Torre

____ Ben Maes ____ Ms. Vilma Alejandra Ruiz

____ Dr. Edward Monaghan ____ Silvia Fraire Nino

Public Comments (3 minutes maximum for comment)

Dr. Barbara M. Medina

Reports:

No reports

Beth Esquivel reminded Governing Council Members to complete their required hours.

Discussion/Action Items:

A. Salary Schedules for Administration (Motion Ms. Alex, 2nd Roxana, **Approve**, Disapprove) -Mr. Bryan Runyan

Discussion: After much discussion regarding teacher and administration salaries, it was recommended Dean of Students and Special Education Director be paid at \$85,000 for next school year and Principal at \$128,000. Leave salary schedule at state approved minimums for all new administrators.

____ No ____ Dr. Medina.

____ Yes ____ Beth Esquivel.

____ Yes ____ Roxana De La Torre

Abstain ____ Ben Maes

____ Yes ____ Ms. Vilma Alejandra Ruiz ____ Yes ____ Dr. Edward Monaghan

____ Silvia Fraire Nino

“Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters.”

B. Principal's Evaluation (Motion by Dr. Monaghan, 2nd by Beth Esquivel, **Approved**) -Dr. Barbara M. Medina

Discussion: Dr. Monaghan asked Dr. Moncada for information on how he is evaluated. Dr. Moncada shared the HOUSSE Manual that he uses to self-evaluate and explained the manner how he uses it to evaluate his performance.

Dr. Medina stated that she reviewed Dr. Moncada's evaluation with him at the school. Dr. Medina asked the board to begin with opinions and thoughts regarding the performance of Dr. Moncada as Director and compliments. She began by saying that Dr. Moncada is very dedicated to the school. Her concerns are the lack

of progress in the turnaround process, audit issues, and reports not being sent in a timely manner (COVID related, etc.). Enrollment and attendance issues need to be focused on and improved. The Master Calendar issue—a final decision needs to be made by Dr. Moncada and not keep getting input from stakeholders (e.g. Avoiding back-and-forth among teachers, the Governing Council and PED.). Dr. Moncada stated that he understood the concerns and would work on improving those concerns. He also commented on his reflection on his PDP and noted that CDHA had a very successful year in spite of returning full time from the Covid-19 Pandemic and began online on January 2022. He stated several students graduating with their bilingual seal. He will keep pushing to meet the deadlines for state reporting.

Ms. Alex stated that he is doing a great job. She wanted to thank him for all that he does! He is one of the very few school principals that you can actually reach on the telephone and speak to! He is always concerned about the families. Thank you!

Beth Esquivel gave her thanks for always making her children feel safe and loved. This was made apparent to her now that she moved her children to other schools in their new state. She would suggest that he work on building more rapport in order to keep teachers and good staff from leaving.

Dr. Monaghan made suggestion regarding Dr. Moncada's evaluation process; he can use evidence to support growth for each goal and competency. Also, all GC documents should come in 72 hours beforehand including background info for decisions.

 Abstains Dr. Medina. Yes Beth Esquivel. Yes Roxana De La Torre
 Yes Ben Maes Yes Ms. Vilma Alejandra Ruiz Yes Dr. Edward Monaghan
 Absent Silvia Fraire Nino

C. Principal's Contract (Motion by Beth Esquivel, 2nd by Ms. Alex, **Approved**, Disapprove) -Dr. Barbara M. Medina

Discussion regarding the amount took place. Beth made a motion to approve a contract for Dr. Moncada for \$128,000 for SY2022-23, Alex seconded the motion, Two voted no, one abstained, three voted yes and motion carried.

 No Dr. Medina. Yes Beth Esquivel. Yes Roxana De La Torre
 No Ben Maes Yes Ms. Vilma Alejandra Ruiz Abstain Dr. Edward Monaghan. Silvia Fraire Nino

Adjournment (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

Meeting Adjournment: Time p.m.

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