

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 August 17, 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 August 17, 2022  
 Approval or Disapproval of Meeting Minutes of July 20, 2022

Dr. Barbara M. Medina  
 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)	Mr. Jose Brito and TBA
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, 2<sup>nd</sup>, 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. APS Strategic Plan (discussion)

C. PreK Continuous Quality Improvement Plan for APS

-Dr. Barbara 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. Lease Purchase Agreement Resolution (Motion, 2<sup>nd</sup>, 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. School Organizational Chart (Motion, 2<sup>nd</sup>, 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 September 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: September 21, 2022 at 5:00

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

Call to Order: Time 5:05 p.m. /Roll Call:

Dr. Barbara M. Medina

**Governing Council Members:**

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

**Quorum: X 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., Julie Weeks, Special Education Director

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: No Public Comments were made by attendees**

**Dr. Monaghan was happy about using Google Drive to upload/share Governing Council Documents.**

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

President's Report (3 minutes) Dr. Barbara M. Medina  
 Dr. Medina: Attending a conference in Silver City. The State is disappointed they are not seeing more progress with the money they are being put into these programs. Possible solutions is increasing the instruction time (before school, afterschool, more days, longer days).

Principal's Report:  
 Mrs. Gonzalez-Young's has resigned.  
 Mr. Muro is moving to teacher third grade

Hired K-Joyce Baidon, 2<sup>nd</sup>- Luz Chavira, 4<sup>th</sup>-Karla Campos, 4<sup>th</sup>-Julie Santiestevan, 5<sup>th</sup>-Sayra Brambila,

Cesar Rubio was hired for 2<sup>nd</sup> grade and decided to stay with his district due to better employment offer.

Hired Educational Assistants to replace Educator Fellows; Aaron Maes, Jordyn Maes, Maria Elena Perez, Sandra Sanchez, Abigail Quezada, and Nuria Hernandez

We are currently interviewing teachers for first grade

Found a teacher from the Philippines for middle school science

Received Licensure Extensions for Teachers: Barbara Bustos, Alicia Garcia, Susana Corpus  
PED is working on a new toolkit

No longer need to COVID Test Staff for Surveillance Testing

Participated in AVID training in Denver (wishes he would have had the training prior to strategic planning)

Attended National Charter Schools Conference in Washington DC (attendees sent reports to Dr. Moncada and may be found in the google drive shared GC folder)

Teachers have attended various trainings throughout the Summer

Applied for UDL free training with NMPED and will be trained and using those methods this year

Portables needed to be moved by June 30, but land was not prepped in time.

The portable movement quote went up slightly due to change in transportation company

Got refrigerator and dishwasher for the kitchen

Bus hit a car when he was backing up prior to a field trip – Insurance claim has been filed

P-Card is still in progress – needs a signature from Dr. Medina

Administration and office staff returned on July 18, 2022

Teachers return August 2

Students start August 8

(Please see the attached complete Principal's Report)

## **Discussion/Action Items:**

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

No Bars for this meeting

Blank Bar approval – year end budget process (Approved in May 2022)

Summer is very busy for Business Office – reimbursements, ending one year and beginning another year

Sammy Marquez – New Employee for Business Office – She is going to be the detailed person keeping Bryan and Dr. Moncada on task

Bryan probably will not be in the August meeting (Sammy and Jennifer will attend this meeting)

July Finance Meeting –

Cash Liquidity

We are maintaining at or above the APS requirement (1.0)

Restrict Spending (Mr. Maes wanted to limit the money going out- Bryan did not agree)

Outstanding Checks – Some concerns of some higher amounts still outstanding (Some of these checks have been cancelled as of today)

Prophet Corporation (check #13605) – 3 year subscription “Gopher” – PE

Met with External Auditors – July 12 – External Audit scheduled September 12

2nd Dr. Barbara M. Medina X Dr. Edward Monaghan        Mr. Ben Maes  
X Ms. Roxana De La Torre 1st Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino  
Motion was approved

B. Update on Lease Purchase Agreement (Discussion) -Dr. Barbara M. Medina  
Dr. Medina does not want to seek other financing. She thinks with going rates we will not get a better deal. She feels this issue has drag out long enough. She would like to move toward a resolution with this lease purchase agreement as soon as possible. Mr. Hill says we need to get approval from the state (PED). Mr. Hill will have more information for us in August.

C. Employee Handbook (Motion, 2<sup>nd</sup>, **Approve**, Disapprove) -Dr. Barbara M. Medina

X Dr. Barbara M. Medina 1st Dr. Edward Monaghan        Mr. Ben Maes  
2nd Ms. Roxana De La Torre X Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino  
Motion was approved

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

2nd Dr. Barbara M. Medina 1st Dr. Edward Monaghan        Mr. Ben Maes  
X Ms. Roxana De La Torre        Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino  
Motion was approved

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

Teacher wants assistance paying for Visa. The current MS Science teacher we are considering moving to 2<sup>nd</sup> grade. Other option keeps MS Science where she is and hire 2<sup>nd</sup> grade teacher and support the current science teacher. Visa may cost \$2500 plus. Other schools have sponsored visas. This would be a three year Visa. Could be 3 to 4 months before teacher arrives. The process may be able to be expedited for any additional fee. Dr. Medina is concerned about language barriers.

       Dr. Barbara M. Medina 1st Dr. Edward Monaghan        Mr. Ben Maes  
X Ms. Roxana De La Torre X Ms. Vilma Alejandra Ruiz obstain Ms. Silvia Fraire-Nino  
Motion was approved

F. GEAR UP Budget (Motion, 2<sup>nd</sup>, **Approve**, Disapprove) -Dr. Barbara M. Medina  
Applied for a grant with ATDA (includes conferences, professional, transportation, math interventions, MS Math curriculum, food, registration fees, etc.)

Includes 7 and 8 grade students

1st Dr. Barbara M. Medina 2nd Dr. Edward Monaghan        Mr. Ben Maes  
X Ms. Roxana De La Torre X Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino  
Motion was approved

G. APS Fall and Spring Site Visits Report and Schools Strategic Plan (Discussion)

-Dr. Barbara M. Medina

Mrs. Weeks provided a SPED report and action plan

Dr. Moncada will reach out to Dr. Escobedo to get clarification on the strategic plan and spring site visit needs

H. Open Meetings Act Resolution (Motion, 2<sup>nd</sup>, **Approve**, Disapprove)-Dr. Barbara M. Medina

We will continue meeting on the third Wednesday of the month at 5:00

Sunshine Open Policy

Dr. Barbara M. Medina     1st Dr. Edward Monaghan     Mr. Ben Maes

Ms. Roxana De La Torre     2nd Ms. Vilma Alejandra Ruiz     Ms. Silvia Fraire-Nino

Motion was approved

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

Lease Purchase Agreement needs to be dealt with

Continue using Shared drive for GC documents

Is the organizational chart sufficient?

Dr. Moncada will look into a Zoom Membership

Adjournment

-Dr. Barbara M. Medina

**Meeting Adjournment:**    Time 6:24 p.m.

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