

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 September 21, 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 September 21, 2022

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

Approval or Disapproval of Meeting Minutes of August 17, 2022

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

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	Julio Meza, Student Council President
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. APS Strategic Plan and Student Data Report (discussion)

C. Update 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 Proposal (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. Installation of Portables (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. Discussion of Principal's Professional Development Plan and HOUSSE Handbook

G. Recommendations of Agenda Items for October 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: October 19, 2022 at 5:00

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
August 17, 2022 at 5:00 p.m.

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

~~Dr. Barbara M. Medina~~

Dr. Ed Monaghan conducted the meeting.

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; Ms. Jennifer Jones, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Jeannet Jimenez, Equity Council Rep; Rachel Gamboa, Dean of Students; Julie Weeks, Special Education Director;

Approval or Disapproval of Agenda of August 17, 2022

~~Dr. Barbara M. Medina~~

Alex motioned to approve the agenda. Silvia 2nd the motion. Discussion-None, Voted, Passed.

Approval or Disapproval of Meeting Minutes of July 20, 2022

~~Dr. Barbara M. Medina~~

Alex motioned to approve the meeting minutes. Silvia 2nd the motion. Discussion-Mr. Ben Maes said he didn't receive the meeting minutes and he will abstain from voting. He said he was unable to open the documents in the google drive and it is nobody's fault. All Voted. Motion Passed.

Public Comments (3 minutes maximum for comment)

Dr. Barbara M. Medina

None

Reports:

President's Report (3 minutes)

~~Dr. Barbara M. Medina~~

Not present at the meeting

Finance Committee Report (3 minutes)

Mr. Ben Maes

- In attendance were Director Jesus Moncada, Mr. Ben Maes, Mr. Bryan Runyan. Reviewed BARS and will be presented later on. Reviewed Finance Packet with a focus on outstanding checks and

there were 2 checks that were outstanding. I also let them know we need checks cleared within 60 days; Unsatisfactory performance in re: PreK Grant, Business Office should become more involved in business matters before they become an issue. Feel free to provide professional assistance, direction, guidance and advice to Dr. Moncada; Aug 23 APS Mtg w/ Dr. Joseph Escobedo. Would prefer preventative action over corrective action. Dr. Monaghan would like to further discuss the PreK CAP once we get to that item.

Teacher's Report (3 minutes)

Mr. Jose Brito

- Teacher introduced himself. "I'm the Math Teacher for Grades 6-8 and we started with classes last week," Mr. Brito mentioned that some CDHA students are taking an Algebra class for HS credit. He will be teaching math for 6, 7, and 8 and an interventions class and also an advisory class. I was in a grade level meeting this afternoon and that is why I'm a little late.

Mr. Ben Maes made a comment: Math is very important and very critical in our education. I appreciate what you're doing. Make sure these kids are doing their homework and turning it in.

Student's Report

None

- Forming a Student Council and will get a student representative for the next meeting.

Equity Council Report

Mrs. Jeanett Jimenez

- Ms. Jimenez stated that we will have our next Equity Council meeting on Sept 13th. We plan on having our meetings prior to the Governing Council meeting so that we will be able to report out at the following GC Mtg. We are following up on any updates of the Yazzie/Martinez Consolidated Lawsuit and making sure we are engaged. The Equity Council would like to bring back parents who were involved last year and new ones from this year as well. We would also like to get more community members. We are working with Dr. Carroll. She is delighted with our work at CDHA's Equity Council.

Principal's Report (10 minutes)

Dr. Jesús Moncada

- Dr. Monaghan had recommended we use the google drive and have everything in the same place and Dr. Moncada thanked Dr. Monaghan for the recommendation as it is much easier to find them. We have 414 students (increased by 16). There have been some changes at our school. We did have a late resignation that did not go into my report at the last meeting, Veronica Vigil, resigned. She took a position with Santa Fe Public Schools. Ms. Jeannet Jimenez and Dr. Elia Maria Romero will be replacing her. Ms. Jimenez will be doing the Elementary as turnaround coach and Dr. Romero the middle school. Ms. Ginger Hernandez will be returning from retirement and will be helping Ms. Jimenez with the second grade classroom. Mrs. Maria Salcido, former retired CDHA MS teacher, is back teaching 8th grade because Ms. Toni Chavez-Gomez left to work MS in Bernalillo. Ms. Cinthya Thomas is coming to teach 8th grade but has to wait 30 days. We hired Mr. Sani for MS Science. He is from the Philippines. He did not get the H1B1 visa but was given a J1 visa. Ms. Granados is covering MS science for Mr. Sani. We had funding for 4 Educator Fellows last year and this year we received funding for 4 more - Aaron, Sandra, Flor and Veronica.
- Covid 19 Update: We no longer have to do surveillance testing on employees, social distancing or wear masks. Quarantine requirements are decreased to five days. Received 3 boxes of Covid-19 Home Testing Kits.
- We did four days of Professional Development for teachers and also CPI training.

- We did bring in Active Shooter training at our school due to the latest happenings in US schools, we felt the need to get this training for our staff.
- Purchased GoalBook again this year for Special Education and are getting UDL information. Dr. Romero is working with teachers on Curriculum Alignment Plans.
- Went to APS to look and meet with Dr. Escobedo. He was not present but did meet with Roberta Velasquez.
- Facility: The portables are supposed to arrive Wednesday of next week. The AC was fixed and replaced in 2 classrooms. We finally received the P-cards. The carpets in the school were cleaned.
- Made the news: CDHA will be mentioned on Channel four regarding what caused the rainbow clouds.
- We will have the Open House in person on the 24th at 5pm.
- Dr. Escobedo has been out but it has been a couple of weeks and I haven't heard anything. Monaghan says it's disappointing that he hasn't responded. He would like to get an idea of what APS is feeling. RE: the Pre-K Contin-Plan: received a letter of unsatisfactory performance for reimbursement purposes. APS didn't receive the requests for reimbursements until June for purchase.
- We received an EEOC complaint re: age discrimination. It is not a lawsuit. We are doing mediation with the former employee. We do not think this complaint has any merit and will not stand in court.

Discussion/Action Items:

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

Jennifer shared the Finance Report. She reviewed the report. Presented BARS \$290 for SEG and \$277.840 for the PreK Program. Checks issued for the month of July were shared. Fund Recap, breakdown, was shared as well. Projected expenditures vs. budgeted expenditures by fund type. Current year revenue vs. budget revenue. Yearly expenditure comparison by month for all funds and the spending per student for all funds. Expenditures by function and by object. Monthly cash balances and our operational fund cash liquidity is at 3.01 now. Bank Statement for the month of July. Bank reconciliation breakdown. Uncleared checks have been canceled and reissued. Fund and resource transaction summary.

Mr. Ben Maes asked Jennifer to explain who Samantha is. She said she is stepping in to support K-12 Accounting and has been with the company for several years already.

Dr. Moncada made a clarification regarding BAR for \$277.840 for the Educator Fellows Program.

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

Alex made a motion to approve BARS, vouchers, financials, and bank reconciliation. Roxana 2nd the motion. Discussion- No. Motion Approved Unanimously.

B. APS Strategic Plan (discussion)

Went looking for Dr. Escobedo in July to discuss ratings. He wasn't there and did meet with Roberta from Finance. She was there and had a long discussion. She recommended we keep an eye on RfRs and this was prior to getting the PreK letter. She said if grants are over \$100 we should be requesting for reimbursement on a monthly basis, at least for salaries. This will help our cash and keep better track of federal funds for the school. It was a positive meeting. Recommends I be more vocal and not passive during meetings with the district. I wrote a letter to him regarding the ratings and what we have done for each domain. Have not heard anything back from him. Dr. Monaghan said it was disappointing he had not responded. Dr. Moncada says he has not been in the office. Dr. Monaghan said he would ask him about that during the PreK meeting as he doesn't have any specific feedback on the strategic plan. We need to know specific information on what we need to do to meet their expectations for the Strategic Plan.

C. PreK Continuous Quality Improvement Plan for APS (discussion) ~~Dr. Barbara M. Medina~~

Dr. Monaghan asked Dr. Moncada to lead this item.

Dr. Moncada: We received a letter at the end of July stating we were receiving a letter of Unsatisfactory performance for lack of monthly requests for reimbursements. We were not responding to APS for their requests for reimbursement additional information. The RfR was not submitted until June and they were upset about it because we are supposed to do it on a monthly basis. We met with PreK Director, Mary Jane Farrelly, in February and she explained the process for RfRs to us and we followed her direction. The APS grant management sent a different directive, to use the Title I Form to request reimbursement.

Dr. Moncada stated he took the language from the letter on the items they want us to do to create the action plan and reviewed the CAP. He stated they will follow the APS process for RfRs. He did share the plan with Bryan for advice.

Mr. Maes stated he understands the RfR submission is what got us this letter. He did talk to Bryan at the Finance Committee Meeting and he explained he came on board in February after Angie left and he had to catch up on things causing RfRs to be late. He understands RfRs must be submitted monthly.

D. Lease Purchase Agreement Resolution (Motion, 2nd, Approve, Disapprove)

~~Dr. Barbara M. Medina~~

Alex makes a motion to approve the LPA. Dr. Monaghan 2nd the motion. Voted. Mr. Maes says No and wants it documented in the meeting minutes. All voted and motion passed.

Dr. Moncada asked if he recommends doing another appraisal. Mr. Dan Hill states it will not be required by the state and it is not necessary but it's always good to have more information on this type of transaction.

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

Dr. Moncada reviewed the Resolution as drafted by Attorney Dan Hill. Dan Hill said there is a typo "Monthly" should be "Annual."

Dan Hill states this resolution language is standard and language required - letter F is strange but needed in the resolution. We have to put it in there or the state will not approve it.

Dr. Moncada also shared a copy of a Lease Purchase Agreement from another school.

The resolution will give Mr. Hill the authority to begin drafting the LPA and send it to the state.

Mr. Maes stated that he is in agreement with the last paragraph in the resolution that it is in the best interest of the school to have a LPA. However, like I said before I am against it because we are paying more for the school than the appraised value of the school. I'm against overpaying for the property. I also do not agree on being landlords for the second school as I anticipate having problems with maintenance with our own school. Against paying that amount and against becoming landlords for the second school.

Does anybody else want to provide comments regarding the resolution?

Alex states she feels this LPA will benefit the school.

E. School Organizational Chart (Motion, 2nd, Approve, Disapprove) TABLED

~~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

Dr. Moncada shared the current school's organizational chart and one he is recommending. He says it looks more like a spider now but that it is more reflective of what the school is currently doing. Dr. Moncada wanted to work with Dr. Medina to review it and provide input.

Dr. Monaghan asked if the school currently has a curriculum coordinator. Dr. Moncada says it was Ms. Vigil's position and now we have the Turnaround Coaches.

Dr. Monaghan would like to know if this needs to be approved or not. He asked for Dr. Moncada to fill out the TBA and provide job descriptions for these positions.

Mr. Maes asked who reports to who...is there a missing line from Business Manager to Business Manager Assistant? Dr. Moncada explained the school contracts for Business Manager. He agrees there is a missing line. Mr. Maes feels there may be missing lines.

Mr. Maes does not feel this needs approval at this time.

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

Dr. Monaghan asked, "Does anyone like to start?" "Does anyone have any recommendations?"

Would like a process clearly presented for the Principal's Evaluation maybe by October?

Adjournment

~~Dr. Barbara M. Medina~~

Meeting Adjournment: Time 6:38 p.m.

Next Meeting Date: September 21, 2022 at 5:00