

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
October 19, 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 October 19, 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 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

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)

Mrs. Marta Martin-Alonso and Agustín Hernandez

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. Incoming Governing Council Member (Ms. Mariana Silva) (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

C. Lease Increase for Installation of Portables until LPA is approved (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. 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. Principal's Professional Development Plan (Motion, 2nd, Approve, Disapprove)

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

-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 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: November 16, 2022 at 5:00

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

Call to Order: Time 5:18p.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., Rachel Gamboa, Julie Weeks, Mr. Rick Saylor

Approval or Disapproval of Agenda of September 21, 2022

Dr. Barbara M. Medina

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

Approval or Disapproval of Meeting Minutes of August 17, 2022

Dr. Barbara M. Medina

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

Agenda Amendment:

Item E will be moved to the top of our discussion items so we can discuss with Mr. Rick Saylor.
The reports will occur after Item E.

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

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

Reports:

Mr. Saylor indicated all four buildings have been moved to CDHA. They are waiting on permits for construction. How do we want to proceed? Getting POs for all purchases is challenging and time consuming. He has assisted other schools with installing buildings. What is it going to cost? We are waiting on the unknowns such as the transformers. One challenge we are faced with is having kids present when the equipment is around. The lines will be run underground. A lot of the work will need to take place when students are not on campus such as weekends. We have existing lines such as plumbing lines which poses other challenges. Dr. Medina asked if we exceeded the original POs for moving and other costs. There were some unexpected charges for the moving and administrative amendment. Do we need to get three quotes for the remainder of the process and the overage? We only need three quotes if the additional work exceeds \$20,000; which the general consensus does not feel it will be over \$20,000. We should not need to get three quotes. Mr. Saylor indicated the process was very intense and involved. A lot of complications occurred with the move. He said even with the overages this was cheaper than buying new buildings.

Dr. Medina motioned to pay the remaining balance of approximately \$7000. The items need to be itemized.

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

Dr. Medina appreciated Mr. Saylor for all his hard work
Approved

Lease Purchase Agreement (LPA)

Should we roll the new portables into the LPA or not/which will be the most beneficial for the school

Mr. Saylor encourages us to visit Southwest Learning Center.

They installed buildings out there which really improved the campus

LPA includes portable installation and all work done is exempted from procurement if financed by the Saylor – Dan Hill

Dr. Medina wants to make sure procurement is followed

Dan Hill needs to meet with Mr. Saylor to develop a proposal for the next meeting and decide what is most beneficial for the school

Mr. Saylor is going to work on some numbers to see how he can help the school

SEG money was already used. Is there a way to get the money back since most of the invoices have been paid already.

Asked Dr. Moncada to hold off on paying for the move as he will ask his board for approval of the move expense and include it in a lease increase or LPA

We viewed the site plan

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina is contemplating resigning in January. She does not feel like she is being fair to CDHA with her other commitments. She wants us to find more board members so we have Quorum even when members are gone

Finance Committee Report (3 minutes)

Mr. Ben Maes

Bryan is happy with the discussions they have had in the last couple of meetings. Cash Liquidity has dropped some due to increased teacher pay and drop in enrollment. We need to find out how we can

increase amounts. One check for the hotel was voided because employee was charged. We have a Title one transfer bar. We reshuffle the BARS. Maintenance Bars move bars within the same functions. A transfer bar shuffles between functions. We need to watch our cash liquidity.

Teacher's Report (3 minutes)

Student's Report

Equity Council Report

Do not have anything to report out

Equity Council Meeting is happening once a month

We reviewed a few items from other previous meetings.

We will review data in October

Principal's Report (10 minutes)

Mr. Sani arrived – J1 Visa – Science Teacher

Ms. Thomas-ELA Teacher

Ms. Rosales – SPED EA was hired

Mr. Jose Brito and TBA

Julio Meza, Student Council President

Mrs. Jeanett Jimenez

Dr. Jesús Moncada

Looking at our budget to see if we can hire a couple of 1:1 EAs to assist with students with disabilities

Educators Fellows had their first intensive PD on Monday and Tuesday

AE-Rising is a mentoring program through the state and teachers are already receiving PD

Fixed AC in 2 classrooms

We had a great turn out for Open house

Students have attended several field trips

Literacy Night on September 29

***Please look at the Principal's report for more information

Discussion/Action Items:

A. Budget Update & BARS, vouchers, financials, and bank reconciliation (Motion, 2nd,
Approve, Disapprove) All items as presented by Bryan.

-Mr. Bryan Runyan

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

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

Approved

B. APS Strategic Plan and Student Data Report (discussion)

APS visited on Sept. 19

Liked looping

Letter of commitment by teacher

Liked AE-Rising Program and Educator Fellow Programs

New Student Assessment Data was higher than 2018-19

*It was recommended that this item is part of the Principal's Report in the future.

C. Update PreK Continuous Quality Improvement Plan for APS

-Dr. Barbara Medina

Did not submit reimbursement until June. Dr. Escobedo wanted to see a plan to ensure this does not happen again. The plan needs to be resubmitted to APS for approval.

*Item needs to be part of the Principal's Report in the future.

D. Lease Purchase Agreement Proposal (Motion, 2nd, Approve, Disapprove) – Table Item until we have more information. (October Meeting)

-Dr. Barbara M. Medina

X Dr. Barbara M. Medina ___ Dr. Edward Monaghan ___ Mr. Ben Maes
2nd Ms. Roxana De La Torre 1st Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino
Voted to table item

E. Installation of Portables (Motion, 2nd, Approve, Disapprove) -Moved to top of the agenda

-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
*Tabled item

F. Discussion of Principal's Professional Development Plan and HOUSSE Handbook (Discussion)

*See documents and provide feedback prior to presenting in October's meeting.

G. Recommendations of Agenda Items for October and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)

-Dr. Barbara M. Medina

Lease Purchase Agreement

PDP for Dr. Moncada

Strategic Plan and PK Cap will be placed on Principal Report.

New Governing Council Members Needed

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:36 p.m. Alex adjourned and Roxanna 2nd

Next Meeting Date: October 19, 2022 at 5:00