

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
November 16, 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 November 16, 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 October 19, 2022

Dr. Barbara M. Medina

Approval of Meeting Notes for November 7, 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. Elena Zuniga and Mrs. Cynthia Toledo

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 R

-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. Revision to Lease Purchase Agreement 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

D. School Assets Inventory (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, Contractor Concern, and Governing Council Member Concern (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 December 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: December 14, 2022 at 5:00

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
October 19, 2022 at 5:00 p.m.

Dr. Monaghan run the meeting until Dr. Medina arrived

Call to Order: Time 5:15 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, Jennifer Jones Rachel Gamboa

Approval or Disapproval of Agenda of October 19, 2022

Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Meeting Minutes of September 21, 2022

Dr. Barbara M. Medina

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

Approved

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

President's Report (3 minutes) not present

Dr.Barbara M. Medina

Finance Committee Report (3 minutes)

Mr. Ben Maes

Sent out the report to everyone. The meeting was held Oct 18, 2022. The concern was about the falling cash liquidity. Liquidity definition was provided. This could affect our credit if we ever decided to purchase the building through a bank. Mr. Maes wants to know how this concern is going to be addressed. The audit should be completed by the end of this week, but the report will not be completed

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right away. Recommendation is to keep our cash liquidity at least 3%. What is the cause of the decrease? Please see the financial report for further information.

Teacher's Report (3 minutes)

Mrs. Marta Martin-Alonso and Agustín Hernandez

Ms. Marta gave a teacher report

Math Interventionist K-5 small group. She is working with the K Teachers trying to help connect with them in Math. This is her 7th year at CDHA (K and PK and Math Interventionists) The Fall Carnival is next week.

Mr. Augustin Hernandez

He has been at CDHA for 1 1/2 years. He is very happy. His program is sponsored by Gear Up. Ms. Jeanett and Dr. Romero attended the Nat'l Math Conference in California at the end of September to support us with working with students in math.

Julio Meza, Student Council President

Secretary of Student Council (8th grade) favorite subject is Math

Vice President (6th grade) Favorite subject is Math (Genesis and Leslie)

More assemblies

Basketball games

Tutoring

Trip to Washington DC/NY (What places would you like to go-Dr. Monaghan)

Yard Sale next Saturday to Fundraise

Candy Sale to raise money for trip

Equity Council Report

Mrs. Jeanett Jimenez

Met on October 11, 2022. A lot of the discussion was around Access Scores and EOY IMSSA. What barriers are we seeing with the ELL Learners? We wanted input from families. What are the barriers and how can we help remove these barriers. Dr. Moncada did mention attendance does affect test scores. One parent did mention their English was not that good so they would like homework provided in English and Spanish. Parents felt some of their children are reluctant to read. Children on IEPs seem to miss more school. We will attempt to determine why this is occurring.

Principal's Report (10 minutes)

Dr. Jesús Moncada

404 Students with PK 367 without PK

Hired Norma to support an Autism Student (receiving training from a Autism Specialist)

TNTP was hired – 4 coaching session – the report last week was very positive

PDP and classroom walkthroughs have been completed in Canvas

A couple of APS Site Visits have occurred

Dr. Moncada shared a some data with the Governing Council

ACCESS on ELL – 54%

Attendance continues to impact our data. The more absences the grade level has the more the data was negatively impacted.

He shared the APS Fall Site Visit report. Almost everything was green; just a couple yellow areas. (The site visit will be reviewed on December 16, 2022 at the APS site visit). Dr. Monaghan was questioning

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October 19, 2022 at 5:00 p.m.

what the changes were from last April till now. Why had we changed from red to green? He wanted to view the site visit report in Google Drive.

The TNTP rubrics are on the Power Point

Please Principal report for more information in Google Drive

Mr. Maes – Can you elaborate on the Fall Carnival? Are we invited?

Governing Council is invited to attend the Fall Festival on October 27 from 5:00-8:00 pm.

Covid cases have drastically decreased.

Discussion/Action Items:

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

We are trying to complete the audit by the end of this week. Please sign the letter and send to Bryan as soon as possible. Bryan had to jump off. Jennifer will step-in.

We had SLP services

The check for the portables relocation was voided

Food Services

Cleared payments

Cash liquidity is down a little

Cleared deposits

Monthly bank statement

Break down of our fund resources

Backup report for the fund balances

Please see the attached reports-in Google Drive

Pg 4 – by month may not tell us the whole picture, but possible a yearly chart (Dr. Monaghan)

Pg 5- The charts needed to be revised or fixed (it is hard to read) – provide an explanation in the legends (Dr. Monaghan)

Will work with Bryan on the charts/graphs for future meeting

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

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

Approved

B. Incoming Governing Council Member (Ms. Mariana Silva) (Motion, 2nd, Approve, Disapprove)

-Dr. Barbara M. Medina

 1 Dr. Barbara M. Medina 2 Dr. Edward Monaghan X Mr. Ben Maes

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 X Ms. Roxana De La Torre Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino
Tabled until 11/2022

Mariana is sick

Application needs to be submitted to board

Can any other board member reach out to her – Dr. Monaghan is going to reach out to her this week – Dr. Moncada needs to send Mariana's information and application to the Board Members

Application has been sent to Mariana

C. Lease Increase for Installation of Portables until LPA is approved (Motion, 2nd, Approve, Disapprove)

Saylor is proposing to increase the lease agreement by \$3686/month for installation of the portables until LPA gets approval from the state. Since the school does not own the land, we cannot install the portables. The solution is to increase the monthly agreement in order to cover the cost. Saylor got a quote for installation of the portables, \$391,000 (Construction work, plumbing, electricity, etc).

-Dr. Barbara M. Medina

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

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

-Dr. Barbara M. Medina

Dan has been working with Mr. Saylor on this to finalize terms. The final 8.8 million (including \$430,000 for the portables being installed) \$8.4 million over 30 years at a 6% interest rate. Financing would reduce if we paid more down (monthly amount would decrease about \$3000/month). The amortization schedule includes our monthly payment. We are being asked to rollover the cost the amount of the portables installation. Capital Outlay can be used at any time to reduce our monthly payment or as a down payment if we have it.

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

Approved

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

 1 Dr. Barbara M. Medina 2 Dr. Edward Monaghan X Mr. Ben Maes
 X Ms. Roxana De La Torre X Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino
Special Session Recommended

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Governing Council Meeting Minutes
October 19, 2022 at 5:00 p.m.

Special Session scheduled for November 2 at 5:00 pm

Item Tabled

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 7:15 p.m.

Special Session scheduled for November 2 at 5:00 pm

Next Meeting Date: November 16, 2022 at 5:00

Christine Duncan Heritage Academy
Governing Council Special Session Meeting Agenda
Nov. 7, 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 Nov. 7, 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:

Discussion/Action Items:

A. 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

B. Contractor Concern/Governing Council Member Concern (Closed Session)

-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 Special Session Meeting Notes
Nov. 7, 2022 at 5:00 p.m.

Call to Order: Time 5:04 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.

Approval or Disapproval of Agenda of Nov. 7, 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

Approved

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

Discussion/Action Items:

Dr. Medina entertained a motion to go into executive session at 5:08. Dr. Monaghan made the motion. Alex Ruiz seconded. Motion Passed. Approved.

A. 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."

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

Recommendations were presented to Dr. Moncada by the Governing Council. Approval of PDP was tabled to regular meeting on Nov. 16.

B. Contractor Concern/Governing Council Member Concern (Closed Session)

-Dr. Barbara M. Medina

☒ Dr. Barbara M. Medina ☒ Dr. Edward Monaghan ☐ Mr. Ben Maes
☒ Ms. Roxana De La Torre ☐ 1 Ms. Vilma Alejandra Ruiz ☒ Ms. Silvia Fraire-
Nino

Voted to return to regular session at 6:24.

Two concerns were shared with the Governing Council, and they will entertain a recommendation by Principal Moncada after her reviews documents on Conflict of Interest as it is a gray area.

Adjournment

-Dr. Barbara M. Medina

☒ Dr. Barbara M. Medina ☒ Dr. Edward Monaghan ☐ Mr. Ben Maes
☒ Ms. Roxana De La Torre ☐ 1 Ms. Vilma Alejandra Ruiz ☒ Ms. Silvia Fraire-
Nino

Approved to adjourn.

Meeting Adjournment: Time 6:28 p.m.

Next Meeting Date: November 16, 2022 at 5:00