

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 December 14, 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.

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Approval or Disapproval of Agenda of December 14, 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 November 16, 2022 Dr. Barbara M. Medina  
 Approval of Meeting Notes for November 30, 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

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**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)	Mrs. Paola Carbajal and Mr. Joel Sandoval
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, 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. Incoming Governing Council Member (Ms. Mariana Silva) (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

C. Lease Purchase Agreement Resolution Update (Discussion)

D. School Calendar for 2023-2024 (Discussion)

E. Administration Succession Plan (Discussion)

-Dr. Barbara M. Medina

F. Governing Council Retreat (Discussion)

G. 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**  
 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	X (late)	
Dr. Edward Monaghan	Vice President	X (remotely)	
Mr. Ben Maes	Treasurer	X (remotely)	
Ms. Roxana De La Torre	Secretary	X (remotely)	
Ms. Vilma Alejandra Ruiz	Member	X (in-person)	
Ms. Silvia Fraire Nino	Member	X (in-person)	

**Quorum:**  X  Yes \_\_\_ No

**Others Present:**

Dr. Jesús Moncada, Principal; Mr. Bryan Runyan, Finance; Mr. Erik Perez, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Ms. Jeannet Jimenez, Equity Council Rep., Rachel Gamboa, Julie Weeks

Approval or Disapproval of Agenda of November 16, 2022

Dr. Barbara M. Medina

\_\_\_ 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

Approved unanimously

Approval or Disapproval of Meeting Minutes of October 19, 2022  
Approval of Meeting Notes for November 7, 2022

Dr. Barbara M. Medina  
 Dr. Barbara M. Medina

\_\_\_ 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

Approved unanimously

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

**Reports:**

President's Report (3 minutes)  
 Finance Committee Report (3 minutes)

Dr. Barbara M. Medina  
 Mr. Ben Maes

Spent considerably amount of time on audit report. Cannot discuss the report yet since it has not been finalized. Still concerned about the cash liquidity (1.35%). Mr. Runyan sent a report addressing this issue. Our expenditure needs to be less than our revenue. Dr. Monaghan wants this put as an agenda item for our next GC meeting. Develop some resolutions to this issue. We have got some grant money coming that will assist this problem. Dr. Monaghan wants to have a quick discussion on factors. Mr. Maes thinks we need additional check signers in the event one of the signers is unavailable.

Teacher's Report (3 minutes)

Mrs. Elena Zuniga and Mrs. Cynthia Toledo

Ms. Toleda (ELD)

Bilingual Seal (8<sup>th</sup> grade)- Whole year process; preparing for parent teacher conferences (Zoom and In person); Science Fair is being prepared for; Field trip the Art Museum which incorporated what they are learning in class; part of the schedule/calendar committee last year; how do these activities fit into the strategic turnaround plan (Dr. Monaghan) - Culture shift (Bilingual Seal), SEL (Fieldtrips), Science Instruction (Science Fair), students develop growth mindset through science (how does this fit into our Strategic Plan) - concentrate on our key elements of the plan and report back to GC. The strategic plan is a live document. Address in the staff meeting and the PLCs. Dr. Monaghan would like the plan to be the main focus.

Ms. Zuniga reported. Several classrooms were broke into a couple of weeks ago and an attempt to break in last weekend occurred. We do need to increase our security. Give visitor lanyards (work on getting CBH and IT to wear visitors' passes).

Student's Report

Julio Meza, Student Council President

President Student Council- Everything is going well, Student Council is working on a talent show for next semester 2023. This biggest project we are working on right now. They may add more activities. The concession for the games is going well. Guero Loco came to our school. The students really like his songs. He is an artist; born in Indiana; he was in the Marines; has a Masters in Education; he is bilingual; he is studying in Germany; He is living in Germany. Friday is going to be Taco Family Lunch for Thanksgiving. Tickets are \$5. GC is invited.

Equity Council Report

Mrs. Jeanett Jimenez

Continued looking at data. What do the parents think the trends should be based-on current data? Yazzie Martinez; meeting monthly; how are results to be conveyed to the staff/community?

Principal's Report (10 minutes)

Dr. Jesús Moncada

406 students

Erin Osborn (SW supervisor for SPED students)-two week notice at other job

Tom House (RT Therapy)

11 cases of COVID (still present)

The little ones have been very sick (PreK, Kindergarten, first grade)

IMSSA (3-8) in progress

60 students for CBH

Health and Wellness team meets weekly

TNTP did a learning walk on October 13 – competed the Acceleration Plan

Family Engagement Plan in progress – parent survey

Completed the PK report

October 25 –

Parent Liaison will be recognized at the APS school board tonight

Explora Night very successful (382 participants)

Vaccine Clinic was done last Friday (157 vaccines given)

Chocolates, raffle tickets for blender, yard sale, and booth at community center are for sale to help students get to Washington DC/NYC  
DC trip deadline to pay is scheduled for February right now/trip dates may change to May/cost includes airline tickets, boarding, food, and tickets into museums

Please see Principals Report for more details

### **Discussion/Action Items:**

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

Erik Perez-business manager K-12 accounting

4 bars

Lease Assistance Grant updtae

NM Covid grant from DOH

2 maintenance Bars for Title I -No increase or decrease to our budget – the funds have to match-support services – move from our agency to other benefits- move funds around for the instruction

Checks created in the month of October (Please see report)

Expenditures for the remainder of the year (Please see report)

Revenues for the remainder of the year (Please see report)

Dr. Monaghan would like some revisions made to the charts/graph to make them easier to decipher.

Mr. Maes wanted to know why we were in the negative for October; we spent less in October than the other months

Spending for students (Please see reports)

Monthly cash balance

Bank Reconciliation

Fund Balances

Where we are sitting currently?

Percentage balances are pretty good (Dr. Medina was concerned about the percentages about various expenditures)

Please see all reports for the budget

Dr. Monaghan would like the graphs to make sense/he said the graphs were not very helpful/be objective about the creation of the graph/possibly have someone with Excel experience assist with the creation of the graphs

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

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

Approved unanimously

B. Incoming Governing Council Member (Ms. Mariana Silva) (Motion, 2<sup>nd</sup>, Approve, Disapprove) - tabled until next meeting



-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, 2<sup>nd</sup>, Approve, Disapprove)  
-Dr. Barbara M. Medina

The LPA needs to be updated. Revised resolution on the updated and approved. Only change is the rolling of the cost of the portables.

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

Approved unanimously

D. School Assets Inventory (Motion, 2<sup>nd</sup>, Approve, Disapprove)  
-Dr. Barbara M. Medina

This inventory is completed every year and given to the auditors.

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

Approved unanimously

E. Principal's Professional Development Plan, Contractor Concern, and Governing Council Member Concern (Motion, 2<sup>nd</sup>, Approve, Disapprove) **TABLED**  
"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

Included the information recommended on the closed session on November 7. Comparison data was completed. The charts/graphs are on the Google Drive under Christine Duncan (Reading, Math, Science, and EL students).

Put on a special session for November 30 at 5:00

ESSER Funds award letters will be added to this special session

     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   7:24   p.m.

Next Meeting Date: December 14, 2022 at 5:00

**Christine Duncan Heritage Academy**  
**Governing Council Special Session Meeting Agenda**  
 November 30, 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. Jeanett Jimenez, Equity Council Rep.

**Discussion/Action Items:**

A. BAR Update (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. Principal's Professional Development Plan (Motion, 2<sup>nd</sup>, 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

C. Contractor Concern  
 "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

D. Governing Council Member Concern (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  
 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 Special Session Meeting NOTES  
 November 30, 2022 at 5:00 p.m.

Call to Order: Time 5:12 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

Dr. Monaghan started the meeting.

**Others Present:**

Dr. Jesús Moncada, Principal; Mr. Bryan Runyan, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Ms. Jeanett Jimenez, Equity Council Rep.

**Discussion/Action Items:**

A. BAR Update (Motion, 2<sup>nd</sup>, Approve, Disapprove) -Mr. Bryan Runyan  
1st Dr. Barbara M. Medina X Dr. Edward Monaghan \_\_\_ Mr. Ben Maes  
X Ms. Roxana De La Torre 2nd Ms. Vilma Alejandra Ruiz X Ms. Silvia Fraire-Nino

Approved unanimously

B. Principal’s Professional Development Plan (Motion, 2<sup>nd</sup>, 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

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

\*Voted to move into close session. Voted to get out of close session. Notes: It was recommended for data analysis and next steps to accompany data charts and amended a statement that states, “if data is available at time of the end of the year principal evaluation.”

Approved unanimously

C. Contractor Concern

“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

  1st   Dr. Barbara M. Medina  
  X   Ms. Roxana De La Torre  
Nino

  X   Dr. Edward Monaghan   Mr. Ben Maes  
  2nd   Ms. Vilma Alejandra Ruiz   X   Ms. Silvia Fraire-

\*Voted to move into close session. Voted to get out of close session. Notes: Send improvement performance contract for review by school’s legal council. Contractor will agree to an improvement performance contract.

Approved unanimously

D. Governing Council Member Concern (Motion, 2<sup>nd</sup>, Approve, Disapprove)

-Dr. Barbara M. Medina

  1st   Dr. Barbara M. Medina  
  X   Ms. Roxana De La Torre  
Nino

  X   Dr. Edward Monaghan   Mr. Ben Maes  
  2nd   Ms. Vilma Alejandra Ruiz   X   Ms. Silvia Fraire-

\*Voted to move into close session. Voted to get out of close session. Notes: Governing Council Member in question will continue on the board as long as she is not employed by the school. Governing Council will send a letter to Governing Council Member in question stating she would need to abstain from comment or voting on any items related to the vendor. The school. Principal will work on a policy related to vendors and contractors and conflict of interest for clarity.

Approved unanimously

Adjournment

-Dr. Barbara M. Medina

**Meeting Adjournment:** Time   6:08  p.m.

Next Meeting Date: December 14, 2022 at 5:00