

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
January 18, 2023 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 January 18, 2023

Dr. Barbara M. Medina

Name	Title	Approve
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	

Approval or Disapproval of Meeting Minutes of December 14, 2022

Dr. Barbara M. Medina

Name	Title	Approve
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	

Public Comments (3 minutes maximum for comment)

Dr. Barbara M. Medina

Reports:

President's Report (3 minutes)
 Finance Committee Report (3 minutes)
 Student's Report
 Equity Council Report
 Principal's Report (10 minutes)

Dr. Barbara M. Medina
 Josefina Baidon and Litzia Gonzalez
 Julio Meza, Student Council President
 Mrs. Jeanett Jimenez
 Dr. Jesús Moncada

Discussion/Action Items:

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

Name	Title	Approve
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	

B. Suggestions for Finance Packet (Discussion) -Dr. Edward Monaghan

C. Board Member Conflict of Interest Letter (Motion, 2nd, Approve, Disapprove) -Dr. Edward Monaghan

Name	Title	Approve
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	

D. Governing Council Bylaws (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

Name	Title	Approve
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	

E. Summary of the APS Fall Site Visit Report 2022 (Discussion) -Dr. Jesús Moncada

F. February's Governing Council Retreat Agenda, and Preparation by the Principal;
Strategic Plan Implementation Update, Results Data, PDP update (Discussion)
-Dr. Barbara M. Medina

G. Lease Purchase Agreement Update (Discussion) -Dr. Jesús Moncada and Mr. Dan Hill

H. School Calendar for 2023-2024 (Motion, 2nd, Approve, Disapprove)
-Dr. Barbara M. Medina

Name	Title	Approve
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	

I. Recommendations of Agenda Items for February 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: March 15, 2023 at 5:00

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 December 14, 2022 at 5:00 p.m.

Call to Order: Time 5:06 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; Ms. Sarah Estrada, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Ms. Jeannet Jimenez, Equity Council Rep., Julie Weeks, Rachel Gamboa

Approval or Disapproval of Agenda of December 14, 2022

Dr. Barbara M. Medina

Name	Title	Approve
Dr. Barbara M. Medina	President	X
Dr. Edward Monaghan	Vice President	1st
Mr. Ben Maes	Treasurer	X
Ms. Roxana De La Torre	Secretary	X
Ms. Vilma Alejandra Ruiz	Member	-----
Ms. Silvia Fraire Nino	Member	2nd

Approved

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

Name	Title	Approve
Dr. Barbara M. Medina	President	X
Dr. Edward Monaghan	Vice President	X
Mr. Ben Maes	Treasurer	Abstain
Ms. Roxana De La Torre	Secretary	1st
Ms. Vilma Alejandra Ruiz	Member	-----
Ms. Silvia Fraire Nino	Member	2nd

Approved

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

President's Report (3 minutes) Dr. Barbara M. Medina
Dr. Medina attended the PCSNM Conference. She learned a lot and already knew a lot of what was said. She was glad to see such a great representation from CDHA.

Finance Committee Report (3 minutes) Mr. Ben Maes
The finance committee has met, but still waiting on the minutes (Dr. Moncada might add to the meeting.)

Student's Report Julio Meza, Student Council President and Darren Trejo-Perez
Winter Program starts at 1:00 pm on Dec 16, 2022
Boys' basketball won the championship!!
Student Council will be helping to decide what the portables should be used for
There will be a lunch for student council and will talk to principal about things they want for school.

Equity Council Report Mrs. Jeanett Jimenez
We did not meet this month. In January, we will meet look at assessment data as well as attendance data. We will look to see if we are on track with our 90-day plan. Governing Council will have access to this data

Teacher Report Paola Carbajal and Joel Sandoval
Introduced herself. As an 80/20 model, she would like to have Istation Math in Spanish to be considered. She invited the GC to the Winter Program at 1:00 on December 16, 2022.
Mr. Sandoval teaches SS for middle school. The spelling bee in English was conducted. The winner was a high performing student. He felt in the past we assessed too much; now we are only administering IMSSA in middle school and Istation in grades K-5. He feels the students are taking it more seriously. On-line learning when students are sick has not been very successful. The middle school team hopes that if we go back on-line because of sickness we will have everyone with working computers.

Principal's Report (10 minutes) Dr. Jesús Moncada
Cecia Gonzalez placed first in the English Spelling Bee (6th grade), Darren Perez-Trejo (6th grade) placed second and Gerome Marquez (5th grade) placed 3rd.
Thank to the GC for attending the PCSNM Conference (It was nice spending time with them)
80th Day Report – 410 students enrolled (373 K-8 and 37 students in PK)
Nidia – resigned (trying to convince her to stay)
Andrea Armijo – Transferring schools by end of semester
George Marquez – Retiring by end of December
Viruses are affecting our attendance AGAIN
February 16- TNTP Learning Walk (worked on the Acceleration Plan and waiting for feedback)
Domain 4 (Reported to APS on December 12)
RFR are being submitted to the district in a timely fashion for PreK
APS recommended for us to learn more about the restorative practice (December 12)
APS recommended for us to add a section to our SPED Checklist about whether the parents understand their child's eligibility or not (December 12)
CDHA won the basketball championship
Employees will be honored on December 16th for five years of service (afterschool)
Dr. Monaghan and Mr. Maes were at the APS site visit – Thank you!

Discussion/Action Items:

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

Sarah is the new finance person assigned to our school. No new BARS to be approved this month (these were approved previously at the special session)

Dr. Medina had questions about several of some of the checks written. Discussion took place.

She is encouraging us to use the P-Card system which would be better than providing teachers with reimbursement (which is an auditing nightmare)

Dr. Medina questioned the Gear Up funding (wanted to know what Gear Up is)

Dr Medina wanted to know why our budget is so out of balance.- Current Revenue vs Expected Revenue (Bryan may meet with Dr. Monaghan and Mr. Maes to possibly revise the graphs)

Bank Reconciliation

Dr. Medina questioned some of our checks (one was for child support, another small amount, the various bus transportations, Sundance Consulting – paying for individual projects)

What percentage of cash liquidity for November? It was 2.14%.

Cash Liquidity affects our credit rating

Cash Liquidity needs to be more vigilant on looking at our vendors

GC wants to see a scope of work for Sundance (what are they doing; Is this the best practices)

We need to look at different vendors to see what is best for our school

Possibly have a retreat to discuss the budget and align it with our mission and student achievement and set finance policies (Can we improve student learning?) – more focus instructionally

Possibly a budget focused meeting a couple times a year

Get advice from our accounting vendor

Who gets overtime? (usually the custodians)

Is the workman’s comp for our portion? (yes)

Do we have any employees on workman’s comp? (no)

Create a glossary for the financial report (use the one page from the report/tweak to meet our needs)

Financial/Budget is going to be a main focus and goal to get it under control in the upcoming year

Covid-related expenses (ESSR funds) that will seek reimbursement from federal grant – water dispensers and water, desanitizing company to come in 2 times per month, security services, custodian overtime – open school for company to spray, etc.

Motion to Approve the Financial Report:

Name	Title	Approve
Dr. Barbara M. Medina	President	X

Dr. Edward Monaghan	Vice President	X
Mr. Ben Maes	Treasurer	Abstain
Ms. Roxana De La Torre	Secretary	1st
Ms. Vilma Alejandra Ruiz	Member	-----
Ms. Silvia Fraire Nino	Member	2nd

Approved

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

-Dr. Barbara M. Medina

Motion to Table this item. No information from Mariana Silva (no application/.

Name	Title	Present
Dr. Barbara M. Medina	President	1st
Dr. Edward Monaghan	Vice President	2 nd
Mr. Ben Maes	Treasurer	Abstain
Ms. Roxana De La Torre	Secretary	X
Ms. Vilma Alejandra Ruiz	Member	-----
Ms. Silvia Fraire Nino	Member	X

Approved

C. Lease Purchase Agreement Resolution Update (Discussion)

Dr. Medina has signed the LPA. It has been sent to Dan Hill to submit.

D. School Calendar for 2023-2024 (Discussion)

Input should come from the teachers prior to GC approval. CDHA has a calendar committee which has developed 3 different options. The GC wants to have the final calendar prior to approval. We have final approval on the school calendar. APS asks for the calendar in January; however, we do not have legislative input until February. The calendar will be based-on K3Plus and ELTP funding from legislative session. The Board makes the last decision on the calendar each year. What are the benefits and challenges of each calendar?

E. Administration Succession Plan (Discussion)

-Dr. Barbara M. Medina

What policy and procedure do we have in place if Dr. Moncada left tomorrow? Who would take over the school and keep the school running? We need to plan ahead and who would follow in his footsteps

Possibly Revisit at the retreat

CDHA need to come up with a succession plan to present to the board

Chain of Command in place

F. Governing Council Retreat (Discussion)

Schedule another retreat in the Spring

Have an agenda for the retreat

Dr. Moncada would love to get together to develop a strategic plan

Dr. Medina and a couple of other members work together develop a sample agenda for the January GC

Silvia would like to have a retreat

Roxanna would like to have a retreat in February

Indicate which dates we are open in February

Send out an email to see who is interested in a day-long retreat for GC

APS Site Visit (Virtual) on December 16 – Dr. Monaghan will plan on attending

G. Recommendations of Agenda Items for January 18 at 5:00 pm and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)

-Dr. Barbara M. Medina

Draft agenda/language for retreat

New GC board member?

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:56 p.m.

Next Meeting Date: January 18, 2023 at 5:00