

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 February 15, 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

Approval or Disapproval of Agenda of February 15, 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 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 Notes for GC Retreat on February 11, 2023
 Medina

Dr. Barbara M.

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)	Dr. Barbara M. Medina
Finance Committee Report (3 minutes)	Mr. Ben Maes
Teacher's Report (3 minutes)	Mrs. Karla Campos
Principal's Report (10 minutes)	Dr. Jesús Moncada

Discussion/Action Items:

A. Budget Update & BARS, vouchers, financials, and bank reconciliation (Motion, 2nd, Approve, Disapprove) -Ms. Sarah Estrada

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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. Election of Governing Council Officers -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	

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

D. Recruitment of Governing Council Members (Discussion) -Dr. Barbara M. Medina

E. Approval of Mission/Vision Statement -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	

F. Professional Development Plan Review (Discussion)

“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

G. Recommendations of Agenda Items for March 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, 2022 at 5:00 PM

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 January 18, 2023 at 5:00 p.m.

Call to Order: Time 5:07 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	

**Meeting started by Dr. Edward Monaghan.*

Quorum: X Yes No

Others Present:

Dr. Jesús Moncada, Principal; Ms. Sarah Estrada, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Ms. Jeannet Jimenez, Equity Council Rep., Julie Weeks,

Approval or Disapproval of Agenda of January 18, 2023

Dr. Barbara M. Medina

Amend next meeting date to February 15, 2023 (motion was approved to amend)

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

Approved

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	X
Mr. Ben Maes	Treasurer	X
Ms. Roxana De La Torre	Secretary	1st
Ms. Vilma Alejandra Ruiz	Member	2nd
Ms. Silvia Fraire Nino	Member	X

Approved _____

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

A finance committee meeting was held. Sarah is working on changing the graphs. Ben had questions about the graphs. The graphs were researched and resent. We covered a couple of checks (lockbox)

Josefina Baidon and Litzia Gonzalez

Teacher Reports

Middle – Field Trips – Legislative Day February 9th; Stem conference for MS girls -end of February

Student are preparing for the Spanish Spelling Bee – Feb 28th

8th grade students still working on the Bilingual Seal until the end of April

PAWS System is still being developed and implemented (Positive Behavior System for expectations)

Legend of Learning and Moby Max is being implemented.

Would like to have an additional Spanish teacher hired for middle school for next year if there is money in our budget

Kindergarten – felt the students really benefited the K-8+ plus program at the beginning of the school year

Planning Field trips – Zoo and Museum

Ms. Ginger is doing interventions for Math and Reading

Dr. Romero is helping the teachers modify their lesson plans to help the students with learning

Thankful for making the doors safer and more secure

Thankful for the meals

Would like new chairs and tables (wooden chairs are broken)

Dr. Monaghan would like to know how the activities will impact student learning and our strategic learning – please report using this frame in future meetings

GC only has one employee (the director). All issues need to be put into writing to Dr. Moncada

Alarms have been installed on all classrooms to make them more secure

Parents need to be trained in what to do if we have an active shooter situation.

Student's Report

Julio Meza, Student Council President

Julio is the president of student council. The portables are being prepared. Volleyball and soccer are going to start. A library, special education room, computer lab are being planned for the portables. MS is represented in student council. A BBQ was held for the basketball win. What are Julio's goals in the future (win bb again, graduate early so I can get into college – being a doctor or lawyer)

Equity Council Report

Mrs. Jeanett Jimenez

Met last week. We looked at MOY IMSSA data for 3- 8 and MOY IStation K-2. We had to break it down more for the parents at the meeting. The Yazzie/Martinez Court Case really comes into play for our ESL students. The ESL students are under achieving. The data showed this. We also tried to break down the attendance issues, but we are waiting on updated reports. The attendance and ESL strategies impact our scores. We did not diagnose the root cause during this meeting. Next steps: instead of working in silos, come together to work as a whole school as it relates to our strategic plan.

D. Recruitment of Governing Council Members (Discussion) -Dr. Barbara M. Medina

E. Approval of Mission/Vision Statement -Dr. Barbara M. Medina

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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	

F. Professional Development Plan Review (Discussion)
“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

G. Recommendations of Agenda Items for March 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, 2022 at 5:00 PM

Christine Duncan's Heritage Academy

1900 Atrisco Dr. NW
Albuquerque, NM. 87120
(505) 839-4971
(505) 831-9027 fax

CDHA Governing Council Working Session

AGENDA

February 11, 2023

9:30-3:00 with working lunch

Location: 3900 PanAmerican Freeway NE, Albuquerque, NM 87107

- I. Welcome
- II. School Overview By Dr. Moncada
- III. Understanding Our Roles as Board Members
- IV. Review Governing Council Bylaws and Conflict of Interest Policy
- V. Review mission/vision for CDHA set goal for Governing Council work
- VI. Discuss procedures for election of officers
- VII. Planning the School Calendar and setting our meetings for the year

Other possible items:

- Review Strategic Plan and draft a five-year plan
- Understanding and Building a Budget: Review Finance Reports and Graphs
- School Improvement and the Turnaround process

Mission: Christine Duncan's Heritage Academy promotes academic excellence, bilingualism, and lifelong learning. CDHA values a diverse and inclusive environment that encourages family and community engagement.

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February 11, 2023

Reviewed Agenda Items

Welcome/Introductions

*Write a posted notes on why you are here and serve for CDHA

*Dr. Medina mentioned Robert's Rules of Order and practiced how to run the meetings.

"Decisions" activity:

1. Purpose: Why are you on the GC?
2. Roles and commitment of the board with a purpose and by-laws.
3. Review Bylaws – vote on it on March meeting after they are reviewed by Mr. Dan Hill
4. 2nd Wed. of the Month should be changed to 3rd Wed. of the Month so Equity Council can meet on the 2nd Tuesday of the month

You're a baseball player – what's your walk out song?

Dr. Barbara M. Medina:

Born in Kansas (Parents from Mexico)
Referenced "ALCANCE" – Adams State, CO
Long Professional Career in Education
Director of Innovation and Transformation
Director of English Language Acquisition in Denver Public Schools
Charter Schools Commissioner for Colorado
Champion for Language Minority Students
Most recently worked as President for Northern NM College in Española

Dr. Edward Monaghan:

Born in New England in Rhode Island.
Teacher, Assistant Principal, Principal, College Professor
Focused on evaluation of programs for Native American students
Migrant Education Program at USDE in D.C.

Ms. Melissa Maestas

Born in NM (parents from Tierra Amarilla and Mora)
Worked for the Government in NM – 6 years
Community Involvement at Sandia Labs
Raised a child and started working in schools
Strives for Equity for Children
Enjoys helping people

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Ms. Roxana De La Torre:

Born in Fresnillo, Zacatecas (Parents from Guanajuato and Jalisco)
Parents always encouraged education
Served as a volunteer at CDHA in PreK
Parent Leader

Ms. Alex Ruiz:

Born in Albuquerque
Reason for being on the board is to assist and support the school
Parents did not push her to complete an education and dropped out of high school
Has two children who attend Christine Duncan
Want students in our community to have an equal opportunity

Ms. Silvia Fraire-Nino:

Born in Chihuahua, Mexico
Raised in Grants and moved to Albuquerque
Worked with children with disabilities for 14 years
Stopped working to raised her children and support her husband
At CDHA to support our community

Mr. Ben Maes:

Born in Taos, NM
Since 2014 on CDHA board and served as president for 6 years and now treasurer
Background in business and military not in education
National Guard for 32 years (Panama and Germany and USA bases)
Feel for the teachers due to bureaucracy in education
In business experienced the deficiencies in education when interviewing candidates
Charters provide school choice

Mr. Dan Hill:

Born in Illinois
School Attorney
Middle School Teacher in Chicago
Law School – University of Michigan
Self-contained 8th grade class with 31 students
General Council for NMPED – served in government
Private practice and works with charter schools
ACE Leadership GC

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Kids attend NMIS
Committed to Public Education

Dr. Jesús Moncada:

- Born in Chihuahua, Mexico
- Grew up with very different parents and extended families
- Immigrated to USA in the 80s, lived on both sides of the border
- Attended Columbus Elementary as a 6th grader
- Moved to Nebraska after high school where he met his wife and has three kids
- Attended NMSU and received his Bachelors and Masters
- Received his Doctorate
- Seeks equity and social justice for all students

Mr. Hill reviewed the Governing Council role as a public charter school entity

- Own LEA (Authorizer is APS – they cannot renew for violating a material term – financial mismanagement, issue with special education, etc.
- Own Governing Council
- Employ and evaluate the School's CEO
- Budget Approval and fiduciary responsibilities, including school calendar
- Approve Policies and Procedures: Approve discipline policies to include Student expulsion
- Termination or discharge "just cause" – CEO discusses with the Governing Council and they have the right to request a hearing. E.g. more than 3 years for teachers is considered tenure and for EAs

Mr. Maes

- Commented that Charter Schools can be shut down by the authorizer

Activity:

Review Bylaws in groups and share with the group.

Questions were discussed and Dr. Moncada sent questions to Mr. Dan Hill for clarification. Dr. Moncada was directed to send the bylaws with proposed changes to Mr. Dan Hill for review so they could be approved at the March meeting.

Activity:

Roles and Responsibilities

- A. Budget
 - Ben – Strength
 - Ed – Opportunity
 - Roxana – Opportunity
 - Dr. Medina – Strength
 - Alex – Opportunity

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- B. Hiring/Evaluating the CEO
Ben – Opportunity (evaluating and process to hire a new CEO)
Succession Plan – needs to be in place (e.g Chain of Command for Approval and set perimeters)

- C. Approving School Policies (grievance policy – budget internal procedures - discipline issue – medication administration – segregation of duties)
Roxana – Strength
Dr. Medina – Opportunity
Silvia - Opportunity

*GC was split on strengths and needs

Recommendations:

Recommend standing committees

- GC member be involved in a POLICY committee

Create a schedule of meetings (third Wednesday of the month for 2023-2024)

Policies should be on school's website

It was discussed that GC members can only make decisions at a meeting with a quorum and not in isolation. It was recommended to re-direct any employee or parent issue or concern to Dr. Moncada if they were to be contacted by school personnel or parents.

Reviewed Bylaws in Groups to make recommendations on revisions. Send to Mr. Dan Hill for review and vote on it in the March meeting.

Mrs. Alex Ruiz moved to adjourn the meeting! 😊

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