

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
March 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; Ms. Sarah Estrada, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison

Approval or Disapproval of Agenda of March 15, 2023

Dr. Barbara M. Medina

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

Approval or Disapproval of Meeting Minutes of February 15, 2023

Dr. Barbara M. Medina

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

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

Student's Report (3 minutes)
Principal's Report (10 minutes)

Julio Meza, Student Council President
Dr. Jesús Moncada

Discussion/Action Items:

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

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

- B. Summary of the CDHA Student Data (Discussion) -Dr. Jesús Moncada
- C. APS Special Education CAP for SLP (Discussion) -Dr. Jesús Moncada
- D. Recruitment of Governing Council Members (Discussion) -Dr. Barbara M. Medina
- E. Approval of Governing Council ByLaws (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

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

- F. Student Issue (Closed Session) -Dr. Barbara M. Medina
- G. Recommendations of Agenda Items for April 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: April 19, 2022 at 5:00 PM

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 February 15, 2023 at 5:00 p.m.

Call to Order: Time 5:10 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 5:20	
Ms. Silvia Fraire Nino	Member	X	

Dr. Monaghan started the meeting.

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Ms. Sarah Estrada, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Julie Weeks, Special Education; Karla Campos and Luz Chavira, Teachers

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

Approved

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

Approved

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

Approved

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

President's Report (3 minutes)	Dr. Barbara M. Medina
Not Present	
Finance Committee Report (3 minutes)	Mr. Ben Maes
No Finance Meeting/Not enough time to review finance report.	
Teacher's Report (3 minutes)	Mrs. Karla Campos
*Focused on 4 Domains	
*See teacher's report	
Principal's Report (10 minutes)	Dr. Jesús Moncada
Report Focused on 4 domains	
411 students enrolled – 120 th day (376 w/o PK)	
See Principal's report	

Discussion/Action Items:

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

We have six Bars from carryover FY22
Payroll and Accounts Payable

Bank Reconciliation

New graphs and descriptions were developed to make them easier to read and understand
Dr. Monaghan was happy with upgrade (Making progress)

Cash Liquidity is 2.27% (Our goal is at 3%)

Ben Maes HB33 cash balance \$1,607,000 (is that the actual balance – yes)
Uncleared payments (bank statement) – October 7th, 2022 APS - \$390.00 #13846 (Sarah will
look into)
Carry-over from FY22
See the attached report
Approval of six bars; 26I, 27I, 28I, 29I, 30I, and 32I

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	2nd
Ms. Vilma Alejandra Ruiz	Member	1st
Ms. Silvia Fraire Nino	Member	X

Approved BARS, vouchers, financials, and bank reconciliation

B. Election of Governing Council Officers
by Edward Monaghan)

-Dr. Barbara M. Medina (lead

President nomination – Dr. Medina (Alex nominated) and Dr. Monaghan (Silva and Roxanna – nominated)

Vice President—Dr. Monaghan (Alex nominated)

Secretary—Roxanna De La Torre (Alex nominated) and Alex Ruiz (nominated – Alex declined)

Treasurer-- Ben Maes (Alex nominated – Ben declined) and Silvia Fraire-Nino (nominated by Roxanna)

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	X
Ms. Vilma Alejandra Ruiz	Member	X
Ms. Silvia Fraire Nino	Member	X

Governing Council Elections were held and the following officials were Dr. Medina for President, Dr. Monaghan for Vice President, Ms. Silvia Fraire Nino for Treasurer, and Ms. Roxana De La Torre for Secretary. All positions were elected by acclamation.

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

Ben Maes – where are we at on the yellow – explained we are making progress – Another site visit tomorrow for Domain I and II – Ultimate goal is to have all green on the report
Dr. Monaghan liked the work that went into the data analysis. He has questions which he will put into an email. See the attached report

D. Recruitment of Governing Council Members (Discussion) -Dr. Barbara M. Medina
Dr. Medina created a letter to recruit new governing council members as necessary
Please see the attached letter

E. Approval of Mission/Vision Statement

-Dr. Barbara M. Medina

Same ones we worked on at the retreat.

Mr. Maes- Is this mission and vision being placed in the bylaws? Yes

Just minor changes were made to the mission and vision statements

Vote on the changes to the mission and vision

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	X
Ms. Vilma Alejandra Ruiz	Member	1st
Ms. Silvia Fraire Nino	Member	2nd

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.”

See PowerPoint Dr. Moncada presented.

-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

Data of mid-year student achievement in a one page was requested

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:45 p.m.

Next meeting date: March 15, 2022 at 5:00 PM