

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 April 19, 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 April 19, 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 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	

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

Ms. Silvia Fraire-Nino

Equity Council Report (3 minutes)
Principal's Report (10 minutes)

Ms. Jeanett Jimenez, Equity Council Rep.
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. Revision to School Calendar (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	

C. APS Special Education CAP for SLP Update (Discussion) -Dr. Jesús Moncada

D. Bilingual Application (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	

E. Nepotism Waiver for Employee (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 May 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: May 17, 2022 at 5:00 PM

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

Call to Order: Time 5:14 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 (5:47 pm)	
Ms. Vilma Alejandra Ruiz	Member		X
Ms. Silvia Fraire Nino	Member	X	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Ms. Sarah Estrada, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison, Julie Weeks, SPED Director (all were present)

Approval or Disapproval of Agenda of March 15, 2023

Dr. Barbara M. Medina

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

*Meeting agenda was Approved

Approval or Disapproval of Meeting Minutes of February 15, 2023

Dr. Barbara M. Medina

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

*Meeting minutes were Approved

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

President's Report (3 minutes) Dr. Barbara M. Medina
Met with Rick Saylor to find out where we are with the LPA. Albuquerque Talent and Development will be remaining where they are. They will pay us rent for the time being. The rest of the paperwork is still at the state level. Apologized for the lateness of the rent checks to the Saylor's.

Finance Committee Report (3 minutes) Ms. Silvia Fraire-Nino
Ben has nothing to report. New treasurer is Silvia Fraire-Nino

What is the hold up on the insurance claims for the two robberies?
Waiting on the check for the first one
Waiting on the police report for the second robbery
Sarah will follow up

Why are we not paying some of the bills on time? (Ben)
Transition between assistant business managers
We will get them back on track and issued on time so we are not getting late fees

Silvia wants to know what her role is and what should be reported. Ben recommended to look over the bylaws. Ben will meet with Silvia following the spring break to assist her with her reports.

Silvia met for the first time yesterday with the finance committee. She did not see anything out of the ordinary.

Student's Report (3 minutes) Julio Meza, Student Council President
Darren Perez-Trejo, SC Treasurer

Spanish Spelling Bee occurred (Kaylee Lopez – first place, Julio Meza- Second Place)
Volleyball and Soccer began
Science Fair (K-2 and 3-8)
Cheerleader Club
Smoothie grant passed and smoothies will be served to the students
STEM Conference -girls attended
7-8 grade went to legislature day at the roundhouse
Portables are progressing (electricity and water are being connected)
Future Suggestions - Urban Airpark, changing the schedule (take out AVID and reimplement electives)
Gear Up will be taking a trip to UNM
All chocolates have sold for the DC/NY Trip
2 virtual days due to snow this trimester
The eighth graders are working on the Bilingual Seal
The yearbook is in progress!

Principal's Report (10 minutes) Dr. Jesús Moncada
Enrollment 411 students
D1: Strategic Plan – Unsatisfactory Letter received for Ancillary Staff – working with APS to rectify this issue.

APS PreK Administrator Meeting – showed us the school results and state results in CLASS (Dr. Moncada and Mrs. Weeks attended)

D2: Talent Development – SW wound up quitting due to medical issues

D3: Instructional Transformation – Mid School Math Training in Santa Fe

D4: Culture Shift – Portals are progressing, NMABE Conference – we are sending several teachers to the NMABE Conference in April – working on sending parents to Parent Institute, students to Student Leadership Conference and Educator Fellows to volunteer at the conference

Dr. Medina/Dr. Monaghan – Liked the format of the plan/report

Please see Dr. Moncada’s report in Google Drive for more information

Discussion/Action Items:

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

9 Bars: 33I, 34I, 35I, 36I, 37M, 38M, 38IB, 40I, 41I
 Fund
 Fund 23000
 Operations 1100
 ESSR-3 (Transfer Bar)
 Gear-up (Maintenance Bar)

Please see the financial report on Google Drive for more information.

Mentioned Budget Packet was much cleaner and easier to read.

2.52 cash liquidity

Approved budget update BARS , Vouchers, financials and bank reconciliations and two separate BARS.

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

*Approved

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

Approved Bar for Permanent Bar Transfer 24153 due to prior balance for denied RfR to 11000 for \$1,782 separately.

Approved Transferred BARS

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

Dr. Medina still does not like the small amount reimbursements to staff members
 Are we any closer to P-Cards – May have to open a different account at a different bank to obtain P-Cards

Why can we not use credit cards (Sarah will look up the statute and provide it) - According to the statute, the charter school cannot accrue debt.

Mr. Maes and Dr. Medina feel like a lot of time was spent and wasted to get these credit cards if we can not use them.

The alarms are going off at the school because of the time change (the police were triggered – we are working to resolve this issue)

Jeanett was reimbursed little over \$2000 for TESOL stipend

Why do we owe the World’s Finest Chocolate \$10,000 – We raised a total of about \$14,000/the \$10,000 is the balance of what we owe for the chocolates – the rest is in the activity fund for the DC trip. We are waiting on a final check to deposit into the activity fund and we have been putting several deposits in the activity fund each week for chocolate. Ms. Gamboa discussed upcoming fundraisers (candle sales and raffles)

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

*Approved all Bars

B. Summary of the CDHA Student Data (Discussion) -Dr. Jesús Moncada
 The Equity Council has been working on analyzing the BOY and MOY data for IMSSA and IStation. The data is disaggregated by SWD, grades, EL. Please see the graphs and analysis in Google Drive for more details.

Dr. Monaghan is concerned about the graphs. Wants data separated.

Dr Monaghan likes the data analysis for the first time

Want to see data broke down by standards or strands

Do we have any teachers trained in Data Analysis

Datawise

Capstone (Toledo)

Making steps in right directions

Observations followed by next steps

Look at trends

Higher level Thinking

How are the Level II and III supports and interventions assisting students

Great first step, as teachers get trained we can look into improving our data analysis and next step

What benefits are our community, the school, and our students receiving from the data analysis?

What will help us improve?

ISation was lower than IMSSA scores

TNTP Learning walks – common trends – Group discussions.

The board is very appreciative of the data analysis.

C. APS Special Education CAP for SLP (Discussion) -Dr. Jesús Moncada

CDHA was given a non-compliance letter for SLP compensatory services. Lack of documentation was not entered into Maxcapture by SLP. We are making a few process changes and making sure time is documented in MaxCapture. APS ask for documentation on 6 more students within 10 days. This documentation was sent to APS. Letter had incorrect information on it. We will keep moving forward and resolving this issue. These new implemented processes will assist to make our special education team stronger.

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

According to Dr. Medina, everyone is responsible for recruiting Governing Council Members. Dr. Moncada contacted Coach Marquez about joining the Governing Council per Dr. Medina's suggestion; Coach Marquez declined the invitation. Dr. Moncada reached out to former APS Associate Superintendent Eddie Soto and he is moving to Houston so he also declined.

E. Approval of Governing Council ByLaws (Motion, 2nd, Approve, Disapprove)

-Dr. Barbara M. Medina

By Laws need to include governing council officer job duties which are not included at this time. The governing council will work on these job descriptions at a later date. The Bylaws passed as written at this point.

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

Mr. Ben Maes	Member	X
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F. Student Issue (Closed Session)

-Dr. Barbara M. Medina

Went into Closed Special Session on student issue at 6:59 pm

Came out of Special Session for disciplinary issue at 7:08 pm

G. Recommendations of Agenda Items for April and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)

-Dr. Barbara M. Medina

Dr. Medina was complementary about new agenda format

Dr. Moncada appreciated the feedback

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 7:11 p.m.

Next meeting date: April 19, 2022 at 5:00 PM