

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 June 28, 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 June 28, 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 May 17, 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)

Dr. Barbara M. Medina

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Nino

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

Julio Meza, Student Report  
Dr. Jesús Moncada

**Discussion/Action Items:**

A. Budget Update & BARS, vouchers, financials, and bank reconciliation (Motion, 2<sup>nd</sup>, 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. Approval or Disapproval of Assets Inventory for 2022-2023 (Motion, 2<sup>nd</sup>, 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. Approval or Disapproval of Disposal of Assets for 2022-2023 (Motion, 2<sup>nd</sup>, 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	

D. Approval or Disapproval of Lease Agreement Extension (Motion, 2<sup>nd</sup>, 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	
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E. Approval or Disapproval of New Bank Account with NM Bank Trust so the school has access to the PCards – amount in new bank account not to exceed \$30,000. (Motion, 2<sup>nd</sup>, 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. Update on Lease Purchase Agreement (Discussion). -Dr. Barbara M. Medina

G. Approval or Disapproval of Fine Arts Education Act grant application. (Motion, 2<sup>nd</sup>, 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	

H. Approval or Disapproval of Organizational Chart to Include Restructure in Administration (Motion, 2<sup>nd</sup>, 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	

I. Approval or Disapproval of Nepotism Letter to Teacher (Motion, 2<sup>nd</sup>, 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	

J. Approval or Disapproval of Nepotism Policy (Motion, 2<sup>nd</sup>, 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	

K. Transportation Issue for SY23-24 (Discussion)

-Dr. Barbara M. Medina

L. Approval or Disapproval of Scheduling of 4 hour board work session (Motion, 2<sup>nd</sup>, Approve, Disapprove)

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	

M. Approval or Disapproval of Principal's End of Year PDP (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

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	

N. Approval or Disapproval of Principal's Contract for 23-24 School Year (Motion, 2<sup>nd</sup>, 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	

O. K12Accounting Contract and Business Office Situation Closed Session (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

P. National Charter Schools Conference Experience 2023 (Discussion)

-Dr. Barbara M. Medina

Q. Recommendations of Agenda Items for July 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: July 19, 2023 at 5:00 PM

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Minutes**  
 May 17, 2023 at 5:00 p.m.

Call to Order: Time 5:13 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	
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; Ms. Sarah Estrada, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Julie Weeks; Rachel Gamboa; Nuria Ortiz; April Kron; Sayra Brambila

Approval or Disapproval of Agenda of May 17, 2023

Dr. Barbara M. Medina

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

**Approved**

Approval or Disapproval of Meeting Minutes of April 19, 2023

Dr. Barbara M. Medina

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

**Approved**

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Minutes**  
 May 17, 2023 at 5:00 p.m.

Approval or Disapproval of Special Session Meeting Notes of April 26, 2023 Dr. Barbara M. Medina

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

Approved

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

President’s Report (3 minutes) Dr. Barbara M. Medina

No report

Finance Committee Report (3 minutes) Ms. Silvia Fraire-Nino

Finance committee meeting was held on May 16. A couple of questions were discussed. A few outstanding checks need to be cleared. Everything else looked good. They are just waiting for report for the DC/NYC trip. Where is the fundraising money going for it?

Teacher’s Report (3 minutes) Ms. April Kron, Teacher Rep.

Kron- Athletic Banquet last week to celebrate our sports teams which have performed very well.

We had the Spelling Bee.

Ms. Ortiz – Appreciate the dedication of the governing council members. Mrs. Ortiz is reporting from Middle school. We had the bilingual seal banquet. Students presented and were judged by outside judges. It was a very positive event.

Students have been shadowing staff to learn what we do.

May 11 – Gear up event to promote college signing with 8<sup>th</sup> graders and seniors

Sayra Brambila – 5<sup>th</sup> grade ceremony is going to take place next week.

Middle school orientation will occur this week.

Principal’s Report (10 minutes) Dr. Jesús Moncada

413 students enrolled (PK-8)

Advertising – Mall and a commercial

Threat last week – information attached on how we dealt with the situation – The police found out where the text originated. We did meet as a health and wellness team meeting to determine what we could improve in case another threat occurs.

Site Visit – May 23 – 8:30

Avid Training – May 9

Bilingual Seal

Math Olympics

Crisis Prevention Intervention Training (July 2023)

The portables are shaping up (we need paint, minor construction, and carpet)

**Christine Duncan Heritage Academy**  
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See Principal report in the Google Drive for details

Email important upcoming events to the governing council.

**Discussion/Action Items:**

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

**These bars need GC approval**

BARS BAR # Fund Description Reason/Type Amount  
 1 2223-0024-IB 24346 - IDEA ARP FY23 award \$ 14,309.00  
 2 2223-0056-I 24330 - ARP ESSER III FY22 carryover \$ 54,773.00  
 3 2223-0061-T 27149 - PreK Initiative Transfer to align budget -\$  
 4 2223-0064-I 21000 - Food Service Increase revenue based on estimate \$ 37,410.00  
 5 2223-0065-M 27149 - PreK Initiative 1000 Function Maintenance -\$  
 6 2223-0066-M 27149 - PreK Initiative 2XXX Function Maintenance - \$  
 7 2223-0067-I 25171 - Child and Adult Food Program Increase revenue \$ 3,665.00  
 8 2223-0068-D 25153 - Title XIX Medicaid Decrease \$ (24,899.00)  
 9 **Blanket BAR Approval for Final Year-End**

Sarah went through the graphs and explained what each were for.  
 Dr. Moncada indicated a couple of accounts we have accumulated money over the years; however, we are unable to use the money because we do not own the building  
 All RFR are submitted and up to date for CDHA

Dr. Monaghan what happens if an account is in red. Sarah explained that is when we need to do a BAR transfer.

Some outstanding checks have been cancelled and reissued.  
 Chocolate sales are in a different account  
 Fall Fest needs its own line as well

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

BARS, reconciliation, and all other financials as presented were approved by the governing council

B. School Calendar Revision for SY23-24 to include 8:05-4:00 school day (Motion, 2<sup>nd</sup>, Approve, Disapprove) -Dr. Barbara M. Medina

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 May 17, 2023 at 5:00 p.m.

The calendar will be the same as it was approved by the GC; except the daily schedule. We have to have the same number of hours as we had last year due to funding. The day will be 8:05 to 4:00. The main issue is going to be transportation. We are still working with the district to see if they can pickup our students at the same time (4:00 pm).

Question: Ms. Ortiz- Can we reduce the number of days since we are having longer days? - the calendar committee has already agreed on these changes. No more changes will be made at this time. We will have more Fridays off. We tried to follow the APS calendar as closely as possible to avoid transportation issues and families with children attending APS.

APS does not think they can meet our transportation needs at this time.

Question: Silvia – What is our transportation backup plan – possibly subcontracting with Herrera Coaches

Question: Dr. Medina – How are teacher contracts impacted – can only add more time, but not less. Additional days and additional pay.

APS will be able to transport in the morning, but not the evening.

This effects about 14 students currently

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

8:05 to 4:00 school day – approved

C. Transportation Issue for SY23-24 (Discussion) -Dr. Barbara M. Medina  
 Please see the notes above. The discussion will continue next month.

D. Plans for Administrative Restructure and Organizational Chart (Motion, 2<sup>nd</sup>, Approve, Disapprove) -Dr. Barbara M. Medina

Dr. Medina is trying to work with Dr. Moncada to ensure jobs are delegated amongst the leadership team so his time is freed up some.  
 Job descriptions have been developed.

**Christine Duncan Heritage Academy**  
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May 17, 2023 at 5:00 p.m.

Dr. Monaghan has recommended we include how the individual jobs tie into each Domain from the strategic plan.

How is each person going to contribute to the strategic plan and be responsible for the implementation of the plan. It is important to have clear distinguishes of how each member of the leadership team will contribute to this plan.

The leadership team will look into revising the organizational chart. Look into how other schools have organized their leadership structure and have Dr. Escobedo explain his vision for the structure.

Dr. Escobedo will be at the school May 23<sup>rd</sup> for the Spring Site Visit.

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 of the restructure and organizational chart is tabled for the June 2023 meeting (following more planning of the school leadership team)

No vote was taken.

E. Nepotism (Discussion)

-Dr. Barbara M. Medina

If we have a policy, we should be following it. The only nepotism occurring is Dr. Moncada and Mrs. Moncada. The other relatives working at CDHA is not supervised by each other. The nepotism statute was shared. CDHA/governing council can develop more stringent policies. Dan shared a nepotism policy from Rio Rancho Schools. We need a strong policy in place to avoid nepotism concerns.

Dr. Medina wants to be consistent with how the situations are handled.

Dr. Medina would like transparency of how each person is related to other employees at the school.

Can we capture data anonymously? Let's try to be more specific; maybe through a survey. How can we develop the survey to meet the needs of the school and staff

Dan will work with Dr. Medina on drafting a formal letter for the teacher who raised the concerns and have it ready for June 2023 meeting. The letter needs to come from the governing council. Just discussion no vote was taken.

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Minutes**  
 May 17, 2023 at 5:00 p.m.

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. School Fundraising (Discussion) -Dr. Barbara M. Medina

A fundraising spreadsheet was shared with the board. Various fundraisers have been done throughout the year to pay for PAWS incentives and the DC/NYC trip.

Cash policies were not followed.

Review the cash policy.

Follow the existing a cash policy CDHA has in place.

We need to be cautious about how cash is saved and spent.

We need to exercise caution and follow proper procedures when handling cash.

Start a PTA for next year.

Going forward we need to develop a plan of how we can handle fundraising money in the future.

The P-card may have avoided this issue.

It was agreed that the fundraising money would be deposited.

Dr. Medina agreed to reimburse Rachel for any money spent for student meals in DC/NYC during the May/June 2023 trip.

ALL cash needs to go into the daily deposit.

Going forward, have anyone handling the cash know the policies.

Maybe Rachel can present and share her experiences at the beginning of the next school year.

G. Principal's End of Year PDP (Discussion) -Dr. Barbara M. Medina

Dr. Medina likes the format of following the Domains of the strategic plan.

Review SMART Goals that were developed for this year and how have they been followed and how do they need to be modified

Fidelity to implementation and how well have we implemented these goals and results of implementation

Self-Evaluation of the SMART Goals (June 2023 Meeting)

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	

**Christine Duncan Heritage Academy**  
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Mr. Ben Maes	Member	
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No vote was taken.

H. Recommendations of Agenda Items for June and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Dr. Barbara M. Medina  
Nepotism Letter from Governing Council to Teacher  
Self-evaluation of Strategic Plan and PDP for Principal  
Transportation Issue

Adjournment -Dr. Barbara M. Medina

**Meeting Adjournment:** Time 7:19 p.m.

Next meeting date: June 14, 2023 at 5:00 PM