

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 July 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; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison

Approval or Disapproval of Agenda of July 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 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	

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

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

TBA
Dr. Jesús Moncada

Discussion/Action Items:

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

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 Open Meetings Act Resolution for 2023-2024 (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. Approval or Disapproval of Uniform Policy for 2023-2024 (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	

D. Approval or Disapproval of Organizational Chart to Include Restructure in Administration (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. Discussion of 4 hour board work session

Dr. 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. Business Office Update (Discussion)

-Dr. Barbara M. Medina

G. APS Board Meeting Working Session Experience, Summer 2023 (Discussion)

-Dr. Barbara M. Medina

H. 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: August 16, 2023 at 5:00 PM

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 June 28, 2023 at 5:00 p.m.

Call to Order: Time 5:09 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 (late)	
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; Rachel Gamboa; Julie Weeks

Approval or Disapproval of Agenda of June 28, 2023 Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Meeting Minutes of May 17, 2023 Dr. Barbara M. Medina

Name	Title	Approve
Dr. Barbara M. Medina	President	X
Dr. Edward Monaghan	Vice President	1st
Ms. Silvia Fraire Nino	Treasurer	2 nd
Ms. Roxana De La Torre	Secretary	X
Ms. Vilma Alejandra Ruiz	Member	-----
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
Has nothing to report	
Finance Committee Report (3 minutes)	Ms. Silvia Fraire-Nino
June 26, 2023 – meeting was held, discussed uncleared checks, budget, financials	
Student's Report (3 minutes)	Julio Meza, Student Report
Not her	
Principal's Report (10 minutes)	Dr. Jesús Moncada
413 Students	
35 PK	
Projected Enrollment for the 23-24 school year - 417 plus 40 in PK	
Projected MEM for 23-24 budget is at 367 based on 80th and 120th day MEM averages. (Projected Growth = 50 students by 40th day)	
How do we reach out to community to assist with enrollment? Advertising on TV and social media and fliers, summer program, and making calls.	
Leads for each domain have been identified.	
Domain I – Dr. Moncada & Mr. Benavidez	
Domain II – Mrs. Weeks	
Domain III- Dr. Rivera (Who is Dr. Rivera? – Dr. Medina)	
Domain IV – Mrs. Gamboa	
Avid training Conference in Denver – Sent a teacher with GEAR UP Coordinator.	
APS Site Visit went very well – very positive report	
Applied for several grants- we have received several awards letter/still waiting on a few approval letters to come in	
Domain 2: Talent Development- Only losing one teacher for 2023-2024.	
13 GLAD Trained Teacher	
July 20-21 PD for teachers – Agenda is complete	
New Teacher Orientation is prior to this date	
Portables are coming along (paint, do floors, build offices, rekey, windows, etc.)	
We were placed on a traditional school not a spotlight school but second best rating in NM VISTAS	
Summer Programs - 45 students	
LPA (Tentative date to sign August 1)	
Promotion Ceremonies went well	
What is the difference between a spotlight school and a traditional school? (Dr. Monaghan)- See designations in Google Drive	
Please see Principal Report in Google Drive for additional information	
New Job Description have been developed	

Discussion/Action Items:

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

No Bars to approve

Reviewed the bank statements and other financial statements (check registers, rec

Uncashed checks were voided and reissued (except Verizon Wireless which had been taken care of earlier)

2.76 % Cash Liquidity

PK issue was resolved and taken care of

Ed Fellows reimbursement need to be completed

Everything has been cleared for the end of fiscal year or will be cleared by June 30, 2023

Not much money was left unspent.
 Meeting the MOE by end of Year
 Please see the financial statement in Google Drive for additional information

This is Sarah's last meeting with us...

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

Motion passed
 Approved

B. Approval or Disapproval of Assets Inventory for 2022-2023 (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

Each year teachers are required to complete an asset inventory list of their classrooms (furniture, shelves, desks)—all teachers completed the asset inventory – see attached

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

Motion passed
 Approved

C. Approval or Disapproval of Disposal of Assets for 2022-2023 (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

Disposal of broken Chromebook (not able to install updates/damaged/missing keys) – 132 Chromebooks
 How do we dispose of them? (Alex recommends we donate them to students.)

Name	Title	Approve
Dr. Barbara M. Medina	President	X
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	1st
Mr. Ben Maes	Member	----

Motion passed
 Approved

D. Approval or Disapproval of Lease Agreement Extension (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

Dr. Moncada worked with Mr. Rick Saylor to extend the Lease Agreement because we cannot do the LPA until August.

Name	Title	Approve
Dr. Barbara M. Medina	President	1 st
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	X
Mr. Ben Maes	Member	-----

Motion passes
 Approved

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, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

Write a policy for the use of the PCard and reimbursement (it was recommended for Dr. Moncada to work with the new business manager to write this policy)

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

Motion passes
 Approved

F. Update on Lease Purchase Agreement (Discussion). -Dr. Barbara M. Medina
 LPA should be approved by August 1, 2023

G. Approval or Disapproval of Fine Arts Education Act grant application. (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

Grant was submitted (per student funding)

Name	Title	Approve

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

Motion passed
Approved

H. Approval or Disapproval of Organizational Chart to Include Restructure in Administration (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

Organizational Chart will be tabled until next meeting

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

I. Approval or Disapproval of Nepotism Letter to Teacher (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

Dan's Nepotism paragraph was short and to the point

Looked at all the staff relationships.

Staff members should not be directly evaluated by family members

Dr. Medina, Dr. Monaghan, and Dan will work on drafting a letter including the paragraph Dan developed to give to the staff as an insert at the beginning of school year and inside new hiring packets

Does not need to be a voted on

No change needs to occur with the Nepotism Policy

A letter will be communicated to the teachers at the beginning of the school year via an insert in the folder

J. Approval or Disapproval of Nepotism Policy (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

It is unnecessary to change Nepotism Policy at this time as it meets state requirements.

K. Transportation Issue for SY23-24 (Discussion) -Dr. Barbara M. Medina

We do have transportation with APS if we hold these students at the school until 4:15.

Herrera's agreed to assist us as a Plan B – it was not necessary

Silvia asked: How much would it be to purchase a bus/would it be more cost effective? Dr. Medina and Dr. Monaghan said it will not be more cost effective at this point (gas/maintenance, etc) based on their administrative experience.

Plan field trips earlier in order to avoid bus issues in the Spring.

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

Late July or Early August

Dr. Medina will work with Dr. Moncada to determine some dates to vote on

M. Approval or Disapproval of Principal's End of Year PDP (Motion, 2nd, 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

Closed Session 7:09

PDP Approved

Closed Session 7:09

Closed Session ended 8:12

Only personnel issues were discussed

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	

End of Year PDP was Approved

N. Approval or Disapproval of Principal's Contract for 23-24 School Year (Motion, 2nd, Approve, Disapprove)

-Dr. Barbara M. Medina

Contract Approved

Name	Title	Approve
Dr. Barbara M. Medina	President	X
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	1 st
Mr. Ben Maes	Member	X

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

Very Interesting

Jolene and Eric resigned

Found a new business manager (Kyle).

Found through ACES

Resume was provided

Salary will be \$112, 000 for new Business Manager, Not related to anybody on staff
K12Accounting has not filled their contact (no legal issues should arise - agreed to go their separate ways)

Terminated K12 Accounting

Dan helped draft a letter to K12 Accounting – K12 agreed on termination terms

P. National Charter Schools Conference Experience 2023 (Discussion)

-Dr. Barbara M. Medina

See the National Charter Schools Conference Summaries in Google Drive – attendees took time to share their experience.

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

-Dr. Barbara M. Medina

Dates for GC Work Session

Organizational Chart

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time: 8:18 p.m.

Next meeting date: July 19, 2023, at 5:00 PM