

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 August 16, 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	Member		
Ms. Roxana De La Torre	Secretary		
Ms. Vilma Alejandra Ruiz	Member		
Ms. Silvia Fraire Nino	Treasurer		

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 August 16, 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 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	

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

Ms. Silvia Fraire-Nino
 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 Destruction of Old School Financial Documents from 2006-2016 (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 Professional Service Contracts with The Romero Team 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 School's Leave Policy (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 Expenses on the Portables -Dr. Barbara M. Medina

F. Discussion of 4 hour board work session -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	

G. 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: September 20, 2023 at 5:00 PM

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 July 19, 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
Dr. Edward Monaghan	Vice President		X
Mr. Ben Maes	Member	X	
Ms. Roxana De La Torre	Secretary	X	
Ms. Vilma Alejandra Ruiz	Member	X	
Ms. Silvia Fraire Nino	Treasurer	X	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison; Julie Weeks, Special Education Director

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

Approved

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	2 nd
Ms. Roxana De La Torre	Secretary	X
Ms. Vilma Alejandra Ruiz	Member	1st
Mr. Ben Maes	Member	abstain

Approved

Public Comments (3 minutes maximum for comment)

Dr. Barbara M. Medina

Reports:

President's Report (3 minutes)
None

Dr. Barbara M. Medina

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Nino

The Finance Committee met on 7/18/23 with Kyle. Everything looks good all the checks have cleared. Sylvia plans on working with Kyle. Kyle could not share the bank reconciliation report at this time.

Teacher's Report (3 minutes)
None

TBA

Principal's Report (10 minutes)

Dr. Jesús Moncada

Dr. Moncada did an enrollment report by grade levels. We have written a proposal to open another PK classroom. We are waiting on APS for the approval. Dr. Moncada reviewed the enrollment report (Please see the graphs in Google Drive. We should have 50 more students by the 40th day; which means we will receive an additional allocation. This is a projection at this point based-on who has enrolled at this point; we just need to see who actually shows up. We will have more of an idea of our numbers on July 24th (the first day of school). We are hopeful the majority will come back. We should have more concrete amounts in August.

We have brought on board Ms. Rivera and Mr. Benavidez. We have been working together and broken down the Domains between us. We have gotten quotes for the portables (painting, flooring, windows etc.) - What is the dollar amount of how much we have spent on the portables (have amount by August meeting) – Mr Maes Question

Office staff has been contacting parents for enrollment. We were funded for the smoothie program (\$50,000)

Only need to find one more EA – other than that we are fully staffed

Continue with the Educator Fellow – waiting for the letter

SLP camp for the summer – Compensatory requirements have been completed

Restorative Justice training will be given

PD is July 20 and 21 (school starts on July 24)

70 people work at CDHA (increase by 2)

Mr. Maes – What do interventionist do – Interventions for reading and math in small group/one will support the teachers with curriculum instruction

(See Job Descriptions)

Please see the full principal report in Google Drive

Discussion/Action Items:

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

-Mr. Kyle Hunt

Please see the financial reports in Google Drive

Payroll makes up about 99% of budget

We do have a few negative line items; however we do have positive cash flow

We do have a surplus

We have good grant utilization

We used almost all of our ESSR funds

We have COVID funds that need to be spent by September 2024 – Plans are being implemented

Bank register report

There is an issue in bank reconciliation. (\$2 discrepancy)
 Several transfer BARS (previously approved)
 Cash Liquidity – 3.75 % (Mr. Maes question) – Mr. Maes would like to keep the liquidity over 3%
 Kyle is always available by phone or email
 The transition has been going as well as could be considering the quick transition between Kyle and K12
 Accounting (team is working together well/new program-SchoolAbility)
 Cash Flow and Cash Liquidity is very important
 No BARS to approve this month

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

Vouchers, bank reconciliation, and financials were approved.

B. Approval or Disapproval of Open Meetings Act Resolution for 2023-2024 (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

This Act is based-on our by-laws based-on what was voted on in February. The meetings will be held the 3rd Wednesday of each month at 5:00. (the form has been shared in Google Drive) – Dan has reviewed the form and thinks it is appropriate.

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

The Open Meetings Act Resolution for the 2023-24 has been approved.

C. Approval or Disapproval of Uniform Policy for 2023-2024 (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

It was recommended that we allow jeans in good jeans. It has been revised to include blue and black jeans.

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

Mr. Ben Maes	Member	X
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D. Approval or Disapproval of Organizational Chart to Include Restructure in Administration (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

The Organizational Chart has more delegation of job responsibilities amongst the administration. – link to job description

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

Approved

E. Discussion of 4 hour board work session -Dr. Barbara M. Medina
 Work Session was tabled until August. Alex and Dr. Moncada will work on a survey to determine dates.

F. Business Office Update (Discussion) -Dr. Barbara M. Medina
 Updates provided during the financial report. Kyle has been working very hard to learn the business office.

G. APS Board Meeting Working Session Experience, Summer 2023 (Discussion) -Dr. Barbara M. Medina
 Kyle, Mr. Maes, and Dr. Moncada attended this session. It was a Powerpoint presentation on CHARTER SCHOOLS given to the APS Board by Dr. Escobedo. It detailed charter school expectations. The Powerpoint was provided to the Governing Council.

H. Recommendations of Agenda Items for August and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Dr. Barbara M. Medina
 4-hour work session

Adjournment -Dr. Barbara M. Medina

Meeting Adjournment: Time 6:29 p.m.

Next meeting date: August 16, 2023 at 5:00 PM