Christine Duncan Heritage Academy
Governing Council Meeting Agenda for Special Session
November 5, 2021 at 6:00 p.m.

Call to Order: Time_6:01___p.m. /Roll Call: Dr. Barbara Medina

Governing Council Members:

Name	Title	Present	Absent	Arrived Late	Depart Early
Dr. Barbara Medina	President	X			
Ms. Beth Esquivel	Vice President	X			
Mr. Ben Maes	Treasurer	X			
Ms. Vilma Alejandra Ruiz	Member	X			
Ms. Roxana De La Torre	Member	X			

Quorum: _X__ Yes ___ No

Others Present:
Mr. Jesús Moncada, Principal, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison, Julie Weeks, Veronica Vigil,

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Approval/Disapproval of Special Session Agenda of Nov. 5, 2021 Dr. Barbara Medina
Rules: Same as Open Meetings Act, 3rd item closed session, needs to be moved to go into and then reopen and make statement that we only spoke on items that were on the agenda and nothing more.

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

Reports:

President's Report (3 minutes) Dr. Barbara Medina
Dr. Medina has visited the school and spoke with teachers.

Discussion/Action Items:

A. Discussion/Action for Letter of Unsatisfactory Performance for Special Education
Dr. Barbara Medina

Dr. Moncada had a meeting with Mrs. Weeks and wrote a response to Dr. Escobedo and Dr. Medina has a consultant in place to help the school to address these needs. In 2020, there was an IEP that had an error on the IEP and when the student moved schools, the diagnostician from the new school, reported the error. IEP's that took place during that transition of staff need to be reviewed to make sure no other errors were made while entering the information into Synergy. Dr. Medina went to the school and helped Ms. Weeks to draft a response letter to Dr. Escobedo. 1. Re-eval protocols, who enters data? 2.Establish appropriate record keeping. 3. Build on team so all are on the same team to prevent miscommunication. Dr. Medina asks that we vote in favor of a 1.5 day of training/consultant fees.

Dr. Maes asks when action plan will be taking place. A draft letter will be sent to all board members. Letter should be ready by Tuesday of next week. Dr. Escobedo will be doing a follow up and CDHA should get all action items in order. Dr. Medina looked at the record and it was a data entry error and services were never made in error. Mr. Maes says this is not a board function but a Spec. Ed. team function. Ms. Weeks began on August 1, 2020, after the error was made but is working with the team to make all corrections. There has been a turn-over in Special Education staff. Dr. Moncada stated that CDHA takes a lot of pride in the work of the school. This data entry error is unfortunate, but we (CDHA) will remedy it. Beth thanks the team for diligence and care of students. Roxana gave a few words

regarding the problem and said she believes Dr. Moncada will work with the special education team to get this corrected.

APS meeting is scheduled on November 10th, 2021 at 1:00.

B. Approval/Disapproval for CDHA to contract services for Special Education Consultant
Dr. Barbara Medina

Motion made to approve consultant to work with Special Education staff, not to exceed $1,260 for 1.5 days of service (depending on Dr. Escobedo's recommendations) by Beth Esquivel, 2nd by Alejandra Ruiz. Vote: Unanimous

__Y__Dr. Medina. __Y_ Beth Esquivel. _Y__ Roxana De La Torre
__Y__ Ben Maes __Y_ Alejandra Ruiz

C. Approval/Disapproval of Principal's Professional Development Plan Dr. Barbara Medina

Motion made to go into closed session "Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters." By Beth Esquivel, 2nd Ben Maes, Time: 6:38. Ms. Melissa, Dan Hill and Dr. Moncada are able to stay for meeting.

__Y__Dr. Medina. __Y_ Beth Esquivel. _Y__ Roxana De La Torre
__Y__ Ben Maes __Y_ Alejandra Ruiz

Statement from Dr. Medina: Reopen from closed session at 7:11pm, the Board discussed the item listed on the agenda (PDP of Dr. Moncada) and no other actions were taken or discussed. Y=agree to statement

__Y__Dr. Medina. __Y_ Beth Esquivel. _Y__ Roxana De La Torre
__Y__ Ben Maes __Y_ Alejandra Ruiz

Adjournment Dr. Barbara Medina

Thanks Board and Dr. Moncada

Meeting Adjournment: Time __7:13___p.m.
Next Meeting Date: November 17, 2021 at 5:00