

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 November 17, 2021 at 5:00 p.m.

Call to Order: Time 5:02 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	Secretary	X			
Ms. Roxana De La Torre	Member	X			

**Quorum:**  X  Yes   No

**Others Present:**

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison, April Kron, Nuria Ortiz, Julie Weeks 5:27 pm

Approval/Disapproval of Agenda of Nov. 17, 2021  
 Will proceed as written

Dr. Barbara Medina

Approval/Disapproval of Meeting Minutes of Oct. 28, 2021  
 Motion made to approve October meeting minutes by Roxana De La Torre, 2<sup>nd</sup> Beth Esquivel  
 Vote: Approved Unanimous

Dr. Barbara Medina

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxana De La Torre  
 Y  Ben Maes  Y  Ms. Vilma Alejandra Ruiz

Approval/Disapproval of Meeting Minutes of Special Session for Nov. 5, 2021

Dr. Barbara Medina

Motion made to approve Special Session minutes by Beth Esquivel, 2<sup>nd</sup> Dr. Medina  
 Vote: Approve Unanimous

Y  Dr. Medina.  Y  Beth Esquivel.  Y  Roxana De La Torre  
 Y  Ben Maes  Y  Ms. Vilma Alejandra Ruiz

**Public Comments (3 minutes maximum for comment)**

Dr. Barbara Medina

**None**

**Reports:**

President's Report (3 minutes)

Dr. Barbara Medina

Beth gave report of meeting with Dr. Escobedo. For Spec Ed grievance. Training will take place on Monday with Spec Ed Team.

Finance Committee Report (3 minutes)

Mr. Ben Maes

Ben Maes gave report that meeting was held today. Issues: Teachers, how many on contract as school employees. Full time as of Oct 31, Review of checks. Uncleared checks need follow up and resolution. ACES discussion on business dealings for Canteen of NM, who approves contract? Review and analyze agreements and contracts.

Teacher's Report (3 minutes)

TBA

April Kron, third grade teacher (Elementary):

Best thing Istation tests completed, awards given, chess club tournament was held this past Saturday, Dr Moncada went to see CDHA students. APS site visit went well, Professional development went well, EXPLORA Science Family night was a success.

Nuria Ortiz, Instructional Coach (Middle School):

15 students went to La Cosecha and discussed wishes for school, Library was #1 choice. Students and teachers went to lunch with Veterans at Village Pizza, Students showed growth, 89/117 showed growth in Istation, Dance tomorrow, BB Game, Math students are showing progress and increasing scores, Bullying has been talked about with students.

Parent/Teacher conferences

Principal's Report (10 minutes)

Dr. Jesús Moncada

See Report

Enrollment 401 Students 25 down from last year at this same time.

Dr. Medina recommended having meetings with people who were leaving and Dr. Moncada had post meeting with teachers who were leaving. Ms. Baca can stay this year, 2 teachers need a current license. Prof. Dev. planned for 11/05/21, Strategic Planning with APS gains in testing, Equity Council Meeting was yesterday and Mission Statement was created. Parent/Teacher conferences will take place on Monday and Tuesday. Dr. Medina shared a letter from a parent that talked about student as a person, not just math and reading scores. Mr. Maes asked how to increase parent participation for Equity Council. Dr Medina asked what is turnaround time for items that Dr Escobedo asked for, Chris Becker is a consultant and her fee is \$30,000, proposal is being reviewed. Reviewed with leadership team the 4 domains and creating teams. Domain 3, Instructional Leadership. Dr Medina asks for timeline for when teachers will work on turnaround time for team. What is the school doing to increase scores? She states that there is a 10 to 1 ratio of total staff to students who can be utilized to improve reading scores. CDHA needs urgency to improve scores. Veronica Vigil asked teachers for help on turnaround team and they have a meeting planned. Dr. Medina asked for written notes from that meeting.

### Discussion/Action Items:

- A. Budget Update & Approval/Disapproval of BARS, vouchers, financials, and bank reconciliation - Ms. Angie Lerner

BARS none

Motion made to approve payment vouchers for October 2021 and bank reconciliations by Beth Esquivel, 2<sup>nd</sup> by Roxana De La Torre Vote: Approved Unanimous

Dr Medina thanks Mr. Maes and Angie for keeping such great books!

Y Dr. Medina.     Y Beth Esquivel.     Y Roxana De La Torre  
 Y Ben Maes       Y Ms. Vilma Alejandra Ruiz

- B. Update on Special Education CAP

Dr. Barbara Medina

Dr. Medina asks for a review on all Student files, for Monday.

- C. Update on APS Strategic Plan

Dr. Barbara Medina

D. Approval/Disapproval of the CDHA Crown Act/Black Education Act Policy

Dr. Jesús Moncada

Motion made to approve crown act by Dr. Medina, 2<sup>nd</sup> by Roxana De La Torre, Vote: Passed  
Will be written into policy book for CDHA.

Y Dr. Medina.     AB Beth Esquivel.     Y Roxana De La Torre  
 Y Ben Maes     Y Ms. Vilma Alejandra Ruiz

E. Approval/Disapproval of Mask Policy

Dr. Barbara Medina

Motion made to approve mask policy by Dr. Medina, 2<sup>nd</sup> by Alex Ruiz, as per state requirement.  
Vote: passed

Y Dr. Medina.     N Beth Esquivel.     Y Roxana De La Torre  
 Y Ben Maes     Y Ms. Vilma Alejandra Ruiz

F. Approval/Disapproval of Outdoor Classroom/Eating Area

Dr. Barbara Medina

Dr. Moncada says they created an outdoor eating area but its on dirt area and cannot be used during windy days. A quote has been acquired for concrete, bleachers and tables.

Motion made to approve outdoor eating area by Dr. Medina, 2<sup>nd</sup> by Beth Esquivel Vote: Does not carry, to be tabled until next meeting.

Y Dr. Medina.     N Beth Esquivel.     AB Roxana De La Torre  
 N Ben Maes     Y Ms. Vilma Alejandra Ruiz

G. Approval/Disapproval of Purchase Card (P Card) Policy

Dr. Barbara Medina

Discussion: Does it fit into the policy of Not to Exceed \$5000. To be used by employees instead of small purchases and some unacceptable purchases. Will have a PC administrator and that person cannot use card. Authorized users would be listed.

Motion made to approve policy and use of P-Card and Administrative Assistant will be the Authorizer by Beth Esquivel, 2<sup>nd</sup> by Dr. Medina. Vote: Passed

Y Dr. Medina.     Y Beth Esquivel.     Y Roxana De La Torre  
 Y Ben Maes     Y Ms. Vilma Alejandra Ruiz

H. Governing Council Retreat Update

Mr. Ben Maes

Ben Maes update, Agenda Date and Place TB Determined Sat 9:30, training by Dan Hill, 2 hours GC training, Matt Pahl \$400 to facilitate. Mission/Vision/Goals/Objective Dr. Maes asked that we work with Dr. Medina on turnaround timelines.

Adjournment

Dr. Barbara Medina

**Meeting Adjournment:** Time 6:31 p.m.

Next Meeting Date: December 15, 2021 at 5:00