

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Minutes**  
 December 15, 2021 at 5:00 p.m.

Call to Order: Time 5:04 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			6:30
Ms. Vilma Alejandra Ruiz	Secretary		X		
Ms. Roxana De La Torre	Member			5:32	

**Quorum:** X Yes \_\_\_ No

**Others Present:**

Mr. Jesús Moncada, Principal; Ms. Angie Lerner, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison

Theresa Bustos, Social Worker; Chris Becker, Sundance Consulting;

Toni Chavez-Gomez, Mid School ELA Teacher

Approval/Disapproval of Agenda of Dec. 15, 2021

Dr. Barbara Medina

Will proceed as presented

Approval/Disapproval of Meeting Minutes of Nov. 17, 2021

Dr. Barbara Medina

Motion made by Beth Esquivel to approve November 2021 meeting minutes, 2<sup>nd</sup> Dr. Barbara Medina

Y Dr. Medina. Y Beth Esquivel. \_\_\_ Roxana De La Torre

Y Ben Maes \_\_\_ Ms. Vilma Alejandra Ruiz

Vote: Unanimous by those present

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

Dr. Barbara Medina

none

**Reports:**

President's Report (3 minutes)

Dr. Barbara Medina

Dr. Medina has been emailing the Board and the School to check on status of Turnaround for Dr. Escobedo. She has visited the school several times. She has taken on a position at Northern NM College and she will still be on the CDHA Board.

Finance Committee Report (3 minutes)

Mr. Ben Maes

The finance committee met and reviewed the BARS, operational funds, the conference, and attendees as well as the cost. They reviewed the PA system, uncleared checks, and reviewed the policy for Mayra Moncada working at CDHA. Ben Maes will sign any compensation for her to keep things above board.

Teacher's Report (3 minutes)

Theresa Bustos and Toni Chávez-Gómez

Ms. Bustos shared that 5<sup>th</sup> grade, Ms. Armijo's class made gains in IMSA test, Ms. Nuria's class in reading. 5<sup>th</sup> grade students who are On Target went from 23% to 50%.

Ms. Toni Chavez-Gomez, Mid School Teacher shared that they had a Middle School Dance for Homecoming and the students voted on a King and Queen. Students were tested on IMMSA Exam. The teachers are creating DATA folders for all students to begin on January 4<sup>th</sup>, 2022. The teachers have

created SMART goals and have begun training to identify and adapt teaching for Autistic students. The teachers are working and planning and creating stronger teams within the school. Dr. Medina asks if she can view the DATA folders and she stated that she appreciates the teachers and the students for their hard work.

Principal's Report (10 minutes)  
See Report

Dr. Jesús Moncada

Dr. Moncada states that CDHA has 401 students. Ms. Baca will not retire and will continue teaching until the end of May. Ms. Jimenez will stay until the end of the semester. Ms. Garcia will stay in 4<sup>th</sup> grade. Ms. Roybal will remain in kinder. Ms. Marta has returned to the US and will teach Title 1 K-5 interventions. Ms. Toni Chavez-Gomez is teaching from home. The SLP resigned because of a medical emergency. Dr. Moncada has advertised for open positions and has moved personnel to fill positions. He states that the students are still reporting Positive COVID cases and the classes are being looked at case by case to see who is required to be quarantined. Dr. Moncada has requested Test to Stay, a State sponsored way for testing so students can remain at school but they are short staffed and it has not begun as of yet. There will be a COVID vaccine clinic at the school tomorrow. NMPED will allow the IMSSA and I-Station scores for state assessments. Professional development was held for the Charter School Conference and CDHA sent 7 participants. LETRS training was held for teachers. Student Support Services are being created for students and personnel are being hired to fill positions. Turn Around Work: CDHA has 4 teams working on Domains to raise student achievement. APS gave their Fall Review and it was positive. CDHA had 95% participation in Parent/teacher conferences. Congratulations to Teacher of the Month: Ms. Bustos and Ms. Torres/EA. CDHA held a Homecoming Dance and voted on a King, Queen, Prince and Princess. PAWS is being implemented and is successful with positive behaviors. K-8<sup>th</sup> grade students were recognized for good behavior. This Thursday at 5:00, parents will be meeting for Equity Council compliance.

### Discussion/Action Items:

A. Motion made to approve BARS, 22I, 23I, 24IB, 25I, 26I, 27I, 28I, 29I, 30M, 31M, 32M, 33T, & 34M by Beth Esquivel, 2<sup>nd</sup> by Ben Maes, Vote: approved

Ms. Angie Lerner

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

Motion made to approve payroll and accounts payable and payment vouchers for November 2021 by Beth Esquivel, 2<sup>nd</sup> by Ben Maes Vote: approved

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

B. Approval/Disapproval to have a \$20,000 Credit Limit on Purchase Card Dr. Barbara Medina

Fee (\$125) will be waived the 1<sup>st</sup> year, APS asked that 2 members on finance committee to be on this committee. Dr. Medina and Ben Maes.

Motion made to approve P-Card for \$20,000 cap limit by Dr. Barbara Medina, 2<sup>nd</sup> by Beth Esquivel  
Vote: approved

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

C. Update on Special Education CAP

Update given by Julie Weeks. November 22, they worked the whole day, created a check list for going through the IEP's, they made a list of questions to go over with the Diagnostician. They met with Patricia on Dec 3, Dec 15 and created a template, they will meet again on January 7. Patricia offered suggestions and the changes were made in the CDHA system. Autism training have been on going. Professional development trainings schedule for the Spring has been set up and a final copy of CAP is set for Feb 28<sup>th</sup> with monthly visits after.

Dr. Medina asked for prompts for teachers for DATA collection, Julie Weeks is working on samples and DATA collecting details for student work. Julie Weeks is attending the PLC's to help teachers with DATA collection.

They will keep a list of milestones of what they are working on. Julie Weeks is strengthening the team and moving forward and cleaning up the process. Thank you, Julie!

D. Update on APS Strategic Plan and Approval/Disapproval of Contract for Services from Sundance Consulting to assist in this work. Dr. Barbara Medina

Motion made to approve Sundance Consulting by Dr Barbara Medina, 2<sup>nd</sup> by Beth Esquivel Vote: approved

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

E. Approval/Disapproval of Outdoor Classroom/Eating Area

Dr. Jesús Moncada

Motion made to table by Dr. Barbara Medina, 2<sup>nd</sup> Beth Esquivel

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

F. Approval/Disapproval of Sound System in the Gym

Dr. Barbara Medina

Motion made to approve sound system in the gym by Dr. Medina, 2<sup>nd</sup> by Beth Esquivel Vote: approve

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

G. Approval/Disapproval to move forward with Lease Purchase Agreement

Dr. Barbara Medina

Motion made to table by Dr. Barbara Medina, 2<sup>nd</sup> Beth Esquivel

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

H. Approval/Disapproval to cancel Dec. 20 and 21 ELTP days and make them up on Jan. 28 and Feb. 4

Dr. Jesús Moncada

Motion made by Dr. Barbara Medina to approve the calendar change, 2<sup>nd</sup> by Beth Esquivel

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

I. Governing Council Retreat Update

Mr. Ben Maes

Motion made to table retreat by Dr. Barbara Medina, 2<sup>nd</sup> by Beth Esquivel, Vote: approved

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

Adjournment

Dr. Barbara Medina

**Meeting Adjournment:** Time 6:39 p.m.  
Next Meeting Date: January 19, 2022 at 5:00