

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 October 18, 2023 at 5:00 p.m.

Call to Order: Time 5:14 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       |        |
| Ms. Roxana De La Torre      | Secretary      | X       |        |
| Ms. Silvia Fraire-Niño      | Treasurer      | X       |        |
| Ms. Vilma Alejandra Alvarez | Member         | X       |        |
| Mr. Ben Maes                | Member         |         | 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 October 18, 2023 Dr. Barbara M. Medina

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

Approved – No Discussion

Approval or Disapproval of Meeting Minutes of September 20, 2023 Dr. Barbara M. Medina

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

Approved – No Discussion

**Public Comments (3 minutes maximum for comment) Dr. Barbara M. Medina**  
**Reports:**

President's Report (3 minutes)

Dr. Barbara M. Medina

The president did not have a report. Dr. Monaghan was able to visit the school. He was able to watch the middle school science presentation.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Had the meeting on October 17; getting P-cards; 3 checks have not cleared from June but Kyle was looking into them (What is the process for the P-Cards- it is important for the staff to know); Kyle was is very good at explaining everything

Student Council Report (3 minutes)

Azael Campos-Montes/Kloe Muller

The students went to the UNM Student Leadership Institute. He asked if it was better to have or not have a dorm room? Learned about different cultures. He liked the different restaurants on the UNM campus.

Kloe – Literacy Night – Participated in various activities and earned books – had Smoothies on Mondays and Wednesdays by Middle School for the elementary students

How are studies going – Pretty good

Afterschool programs – soccer, volleyball, girls and boys basketball teams, other activities

What activities do you have for Halloween –

Kloe- trick-or-treating

Azael – Does not celebrate Halloween

Interventions – IXL

Mid School Math

Sixth grade tutoring program – SAGA

Spirit Week and Fall Festival next week (bull riding, haunted house, food, etc.)

Principal's Report (10 minutes)

Dr. Jesús Moncada

Positive Pay – thinking about removing from the account because it is causing issues

Increase in membership by 28 students

Projected 367 students – ended with 395 for the 40th day - \$230,000 increase based-on increased projection

Weekly meetings with Administration and Finance

Have a new maintenance person – just waiting for the background checks

3 classrooms which continue to leak – starting roof repairs in November

Looking into landscaping

Playground has been repaired so the students can enjoy

October 3rd – APS meeting – New director of services (how do we feel supported?; how do we align to the APS Strategic Plan?) November 3 APS Meeting with Charter Leaders and Governing Councils (Dr. Medina and Mr. Maes will attend)

Employee of the Month (Jessica Carrillo, Casey Benevidez, Connie Beltran, and ArePee Castalone)

Monitoring Weekly Lesson Plans

Completed Classroom Walkthroughs for teachers – Teacher Evaluation

Registered everyone for La Cosecha Pre-conference on November 8 (PD Day) and sending a team of teachers for the remainder of conference

Adopted NEWSLA – (Reading Passages-)  
Achieve 3000 (focuses on ESL)  
WIDA and ACCESS scores for the last couple of years  
Haggerty  
NM Grown Grant – Fresh fruits and vegetables - \$25,000 – handed out food to the families during family events  
Met with Dr. Monaghan over the strategic plan (green-completed, yellow-still working, and red-still need to be worked on)  
Complete the data and share data with school committee  
How are we doing on the strategic plan?  
Analyze the data  
Be Proactive  
Data Dive Committee  
Different types of data  
What do we value  
How do we use it to drive instruction?  
Inform instruction?  
Data should help teachers teach everyday  
Goal set using the data  
We do not receive the scores in a timely fashion from the state, APS, and vendors  
We need to stay ahead of the state and use our own data/assessments to drive our instruction  
When should we come to the table and review the information  
Possibly the next retreat  
Whose monitoring our assessment data (turnaround coach) – do you understand the strategic plan and why the strategic plan is important  
What has been done; what is in process; what is not  
Utilize our interventionist (move students into the MLSS; and eventually into the evaluation process)-  
English and Spanish  
How do we get better at this; How do we move forward; Where are the reports  
Need more comprehensive reports  
2 data pieces (implementation data/performance results) Make decisions on what we did well last year; what we need to change; how are we going to meet the goals, mission, and vision of our school  
Who is specifically responsible for each task (p. 30)  
Revisit the strategic plan with the admin team  
Show me where you are? (APS)  
Go through the tasks to show where we are and what we are doing  
What do you have/What do you need/What did you do with what you have  
Look at language  
Data-driven instruction

Dr. Moncada is going to send out possible dates for a retreat.

Please see principal report in Google Drive for more information.

### **Discussion/Action Items:**

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

001-118-2324-0003-I ESSER III/ARP Carryover \$164,531

001-118-2324-0005-IB ECECD Direct (Smoothie Program) \$50,000

001-118-2324-0006-I High Dosage Tutoring Award (SAGA) \$15000 (Already approved in Septembers Meeting)

001-118-2324-000X-IB SEL Mini Grant (Conditional Approval, waiting for formal award letter (\$25,000))

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| Ms. Roxana De La Torre      | Secretary      | 2nd     |        |
| Ms. Silvia Fraire-Niño      | Treasurer      |         |        |
| Ms. Vilma Alejandra Alvarez | Member         | X       |        |
| Mr. Ben Maes                | Member         |         | X      |
|                             |                |         |        |

Approved

BARS and bank reconciliation as presented.

See the financial packet in Google Drive for additional details and information.

B. Approval or Disapproval of Incoming Governing Council Member Betzabet “Betsy” Patino (Motion, 2<sup>nd</sup>, Approve, Disapprove)

-Dr. Barbara M. Medina

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| Ms. Vilma Alejandra Alvarez | Member         |         |        |
| Mr. Ben Maes                | Member         |         |        |

Not present - Tabled

C. Approval or Disapproval of Revised Salary Schedule for Educational Assistants (Motion, 2<sup>nd</sup>, Approve, Disapprove)

-Dr. Barbara M. Medina

Goal to Move all EAs to level III

Bring equity to the salaries (between EAs salaries and Ed Fellows)

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| Ms. Roxana De La Torre      | Secretary      | X       |        |
| Ms. Silvia Fraire-Niño      | Treasurer      | 2nd     |        |
| Ms. Vilma Alejandra Alvarez | Member         | 1st     |        |

|              |        |  |   |
|--------------|--------|--|---|
| Mr. Ben Maes | Member |  | X |
|--------------|--------|--|---|

Approved as presented

D. Discussion on STARS/NOVA Transition and Concerns -Dr. Barbara M. Medina  
 Still some issues with the state reporting system. Concerned about 40th Day Counts.

E. Discussion on the APS Charter School Office Staff and APS Board Members Summit with Charter Leaders and Governing Council Members -Dr. Barbara M. Medina

Dr. Medina will attend.

F. Discussion of 4 hour board work session -Dr. Barbara M. Medina

Saturdays work best.

November 4, 11, 18

9:00 am to 1:00 pm on November 11, 2023

All board members available (Mr. Maes not present)

G. Recommendations of Agenda Items for November and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Dr. Barbara M. Medina

Strategic Plan

Retreat Work Session Update

Adjournment

-Dr. Barbara M. Medina

**Meeting Adjournment:** Time 7:08 p.m.

Next meeting date: November 15, 2023 at 5:00 PM