

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 November 15, 2023 at 5:00 p.m.

Call to Order: Time 5:02PM /Roll Call:5:03PM

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, Yoana Rodriguez, Admin Assistant, Casey Benavidez, Assistant Principal, Julie Weeks, Special Education Director

Approval or Disapproval of Agenda of November 15, 2023

Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Meeting Minutes of October 18, 2023

Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Working Session/Retreat notes of November 11, 2023

Name	Title	Present	Absent
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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

Approved

Public Comments (3 minutes maximum for comment) Dr. Barbara M. Medina
Reports: Thank you to the staff for the Spelling Bee. Have the list ready for the judges. Rigor, high expectations, and relationships are important.

President's Report (3 minutes)

Dr. Barbara M. Medina

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

-New Mexico Bank and Trust- form by tomorrow

-Most checks are payroll liabilities (Aflac/Legal Shield)

Teacher Report (3 minutes)

Mr. Julio Meza

-Activities (sports)- basketball began, we have 3 teams this year, 2 boys teams and 1 girl team. For health and physical education, there are smoothies being given to students. Monday and Wednesday are smoothie day. Coaches learned about social emotional in their PD from last week. Before September 1st if they are 14 they can't play in middle school sports (3 girls/1 boy can't play). Games had already started before the rule was set in place.

Principal's Report (10 minutes)

Dr. Jesús Moncada

-433 students total

-Business office meeting weekly

-Landscaping is being worked on, leaks on roof have been fixed, got three quotes for fixing roofs, getting quotes on the Stucco, insurance claim will be done on the coil in the AC units, received new desks/chairs for classrooms, we have approval of disposal for the old furniture, we received a lot of items from a school that was being closed (a library), CWFD program was approved, kitchen grant/kitchen extension have been approved (ideas are flowing), PD was on November 8th, Sandra Orzoco/Yamilette Gutierrez as Employee of the Month, we hired Fernando Brambila, everyone in Educator Fellows is in the program, STEM training 11/16, Reading Apprenticeship 6th-12th, H&W meetings throughout each week, Explora Night was successful with 326 present, Guero Loco presented 11/13, Parent Institute 7 parents attended. Thanksgiving Family Dinner was very successful with around 600-700 parents present

Discussion/Action Items:

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

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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

B. Approval or Disapproval of Disposal of Assets, Old Furniture and Water Dispensers (Motion, 2nd, Approve, Disapprove) -Dr. Barbara M. Medina

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

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

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

Meeting on Wednesday December 13th

- suggestion for in person/potluck/gift exchange
- working on Agenda for PD for staff surveys

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

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:07PM

Next meeting date: December 13, 2023 at 5:00 PM