

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
February 21, 2024 at 5:00 p.m.

Call to Order: Time 5:08 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; Casey Benadivez, Assistant Principal; Yoana Rodriguez, Admin Assistant; Azael Campos, President of Student Council

Approval or Disapproval of Agenda of February 21, 2024

Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Meeting Minutes of January 17, 2024

Dr. Barbara M. Medina

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

Approved

Discussion/Action Items:

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

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina, I don't have a president's report. Make sure Dr. Moncada and/or myself are aware if you are not present.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

For the month of December, there were 6 months total of clear payments. We got our P-cards; Dr. Moncada, Kyle, and myself have one. The P-Cards will stay at the school. Everything else looks good.

Student Council (3 minutes)

Azael Campos

Student President: Azael Campos

My first topic for this evening is sports, the girls basketball was a success and won the championship. Volleyball and soccer are in session. Academic status is, kids who are struggling have tutoring through GearUp with Ms. Toledo we have the Senior Class Committee; they organize graduation, prom, field-trips, and many things. Senior Class Committee reward with \$10 visa card. We have 20 students doing Acellus. So far we have two semesters, and we are currently in our second semester. Amaya Trujillo has finished both semesters. We just finished ACCESS testing and we are now starting AVANT. AVANT is the Spanish Assessment for all students, unlike ACCESS for ELs that is for English Learners only. Our other topic is the Bilingual Seal. There are over 20 students doing the Bilingual Seal which is the most we have had. We will start doing assignments to get our Bilingual Seal. A high school fair was held here on campus for families to encourage kids to go to certain high schools. There were over 13 schools that came to the High School Fair. We had success because there were students who were discussing the fair.

Dr. Medina: Can you make sure the pledge is included in the 8th grade graduation?

Azael: Yes, I will speak to the leaders.

Dr. Moncada asked Azael: Are you still planning on going to Valley High School?

Azael: I am still going to Valley because my brother went there.

Mr. Monaghan: $\frac{2}{3}$ students received their Bilingual Seal, do you think we can get it high this year?

Azael: Yes we hope so!

Principal's Report (10 minutes)

Dr. Jesús Moncada

Thank you to those of you who are here in person. I would like to say we had great enrollment for the 120th day. That is a difference of 8 students from 80th day, which is positive for our schools budget for next school year. We have an average of 408 students that will help with our funding, in particular with grants as they take the average from 80th and 120th day. Domain 1, we received the Bilingual Multicultural Education Program Award in Santa Fe. We had students perform at the RoundHouse and we took the Student Council and were there. We also took 10 employees to the NMABE Institute. Facilities; we have 4 quotes for replacing roofs for building 1,2, and 6. We are still waiting on the kitchen equipment grant. We got our school fence fixed and they will be doing a few more other things. We did fix the fence in front of the parking lot, to keep our pedestrians from crossing into the parking lot. ATDA's HVAC has been fixed and the alarm system will be getting fixed. APS canceled the turnaround visit that was scheduled from this morning. For Solar Panels we have one more presentation this afternoon. We will have 4 quotes total for Solar Panels. Capital Outlay Funds we received is \$80,000. Domain 2 we recognized two employees in January. We also recognized two employees for 18 years of service. In

Discussion/Action Items:

January, we were able to see all the classrooms in regards to TNTF Classroom Walkthroughs. We worked on the NCSC; 10 people will be going. If anyone cancels we will take the others who expressed interest in attending. For Domain 3 we are seeking donations for college T-shirts. We had four more teachers complete GLAD training and we have four doing AIMS training. For Domain 4, we continue working on classroom learning environments. We make sure students stay engaged. We had two presentations for middle school students from the New Mexico Dream Center (on Human Trafficking) and the Bernalillo District Attorney (on gun safety/violence). We had 13 high schools who came to the High School Fair. We had about 150 people. We are currently opening the lottery and actively seeking intent to return. We finally got an award letter from the SEL Grant.

A. Discussion and presentation on Solar Panels (PPC Solar) -Dr. Barbara M. Medina
Charlie from PPC Solar. I have been with PPC for 12 years. We have been doing Solar Panels for 44 years. We are NACEPT certified. We also have a ONM service department so we are always able to follow up overtime with projects that we install. Rooftop array would be 196.6 KW. When evaluating your usage, this proposal would provide full energy offset but it also provides the optimal return on investment. I focus specifically on rooftop because you have excellent roofs. It's important to note, as of January 15th, your electric rate changed. On Peak kilowatt hour is much higher than off peak. Last year the energy was 68% and this year the energy would be 44%. Things are changing with PNM. Internal return would be 14.9% and would pay back for about 6.9 years. You would save the school about 1.7 million. I am looking at a 30 year term. You can see on the graph that some months the solar produces more, the credit each month that you produce more power; the access generation would be paid by PNM. Any questions?

Dr. Medina: Why do you use Canadian panels?

There is an incentive on American made panels but it's very limited.

Silvia: How many panels are we talking about?

341 panels

Silvia: Is it the same panels for 30 years?

They are expected to last longer than 30 years. You would have a monitoring panel to observe your solar production.

Dr. Medina: The more power that you generate, it goes back to PNM? Do they give us any other incentives? How much would installation take?

Yes it does. NM does have any PRP, and you may get a \$6,000 credit but it may only be for tax paying customers. You would have the 30% ITC from the federal government. There would be two phases and can be anything from 2-4 months. The installation phase would be a month. There would be a week of inspections.

B. Approval or Disapproval of New Governing Council Member (Motion, 2nd, Approve, Disapprove)

-Dr. Barbara M. Medina

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

Tabled- no letter received

C. Budget Update & BARS, vouchers, financials, and bank reconciliation (Motion, 2nd, Approve, Disapprove)

-Mr. Kyle Hunt

Discussion/Action Items:

BAR 12

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

BAR 13

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

HEB- is going to be spent on a lot of supplies; T-shirt printing machine. SEL Grant- will be mostly for supplies and materials. APS provides a listing for the Fall check in which has a few items that need Governing Council approval. BAR 12 & 13 is on the agenda today and needs to be voted for today.

D. Discussion BOY and MOY Assessments

-Dr. Barbara M. Medina

We are required to do iMSSA grades 3rd-8th. iMSSA correlates to the state assessment. The graphs show how many students were tested, which students need support, who is near target, and who is on target. It is a 6% raise for 3rd grade.

Dr. Monaghan: In the future, can you take the number of students out? There should be only percentages on the graph, so the viewer can focus on the percentages. 7th and 4th grade are improving a lot more than other grades. If we can find out what is going on and see what we can replicate that.

Dr. Moncada: We are also doing TNTP and monitoring lesson plans.

Dr. Medina: There is also another way to present this graph.

Casey: We are on target to meet our goal this year.

Dr. Monaghan: Take the #'s out and add a short page summary.

E. Discussion on School's Strategic Plan; one pager document, goals, data collection, analysis, and improvements Update

-Dr. Barbara M. Medina

This is the document that Dr. Monaghan started and we continued with it. I removed the second columns that had the input and we added reflection/next steps. We are going to work with the teachers to focus on data resolutions that are more data specific. We are continuing this work on the next PD Day (March 1st). The domains overlap so some teams refer to other domain specifics. It was nice to have them see that we have certain processes in which they were confused about. They provided recommendations.

Dr. Monaghan: State specifics as to why the goal was not met. When you have the next steps, make sure you are going to be able to carry them out. We have to boil it down to a core set of steps.

Dr. Medina: Use the SMART Goal template.

Dr. Monaghan: It should be manageable for you. Anything that is in the plan, needs to be done.

Dr. Moncada: I split the charter school goals and the strategic plan goals. We were working on Goal 1, for a revision. Last time we talked, it was about adding AP Spanish or the Bilingual Seal. We wanted

Discussion/Action Items:

something more measurable so we talked about bringing in AP Spanish; the goal was to have 40% of students be in the course.

Casey: I am working with a teacher to get the AP training to teach the course.

Dr. Moncada: We expect to increase the percent of students in the 8th grade to at least 50%.

F. Discussion on the National Charter Schools Conference this summer -Dr. Barbara M. Medina
Travel information will be sent out to everyone.

G. Discussion on Staff Survey Results -Dr. Barbara M. Medina

Tabled

H. Approval or Disapproval of School's Software Access Policy (Motion, 2nd, **Approve**, Disapprove)
-Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	x 1	
Dr. Edward Monaghan	Vice President	x 2	
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

I. Approval or Disapproval of Nepotism Waiver of Employee (Motion, 2nd, **Approve**, Disapprove)
-Dr. Barbara M. Medina

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

Approved

J. **Approval** or Disapproval of Charter School Revision of Goals (Motion, 2nd, Approve, Disapprove)
-Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	x 2	
Dr. Edward Monaghan	Vice President	x 1	
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

Discussion/Action Items:

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

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:40p.m.

Next meeting date: March 20, 2024 at 5:00 PM