
Christine Duncan Heritage Academy
Governing Council Meeting **Agenda**
March 20, 2024 at 5:00 p.m.

Call to Order: Time 5:15p.m. /Roll Call:

Dr. Edward Monaghan

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; Ms. Rodriguez, Administrative Assistant; Ms. Weeks, Special Education Director; Dr. Rivera; Instructional Coach

Approval or Disapproval of Agenda of March 20, 2024

Dr. Edward Monaghan

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 2	
Ms. Vilma Alejandra Alvarez	Member	x 1	
Mr. Ben Maes	Member	x	

Approval or Disapproval of Meeting Minutes of February 21, 2024

Dr. Edward Monaghan

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 2	
Ms. Vilma Alejandra Alvarez	Member	x 1	
Mr. Ben Maes	Member	x	

Public Comments (3 minutes maximum for comment) Dr. Edward Monaghan
Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

N/A

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

We had our meeting on March 18th and there are a couple under payments. Hopefully next month they will be taken care of. They have been using the P-Card and it has been going well. We have a couple of projects coming up that will be spoken about later.

Teacher's Report (3 minutes)

Ms. Susie Corpus and Mrs. Cinthya Thomas

N/A

Principal's Report (10 minutes)

Dr. Jesús Moncada

The current enrollment for March is 449, in PreK we have 36. We had our 120th day report of 412 students. Average of 80th and 120th day is 408. We had extra money that we received recently. Domain 1; we had Dr. Monaghan and I attended training at CNM from 10-4. It was something free for all members, we are members of PCNM. Our attorney Dan Hill did a great job at presenting. One of the main concerns was the school calendars. One of the updates from the Legislative training is that we have to post our recordings for our meetings. We have to post our Meeting Minutes within a week after the meeting. There are other changes that don't directly impact us. The change that impacts us the most is of the school calendar. There is a new bill in regards to school accountability. The state will be giving us an annual accreditation after we submit certain information. We are a charter school therefore they already look at certain things on that list.

Dan: There are two rules; accreditation and calendar rule. These rules are creating negative attention, we should wait to see what PED will do with the accreditation rule.

Dr. Moncada: I worked on the renewal for the Bilingual Multicultural Act. We are trying to get Baila Baila to come in next school year for Middle Schoolers. We are focusing on ordering more books for kids. There is a meeting on April 8th where we need to take a board member. In the past we use to turn in a management plan but now they call it a corrective action plan. We have another Solar Panel presentation. We are getting ready for the lottery on the 22nd. Domain 2 we brought in a presentation on a Golden Apples program; they have funding available. They can apply by April 1st. Anyone from highschool-sophomore in college can apply. We recognized the employee of the month; Jeanett Jimenez and Dominique Solis for February. We continue doing walkthroughs. We are getting ready to do the National Charter School Conference. For Domain 3 we applied for a literacy grant. They are offering \$1,000 to celebrate a level up in reading. We have been doing a lot of training on AVID. Dr. Rivera, Ms. Brambila, and I went to a few schools. We also attended an APS Title 1 AVID sponsored training. We are already doing AVID through the Gear Up program. We are organizing a girls STEM conference; this is a conference for 7th and 8th grade girls. This is our 3rd year attending. We finished the AIMS training. For Domain 4 we have our sports program; we are currently doing volleyball and soccer games. We had our spelling bee on March 12th. Our first place winner is from 7th grade; she will represent our school. Second place winner is also from 7th grade and our 3rd place winner is from 5th grade. Middle School took a field trip to Popejoy on Monday. We are preparing for the Math Olympics; middle school. Spring Break is coming up right before our Parent Teacher Conferences. We are focusing on Student led conferences this year. We had a meeting with teachers on March 1st in which we continued to work on our Strategic Plan. We worked in teams for each domain and have captured all their comments. Our next goal is to limit 5-6 items to focus on. We were looking at specific data. Dr. Rivera has been working with teachers and having them set specific goals. Dr. Rivera is working on templates. They want us to focus more on data than progress; not overall percentages. Domain 2 includes a form where teachers can share student behavior. We also

trained teachers on AIMS and GLAD; we would involve teachers in lesson plans. The teachers want more support and mentorship. Some things that are listed on the plan have already been implemented such as the sign in sheets. Teachers would like to see EA's and Social workers do home visits. They also wanted water fountains near their classrooms which are being implemented.

Dr. Monaghan: You do have an attendance plan, as in the details to the list?

Mr. Benavidez: There is a committee that focuses on attendance, Yoana takes care of updating the absences, I sit in on the H&W meetings, and Rachel takes care of calling CYFD/APS Police.

Dr. Monaghan: I want to thank your staff for your suggestions. Now that you have some data, can you tell me when you will refine the data? Do you have an idea when you'll have it down and send it to APS?

Mr. Benavidez: We can show them the suggestions before they come in on their visit. Some in Domain 1 are wanting a fitbit and a training room but we are looking at the changes we can make.

Dr. Monaghan: Is there a way you can make the changes before the month ends to provide for Escobedo? Can we have it ready for April 17th? Can you get back to me with any problems? Lets focus on doing changes during the summer instead of looking at the data mid year.

Dr. Moncada: We do this every year. I want to make sure Joseph is okay with taking stuff out. We can ask them if we can modify what we have.

Dr. Monaghan: Have you thought about a plan that includes how you release information to parents? Can you put up a one pager on the information where parents can understand?

Mr. Benavidez: We would most likely have to wait for next year's Open House because of the data that we receive after the students' test.

Dr. Moncada: We can focus on a one pager for attendance, attendance in the Fall Festival, and assessments in the Winter Program.

Dr. Monaghan: For the April meeting, you can include a one pager to show. On attendance, it will be one metric and define it for parents.

Discussion/Action Items:

A. Discussion and presentation on Solar Panels(Everguard Solar) -Dr. Edward Monaghan

Jordan: Biggest two expenses are teacher salaries and utilities. Right now you rent your energy from PNM. Second option is a carport and is more expensive. If you are looking for the biggest bank for your buck, it would be doing option one. We are very close to your school and also a roofing company. Once a month we hold a hands-on teaching class on energy. We also have each class get its own monitor and system for that solar. There would be 450 panels on the roof. Peak hours for PNM are 8AM-3PM Monday-Friday.

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

-Dr. Edward Monaghan

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 2	
Ms. Vilma Alejandra Alvarez	Member	x 1	
Mr. Ben Maes	Member		x

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

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	x 1	
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 2	
Mr. Ben Maes	Member	x	

D. Approval of School Calendar for 2024-2025 **Approved** -Dr. Edward Monaghan

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 2	
Ms. Vilma Alejandra Alvarez	Member	x 1	
Mr. Ben Maes	Member	x	

180 days of instructional time, 4 days a week, beginning in July 2024 and ending in June 2025.

E. Approval of Bilingual Multicultural Education Program Renewal Application **Approved** -Dr. Edward Monaghan

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

F. Approval of Policy for Advanced Placement Courses for Spanish in Middle School **Approved**

-Dr. Edward Monaghan

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

G. Discussion on Staff Survey Results

-Dr. Barbara M. Medina

N/A

H. Recommendations of Agenda Items for April and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)

-Dr. Edward Monaghan

Discussion on Strategic Plan and the APS findings.

Adjournment

-Dr. Edward Monaghan

Meeting Adjournment: Time 7:35p.m.

Next meeting date: April 17, 2024 at 5:00 PM