

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
January 17, 2024 at 5:00 p.m.

Call to Order: Time 5:01p.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 (Phone and Online)	
Ms. Silvia Fraire-Niño	Treasurer	x Online)	
Ms. Vilma Alejandra Alvarez	Member	x (Joined at 6:10)	
Mr. Ben Maes	Member	x (Online)	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney (online); Melissa Maestas, Parent Liaison; Naomi, Translator); Casey Benavidez, Assistant Principal (online); Juno Hang and Raul Villareal from LUX Solar Panels, Guests

Approval or Disapproval of Agenda of January 17, 2024 Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Meeting Minutes of December 13, 2023 Dr. Barbara M. Medina

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

Approved

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

President's Report (3 minutes)

Dr. Barbara M. Medina

We have our translator with us on our first GC meeting. Thanks to Dr. Monaghan for stepping in on Dr. Medina's absence. Dr. Monaghan was present for PD. Kyle has arrived (business manager).

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything looks good, we are waiting on the Pay cards. There have been issues with the system, but we will have it ready for February.

Teacher Report (3 minutes)

Julie Weeks

We came back last week; the teachers have started their Istation testing and have been trying to get back in the swing of it. We have enrolled about 6 new students. PD went well, we did data analysis, and some teachers did WIDA training. We had the recognition for years of service in the morning, the day of PD. The movie, The Radical, was shown and there was an activity after with staff. Special Education is working on looking at the growth in the state tests and seeing how instruction needs to be modified.

Principal's Report (10 minutes)

Dr. Jesús Moncada

Enrollment is back to where it used to be prior to Covid with 444 students. Our projected membership was 36 based on 80th day. We got an increase of funding based on the 40th day. The 80th and 120th day is averaged for Title 1 and other grants. If we keep our students enrolled, we will have 442 total. The domains: Domain 1 we applied for a recognition for our BMEP and if selected we will be awarded on February 9th. We received a 6.5 increase on the lease assisting grant. In regard to facilities, one of the HVAC systems broke at ATDA and will be \$28,000 to replace. APS turnaround visit is scheduled for February 21st. We are working with TNTF and the admin is getting training monthly from 4-6. Admin has been going in pairs to look at instruction and record evidence to get common trends in classroom practices, so we know how to best support teachers. The National Charter School Conference is at the end of June, let us know if you are interested. Domain 3; we looked at Spanish AVANT data and our students did make gains in the last two years. Dr. Moncada met with GEAR UP coordinator and discussed future dates. Domain 4; we will have 4 volleyball teams this year! We got funding from the City of Albuquerque to support the After School Program. We are working on a soccer field for our school. We had over 700 people attend the Winter Program event last December. National School Choice Week is January 21-26. We are participating in PCSNM School Choice Event from 11-2; Benji & Maestas will be attending. Twenty-five students are attending the West Side Day at the State Legislature: January 25th.

Discussion/Action Items:

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

-Mr. Kyle Hunt

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

Mr. Ben Maes	Member		x (got disconnected)
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Bar 9 approved

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1 st	
Dr. Edward Monaghan	Vice President	2 nd	
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 10 approved.

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

Bar 11 has been approved.

Kyle is having difficulty reconciling our accounts, the system is not generating everything. As soon as the issue is resolved, Kyle will send reports to everyone so they can review on their own.

Last year's National Charter Schools conference expenditures was \$20,896.40 in total.

B. Discussion and presentation on Solar Panels

This is our second provider. Raul Villarreal and Juhno representing Lux. They design, execute, and complete the task with no charge to the school. They want to make sure they have predictable savings. They are seeing 320 kilowatt hours per year. The rate charge is 18 cents and as high as 20 cents. The solar programs have options to pack on HVAC efforts. Budget is the main topic of conversation, week after week. Not everyone works with the right amount of equipment to put up a project as big as this one. Rooftop and carport installation would be the first option. Option one will maximize the space; 20-25% reduction. The total would be \$0. No cost, there are savings happening on the bill.

Dr. Medina- battery storage question.

Answer- Any solar solution of 2024 will incorporate batteries, 14 cent rate covers all of that. Backup energy will be there when the sun goes down.

Dr. Medina- Are there other sites we can look at?

Answer- Yes, we can send that over.

Dr. Medina- Elevated or mounting?

Answer- The 3 designs are rooftop and carport. Stand alone wall ground did not seem to be an option.

Dr. Medina- Which is easier to maintain?

Answer- If we do all carport, it would be highly recommended.

luxrenewable.com

Dr. Medina- How is this with hail damage?

Answer- No solar policy will cover hail damage. Usually people in New Mexico will add extra policy. There is little to no increase in the premium.

C. Discussion on Spanish AVANT Assessments Update

-Dr. Barbara M.

Data from Kindergarten 21-22, 22-23, and we can see that our students had growth; as a grade level they went up 2.9%. All students were tested in Spanish. We met our Charter School goal #3 of .5 gains for students who have attended over two consecutive semesters at CDHA with a total of 59% making the .5 gains and our school's goal was 40% making the .5 gain mark.

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

-Dr. Barbara M.

During the winter program, the one pager was given out to parents. Put in the one pager document a deadline for the revisions. Domain two has stipends for years of service and revised job descriptions. Domain three is SMART Goals. Domain 4 had a change in the discipline matrix.

E. Discussion on National Charter Schools Conference this summer
Medina

-Dr. Barbara M.

10 people will be going, February 1st is the deadline.

F. Discussion on Staff Survey Results
Medina

-Dr. Barbara M.

70% of the staff were spoken to. The concerns were about the same. Most teachers want more water fountains around the school. They want facilities to be worked on. Another major concern is for Special Education students, they state they are not receiving the required hours. Teachers prefer the inclusion of Special Education students.

G. Approval or Disapproval of Years of Service Stipend for Principal Moncada (Motion, 2nd, **Approve**, Disapprove)

-Dr. Barbara M. Medina

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

Approved for 18 years of service at \$3,000 stipend.

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

-Dr. Barbara M.

Medina

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 7:24 p.m.

Next meeting date: February 21, 2024 at 5:00 PM