

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

Call to Order: Time 5:07p.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	
Mrs. Elma Garcia	Member	x	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Ms. Rodriguez, Admin. Assistant; Ms. Weeks, Special Education Director; Mr. Benavidez, Assistant Principal; Ms. Thomas, Teacher

Approval or Disapproval of Agenda of April 17, 2024

Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Meeting Minutes of March 20, 2024

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

Approved

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

Reports:

There was an anonymous concern about favoritism within the admin team; I don't know how to address it without any examples.

President's Report (3 minutes)

Dr. Barbara M. Medina

Monday's meeting was productive. Kyle and Dr. Moncada did well on the concerns. Staff had an excellent presentation. The APS folks looked positive and said we made progress. They focused on the data to support our claims.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Kyle talked about our first payment for the P-cards on May 15th. Everything else looks good.

Teacher's Report (3 minutes)

Ms. Susie Corpus and Mrs. Cinthya Thomas

Ms. Thomas; ELA teacher. The kids finished their ELA test. Next week they are taking their math test. In May the kids will be presenting their Bilingual Seal projects. 8th graders will have their graduation on May 24th. They have a field trip on May 20th to Meow Wolf.

Principal's Report (10 minutes)

Dr. Jesús Moncada

Enrollment is at 445 students. We get extra funds for this years school enrollment. We continue meeting weekly as the admin team. Parents were notified of the calendar. Many parents were excited about the 4 day week. June 30th is the deadline for Board Member hours. We have applied for funding for next year; breakfast, lunch, dinner, and snacks. For transportation we do have 21 days that APS won't have transportation for us because we come back earlier than them. Lottery was held and letters were sent home. We got 3 classrooms that had water damage. They fixed all the gutters. We got the HVAC fixed at ATDA. There was turf added to the Kinder-2nd grade playground. The fire alarm system at ATDA was fixed. The kids have been playing in the soccer field and we had the fence removed. We are getting quotes on turf. We had an architect come out to draft a few designs for the kitchen expansion. I created a one pager for the strategic plan. Ms. Weeks completed her Jury Duty. We are working with a company called Ellas for PD for next school year. Kyle and Marita attended the NMASBO conference. There was an application sent for Educator Fellows. We had 3 of our teachers move up a licensure level. Sayra Brambila is now a nationally certified teacher, and there are a few teachers working to get theirs. We hope to finish student placements in the upcoming PD. So far nobody has canceled on going to the National Charter Conference. We have created a celebration for the Level Up Reading Program. Our 7th and 8th grade girls attended a STEM Conference. May 8th is Gear Up Signing date. We got a grant to do math tutoring for 6th graders. We finished our reading apprenticeship grant requirements. April 27th is the state Spanish Spelling Bee; we have about 27 students. We received a grant in the amount of \$25,000 for SEL. We invited a teacher that taught at ATDA, he brought students over to play with our middle school students. We got invited to Mañana de Oro for May 9th; we are taking our students who scored On Target from last year's state tests. We had our parent teacher conferences; we had about 98 attendance school wide. We are getting ready to do math Olympics.

Discussion/Action Items:

A. Budget Update, vouchers, financials, 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 1	
Ms. Vilma Alejandra Alvarez	Member	x	
Mr. Ben Maes	Member	x	
Mrs. Elma Garcia	Member	x 2	

Approved

B. Audit Findings and Corrective Action Plan meeting with APS Report -Mr. Kyle Hunt

Discussed

C. Governing Council Required Training (Discussion) -Dr. Barbara M. Medina
Training is required by June 30th.

D. Schedule of Special Session for Budget (Discussion) -Dr. Barbara M. Medina
Session scheduled for April 25th at 5PM. We need to have a quorum. Budget is due April 29th.

E. School Calendar for 2024-2025 (Discussion) -Dr. Jesus Moncada
The information went out to parents, we also let them know about transportation. We are working for a summer program and tutoring program.

F. Solar Panels (Discussion) -Dr. Barbara M. Medina
We had 4 presentations. Kyle was asked to make a report. There are a few more items that will be changed to a few of the quotes we received.
Dan Hill: The two vendors that are within CES or ACES, there will be a faster contract to get in place.

G. School's Strategic Plan - Attendance (Discussion) -Dr. Edward Monaghan
We discussed how the strategic plan can be modified. Once everyone reviews it, we can discuss it at the next meeting. Once it's approved it needs to be translated to present to parents.

H. Staff Survey Results (Discussion) -Mrs. Alex Alvarez
More restrooms, more water fountains, more parking, walking trails in the back, more green areas in the playgrounds, better maintenance in restrooms and classrooms. Computer and internet lending for students. A couple of teachers have newer furniture. Station pods for computers and headphones. Maintain supplies that support PD days. Have admin on the same page when meeting with parents. Different forms of discipline; something more interactive. Extra time to complete

training. Have coaches do what they expect and require. More instruction in PE, wellness, and nutrition. More parent involvement. Math is taught in Spanish and state tests are in English. Have more structure in PD Days. Academic grades should not be affected by behavior.
What was the date of the survey? It was right before Winter Break.

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

-Dr. Barbara M. Medina

- 1. Budget**
- 2. Strategic Plan**
- 3. Solar Panels**
- 4. Staff Survey**

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:28p.m.

Next meeting date: May 15, 2024 at 5:00 PM