

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
May 15, 2024 at 5:00 p.m.

Call to Order: Time 5:02 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
Mrs. Elma Garcia	Member	X	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Mr. Benevidez, Mrs. Weeks

Approval or Disapproval of Agenda of May 15, 2024

Dr. Barbara M. Medina

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

Approved with a Motion to move the evaluation to the last item on the agenda.

Approval or Disapproval of Meeting Minutes of April 17, 2024 Dr. Barbara M. Medina

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

Approved

Approval or Disapproval of Notes for Special Session of April 26, 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	1st	
Ms. Vilma Alejandra Alvarez	Member		X
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	2nd	

Approved

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

Reports:

Jeanett Jimenez: My public comment is -

Lack of funding; CBH contract will be ending which she feels will impact Student social emotional behavior.

President's Report (3 minutes)

Dr. Barbara M. Medina

There is a plan in place for the SEL. A letter was sent to all staff in regards to the CBH contract ending and the administration's plan to support all students. Board members need to complete the board training for the 24-25 School Year.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything is going well except for our P-Cards. The stores are wanting to charge taxes

Equity Council Report (3 minutes)

Ms. Jeannet Jimenez

Facilitated by Dr. Moncada. Two students were represented (ELL and SPED). They have had positive experiences; peer interactions have been positive; wants football; completed the bilingual seal; shift at CDHA has been positive; data shows progress from 3rd – 8th grade.

Principal's Report (10 minutes)

Dr. Jesús Moncada

Current enrollment 447 students

Domain 1

GC required hours

Transportation – Herrera Coaches (22 days APS is not available/change our hours if we wanted transportation)

Domain 2

Teacher Appreciation Week

Teacher/Staff of the Month

Educator Fellows

Apply for Dossier

Bilingual Seal (1st Native American)

Structured Literacy Mini-Grant to Celebrate Reading Improvements (3 bicycles raffled)

April 26, 2024 PD – The Cognia report was reviewed and tied to the strategic plan
 Gear UP College Sign-up day
 Culture Shift
 New SAT/MLSS Chair
 Met with CBH
 2 full-time Social Workers
 Referred students to different agencies for counseling (wrote a grant for counseling-pending)
 Field Trip
 Parent PD off the ground

Discussion/Action Items:

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

Transition from Schoolability to Aptafund (effective March 31)

4 bars to approve

Motion to get a blank bar approval to give the business office and Dr. Moncada to do a year end approval of bars for the year end with a report – Motion passes

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

Approved

Shift funds between funds to clean up the various accounts (please see the attached reports for the exact funds) – 5 funds need to have cash transfers approved – Motion passes

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Dr. Barbara M. Medina	President	1st	
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	2nd	

Approved

Third quarter cash report – bank reconciliation to submit to PED – see attached document – Motion passes

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

Approved

B. Audit Findings and Corrective Action Plan Report on Finding #1(Discussion) -Mr. Kyle Hunt
Access to accounting systems

K-12 were still active and had not been removed from our database. They did not have access; however, it triggered an audit finding. A policy has been implemented to remove staff from the database. Aptafund limits access and Kyle is able to add and remove staff, as necessary. Will review the staff list periodically.

C. Governing Council Required Training Update (Discussion) -Dr. Barbara M. Medina
The Governing Council needs to complete their training hours. The training will be June 12-13 which they can attend.

D. School Emails for Governing Council Members (Discussion) -Dr. Barbara M. Medina
Please check regularly in order to keep up with school information and news. If you are having difficulty logging in, please contact Adriana Arias.

E. Gifted Education Policy (Motion, 2nd, Approve, Disapprove) -Dr. Jesús Moncada
Look into Spanish Screener. Reach out to Boulder County Valley Schools for a possible Spanish Screener. Motion will pass to accept policy with the understanding the policy can be modified as new information and assessments become available.

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

Approved

F. Wellness Policy for PreK (Motion, 2nd, Approve, Disapprove) -Dr. Jesús Moncada

Really liked the nutrition and staff activity sections.
How are we using the handheld devices (IStation/Waterford)
Policy approved

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	2nd	
Ms. Vilma Alejandra Alvarez	Member		X
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	1st	

G. Change of Governing Council June Meeting (Motion, 2nd, Approve, Disapprove)

-Dr. Barbara M. Medina

Keep the meeting the same – no vote needed

H. Principal's Evaluation for June (Discussion)

-Dr. Barbara M. Medina

Per agenda approval this item was moved to the end of the meeting.

I. School's Strategic Plan – Attendance/Data (Discussion)

-Dr. Edward Monaghan

We used the information from Cognia and reflected on the strategic plan. The SMART goals will remain the same; just updated the dates and information. Long term and short term goals have been added.

Please see the attached document in the Google Drive.

Share the plan with the staff (has been done through PD), parents, and APS so they know what work has been done. Create a one-pager for all shareholders to look at. Put it on the agenda for next GC meeting.

J. Staff Survey Results (Discussion)

-Mrs. Alex Alvarez

We are done with the staff survey results. Take off the agenda for right now and possibly revisit in August. It is important to convey results to the staff in a timely fashion.

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

-Dr. Barbara M. Medina

Strategic Plan

Staff Survey (do we want to do or not)

GC Training

Audit Finding #2

Revisit Governing Board Attendance Policy (calculate how many absences)

Principal Evaluation

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:54 p.m.

Next meeting date: June 19, 2024 at 5:00 PM