

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
June 19, 2024 at 5:00 p.m.

Call to Order: Time 5:10p.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. Yoana Rodriguez, Administrative Assistant; Mr. Casey Benavidez, Assistant Principal;

Approval or Disapproval of Agenda of June 19, 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

Approval or Disapproval of Meeting Minutes of May 15, 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:**

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina did her two and a half days and found the session helpful. I have been sending you all things, take a minute and look at what I shared with you. Please bring your calendars for July to set up a work session. I think it's nice to have an academic committee and report to the board. We need a timely plan for the person's evaluation; some schools have an evaluation committee.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything looks good, we were deciding on a couple of issues with the P-card. The reconciliation for June will be a little late.

Student Report (3 minutes)

Yasid Galvez

Yasid is going to the New York/DC Trip. He is excited and it will be his first time. There were two students in the 8th grade selected to attend the trip on a scholarship based on highest GPA, Yasid and Valeria..

Principal's Report (10 minutes)

Dr. Jesús Moncada

We ended the school year with 447 students from PreK-8th. We anticipate 499 in July for grades PreK-8th. For Domain 1 we have been advertising on the radio to recruit students. We heard back from APS and we will have transportation next school year from 8:05-4. We kept going back and forth with that decision, we will be using Herrera Coaches for the days APS will not provide the service. I would like to congratulate Elma, Silvia, Edward, and Barbara on completing their required GC hours already. We are doing our summer school program and offering food services for students, we are serving CBH, RGEC, and summer school students. We have about 30 students for the summer literacy program. We have been working on the RPF for the kitchen grant, it has been published, and we have also been working with TLC on replacing filters. The alarm system at ATDA is being worked on. The APS Spring site visit went very well, they asked about our involvement with ATDA. ATDA will remain open for at least another year. Under Domain 2, our employees of the month were Kyle Hunt and Josefina Baidon. I have shared with you our employee changes. We are fully staffed to begin on July 15th. Mr. Bendavidez had a great idea to host a graduation ceremony on the last day of school for a PreK Center. Hopefully we will have some students come and register. We had three of our Educator Fellows graduate this year. Mr. Muro, Julio Meza, and Sandra Orzoco became Level 3 teachers. Litzia Gonzalez and Angelica Roybal have also moved teaching levels. The National Charter School conference is coming up, everyone on the list is attending. We have a few teachers who have applied for the National Board Certification. For Domain 3, we had the promotion ceremonies, thanks to all of you who were able to attend. We will be getting the structure literacy grant and will be receiving 30k. We hired Paloma Aranda as an interventionist. Ms. Leigh Emanuel will be working with us again next year with the REC Structured Literacy Grant. We had our Math Olympics and also celebrated the students K-5 who had gains in their math results just like we did for reading. We selected 60 students to do the Summer Program. Dr. Rivera has been managing that program and she reports to me. Brandon, my son, has been working through that company and has been teaching 4th grade. For Domain 4, we are hosting RGEC summer school. They have agreed to offer a Friday program for 60 students, they will be here to support us with that. Parents graduated in the last week of school, there was 12 of them who participated in the Enlace Comunitario

Relaciones Saludables parent workshop. They did 10 sessions, and 8 parents finished Abriendo Puertas. We raffled \$300 dollars for one participant and also paid the parents \$30 per session that they attended. I had ten people attend the AVID training. AVID also focuses on four different domains and we may want to look at all the best practices.

Discussion/Action Items:

A. Vouchers, financials, bank reconciliation (Motion, 2nd, Approve, Disapprove) -Mr. Kyle Hunt

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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
Mrs. Elma Garcia	Member		x

There is no action to be taken on today's bars. The statistics are the same. The cash liquidity is back to 3. June is different because of the expenditures. Bar 16-28 are all based on our cash carry over, it is an agreed cash carry over from PED. There were significant bars such as bar 21, 22, and 25. We have about 10 outstanding checks. We are reconciling for May, Marita and myself took a few days off. I will send the bank statement to everyone at the end of the week. The board will be invited for an evaluation of the RFP in regards to the solar panels.

B. Audit Findings and Corrective Action Plan Report on Finding #2 (Discussion)-Mr. Kyle Hunt
We have a description of finding number 2. It had to do with our capital assets. Two years ago K12 missed an asset and once they added it, it was added twice. It was found last year and is being taken care of.

C. School's Strategic Plan – Attendance/Data (Discussion) -Dr. Edward Monaghan
Attendance data will be shared at a later meeting, NOVA/STARS does not provide the data anymore in their reports. The committee has actively worked on improving student attendance this year.

D. Staff Survey Results (Discussion) -Mrs. Alex Alvarez
Dr. Medina took the general concerns and shared them with the staff on the last PD Day.

E. Governing Council Retreat 9-3 or work session (Discussion) -Dr. Barbara M. Medina
If you can bring your calendars to the July meeting to set it up at the next meeting..

F. Principal's Evaluation for 2023-2024 (Motion, 2nd, **Approve**, Disapprove)
"Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters."
-Dr. Barbara M. Medina

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Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	X 1	

Ms. Roxana De La Torre	Secretary	X	
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Ms. Vilma Alejandra Alvarez	Member	X 2	
Mr. Ben Maes	Member		x
Mrs. Elma Garcia	Member		x

Approved

G. Principal's Contract and Bilingual Stipend for 2024-2025 (Motion, 2nd, **Approve**, Disapprove)
 "Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters."
 -Dr. Barbara M. Medina

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Mr. Ben Maes	Member		x
Mrs. Elma Garcia	Member		x

Approved

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

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:38p.m.

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