

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
July 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. 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; Yoana Rodriguez, Administrative Assistant; Julie Weeks, Special Education Director; Valeria Portillo, Graduate from 2023-2024; Casey Benavidez, Assistant Principal.

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

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	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	

Approval or Disapproval of Meeting Minutes of June 19, 2024 Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	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	

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

President's Report (3 minutes)

Dr. Barbara M. Medina

The NCSC was great this summer. Dr. Medina was able to connect to the staff outside of work. There was an email in regards to recess and Dr. Medina will get together with the administrative team and get back to them.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything looks good. We have been having issues with the P-cards.

Student Report (3 minutes)

Student: Valeria Portillo

Valeria went to Washington in DC on a scholarship. Thankfully the school gave me the opportunity to go to New York. My favorite part was learning about Ellis Islands. The school is a small community but a well closed minded community. The teachers are very nice to you and any student coming into PreK or elementary school should take the opportunity to come here.

Principal's Report (10 minutes)

Dr. Jesús Moncada

Total enrollment for 2023-2024 school year was 463, our projection for this year is 420. By 40th day count if we are passed 420 we will have an adjustment. There were 9 students who went to Washington DC/New York. Last June before our trip we brought Yasid to talk to us about his experience. The Social Studies teacher is determined to take all 8th graders to the trip. We sent ATDA the lease agreement. Begin early to finish your hours for this school year (GC Members). NCSC had vendors who were offering the school services. There will be cold food when the kitchen begins to expand. The permits will be taken care of. We got all of our carpets cleaned, floors were striped and waxed. The parking lot lanes were painted over, we are currently working on classroom projects. We are working to get a bathroom in the new PreK classroom. We need to approve a waiver before Dr. Moncada's son is paid for summer tutoring. We have the PreK PD days and the calendar will be finished soon. We will have eight educator fellows this school year. Ms. Roybal in Kindergarten is moving to level 3. There was an advertisement over the radio and Coronado Mall. The state assessment scores were released. ATDA will remain open this year, there is a letter of support that we came up with in early June. Domain four includes RGEC's program during the summer. The calming center will be where CBH was last year.

Discussion/Action Items:

A. Budget Update & BARS, vouchers, financials, bank reconciliation (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. Silvia Fraire-Niño	Treasurer	X 2	
Ms. Vilma Alejandra Alvarez	Member	X	
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member	X	

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

Bar 0001- Bar 0002- **Approved**

B. Audit Findings and Corrective Action Plan Report on Finding #3 (Discussion)-Mr. Kyle Hunt
Audit finding #3 is bank statement errors. The auditors declined that APS had authority to grant an extension. The state statute had authority to grant extension. Kyle copies Dr. Moncada on quarterly submissions, to avoid the audit finding.

C. **Approval** or Disapproval of School's Strategic Plan Item – Domain 1 – Software System Procurify to improve business office transactions.
 -Dr. Barbara M. Medina

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

D. **Approval** or Disapproval of resignation of Governing Council Member (Roxana De La Torre)

-Dr. Barbara M. Medina

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

E. **Approval** or Disapproval of Transfer of **H1B1 VISA** for Teacher from Mexico to teach AP Spanish at CDHA and possibly apply for Permanent Residency -Dr. Barbara M. Medina

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

F. Approval or Disapproval of School Handbooks; Employee Handbook and Parent/Student Handbook -Dr. Barbara M. Medina

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

Item G & H are included in Item F.

G. **Approval** or Disapproval of revision for School Leave Policy to include paying out sick leave if employee want to exchange them for \$100 at the end of the year -Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Member		
Mr. Ben Maes	Member		
Mrs. Elma Garcia	Member		

H. **Approval** or Disapproval of Revision to the Uniform Policy to include cargo pants and any color polo t-shirt -Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Member		
Mr. Ben Maes	Member		

Mrs. Elma Garcia	Member		
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I. School's Strategic Plan Item – Domain 2 - Employee Data Review (Discussion)

-Dr. Moncada

Employee retention for last year was 83%. Teacher retention we had 72% for last year. There are a total of 82 staff members this school year.

J. **Approval** or Disapproval of Friday program for a group of 20-25 students

-Dr. Barbara M. Medina

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

K. **Tabled to August 21st**- Nepotism Waiver for Principal's son, Brandon Moncada, for Training Reading Horizons/After School Program/Tutoring

-Dr. Barbara M. Medina

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

L. National Charter Schools Conference Debrief (Discussion)

-Dr. Barbara M. Medina

M. Governing Council Retreat Schedule (Discussion)

-Dr. Barbara M. Medina

Set date for August 24th on the retreat.

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

-Dr. Barbara M. Medina

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 6:55p.m.

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

