

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
August 21, 2024 at 5:00 p.m.

Christine Duncan YouTube Link to GC Meeting:

<https://youtube.com/live/lb8W0MsTms8?feature=share>

Christine Duncan Zoom Link for GC Meeting:

<https://us06web.zoom.us/j/5441056329?pwd=RW5EQjVZRUXpSDVZdGUwYnliYkdDZz09&omn=85993139430>

Call to Order: Time 5:09p.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; Ms. Yoana Rodriguez, Admin. Assistant; Parent Liaison, Abigail Quezada ;

Approval or Disapproval of Meeting Minutes of July 17, 2024

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

Approved

Approval or Disapproval of Agenda of August 21, 2024

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

Approved

Public Comments (3 minutes maximum for comment) Dr. Edward Monaghan Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

There were two concerns presented, they were addressed to Dr. Moncada for the daily operations. Dr. Medina spent a day on campus and enjoyed her time in the classrooms she visited.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything looks good. We are looking forward to the reconciliation. The reconciliation is in progress and we are waiting for Kyle.

Equity Council Report (3 minutes)

Parent Rep. Abigail Quezada

Dr. Rivera, Alejandra Perez, Jesus Moncada, and myself were present. We celebrated our student count. Teachers are more aware of what needs to be done with this school year. We celebrated that I am in my new position. For our next meeting I would like to see more parents. We want to recommend one parent per grade in these meetings. We looked at data from the last three years. They recommend all parents be notified when kids are testing.

Principal's Report (10 minutes)

Dr. Jesús Moncada

The auditors were on campus today. The audit is going well! We have a huge increase in our student enrollment. We currently have 535 students in PreK-8th. We added a PreK class for three and four year olds. We added a third 4th grade class. We doubled enrollment in 4th grade. We had a slight increase in the other grades. We are at 484 in Kindergarten-Eighth grade. A position has been posted for a Special Education teacher. Dr. Moncada was invited by Governor Luján-Grisham's Office to attend an Early Childhood Summit at the end of July. For our facilities, we have been in communication with the project manager in regards to the expansion of the kitchen. They will begin with fixing the air conditioning between the kitchen and Dr. Moncada's office. There was an HVAC replacement at ATDA which cost 18K. We are working on quotes for the soccer field. There is new carpet being installed in 7 classrooms; 3 have been done. The main building's roof has been fixed, the leaks that were caused were because of the screws on the roof. We are ready to move forward with solar panels now that the roof is fixed. Fiber wood chips are in the middle school playground, a few classrooms have new furniture, everyone now has a mini refrigerator in their classroom, and uneven sidewalks are being worked on. We hired Beatriz Ortiz for the front office, Lorena was moved to Cafeteria monitor, and Ms. Roxanna DeLaTorre was moved to be an Educator Fellow. There were a few EA's covered to help in classrooms. This year teacher evaluations are being divided between four of us. We have had a PD day in July and our next one is this Friday, August 23. We received the grant for structure literacy. Read 180 was replaced with RA4LL for selected 7th and 8th graders. We got an idea from the National Charter School Conference. Our social workers and Parent Liaison have been working on a Calming Center (quiet room). We had a full house for our Title 1 Annual Meeting/Open House family night. Duty schedules have been adjusted because of the school growth. RGEC has funding for a Friday Program. Abriendo Puertas is coming up in September. Dr. Blake came in to present a Growth Mindset for both students and parents.

Discussion/Action Items:

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

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

BAR 005-1 A 24K NM Grown Grant that we use to give food to our families in our community.
Approved

- B. Audit Findings and Corrective Action Plan Report on Finding #4 (Discussion)-Mr. Kyle Hunt
The finding has been present for the last 3-4 years. The finding was if Dr. Moncada could see who had access to SchoolAbility since all K12 employees had access, then a policy was required for people to manage school software systems. Apta Fund is our new system, which grants us the ability to see who has access to the portal.

- C. **Approval** or Disapproval of Assets Inventory for 2023-2024 EOY -Dr. Edward Monaghan

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

- D. **Approval** or Disapproval of PreK Handbook for 2024-2025 -Dr. Edward Monaghan

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

E. Special Education Program Update (Discussion)

-Mrs. Julie Weeks

About 14% of our students have disabilities. Total enrollment is 535 with 75 students with disabilities. We are up 25 special education students from last school year.. The students show their own individual growth in their goals. A few of our students will show proficiency. We have 21 Level A students, 32 Level B students, 4 Level C students, and 11 Level D students. Based on our new enrollment, our case managers are a bit above where they usually are. We are advertising for a Special Education teacher for the overage of our current Special Education teachers.

F. School's Strategic Plan Update and School Data (Discussion)

-Dr. Jesus Moncada

The Smart Goals have been updated. There is a reflection from April of this year. There is evidence in the new action items that were added to the plan. We did include our charter school goals. We have long term and short term goals.

G. National Charter Schools Conference Debrief (Discussion)

-Dr. Barbara M. Medina

A few one pagers have been submitted, they will be going over them at the retreat or in the next Governing Council meeting.

H. Principal's PDP for 2024-2025 (Discussion)

-Dr. Barbara M. Medina

Successful implementation of the language model is a goal. Will review at retreat or next Governing Council meeting.

I. Approval, Disapproval or Discussion of Governing Council Board Member Elections 2024-2025

Discussion for the postponed Governing Council Retreat

-Dr. Barbara M. Medina

J. Governing Council Retreat Schedule (Discussion)

-Dr. Barbara M. Medina

The retreat will be postponed to Sept. 21 or 28.

Topics:

1. Policy Book review – Bylaws and Conflict of Interest Policy
2. Open meetings requirement review
3. Board Goals for 2024-2025
3. Strategic Plan for 2024-2025
4. Committee Assignments for 2024-2025
 - a. Finance
 - b. Academic performance
 - c. Accountability/evaluation

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

-Dr. Barbara M. Medina

Adjournment

-Dr. Edward Monaghan

Meeting Adjournment: Time 7:14p.m.

Next meeting date: September 18, 2024 at 5:00 PM

