

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
September 18, 2024 at 5:00 p.m.

Christine Duncan YouTube Link to GC Meeting: [Join us on YouTube](#)

Click on Link to join Christine Duncan Zoom GC Meeting: [Join Zoom Meeting](#)

Call to Order: Time 5:17p.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, Admin Assistant; Sayra Brambila, Instructional Coach; Julie Weeks, Special Education Director,

Approval or Disapproval of Agenda of September 18, 2024
Medina

Dr. Barbara M.

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

Approval or Disapproval of Meeting Minutes 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
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Public Comments (3 minutes maximum for comment) Dr. Barbara M. Medina Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina made a visit for PD. She observed staff engaged in the training. There has been no parent communication for the last two weeks. A notice about the fall conference was sent, Dr. Moncada will be attending along with a few teachers.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything looks good, there were a couple checks that needed to be signed. The expansion of the kitchen is being worked on.

Teacher Report (3 minutes)

Ms. Sayra Brambila

Mr. Gallegos, Mr. Brito, and Mr. Hernandez wrote a proposal for the PCNM Charter conference. They are planning to present best practices on teaching math and showing our school data for three consecutive years. They follow the cohort of the current middle schoolers. We are planning Literacy Night for next week. We are on board with our AP classes for Spanish. During this months PD we concentrated on Math, the staff who don't teach math were able to take training on newcomers and literacy.

Principal's Report (10 minutes)

Dr. Jesús Moncada

We are at 537 students from PreK-8th Grade. Next year we will need to request a new cap before July 2025. We did an average audit that demonstrates to the front office where we have spaces open. The newcomers program will be a push in and pull out. We hired Ms. Saasha, she is bilingual and joined us for our last PD. We worked on a job description for her and she knows it is a new developed program. Governing Council Required training can be done in December. We have been installing carpet in classrooms. For Domain two, we hired one of our EA's to be our newest Special Education teacher. A part time custodian has been hired, Maria Maldonado. We hired a new health assistant, she will begin October 1st. Cynthia Thomas will be a level three teacher next August. The organizational chart will be worked on for the next Governing Council Meeting. For PD, on August 23rd our main focus was on reading instruction. Ms. Leigh is back this year, she is our structure literacy coach. She will be doing monthly meetings with our coaches. Ms. Brambila has been doing the Write To Succeed training. Today we had our walkthroughs, we did eight classrooms. For Domain 4, we are planning our Literacy Night. We had a field trip to the State Fair for Kinder through Fifth grade.

Discussion/Action Items:

A. Budget Update, vouchers, financials, bank reconciliation (July/August) (Motion, 2nd, Approve, Disapprove)
-Mr. Kyle Hunt

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	2	
Dr. Edward Monaghan	Vice President	X 2	
Ms. Silvia Fraire-Niño	Treasurer	2	
Ms. Vilma Alejandra Alvarez	Member	X1	
Mr. Ben Maes	Member		X

Mrs. Elma Garcia	Member		X
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B. Audit Findings and Corrective Action Plan Report on Finding #5 (Discussion)-Mr. Kyle Hunt
There was a whistleblower audit finding. Finding #5 is internal control instructors. Fund 24153 had a negative balance carried over. We are 95% done with the current audit.

C. Letter of Unsatisfactory Performance for Audit (Discussion) -Mr. Kyle Hunt
APS issued us a letter letting us know we did not meet requirements during the audit. After the meeting, the items were submitted, and there has been communication on the last few items needed.

D. **Approval** or Disapproval of RA4ALL -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 2	
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member		X

E. **Approval** or Disapproval of Bylaws -Dr. Ed Monaghan

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

F. Special Education Program Update (Discussion) -Mrs. Julie Weeks
We have up to 70 special education students. We hired a new Special Education teacher.

G. School's Strategic Plan Update and School Data (Discussion) -Dr. Edward Monaghan
The strategic plan has not changed from last month's meeting. An idea is, showing the admin team on how to make it out. The plan needs to be looked at and see which data is baseline.

H. School Sign (Discussion) -Dr. Barbara Medina
The school sign quote is \$33,000 and will be going in the front of the school.

Approval or Disapproval of purchase of School Sign

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

I. Approval, Disapproval or Discussion of Governing Council Board Member Elections 2024-2025
Tabled until next meeting -Dr. Barbara M. Medina

J. Governing Council Retreat (Discussion) -Dr. Barbara M. Medina
Retreat can be out of town, possibly in December.

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. Approval, Disapproval or Discussion Principal's PDP for 2024-2025 -Dr. Barbara M. Medina
"Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters."
Due by October 9th. Tabled until next meeting.

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

Adjournment -Dr. Barbara M. Medina

Meeting Adjournment: Time 7:08p.m.

Next meeting date: October 16, 2024 at 5:00 PM