

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
October 16, 2024 at 5:00 p.m.

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

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Call to Order: Time 5:05p.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; Danna Torres, Student Council President; Dr. Rivera, Coach; Sayra Brambila, Instructional Coach; Dr. Martinez, Math Coach; Mr. Benavidez, Assistant Principal; Ms. Weeks, Special Education Coordinator;

Approval or Disapproval of Agenda of October 16, 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	

Approval or Disapproval of Meeting Minutes of September 18, 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	

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

President's Report (3 minutes)

Dr. Barbara M. Medina

No communication has been received. We had two applications for the Governing Council.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything looks fine. We have the kitchen expansion that is being worked on. We have a fridge and freezer walk in. We are waiting to see if we are getting any more funds for PreK. The P Cards are working better.

Student Report (3 minutes)

Danna Torres

Danna Torres- Student Council President

I have noticed there have been good changes in school. The school has improved a lot. All the staff, Dr. Moncada and Mr. Benavidez works hard to accomplish everything; they stay late. I am doing the highschool credits, Bilingual Seal, and AP Spanish. Baila Baila has been fun. My most favorite part of Christine Duncan is that when a problem arrives, it is taken care of. I have been at CDHA since 4th grade. I will be playing volleyball this year. The school I was at in 3rd grade, I was not learning English very well. My friends used to come to the school and that is when I was enrolled at CDHA. I plan to go to South Valley or Atrisco Heritage Academy.

Principal's Report (10 minutes)

Dr. Jesús Moncada

We will need to vote and approve for our cap to move. We are projecting to receive 600,000+ around February because of our enrollment. We maxed our middle school students to 28 each class. We had 40 students K-8 who did not return and lost 15 students before the 40th day. Half of our students who did not return this school year went through a Health and Wellness meeting. 73% of the students who left chose another charter school. We received our data from the state for attendance. Students who had over 10 absences a year, decreased. We are 19.46% of chronic absenteeism, we are doing better than the state and the APS schools. For Domain 1, we participated at the first facilities day workshop. We would be one of the last schools to look at as far as soccer fields, gyms, etc. We had a meeting with ATDA (David Bryant) and one of the board members. The organizational chart was relooked at and is attached to Domain 1. For Domain 2, we hired Dominique Solis as a Special Education Teacher. Ms. Janet was hired to replace our health assistant who left. We were required to withdraw two of our ¾ year old students. We have PD coming up on October 25th. We are hosting La Cosecha and we have about 25 visitors. For Domain 3, we have a grant for Structured Literacy. We received a grant in which we can celebrate the kids with \$1,000. SAGA wants our school to be a model for other schools. We hosted the Reading Apprenticeship Training. Dr. Rivera and Dr. Martinez meets with PLC's; review data, learn skills, and make clear connections using the data. For Domain 4, we continue to have Health & Wellness meetings with parents. We had Literacy Night at the end of September. We had a theme called around the world, the teachers had the best literacy activities. We also had our annual Explora Night with 250+ who signed in. We had Parent Teacher Conferences, we had 99% attendance. We have the Fall Festival coming up on October 30th, we have picture day coming up October 18th. We have contracted a new photography company. For our annual Thanksgiving lunch, we are splitting our grades into two days. We are working with Gear Up and tutoring in the afterschool program. Our Friday program is not going very well, that is a program with RGEC. We began working with our newcomer center. Enlace has been hosting parent workshops.

Discussion/Action Items:

A. Budget Update & BAR 0006-I, BAR 7, vouchers, financials, bank reconciliation (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 2	
Ms. Vilma Alejandra Alvarez	Member	X 1	
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member	X	

B. Audit Findings and Corrective Action Plan Report on Finding #6 (Discussion)-Mr. Kyle Hunt
The last audit finding from the 2023 school year is from RFR's. We are covering 2023-019. RFR's were submitted to the prior Business Manager, APS had to disapprove the RFR's. Fund 26107 was Kyle's RFR. The grant did not advise that we went over the allocation for Educator Fellows. The schools RFR's will be reviewed by the Business Manager and school Principal. Our assistant business manager is getting trained to review RFR's which will create a three layer system.

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		

C. Letter of Satisfactory Performance for Special Education (Discussion) -Mrs. Julie Weeks
We were taken off the cap for Special Education. The Special Education department has been meeting more frequently and following up with each other.

D. Approval or Disapproval of New Governing Council Members -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		

The decision will be tabled until November's Governing Council Meeting.

E. Approval or Disapproval of Amendment to Increase our school CAP to 620 students for CDHA
 -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	
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member	X 1	

F. Facilities Discussion on LPA for ATDA with possible action -Dr. Barbara M. Medina
An appraisal will need to be required. The land is worth about 3 million. The Governing Council will need to be provided with details and a possible SWAT analysis.

G. School's Strategic Plan Update and School Data (Discussion) -Dr. Edward Monaghan
We will look at how we can streamline the goals and ideas will be proposed to the team. In November we will come back and discuss the strategic plan and school data.

H. **Approval** or Disapproval of Elections for Governing Council Board Member Secretary for 2024-2025
 -Dr. Barbara 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	

Ms. Alejandra Alavarez is our new secretary.

I. Governing Council Retreat (Discussion) -Dr. Barbara M. Medina
Discussion has been tabled.

J. 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."
The PDP was completed and needs to be approved by the board.

Approval or Disapproval of PDP Plan

-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	

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

Adjournment -Dr. Barbara M. Medina

Meeting Adjournment: Time 7:11p.m.

Next meeting date: November 20, 2024 at 5:00 PM