

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
November 20, 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: 5:10 Time p.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	Secretary		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 represented by Kelsey Pike, Attorney; Yoana Rodriguez, Admin. Assistant; Julie Weeks, Special Education Director; Casey Benavidez, Assistant Principal; Hilda Rivera, Instructional Coach; Sayra Brambila, Instructional Coach; GC Applicants; Kelsy Pike, Jeanett Jimenez, Pamela T., Chevere, Mr. Woodward; Teacher representative, Ms. Fuentes

Approval or Disapproval of Agenda of November 20, 2024

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

Approval or Disapproval of Meeting Minutes 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 1	

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

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

President's Report (3 minutes)

Dr. Barbara M. Medina

A couple of emails came from parents and have not heard back from them. I believe the problems have been resolved since I didn't not hear from those parents again.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

We had our meeting this past tuesday. Everything looks good, there are a few checks we are waiting to make clear. There was an increment on our kitchen space. We will be making the office lounge bigger. The P-Cards have been working well. Payments are being done and sent out on time.

Teacher Report (3 minutes)

Miss Gabriela Fuentes

I am one of the Spanish teachers here. We have been having different events; La Cosecha visit, Spelling Bee, Thanksgiving Lunch, and Fall Festival. We had a lot of participation from parents and staff. Our PD has been tailor to our teachers' needs. We are working on writing a handbook that will be structured and it will be presented for future teachers. The process is being explained to students, parents, and supporting staff. I am working on the AP Spanish class and this is complex to learn for the students. December 6th will be the first session. I want to say thank you to Dr. Moncada and Mr. Benavidez, they have been showing us how to be good leaders.

Principal's Report (10 minutes)

Dr. Jesús Moncada

For November 2024 we have 538 total students. I want to thank our office staff for our increase in enrollment. We were on Kids Magazine for two months over the summer. For Domain 1 we did get New Mexico Vista's which is the state platform for academic achievement. We have a math coach and interventionist this year. We applied for a Food Services grant and we were awarded in October. Facilities, we are working on an intercom system. We have been working on the intercom system for five months. We are also working on a school sign. For Domain 2 we are working on providing them material they need in our PD's. We are doing walkthroughs as an Amin. Team. For employees we hired a full time Special Education Teacher. We have moved Liliana Torres to 5th grade as we had an employee resign. We have three teachers working on their National Board of Certification. Our next PD Day will be December 13th. I sent a group of teachers to the Cosecha. La Cosecha had over 3,000 people and 200+ sessions to choose from. For Domain 3, we have a team of six teachers who are participating in the Write to Succeed program. We are focusing on walkthroughs every month. For Domain 4, we had a great Fall Festival. Thanksgiving lunch was a great event; 900 meals were served on the first day. I want to thank my team for splitting it into two different days because it went great. We are encouraging families to apply through ECECE. RGEC is paying for most of the clubs we have after-school. Our newcomers center has been going well. The Bilingual Seal; there are 36 students participating.

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	
Dr. Edward Monaghan	Vice President	X 2	
Ms. Silvia Fraire-Niño	Treasurer	X 1	
Ms. Vilma Alejandra Alvarez	Secretary		X
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	X	

- B. Audit Findings and Corrective Action Plan Report on Finding #1 (Discussion)-Mr. Kyle Hunt
The FY23 findings were covered in last month's meeting.

- C. **Approval** or Disapproval of Elections for Governing Council Board Member President, Vice President and Treasurer for 2024-2025 -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	Secretary	X	
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	X	

5 Votes for Dr. Medina for President
4 Votes for Dr. Monaghan for Vice President
5 Votes for Ms. Fraire-Niño for Treasurer
1 Vote for Ms. Maes for Vice President

- D. **Approval** or Disapproval of 3 New Governing Council Member(s) -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 1	
Ms. Vilma Alejandra Alvarez	Secretary		NO VOTE
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	X 2	

Executive Session was called at 6:15PM
 Executive Session was ended at 6:30PM - there were no votes or decisions made

Motion for - Mr. Woodard, Ms. Tianguistengo, and Ms. Chevere to join the Governing Council Member

E. **Approval** or Disapproval of Probation of attendance within the next 3 months of current Governing Council Member(s) - one absence only within the period will create a motion to vote of removal

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	Secretary		X
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member	X	

F. Discussion of Commitment of Governing Council Members to SY 2024-25 work, and Governing Council Retreat Date:

Bylaws state that you miss two of six, then the Governing Council Member can be removed. There was a level of attendance review. Dr. Medina, Dr. Monahan, and Ms. Fraire Niño has attended all meetings. Ms. Ruiz has attended nine of the twelve meetings. Ms. Garcia has missed one out of six of the meetings. Mr. Maes has attended six of the twelve meetings.

G. Approval or Disapproval of Policy of Usage of Social Media for Employees -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	Secretary		
Mr. Ben Maes	Member		
Mrs. Elma Garcia	Member		

Item G has been withdrawn

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

-Dr. Edward Monaghan

This can be tabled until January's PD

I. Facilities Discussion on LPA for ATDA with possible action

-Dr. Barbara M. Medina

We would have to start our LPA process again if we made a contract with ATDA. We don't have complete ownership. Dan will be calling them to let them know.

J. Closed Session to Discuss Personnel Issue

-Dr. Jesús Moncada

"Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters."

There is no decision to be made by the board because the party has resigned.

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

-Dr. Barbara M. Medina

L. **Approval** or Disapproval of moving December 18th GC meeting to December 13th from 9AM-1PM

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	Secretary		X
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member	X	

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 7:32p.m.

Next meeting date: December 13, 2024 at 9AM-1PM