

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
December 18, 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 5:04p.m. /Roll Call:

Dr. Barbara M. Medina

Governing Council Members:

Name	Title	Present	Absent
Dr. Barbara M. Medina	President		x(late)
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(late)
Mrs. Nahomi Chevere	Member		x(late)
Mrs. Pamela Tangistengo	Member		x(late)
Mr. Timothy Woodward	Member	x	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Dr. Rivera, Instructional coach; Yoana Rodriguez, Admin Assistant; Ms. Weeks, Special Education Director;

Approval or Disapproval of Agenda of December 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	Secretary	X 1	
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member		X
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member		X
Mr. Timothy Woodward	Member	X	

Approved

Approval or Disapproval of Meeting Minutes of November 20, 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	Secretary	X 1	
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member		X
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member		X
Mr. Timothy Woodward	Member	X	

Approved

Approval or Disapproval of Working Session Meeting Notes for Dec. 13, 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	Secretary	X 1	
Mr. Ben Maes	Member		
Mrs. Elma Garcia	Member		X
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member		X
Mr. Timothy Woodward	Member	X	

Approved

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

President's Report (3 minutes)

Dr. Barbara M. Medina

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Cash liquidity is a little low. The growth of 100 kids, we are operating on a larger staff which makes our liquidity low. Once we get our SEG adjusted, the liquidity will catch up.

Student Report (3 minutes)

Danna Torres, Student Council President

This month has gone fast. We received two basketball championships. Tomorrow we have our Winter Program where the students participate. Most of the eighth graders have been working on their bilingual seal. We have had field trips, this Monday we went to see a show of Mariachis. My teachers show me a lot and have helped me bring my grades up. I am going towards receiving my AP Spanish credit and Bilingual Seal. Ms. Fuentes put together Candy Grams to help raise money for the Bilingual Seal.

Principal's Report (10 minutes)

Dr. Jesús Moncada

For domain 1 we currently have 539 students. The cap request has been submitted to APS. We had several meetings with APS this month. We had a virtual fall visit on December 4th, a site visit on December 11th, and on December 16th. The written report has been shared with you for the fall visit. There was a

decorating door contest with Gear Up and we had three of our classrooms win pizza. They have kept working on the school sign. For domain 2 we had a few resignations. We have eighteen new students in PreK and we have asked for more funding. We had PD on Friday. Our next PD is January 6th. For Domain 3, we continue doing structured literacy. Our teachers continue to evaluate our students. We continue to monitor attendance and hold health and wellness meetings. We are preparing a meeting with our Newcomers parents.

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	
Ms. Silvia Fraire-Niño	Treasurer	X 1	
Ms. Vilma Alejandra Alvarez	Secretary	X 2	
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member	X	

BARS 0008-1 & 0009-1

Approved

B. **Approval** or Disapproval of Special Education Policies and Procedures to align to the New Mexico Public Education Department -Mrs. Julie Weeks

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	Secretary	X 2	
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member	X	
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member	X	

Approved

C. Discussion of School's Strategic Plan Update and School Data -Dr. Edward Monaghan
Thank you to Dr. Medina and Dr. Monaghan for going over the strategic plan. The document is twelve pages long and it will be helpful for the renewal.

D. Discussion of Governing Council Mentors for New Members -Dr. Barbara M. Medina
Board members with two or more years can serve as mentors for the new members.

E. **Approval** or Disapproval of Revision to Bylaws to add committees -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	Secretary	X 2	
Mr. Ben Maes	Member	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member	X	
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member	X	

Approved

F. Discussion PCSNM Conference Debrief

-Dr. Barbara M. Medina

Mr. Benavidez saw a lot of our school's vendors. The CDHA teacher's presentation was great. The conferences give everyone new outlooks and give new ideas.

G. 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.”

Motion to stop live recording before the closed session and going into closed session.

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	Secretary	X 2	
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member	X	
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member	X	

Motion to come out of the closed session

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	Secretary	X 2	
Mr. Ben Maes	Member		X
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member	X	

Mrs. Pamela Tangistengo	Member		X
Mr. Timothy Woodward	Member	X	

An employee matter was discussed.

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

- Populate the committees that were mentioned today
- A draft will be shared for the revised goals; including actual and target data
- Discuss a break down of letters sent out
- CAP approval

Adjournment -Dr. Barbara M. Medina

Meeting Adjournment: Time 7:02p.m.

Next meeting date: January 15, 2025 at 5:00 PM