

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 September 20, 2023 at 5:00 p.m.

Call to Order: Time 5:09 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. Roxana De La Torre	Secretary	X	
Ms. Silvia Fraire Nino	Treasurer	X	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member	X	

Quorum: X Yes No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Melissa Maestas, Parent Liaison

Approval or Disapproval of Agenda of September 20, 2023 Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	2nd	
Dr. Edward Monaghan	Vice President	1st	
Ms. Roxana De La Torre	Secretary	X	
Ms. Silvia Fraire Nino	Treasurer	X	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member	X	

Approved

Approval or Disapproval of Meeting Minutes of August 16, 2023 Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	X	
Ms. Roxana De La Torre	Secretary	2nd	
Ms. Silvia Fraire Nino	Treasurer	1st	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member	X	

Approved

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

Reports:

President's Report (3 minutes) Dr. Barbara M. Medina

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Wants to continue planning a retreat for the GC
 Finance Committee Report (3 minutes) Ms. Silvia Fraire-Nino
 Waiting on P-Cards
 Equity Council Report (3 minutes) TBA
 No Equity Council Report this month
 Principal's Report (10 minutes) Dr. Jesús Moncada
 Enrollment K-8 400 students K-8 and 36 students in PK
 LPA final signed and first payment made and ATD made first payment to us.
 Kids come and go in August and September (hopefully we are stable now)
 NMVista rating – we are rated as traditional. (click on the link on the Principal Report)
 Dr. Medina question- Have the teacher had time to review the data and NMVista during PD (Yes)
 Domain II – Teacher of the month, interviewed a maintenance person, Educator Fellows contract will change slightly because we are receiving more funding
 Domain III – Lesson plans are being checked weekly; structured literacy school (coach, \$13000 for trainings)
 Next PD is October 13, 2023
 Looked at data (state assessments for reading, language arts, and math) we looked at the now fifth grader in third and fourth grade to see the growth – we surpassed expected grade level growth in reading, language usages, and math (see graph in Google Drive)
 Classroom Walkthroughs are being done regularly
 Domain IV
 New furniture has been purchased for the classrooms.
 PDP goals focus on culture of learning.
 Providing smoothies on Mondays and Wednesdays to students

Please see the Principal Report in Google Drive for more information and details

Discussion/Action Items:

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

2 Bars to approve -
 001-118-2324-0002-I ESSER II Carryover
 001-118-2324-000X-IB High Dosage Tutoring Award (SAGA)
 \$15,000 (\$5,000 for Tutoring Coordinator, Remainder for supplies)
 001-118-2324-0002-I ESSER II Carryover

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1 st	
Dr. Edward Monaghan	Vice President	X	
Ms. Roxana De La Torre	Secretary	X	
Ms. Silvia Fraire Nino	Treasurer	2 nd	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member	X	

Motion Passes - **Approved**

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001-118-2324-000X-IB High Dosage Tutoring Award (SAGA)
 \$15,000 (\$5,000 for Tutoring Coordinator, Remainder for supplies)

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1 st	
Dr. Edward Monaghan	Vice President	X	
Ms. Roxana De La Torre	Secretary	X	
Ms. Silvia Fraire Nino	Treasurer	2 nd	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member	X	

Both BARS motions passed - **Approved**

What expenses are we facing for maintenance as new landlords to ATD
 What expectations have we set for ATD
 Keep track of the maintenance expenses for both schools
 Kyle will start tracking those numbers
 Bank Reconciliation reports
 See the financial packet in Google Drive for additional details and information.

B. Approval or Disapproval of Retention of Records Policy (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

Shared old documents Retention of Records Policy
 Shared Adelante Shredding Company Quote (\$200-300)

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1 st	
Dr. Edward Monaghan	Vice President	2 nd	
Ms. Roxana De La Torre	Secretary	X	
Ms. Silvia Fraire Nino	Treasurer	X	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member		X

Motion passes - **Approved**

C. Approval or Disapproval of Destruction of Old School Financial Documents from 2006-2016 (Motion, 2nd, Approve, Disapprove)
 -Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1 st	
Dr. Edward Monaghan	Vice President	2 nd	
Ms. Roxana De La Torre	Secretary	X	

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Ms. Silvia Fraire Nino	Treasurer	X	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member		X

Motion passes - **Approved**

D. Approval or Disapproval of School's Leave Policy (Motion, 2-, Approve, Disapprove)
 -Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President	X	
Ms. Roxana De La Torre	Secretary	2nd	
Ms. Silvia Fraire Nino	Treasurer	X	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member		X

Motion Passes - **Approved**

E. Discussion of 4 hour board work session
 No Vote taken – Discussion Only – -Dr. Barbara M. Medina

Dr. Medina will get with Dr. Moncada to discuss dates.

F. Approval or Disapproval of Principal's Professional Development Plan for 2023-2024 (Motion, 2-, Approve, Disapprove) "Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters."
 -Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	1 st	
Ms. Roxana De La Torre	Secretary	X	
Ms. Silvia Fraire Nino	Treasurer	2nd	
Ms. Vilma Alejandra Ruiz	Member		X
Mr. Ben Maes	Member		X

How is implementation of strategic plan being implemented in the PDP?
 How are we using the analyzed data to drive instruction and revise goals?

Motion passes - **Approved**

G. Recommendations of Agenda Items for October 18, 2023 and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)
 -Dr. Barbara M. Medina

Adjournment -Dr. Barbara M. Medina

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Meeting Adjournment: Time 6:47 p.m.

Next meeting date: October 18, 2023 at 5:00 PM