

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
January 15, 2025 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 5:12p.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
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tangistengo	Member	x	
Mr. Timothy Woodard	Member	x	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney

Approval or Disapproval of Agenda of January 15, 2025 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
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tangistengo	Member	x	
Mr. Timothy Woodard	Member	x	

Approval or Disapproval of Meeting Minutes 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 Woodard	Member	x	

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

Reports:

Silvia began to visit classrooms. She has gone to middle school classrooms.

President's Report (3 minutes)

Dr. Barbara M. Medina

Budget looks good for K12. It will take about sixty days to know our total budget. There has not been any parent outreach.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Report looks good. The cash liquidity is low, next month this should be going up. The expansion of the school is still within the budget.

Equity Council Report (3 minutes)

Dr. Hilda Rivera

An equity council meeting was scheduled for yesterday but attendance was low. There has been a meeting scheduled for next month. Dr. Rivera has been working on a flyer for the state with what we are doing. We are trying to bring the council back together. There are eight people serving on the equity council. The meetings are done every quarter.

Principal's Report (10 minutes)

Dr. Jesús Moncada

We are at 535 students total. For domain 1, we had a working session on December 13th. APS Springs site visit is scheduled for February 7th. We recently had a meeting with APS Finance. APS contacted Dr. Moncada and let us know they can't provide transportation for next school year. Kyle Hunt has advised that they buy a bus and hire a company. Herrera Coaches are willing to meet with us and discuss a plan. We will have to check the pros and cons with contracting a vendor. We transport about 25 students. GearUp hosted a decorating door contest, there were three winners. The Governing Council require training, let Dr. Moncada knows if you need the information. The NCSC is in Orlando Florida this summer. The school sign, there is a debate whether the location belongs to the school or not. We hired Melanie Chavez to replace Ms. Kron. In 4th grade we don't have a teacher to replace Ms. Rosario but we have Ms. Sirias. Amy and Giovanni recently began working at CDHA. If we are able to transfer Ms. Sirias degree from Nicaragua, she will be staying in 4th grade as the main teacher. The main focus for our last PD was differentiate instruction. We are getting ready to host the reading apprenticeship at the end of this month. We continue training teachers in LETRS. Ms. Leigh has begun working with the teacher online since she is not able to do so in person. We are getting ready to test the students with the ACCESS. We are working on a Newcomers center. We have Ms. Lambson working on the center. We are having ESL classes for parents which begin at the end of this month. Yesterday we had three students participate in the Spelling Bee. We are working on another middle school trimester 2 recognition. We have trimester recognitions for the middle school students. We gave out \$5,500 in gift cards for parents. Mr. Saylor has

always given us money to sponsor families. One of our contractors helped us sponsor 4 more families in need. The school did a shoe drive and we were able to sponsor an orphanage. We will have about 36 students completing their Bilingual Seal.

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 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 Woodard	Member	X	

B. Approval or Disapproval of Governing Council Committees

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		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member		

Finance, academic, facilities, and policy - meetings will need to be discussed on every agenda going forward.

C. Discussion on uploading meeting minutes to the school's website; approved and draft meeting minutes.
-Dr. Jesús Moncada

Meeting minutes such as tonight, if our secretary isn't currently at the meeting; the President or Vice President will approve. Meeting minutes will need to be posted within 10 days. Post tonight's Minutes as "draft" and once they are approved in February, they can be posted as the "real" Minutes.

D. Discussion and update on Onboarding New GC members

-Dr. Edward Monaghan

The Onboarding New GC members should be assigned to a committee without needing a quorum.

E. **Approval** or Disapproval of School Calendar for 2025-2026

-Dr. Jesús Moncada

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 Woodard	Member	X	

F. Discussion of CAP approval by APS

-Dr. Barbara M. Medina

We are at capacity for this school year. We need to request a CAP for the next school year. We are requesting a CAP of 620. We are currently waiting for APS to give us a space for one of their meetings to have approval or disapproval.

G. Discussion of School's Strategic Plan Update – Attendance (letters) and [Language Data](#)

-Dr. Edward Monaghan

There was a discussion about getting the new items done for the strategic plan. A new timeline needs to be set for when the updated plan will be ready. The reason for this plan is to keep it updating and let parents know that we are working hard to meet the goals. Take information from parents to share with GC members. There are a few measures that need to be included such as attendance, physical, academics, and community outreach/engagement. We need to focus on internals for CDHA. Academics and performance include reading and writing. Look at the goals as staff and decide if they need to stay on the strategic plan.

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

-Dr. Barbara M. Medina

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 7:01 p.m.

Next meeting date: February 19, 2025 at 5:00 PM