

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 August 20, 2025 at 4:30 p.m.

Click on Link to join Christine Duncan Zoom GC Meeting: [Zoom Link](#)  
 Christine Duncan YouTube Link to GC Meeting: [YouTubeLink](#)

Call to Order: Time \_\_\_\_ p.m. /Roll Call: Dr. Barbara M. Medina

**Governing Council Members:**

Name	Title	Present	Absent
Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Secretary		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodward	Member		

**Quorum:** \_\_\_ Yes \_\_\_ No

**Others Present:**

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

**Christine Duncan Heritage Academy welcomes the Governing Council to a School Tour  
 from 4:30-5:00 following with the meeting at 5:00.**

Approval or Disapproval of Agenda for August 20, 2025 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		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodward	Member		

Approval or Disapproval of Meeting Minutes of July 16, 2025 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		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodward	Member		

**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
Audit Committee Report (3 minutes)	Dr. Barbara M. Medina
Facilities Committee Report (3 minutes)	Mr. Tim Woodard
Student Achievement and Strategic Plan Committee (3 minutes)	Dr. Edward Monaghan
Teacher Report (3 minutes)	TBA
Principal’s Report (10 minutes)	Dr. Jesús Moncada

**Discussion/Action Items:**

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

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Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Secretary		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member		

B. Approval or Disapproval of Amendment to School’s Organizational Chart (Motion, 2<sup>nd</sup>, Approve, Disapprove) -Dr. Barbara M. Medina

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Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Secretary		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		

Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodward	Member		

C. Approval or Disapproval of Restraints and Seclusion Policy (Motion, 2<sup>nd</sup>, Approve, Disapprove)  
 -Dr. Barbara M. Medina

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Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Secretary		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodward	Member		

D. Discussion: **Work with the Administrative Team on a targeted Professional Development Plan Goal #4:**  
 -Dr. Ed Monaghan

E. Approval or disapproval of change in school calendar to change PD on June 12 to Sept. 19 due to required training for CLSD mini-grant for writing required training  
 -Dr. Barbara M. Medina

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Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Secretary		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member		

F. Discussion an possible Approval or disapproval of purchase for Panorama Software System for MLSS  
 -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		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member		

H. Recommendations of Agenda Items for September 17 and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)

-Dr. Barbara M. Medina

Adjournment

-Dr. Barbara M. Medina

**Meeting Adjournment:** Time \_\_\_\_ p.m.

Next meeting date: September 17, 2025 at 5:00 PM