

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 September 17, 2025 at 5:00 p.m.

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

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 Woodard	Member		

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

**Others Present:**

Dr. Jesús Moncada, Executive Director; Mr. Casey Benavidez, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney

Approval or Disapproval of Agenda for September 17, 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 Woodard	Member		

Approval or Disapproval of Meeting Minutes of 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 Woodard	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
Student Report (3 minutes)	Student Council President Grethel Gomez
Executive Director’s Report (10 minutes)	Dr. Jesús Moncada
Principal’s Report (10 minutes)	Mr. Casey Benavidez

**Discussion/Action Items:**

A. Budget Update, PCTs, 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 Assets Inventory for 2024-2025 (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		
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C. Approval or Disapproval of adoption of bulk purchase policy. (Motion, 2<sup>nd</sup>, Approve, Disapprove)  
 -Mr. Kyle Hunt

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

D. Approval or Disapproval of CDHA Travel 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		
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Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member		

E. Approval or Disapproval of Adding High School to our Charter (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 Woodard	Member		

F. Approval or Disapproval of Charter School Renewal (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 Woodard	Member		

G. Approval or Disapproval of Salary increase for Executive Director for 2025-2026 (Motion, 2<sup>nd</sup>, Approve, Disapprove)

--Mr. Kyle Hunt

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. Discussion: **Building Hope Financing** -Dr. Barbara M. Medina

I. Discussion: Charter Schools Program Grant (CSP) Update -Dr. Barbara M. Medina

J. Discussion on Panorama Software System for MLSS -Dr. Barbara M. Medina

K. Approval or Disapproval of PD Registration and Travel to Guadalajara for Conference for Executive Director to attend Feria del Libro Conference from Nov. 30-Dec. (Motion, 2<sup>nd</sup>, Approve, Disapprove)  
 -Dr. Barbara M. Medina

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Dr. Barbara M. Medina	President		
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Mrs. Nahomi Chevere	Member		

Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member		

L. Recommendations of Agenda Items for October 15 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: October 15, 2025 at 5:00 PM