

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 October 15, 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; Ana Lopez, Translator

Approval or Disapproval of Agenda for October 15, 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 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		

**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)	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, BARS, vouchers, financials, bank reconciliation (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		

- B. Discussion of CDHA Travel Policy Flow Chart -Dr. Barbara M. Medina

- C. Approval or Disapproval of Assets Inventory for 2024-2025 (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		

D. Approval or Disapproval of Governing Council Open Meetings Act Resolution for 2025-2026  
(Motion, 2nd, Approve, Disapprove) -Dr. Barbara 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		

E. Approval or Disapproval of new Governing Council Member (Motion, 2nd, Approve, Disapprove)  
-Dr. Barbara 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		

F. Approval or Disapproval of CDHA **Water Safety Guidance Policy** (Motion, 2<sup>nd</sup>, Approve, Disapprove)  
-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		

G EXECUTIVE SESSION (1) Limited personnel matters related to the hiring, promotion, demotion, dismissal, assignment, resignation, or investigation or consideration of complaints or charges against an employee; “Pursuant to Section 1-015-1(H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters related to the Head Administrator’s contract.”

-Dr. Barbara Medina

- a. Amendment for Executive Director’s Number of Days Contract for 2025-2026
- B. Professional Development Plan

Approve to go into executive session:

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. RETURN TO OPEN SESSION - Certification that only those matters described in the Executive Session Agenda were discussed in the closed session; if necessary, final action with regard to certain matters will be taken in Open Session.

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		

I. Approval or Disapproval of Amendment for Executive Director’s Number of Days Contract for 2025-2026 and PDP (Motion, 2<sup>nd</sup>, Approve, Disapprove) -Dr. Barbara 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		

J. Recommendations of Agenda Items for November 19 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: November 19, 2025 at 5:00 PM