

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Agenda**  
 November 19, 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](#)

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; Analy Morales, Translator

Approval or Disapproval of Agenda for November 19, 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 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		

**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)	Ms. Karla Campos
Executive Director/Principal’s Report (10 minutes)	Dr. Jesús Moncada and 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 PCSNM Annual State Conference 2025 Dr. Barbara M. Medina

C. Discussion of Charter School Renewal Dr. Barbara M. Medina

D. 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 or Amendment to salary

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		

E. 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		

F. Approval or Disapproval of Amendment for Executive Director's Number of Days Contract for 2025-2026 or Amendment to Salary 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		

G. Recommendations of Agenda Items for December 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: December 17, 2025 at 5:00 PM