

**Christine Duncan Heritage Academy**  
**Governing Council Meeting Minutes**  
 July 16, 2025 at 6:00 p.m.

Christine Duncan Zoom GC Meeting: [Zoom Link](#)

Christine Duncan YouTube Link to GC Meeting: [YouTubeLink](#)

Call to Order: Time 6:00 \_\_p.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	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	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 July 16, 2025

Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	2nd	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member		X

Approved

Approval or Disapproval of Meeting Minutes of June 18, 2025

Dr. Barbara M. Medina

- Move to amend the minutes from last meeting notes from 5:00pm to 6:00pm

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	

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Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	X	
Ms. Vilma Alejandra Alvarez	Secretary	2nd	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member		X

Approved

Approval or Disapproval of the notes for special session on June 25, 2025 Dr. Barbara Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	2nd	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member		X

Approved

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

President's Report (3 minutes) Dr. Barbara M. Medina

- Charter School conference materials are being distributed.
- A violation of the Open Meetings Act occurred due to the meeting not being posted on the school website; we must ensure future meetings are posted at least 72 hours in advance.
- Legal counsel recommends reviewing the previous meeting for compliance.
- Dr. Medina is monitoring the budget; cuts have affected Community & Adult Education, and Title I, II, and III funding is at risk pending the federal budget.
- Concerns over ICE activity are causing fear in the community, potentially impacting student attendance.

Finance Committee Report (3 minutes) Ms. Silvia Fraire-Niño

- Everything is currently in good standing.
- Work is underway to issue a P-Card to Benavidez.

Audit Committee Report (3 minutes) Dr. Barbara M. Medina

- Dr. Medina attended the audit meeting.
- We are hopeful that there will be only a few findings.

Facilities Committee Report (3 minutes) Mr. Tim Woodard

**Facilities Update – Diverse Solutions (Paul Santillanes & Baris Metin)**

# Christine Duncan Heritage Academy

## Governing Council Meeting Minutes

July 16, 2025 at 6:00 p.m.

- **Playground and basketball court bathrooms are nearly complete; playground bathrooms expected to finish next month.**
- **At South Campus, 6 bathrooms total: 2 completed, remaining 4 expected to be finished by tomorrow morning.**
- **Storm drain and new asphalt near basketball courts are in place to prevent puddling.**
- **A portable has been relocated; 4 Pre-K classrooms are now complete and fully functional.**
- **The traffic loop should be ready within two weeks. A traffic study is underway, with city involvement and a traffic engineer assisting on a permanent plan.**
- **Draft review has been shared with the facilities committee.**
- **Bathroom construction is mostly on track; funds were reallocated to prioritize basketball court bathrooms, which are ahead of schedule.**
- **Hard doors and tile have been added to playground bathrooms.**
- **Temporary bathrooms will be available for students on the first day of school.**

Student Achievement and Strategic Plan Committee (3 minutes)

Dr. Edward Monaghan

N/A

Teacher Report (3 minutes)

TBA

- **Per Dr. Medina, the teacher report we had last month makes up for today.**

Principal's Report (10 minutes)

Dr. Jesús Moncada

### School Update Summary

- **Enrollment remains steady at 546 (including Pre-K), with a projected total of 618. Dr. Escobedo confirmed we are in good standing. Enrollment cap resolution is expected before the next GC meeting.**
- **Charter Renewal:**  
**The renewal process is underway and organized into 4 domains. Domain 1 includes admin meetings and a revised Health & Wellness policy, approved by PED. Renewal documentation is stored in a shared Google document.**
- **Jump Start Day:**  
**Held with three staggered time slots:**
  - **8–11 a.m. (K–2),**
  - **11 a.m.–1 p.m. (3rd–5th),**
  - **1–2 p.m. (Middle School).****The school is celebrating its 20th anniversary.**
- **Staffing & Training:**
  - **New staff orientation took place July 10, led by Brambila.**
  - **CPI training was completed on July 10, 2025.**
  - **7 new residents placed in classrooms (5 from NNMC, 1 from WNMU and 1 from HNMU).**
  - **4 Pre-K EAs hired with Associate degrees.**
  - **PLC meetings and MLSS training are ongoing.**
- **Facilities & Traffic:**
  - **3 classrooms now available at South Campus; gradual move-in planned.**
  - **Traffic flow remains unchanged from last year, with the new traffic plan to be practiced over time.**
  - **Facilities update was positive.**
  - **The school sign (marquee) is still in progress.**
- **Grants & Funding:**

# Christine Duncan Heritage Academy

## Governing Council Meeting Minutes

July 16, 2025 at 6:00 p.m.

- Casey, Moncada, and Kyle submitted a \$1.5 million grant—results expected by Oct. 1.
- Community Schools grant: \$40,000
- After-School funding: \$31,000
- Three out of four NMPED grants approved, totaling \$85,000 (includes literacy, Pre-K Heggerty, and secondary interventions).
- Several Title grants are approved, but Title I-IV funding is at risk per state guidance.
- **Programs & Partnerships:**
  - Summer literacy & STEM programs completed with RGEC involvement.
  - Partnered with “Everybody Math” app for grades 2–5 and SPED.
  - Dr. Moncada was invited to support the National Spanish Spelling Bee.
  - Potential advertising with Univision and La Suavecita.
- **Governance:**
  - Mrs. Chevere completed her required hours, meeting GC compliance.

### Discussion/Action Items:

#### Consent Agenda

- A. Approval of Meeting Minutes of May 21, 2025
- B. Approval of June Budget Update & BAR (no BARS to approve), vouchers, financials, bank reconciliation
- C. Approval of stipend for Mrs. Mayra Moncada to support K-3 teachers with professional development for a total of 168 hours at hourly rate.

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	2nd	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	X	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	1st	
Mr. Timothy Woodward	Member		X

Approved

### Discussion/Action Items:

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

#### Cash Liquidity:

**Cash has increased, but we anticipate low cash flow in the upcoming months until grant funds are received.**

- **99% of state and federal funds have been utilized.**

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**Bank Reconciliation:**

- A few reimbursements for staff members are pending.
- A 4th P-card is being requested, as the current \$30,000 limit is too low.
- Outstanding checks total \$60,000, with the amount gradually decreasing.

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	X	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	2nd	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodard	Member		X

Approved

B. Discussion on consideration of a reorganization of leadership roles with possible approval or disapproval of Organizational Chart (Motion, 2<sup>nd</sup>, Approve, Disapprove) -Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	2nd	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodward	Member		X

Approved and asked for amendment approval for next meeting

C. Approval or Disapproval of Contract Amount for Executive Director (Motion, 2<sup>nd</sup>, Approve, Disapprove) 6% increase to base salary of \$158,069.17 -Dr. Barbara Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	1st	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	2nd	

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Mr. Timothy Woodward	Member		X
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Approved

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

-Dr. Ed Monaghan

- **Tabled for next GC Meeting**

E. Approval or disapproval of possible change in school calendar to change first day of school to July 21 due to delay in school construction.

-Dr. Barbara M. Medina

This item is no longer needed. Strike this item

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	X	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	2nd	
Mr. Timothy Woodard	Member		X

Striked

F. Approval or disapproval of School Handbooks

-Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	X	
Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	2nd	
Mr. Timothy Woodard	Member		X

Approved

G. Approval or disapproval of School's Health and Wellness Policy

-Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President		X
Ms. Silvia Fraire-Niño	Treasurer	2nd	

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Ms. Vilma Alejandra Alvarez	Secretary	X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodard	Member		X

Approved

H. Recommendations of Agenda Items for August and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Dr. Barbara M. Medina

**SPED Policy Update**

- **Seclusion and Restraint: Julie Weeks provided an update on the SPED policy regarding seclusion and restraint. Dr. Moncada has the updated copy.**

**Consent Agenda**

- **Organizational Chart: Amendments to the organizational chart were discussed.**

Adjournment

-Dr. Barbara M. Medina

**Meeting Adjournment:** Time 7:15 p.m.

Next meeting date: August 20, 2025 at 5:00 PM