

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 5:09 p.m. /Roll Call Dr. Edward Monaghan

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 Woodard	Member	x	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Executive Director; Mr. Casey Benavidez, Principal; Mrs Sayra Brambila Asst.Principal;
 Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Ana Lopez, Translator, Mrs. Julie Weeks Special Ed Director;
 Mrs. Francine Behncke Admin Assistant

Approval or Disapproval of Agenda for October 15, 2025 Dr. Edward Monaghan
 Dr. Monaghan motioned to approve the agenda for October 15, 2025 motion was approved

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

Approved

Approval or Meeting Minutes 2025 Dr. Monaghan Dr. Monaghan approve the September approved

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	2nd	
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tangistengo	Member	x	
Mr. Timothy Woodard	Member	1st	

Disapproval of of September 17, Edward motioned to minutes of motion was

Approved

Public Comments (3 minutes maximum for comment) Dr. Edward Monaghan Reports:

President’s Report (3 minutes)

Dr. Barbara Medina – Unavailable/No Reports

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Everything is going well—we’ve started receiving our RFRs. Kyle can provide more details

Audit Committee Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina is unavailable. Kyle is having the exit meeting with the auditors on 10/29 to finalize the process. They are close to concluding.

Facilities Committee Report (3 minutes)

Mr. Tim Woodard

The kindergarten bathrooms have been completed, and the middle school drainage and sink installations are still pending but appear to be sturdy. Drop-off and pick-up procedures are running smoothly. The redrainage work is progressing well, and the fiber optics are functioning as expected.

Bathroom Cluster 1 is expected to be completed within the next week to week and a half, after which we’ll begin working on the punch list. We are nearing the end of the project.

Construction is currently on pause due to funding limitations. A session will be held in January to explore options for securing additional funds for remaining projects.

Student Achievement and Strategic Plan Committee (3 minutes)

Dr. Edward Monaghan

Committee was unavailable to meet. However, Dr Monaghan did question Dr Moncada on meeting with APS regarding the strategic charter renewal and asked for a time frame as to when it would be acted upon. Dr Moncada did let the council know that APS won't take formal action but is expected to approve the renewal given that we have met all the requirements for the meeting. Dr. Moncada also mentioned that Dr. Escobedo, Director of Charter Schools, was very impressed with the work being done at CDHA and sees our school's turnaround as the one with the most improvements over the renewal term. Our good news is that our attendance and test scores are improving, and historically, we have not been a priority school and have not appeared on the list to be put on a plan over the course of the renewal term. Approval is expected on November 12th, along with 11 other charter school renewals. We are working with Cognia and preparing to submit the improvement plan for the next three years.

In December, we will give a short presentation highlighting the key parts of the new plan so the committee can begin collaborating with us on future initiatives.

We are progressing in the four domains, and our APS charter goals align with the district's overall goals. The plan outlines strategies for reaching these goals in both Spanish and English. At the December retreat, the Governing Council can review, tweak, analyze data and add to the plan if needed.

Student Report (3 minutes)

Grethel Gomez

Student Presenters: Kata Vargas – 6th Grade Secretary Alexis Ortega – 6th Grade Secretary Vanessa Medina – 6th Grade Secretary. Students in grades 3rd through 8th can participate in Student Council. The presenters gave us a glimpse of what they are working on and trying to improve.

1st Topic - Food Services:

- Breakfast, lunch, food temperatures, and allergy concerns were discussed.
- Food waste and temperature are ongoing concerns
- Monthly menus are being created. Students provided feedback on food items they liked, and items that were removed due to not being eaten.
- The student council approves the menu, which is then submitted to Dr. Moncada and Mr. Benavidez who then turns it over to Canteen.
- A meeting was held with Canteen to review food restrictions.
- Allergy reports: Parents present health plans to the nurse, who forwards them to Luis the cafeteria manager and then to Canteen.

2nd Topic – Campus Improvement/need Improvement:

- Students asked for more staff/faculty to monitor and assist with classroom transitions now that our campus has grown.
- They would like for security to become stricter, including random backpack checks and more consistent hall pass checks
- ISS (In-School Suspension) has been added to address tardies and behavior issues.
- Contracts have been revised to reflect these changes.
- New pickup/drop-off procedures have been implemented.
- Nurse's office and middle school bathrooms have been updated.

3rd Topic – School Activities:

- Explora night is scheduled for tomorrow October 16th from 6-8pm
- Fall Festival is October 30th 5-8pm, and Thanksgiving lunch will be November 19th and November 20th with times to come. Winter Ball has been scheduled, with more info to come

The students concluded by expressing their joys in making decisions to improve the school. They were also happy and thankful to now have the south campus open with additional classrooms.

Executive Director's Report (10 minutes)

Dr. Jesús Moncada

There has been a significant increase in student enrollment- currently at 588 students, or 516 excluding Pre-K. This growth has been supported by an increase in staff from 55 to 118 employees. Both the Governing Council (GC) and APS were very impressed. We met our projected Pre-K enrollment goal with 72 students, and there currently no open spaces. We used our strategic plans as the foundation for our report. During the Charter Renewal process, four APS representatives, four administrators from APS district schools and two Charter school personnel participated in the review. A link to the complete report is available for reference. A PowerPoint presentation was given by the 7th graders, highlighting their CDHA journey. Former students now in high school presented their bilingual seal reports and projects,

while 6th graders shared their country reports which were previously shared with the 4th graders. Our Folklorico and Baila Baila classes were also represented by students who performed.

The renewal approval meeting is scheduled with APS on November 12th. We will need the GC President, the executive director (Dr. Moncada) and two parents to be present at this meeting. All requirements have been met for the renewal process. A link to the APS Site Visit PowerPoint presentation is also available.

We also met with Daniel Escopian from the Legislature Education Study Committee (LESC) regarding our SEG Revision and its impact on our school. He was very impressed to learn how much the additional funding for English Learners benefited our school. Mr. Escopian recommend that we continue to apply for Community Benefit Funding, and encouraged us to apply for Bus Funding and for Capital Outlay Facility Leads Funding.

Special thanks go to Dr. Rivera and the Instructional Coaches for the organization of our new professional development room and for their excellent collaboration on data – the data truly spoke volumes.

Principal's Report (10 minutes)

Mr. Casey Benavidez

The school sign has received all necessary permits for the new LED display after going through a special city hearing and receiving approval. Coordination with the electric line work is in progress. The South Campus is now fully functional, with new carpets installed and bathroom renovations completed. Canopies have been installed and are ready for use, and repairs are underway for the canopy over the playground.

We have begun using *Cairna*, a new program that streamlines the management of leaves, memos, and related documentation. Teacher evaluations, professional development plans (PDPs), and first classroom walk-ins are well underway. Lesson plans continue to be due every Sunday. The middle school team has presented a new lesson plan format, and we are currently considering adopting it.

In terms of staffing, we have welcomed two new custodians, Marco Favela and Williams Molero. Our Tech Specialist, Giovanni Villareal, and Nidia Hernandez are both resigning. Teacher resident Janet Verduzco resigned to the Teacher Residency Program and Connie Delgado will be transferring to another school, bringing our resident count from nine to seven. We currently have one social worker intern, Lynn Hebert, who is working closely with Theresa Bustos. Pre-K is now fully staffed, and our ED Fellows continue to meet regularly with their assigned coaches.

Instructional transitions are ongoing as we prepare for the end of the first trimester, which will feature fully student-led conferences with 100 percent participation expected. Teacher trainings are continuing as planned. APS Title I is going well, while APS Title III provided 7 of our teachers with a GLAD Foundation training sponsored by the APS Language and Culture Department. Our Health and Wellness meetings have also begun, and we have successfully conducted between 30 and 40 sessions to date. We continue to focus on improving attendance, behavior, and academic performance. Basketball season is progressing well, and students in grades 4 through 8 have participated in various field trips. A middle school field trip to Los Golondrinas is also coming up soon. We have also been approved to include a Mariachi program to begin on January 2026.

Our upcoming events include the Fall Fest on October 30th from 5 to 8 p.m., and the Thanksgiving Lunch on November 19th and 20th. This year, the event will be held over two days due to last year's high turnout, when we served more than 500 additional plates.

We are addressing a concern regarding the Art and Baila Baila classes. Students currently enrolled will receive grades from specials, and the issue will be resolved before report cards are distributed. The Canteen continues to meet regularly and will soon transition ownership to Sonja. Everything will remain the same except for the name.

Finally, the Strategic Plan continues to move forward with valuable input from staff, the governing council, parents, and students as we work collaboratively toward ongoing school improvement.

Discussion/Action Items:

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

The August and September reports (as of 9/30 and forward) show that cash flow is still struggling. We have approximately \$800,000 in cash, \$120,000 outstanding in accounts payable, and \$45,000 without EDF. Capital totals around \$80,000, with \$197,000 for the fiscal year. We are monitoring reimbursements closely. We're holding off on larger expenditures to ensure payroll coverage. The most recent meeting indicated a negative deficit in the operational budget. Reconciliation reports have been issued and/or received. In **August**: Received \$741K, disbursed \$983K (included a 3-week payroll).

September: Received \$969K, disbursed \$1.1M. Construction P-card activity is on hold while we wait for cash flow and

budget regeneration. No BARs or permanent cash permits are currently in place — this applies only to August and September.

Dr. Monaghan motions to approve the discussion/action items, motion was approved

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	2nd	
Mrs. Elma Garcia	Member		x
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tangistengo	Member	1st	
Mr. Timothy Woodard	Member	x	

Approved

B. Discussion of CDHA Travel Policy Flow Chart - Dr. Barbara M. Medina, Dr. Moncada, Mr. Kyle Hunt

We have aligned with the current FY26 NM DFA per diem and reimbursement rates. We are in the process of revising our procedures to reflect the most up-to-date rates and regulations through Cariina. Dr. Moncada approves travel requests for staff and faculty, while GC approves Dr. Moncada’s travel. The travel approval flowchart has been shared on Google Drive.

C. Approval or Disapproval of Assets Inventory for 2024-2025 (Motion, 2nd, Approve, Disapprove)

--Mr. Kyle Hunt

We collected 60 sheets of teacher inventory. Gio helped set up the digital inventory spreadsheet and is a better representative of our assets and will help GC for voting purposes. Small items can be disposed of without approval, while larger items must be recorded in digital inventory and approved before disposal. Gio also added a new QR code system to ensure everything aligns with what the teachers have. Dr. Monaghan has motioned to approve the assets inventory, motion was approved.

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

Approved

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

Required to do this! It is approved at 5 and we will be meeting 1 month 3rd Wednesday at 5pm goes over specifics. Auditors checked last year. Dr Monaghan has motioned to approve GC Open Meetings Act, motion was approved

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	2nd	
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tangistengo	Member	1st	
Mr. Timothy Woodard	Member	x	

Approved

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

-Dr. Barbara Medina

Possible New Member - Monica Aguilar is interested in becoming A GC Board member - did not have paperwork. **Nothing else mentioned** and tabled for next meeting.

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, 2nd, Approve, Disapprove)

-Dr. Barbara M. Medina

The state has passed new regulations on water safety guidance policies to ensure student safety and provide information to parents.

Information about safety in and around community pools, rivers, ditches, and other water areas will be included in the student handbook, discussed in PE classes, and incorporated into our overall safety plan. Dr. Monaghan has motioned to approve the water safety guidance policy, motion was approved

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	2nd	
Mrs. Elma Garcia	Member	x	
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tangistengo	Member	x	
Mr. Timothy Woodard	Member	1st	

Approved

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		x
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 Woodard	Member	1st	

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.

No decision made no actions taken

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, 2nd, Approve, Disapprove)
-Dr. Barbara Medina

No decisions made no actions taken and agenda item was tabled to the next meeting.

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 7:10 p.m.

Next meeting date: November 19, 2025 at 5:00 PM