

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 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 5:09 p.m. /Roll Call:
 Monaghan

Dr. Edward

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		Arrived late
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; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney

Approval or Disapproval of Agenda for September 17, 2025

Dr. Edward Monaghan

Dr. Monaghan motioned to approve the agenda for September 17, 2025

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	2nd	
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	X	
Mr. Timothy Woodard	Member	X	

Approved

Dr Medina motioned to approve the minutes of August 2025

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		
Mrs. Elma Garcia	Member		X
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodard	Member	X	

Approved

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

Dr. Medina is questioning what happened with all the work with the solar panels. that was done with APS. She wants to ensure our goals align with APS. Dr. Monaghan is requesting Dr. Moncada to provide the goals to ensure they align with the APS goals. Dr. Moncada stated that he has them now. Dr. Monaghan stated we can wait for the next meeting to speak about it. He asked about the solar panel. Dr. Moncada mentioned that there were some concerns about roof leaks. We do have a vendor. Principal Benavidez mentioned that right now CDHA is prioritizing other tasks right now to have a safe campus. Dr. Medina feels we should have a bigger picture in regards to our funding. We should not be going from project to project and should figure out a bigger plan. Dr. Medina has concerns that we do not have a master plan to address concerns. Dr. Moncada mentioned we do have a feasibility study already in place or a facility master plan set in place for the soccer field, new gym and new CDHA building that will be implemented step by step. Dr. Moncada mentioned that there is a non profit organization who can help us with the new plan of a new building as they are assisting another local charter school who is getting a new K-12 campus built on Coors and Sequoia. Dr. Medina thinks it is a good idea to get other input from other vendors to see other options.

Reports:

President’s Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina reports The governor has called a new session on October 1st. Expects for new information to come on Medicaid, snap benefits and she will report as soon as she knows. She is hopeful that NM will support and fund our education system.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Ms. Silvia reports they had their finance meeting last Tuesday with Kyle and Dr. Moncada there are still a couple items missing as of August. Kyle is still working on the audit with CLA auditors. All of our expenses look good. Opened the discussion for questions. At this time none were asked.

Audit Committee Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina reports there is nothing to report at this time and opened up the discussion for any other input from anyone else. Kyle reports that it was completed last week Tuesday and Wednesday. Everything seems to be okay. APS did not have to come after us about timing this time around.

Facilities Committee Report (3 minutes)

Mr. Tim Woodard

Tim reports he has been busy teaching and that he did email Paul for an update but did not receive a response. Mr. Bendavidez states that he can step in and fill in. We are working with middle school bathrooms considered cluster 1 projection as the bathrooms will be done in the next couple of weeks. We are looking at cluster 2 3&4th grade bathrooms. Fixes will not be as extensive as Middle school bathrooms. We are going to hang tight after that to see where we stand with our finances. We have started to use the new drop off/pick up loop as of Monday of this week. Traffic has been going well in about 10 minutes. The original drop off/pickup has stayed the same from pre-k, kinder and the school buses. The community input about it has been great. Most south campus classrooms have been newly carpeted. Dr. Medina mentioned she will be driving through the loop to ensure the flow of traffic is good. Dr. Medina would like to know how much has been spent and is requesting for the amount in the next GC meeting. Ms. Silvia is requesting to remind parents to continue to move forward to not block the entrance for the kinder/pre-k entrance to drop off/pickup. This is our first week implementing the change.

Student Achievement and Strategic Plan Committee (3 minutes)

Dr. Edward

Monaghan

Dr. Monaghan reports we had 5 tasks. The goals that we have set tied to Spanish and English literacy we are continuing to work on. Working with the admin team for a strategic plan Dr. Monaghan reports his questions have been answered by both Dr. Moncada and Mr. Benavidez. Dr. Monaghan reports there is not much to report at this time. Mr. Benavidez reports the strategic plan is internal and was recommended by APS after our last charter renewal. With all the improvements CDHA has made within the last 5 years Mr. Benavidez is requesting we not do away with the strategic plan but transform it more with what APS is showing as well. Dr. Moncada and Mr. Benavidez have reviewed the APS goals and they feel strongly that the CDHA strategic plan aligns with APS. Dr. Monaghan wants to ensure we also continue with the charter goals. Both Dr. Moncada and Benavidez agree they are continuing to ensure this is happening. We have not been a school who needs to be reviewed per PED. Dr. Monaghan is requesting we have a clearer picture of what our charter goals are and the strategic plan goals along with the focus area. He is requesting all data be put all in one place. At the meeting next month they plan to go more in depth about all the goals. Any more discussion.

Student Report (3 minutes)

Student Council President Grethel Gomez

The Student Council president will present at next month's GC meeting. In place of this report we will have our community outreach and social media coordinator, Paola Castillo, give a report on CDHA Community and School Event. Paola reported August-September she completed robo calls and synergy emails. She has completed 28 robocalls and emails informing parents of picture day, new pick up/drop off set up. She also mentioned Newcomers night. Upcoming events we have literacy night tomorrow night. We also have a math meet this coming Saturday. We have been invited to Santa Fe for the governor's mansion carnival field trip K-5. We have abriendo puertas with Abigail. The garden with Ms. Sasha. Paola gave a list of our community partners. Paola needs to work on our needs assessment and attend more community events. No further questions for Paola

Executive Director's Report (10 minutes)

Dr. Jesús Moncada/Mr. Benavidez

Dr. Moncada reviewed other school meeting minutes along with Admin reports to see where we are and states that our reporting looks a lot better than other schools. Mr. Benavidez reports our enrollment remains steady. We are currently at 520 students without pre-k. October 8th is our 40th reporting day. We will continue to work on our enrollment. Dr. Moncada, Mr. Benavidez and Mrs. Brambilla attended the

state of the district on August 26. Dr. Moncada reports through Gear Up we were able to obtain the subscription for the platform AVID which we have been using for a couple years now. The admin is continuously working on the charter renewal. On our educator fellow program we lost Jordan and replaced his spot with Claudia. Mr. Benavidez states that we have completely filled all positions available. The only applications we are accepting are for substitute teachers. GC member Pamela asked if CDHA is thinking of hiring another security since we are growing and need the help. The question was not fully answered at this time. Dr. Moncada reports we have 8 teacher residents at the moment. We are currently working with Panorama to implement their system. APS board members are suggesting the district reduce the number of current APS authorized charters by attrition and/or otherwise. APS already is aligned with charter school law and monitors its charter schools for compliance. Mr. Benavidez reports we have implemented Cariina. It is a platform to access forms electronically. We have been asked to be a model school for the La Cosecha conference. We will have 25-30 educators from across the nation to tour CDHA. We have been encouraged to apply for Charter School of the year. 8th graders will have a field trip to UNM campus as part of our Gear Up alliance. Dr. Moncada is working with RGEC to start a Mariachi class at CDHA. We have brought chess on as another after school program. Within a couple days we had about 8 students enrolled. We are anticipating 20 spots to be filled. Dr. Medina asked about the organization rolls coming along. Both Moncada and Benavidez are continuing to work on their roles and work is still in progress.

Principal’s Report (10 minutes)

Mr. Casey Benavidez

See the above notes as Moncada and Benavidez reported together.

Discussion/Action Items:

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

Kyle reports we are still working on the August 31st reconciliation. We have a lot of work to do with the bank reconciliations. July is taken care of. Two PCTs have been approved in the previous GC meetings. Our operational budget is almost 10 million dollars. We have 8,902,107.22 on expenditures and encumbrances. We are expecting about 160-170 million dollars based on our current enrollment. If we get over 525 enrollment we can expect more funding. Kyle is requesting the Cash Transfer to PED to be approved tonight. We have one outstanding check for one former employee which is now not available to her. She did leave on good terms and we did give the opportunity to claim. We are waiting on 3 reimbursements. We do need a vote to adopt the bank reconciliation and the cash transfers. Motion for approval or disapproval was put in motion Dr. Medina moves to approve the

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 Woodard	Member	X	

Approved
Motion has passed.

B. Approval or Disapproval of Assets Inventory for 2024-2025 (Motion, 2nd, Approve, Disapprove)
 --Mr. Kyle Hunt

The report was submitted in the GC meeting. Dr. Medina has tabled this motion for next month's GC Meeting and members voted in favor.

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	

Tabled

C. Approval or Disapproval of adoption of bulk purchase policy. (Motion, 2nd, Approve, Disapprove)
 -Mr. Kyle Hunt

Kyle reports if we buy in bulk for example computers we would need to capitalize the items. Dr. Medina has motion to approve the policy.

Motion passed

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

Approved

D. Approval or Disapproval of CDHA Travel Policy (Motion, 2nd, Approve, Disapprove)
 -Dr. Monaghan

A travel policy is already in place. We want to ensure everyone is aware of the flow and the way the approval works. Dr. Moncada is not allowed to approve international travel; it must be brought to our GC members for approval. Dr. Medina has moved to table the motion. Dr. Monaghan has seconded the motion.

Motion passed

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	

Tabled

E. Approval or Disapproval of Adding High School to our Charter (Motion, 2nd, Approve, Disapprove) -Dr. Moncada

Dr. Moncada wants to make it official and APS has suggested he add this to our Charter renewal. We will have competition nearby. We would like our students to stay with us for the high school. GC member Pam said she would love to see CDHA grow into a high school. Is there a motion for approval or disapproval for CDHA to expand into high school. We are projecting by 2031 we will have our first graduating class from CDHA. Sylvia has motion to approve and Pam has seconded the motion. Dr. Monaghan has asked if we have gathered information from parents to see if we would even have students stay with us for high school. Mr. Benavidez states based on our surveys parents have indicated they would keep their children with us for 9th grade. Dr. Monaghan worries that we will not have enough enrollment for the high school. Dr. Medina is requesting more defined planning for the high school part of CDHA.

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	

Approved
Motion Passed

F. Approval or Disapproval of 2025 Charter School Renewal (Motion, 2nd, Approve, Disapprove) -Dr. Moncada

Dr. Moncada said in the drive documents under charter renewal he added a pdf file with all the documents included in the charter renewal. Sylvia moves to approve the motion. Tim has seconded the motion.

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	
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Motion Passed - Approved

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

--Mr. Kyle Hunt

Dr. Medina moved to approve the motion. Dr. Monaghan is requesting more information on making a decision. Dr. Medina has stated she is not happy with the way this topic was presented. She has asked for this to be brought up during a contract with the board negotiation. Dr. Medina has moved to table the motion and Sylvia has seconded the motion.

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	

Motion passes to table

H. Discussion: Building Hope Financing

-Dr. Barbara M. Medina

Dr. Medina moves to strike from the agenda. Sylvia seconded and was struck from the agenda.

**I. Discussion: Charter Schools Program Grant (CSP) Update
M. Medina**

-Dr. Barbara

Dr. Moncada reports we will not be receiving the CSP grant and will receive information on what we could do better in order to receive this funding. 3 more rounds and we will reapply. We will know more as the information.

**J. Discussion on Panorama Software System for MLSS
M. Medina**

-Dr. Barbara

Was discussed during the principal's report earlier. This is an update not an action item

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 3rd. (Motion, 2nd, Approve, Disapprove)

-Dr. Barbara

M. Medina

Dr. Monaghan is asking for the cost of this conference. Books del Sur will pay for Moncadas food and hotel. A proposal was created. 1,200.00 per person fee. The flight will be covered by attendees from Juarez to Guadalajara. Dr. Moncada, Mrs. Moncada, Syra Brambilla, and Dr. Rivera will attend. Dr. Medina moves to approve the motion. Sylvia seconded the motion. Dr. Monaghan does not see a detailed report of what the whole cost is and that is what he is expected to see as a GC meeting. He is requesting background information in order to vote. Open for voting

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	Abstain	
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	

Motion Passed - Approved

L. Recommendations of Agenda Items for October 15 and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) **-Dr. Barbara M. Medina**

Dr. Monaghan would like for the CDHA admin to figure out how to have a strategic plan and goals all in one page. Mr. Benavidez would like a more detailed meeting about how to move forward with the strategic plan. Dr. Medina would like to meet with Dr. Moncada about her concerns.

Adjournment
Medina

-Dr. Barbara M.

7:38 we adjourn

Meeting Adjournment: Time 7:38 p.m.

Next meeting date: October 15, 2025 at 5:00 PM