

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 5:06 p.m. /Roll Call: Dr. Barbara M. Medina- Dr. Medina has called to order and is awaiting to see if we have enough Quorum

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 (late)
Mrs. Elma Garcia	Member		X (late)
Mrs. Nahomi Chevere	Member		X (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; Analy Morales, Translator, Dr. Rivera, Isabel Loya Admin Assistant

Approval or Disapproval of Agenda for November 19, 2025 Dr. Barbara M. Medina
 -Dr. Medina asked if anyone who motioned tonight's agenda to approve tonight's agenda. Silvia has motioned and Monaghan

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

Approved

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		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member	2nd	
Mr. Timothy Woodard	Member	X	

Approved

Minutes for October minutes has been motioned and approved.

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

Dr. Medina mentioned that some staff members have made some comments that she will later touch base with Administration. Silvia also shared that thanksgiving dinner was a good time. Dr. Monaghan said the Fall Festival had a good turnout and he also attended our Charter Renewal and took the time to thank our staff and school for everything they have done.

Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina reports she has been absent due to not feeling well but has thanked other GC members for being here.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Silvia reports Kyle, Moncada and Benavidez met last week. There are still some RFR's. Kyle can go into further detail. Construction has been paused for now, except for the remodeling of the third restroom.

Audit Committee Report (3 minutes)

Dr. Barbara M. Medina

Facilities Committee Report (3 minutes)

Mr. Tim Woodard

Tim reports construction has been put on hold and any construction now we are ensuring is completed. Most of the projects have been put on pause due to budget. Benavidez reports the roundabout has been completed. Cluster bathrooms 1 & 3 have been completed. The drainage system and the internet has been completed as well. Our 4th in house maintenance is completing the other elementary bathrooms.

Student Achievement and Strategic Plan Committee (3 minutes)

Dr. Edward Monaghan

Dr. Monaghan reports the next meeting will occur in mid to late December. Dr. Monaghan reported there was nothing to report at this time but Dr. Moncada mentioned our reading scores went up by 2% and 3% in math.

Teacher Report (3 minutes)

Ms. Karla Campos

Ms. Campos reports last week 4th and 5th grade teachers attended and presented at La Cosecha last week, and we also had La Cosecha visitors who came to see what we do in our classes. APS completed a site visit for the renewal. Students in grades 4th and 5th collaborated during Hispanic heritage month. A field trip to Casa San Ysidro and water authority which go into the GLAD unit. K-5th teachers are continuing to work on Numeros Math NMPED Initiative. English Spelling Bee is Dec 9th the winter program is dec 17th and 18th. This is all she has to report.

Executive Director/Principal's Report (10 minutes)

Dr. Jesús Moncada and
Mr. Casey Benavidez

Dr. Moncada reports at this time our enrollment is 584 including pre-k students. We have 80th day coming up on Dec. 1 right after Thanksgiving break. An updated copy of the CDHA strategic plan is available and the link is in the report. He is glad to announce that our charter renewal was approved and they are impressed with all the work we are doing. 97,000 E-Rate funding will be provided to us in the next 5 years. Many meetings and conferences were attended by Dr. Moncada, Sayra, Dr. Rivera and some of our teachers. NMVISTAS accountability report is now available. We hosted La Cosecha Conference Site Visit on 11/12. A canopy has been ordered by the pick up and drop off area.

Mr. Benavidez reports Mr. Brito will be retiring at the end of December. We have hired Luis Navarro to take over for Mr. Gallegos for Math and Mr. Gallegos will take over Mr. Brito's Science classes. Dominique Solis has resigned and we are moving Teacher Resident Carla Olivas to take over for her. We have hired Lydia to assist in the health office while one of our nurses is on maternity leave. Teacher evaluations are nearly completed and have begun the formal evaluations. We are done with Trimester 1 and reports were handed out. We are working with RGEC. We are happy to announce we are bringing Mariachi Music in January. AP Spanish is going well. Ms. Fuentes is bringing in students even on weekends. The bilingual seal is also in full effect. Mr. Benavidez is thankful to GC members who came to the Fall Festival and mentioned we made about \$6,000. 500 thanksgiving meals were given out yesterday and 700 meals were given out today 11/19. We received a lot of positive feedback from parents today. Students from 3rd-8th grade will be attending the mariachi christmas concert on December 18th.

Discussion/Action Items:

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

Kyle reports we do not have any BARS or permanent cash transfers at this time. We have been low in cash in the last 2 months. We ended October with \$355,787.08 Operational cash was \$212,287.60. Anything that left or entered our account was shown in the report on the screen. Our SEG for October was \$736,211.60. For October we took in 1,021,295.78 and we disbursed. We do have quite a few outstanding checks. A detailed report is available to ensure all is accounted for. PED cash report is being shown on screen and discussed. \$850,937.32 is what we entered the 25-26 school year. We had many unexpected expenses with construction that we anticipated. As soon as December comes we should receive our cash flow. Kyle is asking for the finance report to be approved as submitted. The motion carries.

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		
Mrs. Nahomi Chevere	Member		

Mrs. Pamela Tangistengo	Member	X	
Mr. Timothy Woodard	Member	X	

Approved

B. Discussion of PCSNM Annual State Conference 2025 Dr. Barbara M. Medina
 The meeting room is reserved for 12/11. Dr. Medina has asked for any comments. None at this time.

C. Discussion of Charter School Renewal Dr. Barbara M. Medina
 Medina reports we have covered this in the Principal’s report. Dr. Moncada reported we passed with flying colors and thanked everyone for their hard work, dedication and leadership.

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	X	
Dr. Edward Monaghan	Vice President	X	
Ms. Silvia Fraire-Niño	Treasurer	1st	
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	X	

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

F. Approval or Disapproval of Amendment for Executive Director’s Number of Days Contract for 2025-2026 or Amendment to Salary and PDP (Motion, 2nd, Approve, Disapprove) -Dr. Barbara Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	No	
Dr. Edward Monaghan	Vice President	No	
Ms. Silvia Fraire-Niño	Treasurer	X	
Ms. Vilma Alejandra Alvarez	Secretary	1st X	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member	X	
Mrs. Pamela Tangistengo	Member	2nd X	
Mr. Timothy Woodard	Member	No	

Approved

PDP Approval

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

Approved

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 7:07 p.m.

Next meeting date: December 17, 2025 at 5:00 PM