

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 December 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](#)

Call to Order: Time 5:16 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-Was late
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; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Paola Castillo, Isabel Loya, Julie Weeks

Approval or Disapproval of Agenda for December 17, 2025 Dr. Barbara M. Medina

Alex motioned to approve the agenda and Pam seconded the motion. Agenda 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	1st	
Mrs. Elma Garcia	Member	X	
Mrs. Nahomi Chevere	Member		X
Mrs. Pamela Tangistengo	Member	2nd	
Mr. Timothy Woodard	Member	X	

Approval or Disapproval of Meeting Minutes of November 19, 2025 Dr. Barbara M. Medina

Alex has motioned to approve the minutes and Pam seconded the motion.

Dr. Monaghan would like to have the last GC minutes amended. Dr. Medina has voted no, Alex no, Pam no and Tim voted no.

Dan has suggested we use the last recorded GC session to amend the last GC minutes and write them correctly. Dr. Medina has motioned to table the GC minutes from Nov 19, 2025

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	

Approval or Disapproval of Meeting for Special Session Notes of December 11, 2025

Dr. Barbara M. Medina

Dr. Medina has motioned to table the Special Session Notes since the minutes have not been posted.

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	X	
Mr. Timothy Woodard	Member	2nd	

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

Dr. Medina has opened for any comments. No comments and has moved on to the president's report

Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina mentioned she is disappointed that not all board members were present for the special session. She is proud of Dr. Moncada and CDHA for their heavy presence and has congratulated Dr. Moncada on his award. She has opened it for comments. Alex has apologized for not being able to be present.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Silvia is not present today but Kyle will be taking over. She shared notes. Everything looks fine, we are not doing construction anymore. We are holding spending at this movement. All P cards are up to date.

Audit Committee Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina has nothing to report at this time.

Facilities Committee Report (3 minutes)

Mr. Tim Woodard

Benavidez has reported we have our maintenance crew working on the 3rd bathrooms. We are hoping for this bathroom to be finished by the end of January.

Student Achievement and Strategic Plan Committee (3 minutes)

Dr. Edward Monaghan

We did not meet this month. But Dr. Monaghan did a review and is asking what the administration's life long goal for students is at CDHA in writing and reading. Dr. Moncada did a good job of tracking where the 8th graders went to high school. The results from 24-25 have been updated in the strategic plan. Dr. Monaghan would like another update on their improvement with English and Spanish. Dr. Monaghan asked who else are we reporting to other than our stakeholders. Benavidez has suggested we can make a goal based on graduation rate. We should try 3 times a year. We should report to APS, partners we have such as state representatives and parent outreach (abriendo puertas) Dr. Moncada is going over some of the data in the updated strategic plan. He talked about the increase in attendance and the amount of attendance letters that have gone out to the parents of students with chronic absenteeism. 31 cyfd referrals have been completed for the 2025 school year so far. We have also conducted several health and wellness meetings to document our efforts to decrease chronic absenteeism. Dr. Moncada also talked about some of the recommendations Dr. Monaghan mentioned. For Reading proficiency for ELL students. Dr. Monaghan would like a total about proficiency in reading in english so that it aligns with our school vision. We promote bilingualism and he would like the vision to match our school data.

Equity Council Report (3 minutes)

[Paola Castillo](#)

Paola Castillo reports that they met on 12/3 and that they had a good turnout, they had parents, staff members and students present. The Equity Council explained what they stand for. Mr. Benavidez gave a facilities update. The charter Renewal process was expressed. Dr. Medina asked how often the Equity council meets. They meet quarterly.

Executive Director/Principal's Report (10 minutes)

Dr. Jesús Moncada and

Mr. Casey Benavidez

Dr. Moncada reports our student enrollment is 587 students including pre-k. On the 80th day we reported 517 students and we are 14 students over our estimated enrollment. Several board members and administration team attended the PCSNM conference. Dr. Moncada and Kyle met with Capital Outlay to discuss possible financing options for our schools construction projects. Dr. Medina and Kyle met with Building Hope to discuss possible construction project management representatives and possible financing on 12/8. We are working on the feasibility study to see if we can decrease estimates. Rick Saylor was on campus and discussed helping with the new building. Isabel is working hard with assisting the transition on having access to our school student information system. Dr. Moncada, Mrs. Moncada, Alicia Garcia and Dr. Rivera attended the Feria Internacional del Libro in Guadalajara Mexico. We will spend 9,000 on books using Go Fund library books. We had ECECD and APS on site yesterday December 16, 2025. It was a very good visit. NM Highlands university was also on site with a member of NMPED. They came to visit our teacher residents. Dr. Moncada has thanked Dr. Monaghan for attending our spelling bee.

Mr. Benavidez reports that Dr. Moncada was awarded. A new Level III teacher has been hired. She will be our new 3rd grade teacher. Two teachers attended the NCTE conference. Mrs. Rodriguez and Ms. Fuentes. Professional development is scheduled upon our return from winter break on 1-5-2026. We will continue to conduct Health and Wellness meetings along with sending out attendance letters. MS Trimester 1 ABC awards banquet took place on 12/4. We awarded 36 student certificates. Dr. Moncada met with RGEC to discuss bringing mariachi music in the afterschool program. We have also met with a mariachi teacher Mr. Demnilson Cisneros. Misty Chavez will assist him in the afterschool program. The English spelling bee was on 12/9. Mr. Benavidez and Sayra will review the 24-25 NM-MSSA results 3rd-8th grade to highlight strategies on how to improve.

Discussion/Action Items:

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

Kyle reports there are two BARS tonight. 35,000.00 for structured literacy support. 76,875.75 for Gear Up we have this every year but it was delayed with the federal shake ups. November ending balance was 291,048.71. We just received the PSCOC lease assistance award letter. Kyle is going over our bank reconciliation report. Our outstanding checks balance is sitting at 181,467.02. Dr. Medina would like to be processed with approving the 2 bars tonight. 6 in favor and the motion carries. Dr. Medina has asked if it is normal for our cash to be this low this time of year. Kyle reports we are going to have low cash for the next 3-4 months. We will have to conserve and build up for the next 2 years. Dr. Medina has asked if we are able to give a number on how much we have spent on construction within the last year. We have spent over 2 million dollars on construction and capital overlay.

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
Dr. Edward Monaghan	Vice President	2nd	
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	

B. Debrief of PCSNM Annual State Conference 2025 Dr. Barbara M. Medina

Dr. Medina has asked if anyone else has anything to add on the PCSNM

C. Discussion Item: Meeting Minutes Dr. Edward Monaghan

Dr. Monaghan has already discussed this earlier. Dr. Medina has offered to guide the person taking GC minutes

D. Discussion Item: Governing Council Attendance Dr. Edward Monaghan

Dr. Monaghan agrees with Dr. Medina that more GC members should have been present for the special session. Dr. Monaghan has asked our GC members to be more present for the meetings. If there is anything he or Dr. Medina can help. If this is a big commitment they would like to know. GC member Elma mentioned that she is trying her best but she is also running another meeting at the same time. She

has asked if the meetings can be changed to either a Thursday. Bylaws would need to be changed and motioned. We will need to add it to the next meeting agenda.

E. Discussion on leasing office space to State Representatives: Gurrola and Chavez

Dr. Barbara M. Medina

Dr. Medina reports this is not an action item but more of a notice. Dan Hill has mentioned he is working with Dr. Moncada on the leasing agreement. Dr. Medina has asked if there are any questions. None at this time.

F. Discussion of Electronic Buses and Infrastructure Grant

Dr. Barbara M. Medina

Dr. Medina thinks we need to wait out this administration. Mr. Montoya has encouraged Dr. Moncada to apply for a grant in attempts to purchase an electric bus. APS has full access to bus schedules and the funding. Dr. Medina has suggested we should ask Matt Paul who are charter friendly people to help with the purchase of a bus. Dr. Moncada hit a dead end while writing up the grant as he has no knowledge of who we can get estimates from. Dr. Medina reports grants are good until they expire, or they only cover certain things. GC member Pam has asked if we would need to re apply for the grant. Dr. Moncada reports it is a one time grant and any upkeep of the bus will come out of pocket. Dr. Medina requests we get a feasibility report.

G. Discussion of Prospective New Governing Council Member (Monica Aguilar)

Dr. Barbara M. Medina

Dr. Medina has asked Dr. Moncada to share the application and he has mentioned that it is the GC drive. Dr. Moncada briefly went over her resume. Dr. Medina has asked all GC members to look over her resume and come up with questions for the 1/21 meeting.

H. Approval or Disapproval of Termination of Canteen's Contract

Mr. Benavidez reports this matter has been discussed for a while. The food quality has gone down and the management consistently changes in the cafeteria. We feel with some of the staff we have now and minor changes we will have overall better food for our students. Dr. Moncada mentioned since Canteen is contracted through ACES we will need to notify at least 60 days written notice. Since Canteen is being sold we could move past the 60 days notice. We are trying to get away from the pre packaged food and frozen food.

Dr. Medina has asked if anyone motions to approve the motion to terminate Canteen Pam motions the termination of Canteen contract 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	1st	
Mr. Timothy Woodard	Member	2nd	

I. Approval or Disapproval of Governing Council Revision to Bylaws to include April as the month for the evaluation of the Executive Director and approval of contract and a revision to the nepotism policy.

Dr. Medina mentions that bylaws were suggested to be changed. Dr. Monaghan motions to approve and Elma has seconded. Motion carries 6-0

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	1st	
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	

J. Recommendations of Agenda Items for January 21 and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Dr. Barbara M. Medina

Dr. Monaghan will provide an attendance report for GC members.

Adjournment -Dr. Barbara M. Medina

Meeting Adjournment: Time 6:52 p.m.

Next meeting date: January 21, 2025 at 5:00 PM