

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 August 20, 2025 at 4:30 p.m.

Click on Link to join Christine Duncan Zoom GC Meeting: [Zoom Link](#)
 Christine Duncan YouTube Link to GC Meeting: [YouTubeLink](#)

Call to Order: Time 5:13 p.m. /Roll Call: Dr. Barbara M. Medina/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 Woodward	Member	X	

Quorum: X Yes ___ No

Others Present:

Dr. Jesús Moncada, Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney

**Christine Duncan Heritage Academy welcomes the Governing Council to a School Tour
 from 4:30-5:00 following with the meeting at 5:00.**

Approval or Disapproval of Agenda for August 20, 2025 Dr. Barbara M. Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st	
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	2nd	
Mr. Timothy Woodward	Member		

Approved

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

Approved

Public Comments (3 minutes maximum for comment) Dr. Barbara M. Medina
Reports: No Public comments

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina reported that there are no new updates at this time. However, following recent discussions with APS, Dr. Medina suggested that the council consider aligning our values and practices with APS's recommendations.

Dr. Medina then opened the floor to other members for additional reports or updates.

Governing Council member Pamela inquired about the number of water fountains on campus. It was noted that there are currently three water fountains available.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

-Finance meeting was held yesterday 8/19 with Silvia, Kyle and Mr Moncada.

Audit Committee Report (3 minutes)

Dr. Barbara M. Medina

Facilities Committee Report (3 minutes)

Mr. Tim Woodard

- **A site tour was completed earlier today. It was noted that bathroom renovations have made significant progress, with completed work in the Pre-K and Middle School areas. However, some concrete work remains unfinished near the loop.**
- **A feasibility study is underway and will provide a clearer understanding of the status and potential development of the soccer field.**
- **Mr. Benavidez reported that the Middle School bathrooms are nearly complete. Additionally, approximately 20 classrooms have been carpeted.**
- **Quotes have been received for the installation of new windows at the South Campus.**
- **Fiber optic connectivity has been successfully established between the CDHA main campus and the South Campus. Some technical challenges have arisen due to the campuses having different addresses, but these issues are actively being addressed.**
- **Several classrooms at the South Campus still require repairs and improvements.**

Classroom Environment

- **Dr. Medina inquired about monitoring classroom temperatures at the South Campus due to recent heat concerns. Mr. Benavidez confirmed that all classrooms are currently equipped with functioning air conditioning.**

Student Achievement and Strategic Plan Committee (3 minutes)

Dr. Edward Monaghan

- **Elma Garcia, Dr. Medina, and Dr. Monaghan have not yet had the opportunity to meet. They plan to connect either virtually or in person within the next month.**

Teacher Report (3 minutes)

Litzia Gonzalez Rios

- **School Events: The 6–8th grade school events were held on July 24th and were well attended by families, reflecting strong community engagement.**
- **Hispanic Heritage Month: Students will be participating in activities and assignments in celebration of Hispanic Heritage Month.**
- **Middle School Schedule: A major highlight this year is the improved middle school schedule, which allows teachers to see students daily. This consistent contact is helping to better support both advanced and developing language learners through targeted interventions.**
- **Amira Assessment Tool: The school has implemented *Amira*, a new assessment tool designed to provide detailed insights into student progress, particularly in reading and language development.**
- **Spanish Language Resources: Ms. Litzia expressed hope that additional Spanish-language books can be made available to support bilingual and Spanish-speaking students.**
- **Blocksi Software Renewal: The *Blocksi* software, which is used to monitor and guide student activity on school-issued devices, is due for renewal. Continued use of this tool is important for maintaining safe and focused digital learning environments.**

Principal's Report (10 minutes)

Mr. Benavidez

- **Enrollment Status:**
 - **We continue to remain in a strong position with student enrollment. Our original projection was 503 students in grades K–8. As of now, we have enrolled 518 students in K–8, and 588 students including Pre-K—placing us 15 students over our projected numbers.**
 - **We recently admitted 3 new students and continue to advertise and accept new enrollments.**
 - **Student enrollment breakdown by grade:**
 - **Kindergarten: Enrollment exceeded projections; a fourth class has been opened.**
 - **1st Grade: Enrollment remains stable.**
 - **2nd Grade: Slight growth observed.**
 - **3rd Grade: Slightly under projection, but still higher than last year.**
 - **4th Grade: Just a few students below the projection.**
 - **5th Grade: Enrollment has grown.**
 - **6th Grade: Needs improvement; decreased from 56 students last year to 43 this year.**
 - **7th Grade: At full capacity.**
 - **8th Grade: Enrollment has remained consistent.**
 - **We anticipate receiving a supplemental funding bump based on our current numbers.**

- Student enrollment is officially projected based on our 40th and 80th day counts.

Facilities and Construction Update

- A feasibility study was presented at today’s Governing Council meeting for review.
- The construction plan is progressing as scheduled.
- The loop construction is currently underway.
- The new Pre-K classroom has been completed.
- Overall, facilities development appears to be moving forward smoothly.

Staffing Update

- We are currently fully staffed, with 29 new employees joining the team this year.
- Due to school growth, we are in need of one additional custodian.
- We currently have 9 Teacher Residents, which supports the hiring process.
- Teacher Fellows are not permitted to be alone in classrooms.
- LETRS training is being implemented for all new employees.
- Math teachers attended professional development training earlier this year.

Curriculum and Instruction

- Significant focus is being placed on math and reading instruction.
- A new lesson planning format has been implemented for grades Pre-K through 2nd.
- The school has received a total of \$85,000 in grants to support instructional initiatives.

Bilingual Education and AP Spanish

- We are currently seeking sponsors for the Bilingual Seal program for this school year.
- AP Spanish will be offered again; last year, 28 students took the AP Spanish exam—and all passed—earning both high school and college credit.

Community Engagement and Outreach

- Ongoing advertising efforts include:
 - La Tremenda
 - Univision
 - A Coronado Mall kiosk
- Dr. Benavidez conducts interviews to showcase CDHA's programs and gather feedback on how prospective families hear about the school.

Discussion/Action Items:

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

A number of Budget Adjustment Requests (BARs) were submitted, most of which are related to the prior fiscal year. A significant portion of the school’s cash reserves was expended at the beginning of July. This was primarily due to the payment of outstanding bills from June and the closing out of expenses related to ongoing construction projects. The PED Cash Report was reviewed, which outlines and documents all school expenditures as reported to the New Mexico Public Education Department (NM PED). A total of \$300,000 was spent on construction-related projects.

Dr. Medina emphasized the importance of being conservative with spending moving forward.

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

MOTION CARRIES

B. Approval or Disapproval of Amendment to School’s Organizational Chart (Motion, 2nd, Approve, Disapprove) -Dr. Edward

-Changes were made to the school’s organization chart from the last GC meeting.

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 Woodward	Member	X	

MOTION CARRIES

C. Approval or Disapproval of Restraints and Seclusion Policy (Motion, 2nd, Approve, Disapprove) -Julie Weeks

- **11 staff members completed Crisis Prevention Intervention (CPI) training.**
- **CPI training equips staff with the skills to safely de-escalate situations and prevent students from harming themselves or others within a classroom setting.**
- **In compliance with New Mexico Public Education Department (NM PED) requirements, a formal policy outlining the procedures for student restraint has been developed.**
- **This policy will be uploaded to the school website and included in the staff and student handbook.**

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 Woodward	Member	2nd	

Motion Carries

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

- One of the current goals is to **learn about and provide input** on the school’s Professional Development (PD) plan.
- **Input has been gathered from Dr. Moncada and the administrative team** to help shape the plan.
- A total of **five staff members** are responsible for overseeing the development and implementation of the PD plan:
 - **Dr. Rivera**
 - **Dr. Toledo**
 - **Mrs. Moncada**
 - **Ms. Aranda**
 - **Ms. Lee Adam**

E. Approval or disapproval of change in school calendar to change PD on June 12 to Sept. 19 due to required training for CLSD mini-grant for writing required training -Dr. Edward

- The school received **\$85,000 in mini grants** from the **New Mexico Public Education Department (NM PED)**.
- As part of the grant requirements, NM PED is mandating a **Writing Professional Development (PD) Day** in the fall.
- To accommodate this without extending the calendar, the school is proposing to **reschedule the June 12th PD day to September 19th**. This adjustment will fulfill the requirement without adding an additional day to the school year.

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		
Mr. Timothy Woodard	Member	X	

Motion Carries

F. Discussion and possible Approval or disapproval of purchase for Panorama Software System for MLSS -Dr. Moncada

- **The council explored options for data management software. While Panorama was considered, it was noted to be somewhat expensive.**

- Currently, Synergy is being used to track MLSS (Multi-Layered System of Supports), but it has been described as a difficult platform to navigate.
- Panorama is widely used by the New Mexico Public Education Department (PED) and Albuquerque Public Schools (APS) as a data hub to collect information from parents and help identify students who may be struggling.

Motions and Voting

- Pamela motioned to approve the purchase of Panorama software under a 3-year contract. After voting, the motion did not pass.
- Pamela then amended her motion to approve a 1-year trial of the Panorama software, allowing the school to evaluate its effectiveness before committing long-term.

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	

-The second motion has passed.

G. Recommendations of Agenda Items for September 17 and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Dr. Moncada
 Dr. Escobedo will be on campus on Sep 5th at 9:30am. Dr Moncada would like another GC member present when Dr Escobedo is here. We are celebrating 20th year anniversary and teacher appreciation day at the isotopes game on sept 5th. CEO Report Dr.Medina will work with him for that.

Adjournment

-Dr. Edward

Meeting Adjournment: Time __7:02__p.m.

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