

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
 January 21, 2026 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 5:11 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-(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, Isabel Loya, Julie Weeks

Approval or Disapproval of Agenda for January 21, 2026 Dr. Barbara M. Medina

Motion to approve by Alejandra and seconded by Elma. Motion 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	2nd	
Mrs. Nahomi Chevere	Member	X	
Mrs. Pamela Tangistengo	Member		X
Mr. Timothy Woodard	Member	X	

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

The **November minutes** were **tabled** because the original draft **did not include Dr. Moncada’s approval of extending his contract days**, and **no one was present to record minutes during the closed session**. Dr. Monaghan opened the discussion to table the minutes. Alex inquired about potential compliance issues, and Dan Hill suggested correcting the minutes and formally tabling them. **Alex motioned to table the November minutes until the February meeting**, seconded by Silvia. The **motion passed**, and the November minutes have been **officially tabled**.

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	

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

Dr. Barbara M. Medina

Tim has motioned to approve and Elma seconded the motion. Motion 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	

Approval or Disapproval of Meeting Minutes of December 17, 2025

Dr. Barbara M. Medina

Alex has motioned to approve minutes from December and Tim seconded. Motion 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		X

Mr. Timothy Woodard	Member	2nd	
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Public Comments (3 minutes maximum for comment) Dr. Monaghan

Reports:

President’s Report (3 minutes) Dr. Barbara M. Medina
 Dr. Medina is not present tonight

Finance Committee Report (3 minutes) Ms. Silvia Fraire-Niño

Silvia reported that **Dr. Moncada and Kyle met this past Tuesday**. The school’s **cash equity remains somewhat low**, and certain funds are still pending. As a result, **purchases of classroom supplies are being temporarily delayed** until the financial position improves.

Audit Committee Report (3 minutes) Dr. Barbara M. Medina

Dr. Medina was not present. **Kyle** reported that the **management representation letter with the auditors** was signed earlier this month and has been submitted to the **Office of the State Auditor**. The report is expected to be **published in the coming months**.

Facilities Committee Report (3 minutes) Mr. Tim Woodard

Tim reported no new items, but noted that a **canopy has been installed near the kindergarten area** and that the **new school sign has been installed**. **Mr. Benavidez** reported that work continues on the **2nd and 3rd grade restrooms**, with maintenance staff leading construction and **one restroom nearly complete**. The **new sign is now fully installed and operational**. **Silvia** shared positive feedback on the **winter program**, noting strong family attendance, smooth traffic flow, and expressing appreciation for the efforts made to support students.

Student Achievement and Strategic Plan Committee (3 minutes) Dr. Edward Monaghan

Dr. Monaghan reported that the school’s vision remains focused on **language proficiency in both English and Spanish**. Academic achievement will be addressed further during reports from **Dr. Moncada and Mr. Benavidez**.

Student Council Report (3 minutes) TBA

Executive Director/Principal’s Report (10 minutes) Dr. Jesús Moncada and Mr. Casey Benavidez

Dr Moncada and Mr. Benavidez report the following:

- Enrollment stands at 517 students (K–8) and 591 total including Pre-K. Monica, a potential Governing Council member from Albuquerque Academy, was introduced and will be placed on next month’s agenda.
- Dr. Moncada attended the Legislative Premiere and NMCEL Board Meeting (Jan. 7) and, along with Mr. Benavidez, the APS Charter Leaders Meeting (Jan. 8). Dr. Escobedo resigned. Leadership attended APS AVID training; AVID is now implemented K–8, with PLC leaders attending an upcoming AVID Showcase.

- Security contract renewal is under review with AJF while other options are explored. Synergy implementation has begun. The school calendar will remain unchanged based on parent survey feedback.
- Work continues on a grant for an infant–3 program and discussions with Hope regarding a new building. Food service planning is underway with transition support from Canteen, focusing on fair staff pay and benefits, increased scratch cooking, elimination of canned foods, and improved student food options.
- Staffing updates include resignations and the hiring of student teacher, Jessica Brown (placed with Mrs. Chavez), as an EA. Grades 3–5 are implementing Everybody Math and Tile Farms.
- The volleyball team is traveling to Texas for a tournament. The school received \$1,000 for Literacy Month Celebration in May. Health and wellness meetings continue; two CYFD referrals were made last month. Thirty-six students were recognized for achievements.
- The second trimester ends Feb. 12, with retention notifications due Feb. 11. Staff completed a check-in survey and raised \$700 to support a family after the loss of a parent.

Discussion/Action Items:

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

Kyle reported that there are two BARS for Governing Council approval this evening: **BAR 0006 for Lease Assistance (\$408,715.00)** and **BAR 0007 for the SL Mini-Grant (\$1,000.00)**. As of **January 15, 2026**, several Requests for Reimbursement remain outstanding, including **USDA, PSCOC Lease Assistance, Title I-APS, IDEA-B-APS, Pre-K-APS, Ed Fellows, and Capital Appropriations with Reimbursement**, totaling **\$622,717.98**. The largest cash expenditures to date have been related to **construction costs**. Alex has motioned to approve the bar Tim has seconded. 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	1st	
Mrs. Elma Garcia	Member		X
Mrs. Nahomi Chevere	Member	X	
Mrs. Pamela Tangistengo	Member		X
Mr. Timothy Woodard	Member	2nd	

B. Approval or Disapproval of Change in Days for Governing Council Meetings; reflect this change in Open Meetings Act Resolution and Bylaws if change in governing council meeting day is approved (Motion, 2nd, Approve, Disapprove)
 --Dr. Monaghan

Dr. Medina was not present. Elma referenced a discussion from the previous meeting regarding the possibility of changing the Governing Council meeting day due to her teaching schedule as a college professor on Wednesdays. She recommended moving meetings from the **third Wednesday to the third Tuesday of each month**. Elma made a motion to approve this change, which was seconded by Nohemi. The motion passed with general agreement from the Council. The bylaws will need to be amended to reflect this change, and the item will be added to **next month’s agenda**.

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

C. Approval or Disapproval of School Calendar for 2026-2027 -Dr. Moncada & Mr. Benavidez

The proposed **2026–2027 school calendar** closely mirrors the current calendar. The school year will begin with a **professional development day on July 13**, with **students returning on July 15**. The calendar includes **175 instructional days** and **12 professional development days**. While the intent is to align closely with the APS calendar, minor adjustments may be made. **Tim motioned to approve** the calendar, **Elma seconded**, and the **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	2nd	
Mrs. Nahomi Chevere	Member	X	
Mrs. Pamela Tangistengo	Member	X-Late	
Mr. Timothy Woodard	Member	1st	

D. Discussion on Life Long Learning Goals at CDHA -Dr. Moncada

Dr. Moncada reported on the **lifelong learning goal**, currently being developed as an **infographic**. As part of the **charter renewal process**, CDHA agreed to create a **strategic plan aligned with the four domains**. Dr. Monaghan and Dr. Medina recommended further defining and examining what **lifelong learning should look like within the school context**. In response, CDHA proposes to focus on the following **lifelong learning competencies**:

- Problem-solving and critical thinking
- Self-management and time management
- Self-advocacy and help-seeking
- Communication and conflict resolution
- Perseverance and resilience
- Reflection and growth mindset

E. Recommendations of Agenda Items for February 18 and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Dr. Monaghan

The **February Governing Council meeting** has been **rescheduled from February 18 to February 17**. The **November open meeting minutes** will be updated, and the **bylaws will be amended** to reflect the change in the meeting schedule.

Adjournment
Meeting adjourned at 7:03

-Dr. Monaghan

Meeting Adjournment: Time 7:03 p.m.
Next meeting date: February 17, 2026 at 5:00 PM