

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 March 17, 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](#)

Call to Order: Time 5:06 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	
Mrs. Nohemi Chevere	Member		X
Mrs. Pamela Tanguistengo	Member	X	
Mr. Timothy Woodard	Member	X	
Ms. Monica Aguilar	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, [Paola Castillo](#), Isabel Loya, Julie Weeks, [Sayra Brambila](#)

Approval or Disapproval of Agenda for March 17, 2026 Dr. Barbara M. Medina

Timothy has motioned to move forward with the agenda. 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		X
Mrs. Elma Garcia	Member	X	
Mrs. Nohemi Chevere	Member		X
Mrs. Pamela Tanguistengo	Member	2nd	
Mr. Timothy Woodard	Member	1st	
Ms. Monica Aguilar	Member	X	

Pam motioned to approve the meeting minutes. Monica seconded the motion. Meeting minutes 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		
Mrs. Elma Garcia	Member	X	
Mrs. Nohemi Chevere	Member	X-late	
Mrs. Pamela Tanguistengo	Member	1st	
Mr. Timothy Woodard	Member	X	
Ms. Monica Aguilar	Member	2nd	

Public Comments (3 minutes maximum for comment) Dr. Ed Monaghan

Dr. Medina Emailed she is not feeling well and Sylvia is also absent due to surgery. But No other public comments at this time.

Reports:

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

Finance Committee Report (3 minutes) Ms. Silvia Fraire-Niño
 Kyle reports they mainly discussed the schools cash balance. 110,000 dollars at the end of February. In March School budget stated they are delaying our state inquisition. We should receive it this week. March should be good as long as we get the RFR.

Audit Committee Report (3 minutes) Dr. Barbara M. Medina
 The audit was released and is currently working on the 2 audit findings.

Facilities Committee Report (3 minutes) Mr. Tim Woodard
 The boys bathroom is almost complete and who we have working on them is doing a good job. No further issues so far.

Student Achievement and Strategic Plan Committee (3 minutes) Dr. Edward Monaghan
 Dr. Monaghan has not been out of state this whole month.

Community Outreach Report (3 minutes) Ms. Paola Castillo
 Paola reports we have had our math olympics for kinder and our 5th graders. April 28th middle school math olympics. We did a fundraiser with Pizza 9 and made 500 dollars. We also have another fundraiser at Texas roadhouse. Our ABC dinner was recently completed to recognize our middle school students. We had our second newcomer’s event this month. Our middle school had an amazing art gallery. A couple of

our middle school students went to Santa Fe. We have also started our PTO. Our first meeting was at the beginning of the month and we had a good turnout. We want more parent involvement. About 6 parents showed up, a total of 14 were together. We have a science exhibition on March 24th coming up kinder-8th. Geography and Spanish spelling will also be coming up. We are currently working on Mi Poesia eres tu to practice before we head over to the national hispanic cultural center. Nothing further to report.

Executive Director/Principal's Report (10 minutes)

Dr. Jesús Moncada and
Mr. Casey Benavidez

Dr. Moncada reports that we have 594 students- 522 kinder-8th and 71 students in Pre-K. We have implemented online registration for the 26-27 school year. Lottery is also open at the moment and currently accepting applications. Dr. Moncada was in California last week and visited several schools. He was able to see how they implement their dual language program. Isabel and Dr. Moncada have been working closely with synergy to have access to our own system. We are working with la Mexicana radio station to help promote our school and they also donated \$50 gift cards so that we can give away to employee of the month. A couple students asked Dr. Moncada if they could do a protest. Dr. Moncada didn't say no but told students he would check with their teachers and with our GC President. Dr. Medina suggested using this occasion to use it more as a lesson plan. That is how they created the art gallery. Dr. Medina and other committee members donated money for prizes. Busy time for grants, RFRs. Dr. Moncada also reports that we did apply for a literacy coach grant and a 250,000 grant for a Math Lab is a grant we are working on to obtain new math supplies for classrooms. We have 23 staff members who will be attending the ABE_NM Bilingual state conference. 275,000 is what we will receive on capital outlay funds.

Mr. Benavidez reports the following: we have our own maintenance person. He has been to replicate what was done in the previous bathrooms. The boys are about to be complete and the girls are next. We met with APS to discuss the food service program as we go self-serve. We have put out job descriptions to receive applications. We have Benny Keith and Sysco on board. We are currently working on working with a vendor for milk. NSLP grant for the afternoon snack grant. WE held our second ABC meeting and decided to recognize students who are making an effort and making strides. Food service staff will take over as of 4/6. We had our PD for the month. Gave a lot of information and are partially through our formal and complete final walk throughs.

Dr. Monagan has a suggestion see what happens in k-2 3-5th how are they analyzing the programs that are being implemented. He had no idea what programs consisted of to tell which programs are working versus which ones are not.

Discussion/Action Items:

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

Kyle reports we do have 10 BARS. BAR 008 is adding
BAR 009-I 9,000- fundraising, athletics flow into this
BAR10-D3 we spent all of our food service funds for the yeR
BAR 11-D We spent a little more
BAR 12D-
BAR 16I-
BAR 18- an increase for HB33
BAR 19- SB 9
BAR 20I- This is the grant we get from PED for SB9

BAR 21D- Operational funds. We thought we would carry over almost a million dollars. We overspent what Kyle predicted over 56,000. We are starting to receive bigger grants. Bank reconciliation

Pam moves to motion to approve and Monica seconded the motion. Motioned 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	X	
Mrs. Nohemi Chevere	Member	X	
Mrs. Pamela Tanguistengo	Member	1st	
Mr. Timothy Woodard	Member	X	
Ms. Monica Aguilar	Member	2nd	

B. Approval or Disapproval of Part-Time Employee Resolution for NMPSIA Benefits

-Mr. Kyle Hunt

We are required to offer NMPSIA benefits to those who work 20 hrs or more per week. We do not have any employees at the time who are currently working 15 hours per week. Kyle recommends we leave it at 20 hours per week. It is an annual NMPSIA offered every year.

Monica motions to disapprove the resolution and Pam has seconded the motion. A motion to disapprove the resolution has been 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	X	
Mrs. Nohemi Chevere	Member	X	
Mrs. Pamela Tanguistengo	Member	2nd	
Mr. Timothy Woodard	Member	X	
Ms. Monica Aguilar	Member	1st	

C. Approval or Disapproval of Audit Findings Corrective Action Plan for APS

-Mr. Kyle Hunt

The published audit findings. 2025-001 lack of internal controls and policies regarding related party contracts. A resolution was passed in December. The next finding 2025-002 Financial close and reporting (Significant Deficiency) the invoices from businesses lacked crucial detailed information on the work that was done.

Monica motions to approve the audit findings CAP. Elma has seconded the motion. Motion passed.

Name	Title	Present	Absent
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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. Nohemi Chevere	Member	X	
Mrs. Pamela Tanguistengo	Member	X	
Mr. Timothy Woodard	Member	X	
Ms. Monica Aguilar	Member	1st	

D. Discussion on the 5 year Financial Plan for CDHA

-Mr. Kyle Hunt

This item is a draft. Our plan is to 638 students by 40th day for the 26-27 school year not including pre-k putting us at 9,146,975.29. It will continue to go up as we continue to add new grade levels. Eventually leading to 18,493,737.46 by the year 2031.

E. Discussion and Update on Data to include, Reading and Math Data and Instruction at CDHA

--Dr. Jesús Moncada

Dr. Moncada has presented on the screen the improvement in different grade levels in math. He will cover reading in the next meeting.

F. Approval or Disapproval of Nepotism Waiver for Employee (Mrs. Mayra Moncada)

-Dr. Barbara Medina

Tim motions to table the motion, Monica seconds. Motion passes to be tabled. They requested the waiver document for the next meeting.

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. Nohemi Chevere	Member	X	
Mrs. Pamela Tanguistengo	Member		
Mr. Timothy Woodard	Member	1st	
Ms. Monica Aguilar	Member	2nd	

G. Employee Matters -

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

Vote to go into Close Session

Due to Dr. Medina not being present. We will be tabling this item.

Name	Title	Present	Absent
Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Secretary		
Mrs. Elma Garcia	Member		
Mrs. Nohemi Chevere	Member		
Mrs. Pamela Tanguistengo	Member		
Mr. Timothy Woodard	Member		
Ms. Monica Aguilar	Member		

Vote to return to Open Session

Due to Dr. Medina not being present. We will be tabling this item.

Name	Title	Present	Absent
Dr. Barbara M. Medina	President		
Dr. Edward Monaghan	Vice President		
Ms. Silvia Fraire-Niño	Treasurer		
Ms. Vilma Alejandra Alvarez	Secretary		
Mrs. Elma Garcia	Member		
Mrs. Nohemi Chevere	Member		
Mrs. Pamela Tanguistengo	Member		
Mr. Timothy Woodard	Member		
Ms. Monica Aguilar	Member		

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

Reading data. Nepotism waiver.

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time __7:02__p.m.

Next meeting date: April 21, 2026 at 5:00 PM