

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
February 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 ___5:12__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	1st	
Mrs. Elma Garcia	Member	2nd	
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tanguistengo	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; Analay Morales, Translator

Approval or Disapproval of Agenda for February 17, 2026

Dr. Barbara M. Medina

Dr. Medina motioned to approve the agenda for February 17, 2026

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	1	
Mrs. Elma Garcia	Member	2	
Mrs. Nahomi Chevere	Member		x
Mrs. Pamela Tanguistengo	Member	x	
Mr. Timothy Woodard	Member	x	

Approved

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

Dr. Medina motioned to approve the meeting minutes for January 21, 2026

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 Tanguistengo	Member	x	
Mr. Timothy Woodard	Member	x	

Approved

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

Dr. Medina motioned to approve meeting minutes of November 19, 2026

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 Tanguistengo	Member	x	
Mr. Timothy Woodard	Member	x	

Approved

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

No Public comments at this time.

Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina extended congratulations to CDHA for its recent recognition at the Capitol as a Bilingual Multicultural Education Program Excellence Award School. Members acknowledged this achievement as a positive reflection of the school's continued commitment to excellence.

Council members were informed that the New Mexico Charter Schools distributed a comprehensive email summarizing recent legislative actions impacting charter schools. Members were referred to that email for detailed information and encouraged to review it.

Discussion was held regarding the legislative change to the 80/20 health insurance coverage structure. It was noted that this adjustment increases the school's portion of health insurance costs, which may have budgetary implications. The Council acknowledged the potential financial impact and the need to monitor budget adjustments accordingly.

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

Ms. Silvia reports that she met with both Dr. Moncada and Kyle. At this time construction projects are on hold. Kyle will provide a more detailed report and additional information during his portion of the meeting.

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

Dr. Medina reported that there was no new information to share at this time.

Per Kyle, the audit has been submitted and is currently pending publication.

Facilities Committee Report (3 minutes) **Mr. Tim Woodard**

Tim reported that there have been no significant changes regarding the construction project at this time.

Dr Medina noted that the construction companies we work with need to improve the format and detail of their invoices. Auditors require clearer breakdowns and more detailed descriptions of the charges to ensure proper documentation and compliance. She also suggested referring these construction companies to CNM, which offers free classes on preparing and maintaining professional invoices for their businesses. This presents a valuable opportunity to support and strengthen our local community businesses.

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

Dr. Monaghan reported that the committee has not met, but he reviewed the plan and developed several questions. These questions will be sent to GC members via email once his email is operational in order to gather feedback and input.

Student Council Report (3 minutes) **Pres. Khloe Muller, Asst Manager Alexis Salazar, Member Mia Franco**

The Student Council reported that approximately 50 students have successfully passed the Avant assessment.

Updates were provided regarding facilities. The 3rd-5th grade bathrooms are still in the process of being updated. In addition, concerns were raised about lunch temperature, as meals are often cold by the middle school lunch period. The school plans to take over lunch services after Spring Break which will hopefully solve this issue.

They also shared several upcoming fundraising efforts. Newcomer students are raising funds through out of uniform days, following established guidelines. Eighth-grade students are also fundraising for their prom through out of uniform days. The prom is tentatively planned for the week before the end of the school year; however, a date and venue have not been finalized. Graduation is approaching and will be held at Berna Facio.

Students recently visited the Roundhouse, where they learned about legislation, careers in law, and employment opportunities. A science field trip to UNM was also highlighted.

It was reported that students lead Spring Parent-Teacher Conferences, which has positively impacted communication and student accountability. Bilingual students are approximately two and a half months away from presenting for the Bilingual Seal.

South Valley students continue to provide support every Thursday by assisting with teachers and students as needed. Lastly, improvements in campus security were noted.

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

Mr. Benavidez began by reporting on student enrollment. He shared that enrollment continues to trend upward, with the school currently serving 593 students as of January. He

reported that the administrative team continues to meet regularly to review and monitor progress on the Strategic Plan across all four domains to ensure alignment with school goals. Mr.

Benavidez also shared that the school was recently recognized at the Roundhouse for receiving the BMPE Award, where the Folklórico group performed as part of the recognition ceremony. Dr.

Moncada and Kyle met with representatives from Building Hope and Charter School Property Solutions to explore potential financing options for upcoming facility development projects. In regard

to campus safety, AJF Security continues to provide services but is experiencing staffing challenges.

Mr. Benavidez reported that the owner of the company is currently on campus and will remain present until a permanent security guard is secured.

Dr. Moncada and Isabel Loya continue meeting with EduPoint regarding the transition to Synergy. The transition process has been going smoothly.

Several testing coordinators and teachers attended the APS AVID Showcase to learn more about how the AVID framework supports students in grades K–5 and to explore possible implementation strategies.

Dr. Moncada and Ms. Paola continue working on the proposal to establish a daycare program, which would be located in the South Campus administration building.

An update was provided on facilities. Bathroom renovations are still in progress, and the school has saved approximately \$40,000 by utilizing in-house staff rather than outside contractors. Additionally, the new electronic marquee is now up and running.

The administration is working closely with the business office to ensure Requests for Reimbursement (RFRs) are submitted in a timely manner to secure funding and process payments.

NMPED continues to support the school's transition to independently manage cafeteria services. All current kitchen staff have agreed to remain and are in the process of being hired as CDHA employees.

APS has agreed to allow CDHA to piggyback on their contracts to access established rates and pricing.

Mr. Benavidez reported that the funded Smoothie Program is now operational. Fruit is being sourced from The Fruit Basket, and appreciation was extended to new employee Liliana Atlahua for her assistance with the program.

Teacher residents are now serving as student teachers, and the school is processing interested individuals for participation in the Teacher Residency Program through NNMC beginning this fall.

Instructionally, lesson plans are reviewed weekly on Sundays, and the middle school has transitioned to unit-based lesson planning. Mr. Benavidez, Ms. Rodriguez, and Ms. Lambson have completed Reading Apprenticeship training. Funds have also been received to support a Structured Literacy celebration planned for May. The academic team continues to review and analyze student data on an ongoing basis.

The Kindergarten Math Olympics was reported as a success. Additionally, the UNM Engineering Department partnered with 5th grade students for a PBS model event held from 10:00 a.m. to 4:00 p.m.

Two new math teachers have been hired and are registered for AIMS 43 training.

It was reported that the school continues to closely monitor student attendance. The administration is consistently sending out 5-, 7-, and 10-day attendance letters to families as part of proactive intervention efforts. As a result of these consistent monitoring practices, the school has had to make significantly fewer calls to CYFD regarding attendance concerns.

It was also reported that the ABC Awards program has transitioned to ABC Plus. This expansion will recognize students not only for achievement in academics, behavior, and citizenship, but also for measurable growth and improvement in these areas.

The next awards ceremony is scheduled for March 5, where 48 students will be recognized alongside their parents and guardians.

Discussion/Action Items:

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

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	

Approved

Mr. Kyle reported that RFRS, CYFD, and property tax reimbursements are pending, with two additional reimbursements expected.

All travel reimbursements have been paid. The school has transitioned to a flat per diem process and will no longer require collection of individual receipts. Hotels may now be paid directly.

The school continues to operate at a surplus. Title III funding is expected soon. Bank reconciliations are current and in good standing.

B. Approval or Disapproval of Incoming Governing Council Member (Monica Aguilar)
--Dr. Barbara M. Medina

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

Approved

Dr. Barbara M. Medina requested approval of an incoming board member. Monica Aguilar was presented for consideration and approved as a Governing Council member.

C. Discussion of Possible Partnership with Building Hope on Facilities/Construction

--Dr. Barbara M. Medina

Laura Allen, Brady Hutchins, and Ilya Krutko presented information regarding a nonprofit organization focused on organizational development. The organization offers support in expanding campus facilities and infrastructure.

Dr. Medina recommended scheduling a work session to further review and better understand the nonprofit program, including financial projections, comparison of companies, and an analysis of the pros and cons.

D. Update on Food Services

-Dr. Moncada

No motions

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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. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member		

E. Recommendations of Agenda Items for March 17 and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)

-Dr. Barbara M. Medina

Board Training Hours: Council members were reminded that all required board training hours must be completed prior to the end of June to remain in compliance.

March Meeting Notice: Dr. Medina will be absent from the March meeting.

Spring Officer Evaluation: The Council will conduct the annual evaluation of board officers during the spring term.

Board Attendance: Continued monitoring and discussion of Governing Council member attendance.

Policy and Bylaw Amendments: The Council was reminded to amend board policies and bylaws to reflect the updated Tuesday meeting schedule. Updates must also be reflected on the school website and properly filed with the Secretary of State to ensure compliance.

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 7:04 p.m.

Next meeting date: March 17, 2026 at 5:00 PM