

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
 April 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](#)

Call to Order: Time 5:07 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; Mrs Sayra Brambila Asst.Principal; Mr. Kyle Hunt, Finance; Mr. Dan Hill, Attorney; Ana Lopez, Translator; Mrs. Julie Weeks Special Ed Director; Dr. Hilda Rivera, Transformation Coach; Mrs. Francine Behncke, Admin Assistant

Approval or Disapproval of Agenda for April 21, 2026 Dr. Barbara M. Medina
 Dr. Medina motioned to approve the agenda for April 21, 2026. Silva has moved and Monica seconded.

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	X	
Ms. Silvia Fraire-Niño	Treasurer	1st	
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	2nd	

Approved

Approval or Disapproval of Meeting Minutes for March 17, 2026

Dr. Barbara M. Medina

Dr. Medina motioned to approve the minutes. Alejandra has moved and Pamela has seconded.

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

Approved

Public Comments (3 minutes maximum for comment)

Dr. Barbara M. Medina

There were no public comments at this time.

Reports:

President's Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina reported that she does not have any new updates at this time. She noted that she has been primarily occupied with signing applications for funding and working on the APS budget for the upcoming year, which is projected at \$10.2 million. Dr. Medina invited members to share any updates or announcements.

It was shared that CDHA is currently the second-largest APS charter in the district and the ninth-largest in the state.

Members were informed that the National Charter School Conference will be held in New Orleans from June 24–26.

Dr. Medina recognized Dr. Moncada for receiving an award at the ABENM Conference.

Silvia reported that she attended the ABENM Conference, where she observed a presentation on the Guadalajara Book Fair attended by Dr. Moncada, Dr. Rivera, and Mrs. Moncada. She also attended a session on special education programming, which she found very informative.

Additionally, Silvia shared that the Spring Celebration event she helped organize was successful. She also expressed pride in the soccer team, which currently holds a 3–0 record.

Pam shared that the volleyball team played against the Warriors from Amarillo, noting it was a fun and valuable experience for the team.

Finance Committee Report (3 minutes)

Ms. Silvia Fraire-Niño

Silvia reported that she met with Dr. Moncada and Kyle to review the school's finances, noting that there are signs of improvement. She shared that current projects remain on hold while the team continues planning, monitoring financial progress, and awaiting additional RFRs.

Audit Committee Report (3 minutes)

Dr. Barbara M. Medina

Dr. Medina stated that there was nothing new to report at this time.

Facilities Committee Report (3 minutes)

Mr. Tim Woodard

Tom Woodward was not present. Mr. Benavidez stated that the Facilities Report would be included as part of the Principal's Report.

Student Achievement and Strategic Plan Committee (3 minutes)

Dr. Edward Monaghan

Dr. Monaghan stated that he would like to hear from Dr. Moncada during the Director's Report regarding long-term goals, short-cycle achievements, and future ideas, in both English and Spanish. Discussion also included subcommittee updates, noting progress in areas related to math standards and language literacy. There was mention of developing structured supports, including building capacity and utilizing instructional coaches. Dr. Medina noted that the board may need to address math performance more directly in May. She shared that while there has been a 1% increase in growth, the goal is to achieve at least 3% growth. She also emphasized the importance of focusing on the language used in exams, noting that solving math problems also requires strong reading comprehension skills. She suggested incorporating daily language and content objectives to better support student understanding and performance.

Teacher's Report (3 minutes)

TBA

There was no Teacher Report presented at this time. Dr. Medina requested that, moving forward, Teacher and Student Reports alternate at each meeting.

Executive Director/Principal's Report (10 minutes)

Dr. Jesús Moncada and Mr. Casey Benavidez

Dr. Moncada reported that he met with Kyle to work on the school budget for the 2026–2027 school year. He shared that enrollment projections are strong for the upcoming year, with 4th and 6th grade classes currently full and operating with a waitlist, while enrollment remains open for other grade levels. He also shared that he received the signed Charter School Renewal for the 2026–2031 term, which includes an enrollment cap of 1,000 students and authorized grade levels of PreK–12. Dr. Moncada noted that APS Charter Schools will announce the new director once a final decision has been made. He further reported that he attended the Community of Practice for Teacher Residents with the New Mexico Public Education Department (NMPED), alongside representatives from various colleges and universities. He also serves as an alternate member of the State Co-Teaching Leadership Team. Additionally, Dr. Moncada shared that the school recently participated in an APS Special Education Site Visit and received a 96% compliance rating on IEPs.

Mr. Benavidez reported on current facilities and operational updates. Bathroom remodeling is underway in the 3rd–5th grade areas. The boys' restroom is approximately 95% complete, while the second restroom is about 50% complete. The goal is to have both projects finished by the end of the school year, allowing work to begin on staff restroom renovations next year. He also shared that the school transitioned to a self-serve food service model immediately following Spring Break (April 7), and all kitchen staff have been processed as employees. The school is working closely with NMPED, which will conduct regular check-ins and monthly meetings. Mr. Benavidez and Ms. Brambila have notified all staff regarding intent to rehire or issued letters of non-rehire for the 2026–2027 school year. LETRS training continues for all new employees. Additionally, the school was awarded the CLSD grant, which will fund a full-time Literacy Coach and a 0.5 District Literacy Coordinator for the 2026–2027 school year. These positions have been posted. Mr. Benavidez also reported that 23 students are scheduled to take the AP Spanish exam. A practice test is scheduled for May 7 from 8:00 a.m. to 12:00 p.m., and the official exam will take place on May 14.

Due to increased enrollment, promotion ceremonies will be held at the Valle de la Luna Event Center on Central Avenue. The promotion ceremonies for Pre-K and Kindergarten students will take place on June 4, and the 8th grade promotion ceremony will also be held at the same event center but on June 5. During the 8th grade ceremony, students will be recognized for achievements including the Bilingual Seal (BS), Advanced Placement (AP), and Acellus accomplishments in Math and English. Last but not least the Fifth grade students have elected to have a non-traditional promotion experience and will participate in a BBQ and Fun Day at Mariposa Park on Tuesday, June 9, from 9:00 a.m. to 3:00 p.m.

Discussion/Action Items:

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

Kyle reported on BAR 0022-I and provided supporting documentation. He also discussed FY26-2 PCT Voucher, the March 31, 2026 Bank Reconciliation Report, and the March 31, 2026 Wells Fargo Statement. Kyle presented BAR 0022-I, requesting approval for an operational increase, along with the PCT (Permanent Cash Transfers).

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st/Yes	
Dr. Edward Monaghan	Vice President	Yes	
Ms. Silvia Fraire-Niño	Treasurer		X
Ms. Vilma Alejandra Alvarez	Secretary	Yes	
Mrs. Elma Garcia	Member	Yes	
Mrs. Nohemi Chevere	Member	Yes	
Mrs. Pamela Tanguistengo	Member	Yes	
Mr. Timothy Woodard	Member		X
Ms. Monica Aguilar	Member	2nd/Yes	

Approved

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	1st /Yes	
Dr. Edward Monaghan	Vice President	Yes	
Ms. Silvia Fraire-Niño	Treasurer		x
Ms. Vilma Alejandra Alvarez	Secretary	Yes	
Mrs. Elma Garcia	Member	Yes	
Mrs. Nohemi Chevere	Member	Yes	
Mrs. Pamela Tanguistengo	Member	2nd/Yes	
Mr. Timothy Woodard	Member		X
Ms. Monica Aguilar	Member	Yes	

Approved

Continued Discussion/Action Items:

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

Kyle provided a summary of current financials, noting that a more detailed report would follow. He reviewed budget utilization for capital and summer projects, reporting that total construction costs reached approximately \$1.3 million, exceeding initial projections and fully utilizing capital and operational reserves. Total expenditures are approximately \$10.45 million, with an estimated conservative cash carryover of \$6,000 for the upcoming fiscal year. He reported that the projected SEG for the next fiscal year is approximately \$10.258 million. This includes approximately \$147,000 in prior-year carryover and \$15,000 in fundraising revenue allocated toward operational funds. Key budget adjustments include a proposed 1.5% salary increase and the addition of five instructional FTEs, including an interventionist position due to the loss of Title I funding and an additional PE position. Plans also include restructuring 6th grade into a self-contained model, with middle school teachers serving grades 7–8. Kyle addressed Title I funding, noting a projected decrease from approximately \$270,000 to \$200,000 next year, with the possibility of losing eligibility in future years due to reduced per-student allocations. He also reported significant increases in insurance costs. Overall insurance rose from approximately \$164,000 to \$238,000, largely due to increasing the employer contribution toward employee insurance from 60% to 80%, as well as anticipated enrollment growth. Additionally, property liability insurance increased from approximately \$130,000 to \$190,000 following the conclusion of ADTA. Kyle reviewed key budget functions, noting that Function 1000 (direct classroom expenditures) accounts for approximately 68% of the budget, with 71 FTEs allocated. While PED recommends 70% across classroom-related functions (1000, 2000, and 2100), the majority of the school’s budget remains focused on direct classroom instruction (1000). He also noted that Function 2200 includes approximately \$65,000 for professional development and testing, Function 2300 (board, legal, and professional services) represents 3.76% of the budget, and Function 2500 supports central office operations, including three Business Management support staff and a hands-on IT person. He concluded by noting that the SEG projection is based on an enrollment estimate of 538 students.

B. Approval or Disapproval of School Budget for 2026-2027 -Dr. Barbara Medina

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	Yes	
Dr. Edward Monaghan	Vice President	Yes	
Ms. Silvia Fraire-Niño	Treasurer	Yes	
Ms. Vilma Alejandra Alvarez	Secretary	Yes	
Mrs. Elma Garcia	Member	Yes	
Mrs. Nohemi Chevere	Member		X
Mrs. Pamela Tanguistengo	Member	1st/Yes	
Mr. Timothy Woodard	Member		X
Ms. Monica Aguilar	Member	2nd/Yes	

Approved

C. Approval or Disapproval of Bilingual Multicultural Education Program Application

-Dr. Barbara Medina

On behalf of CDHA, Dr. Moncada requested approval of the Bilingual Multicultural Education Program (BMEP) application. He reported that the renewal reflects a 3-hour program serving 522 dual language students.

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

Approved

D. Discussion of Governing Council Elections

-Dr. Barbara Medina

Dr. Medina noted that Item D was presented as a notification to the Governing Council and did not require board action.

E. Discussion of National Charter Schools Conference

-Dr. Barbara Medina

Dr. Medina discussed the upcoming National Charter Schools Conference and established a deadline for members to notify Julie, who is coordinating attendance. Members were asked to respond by Friday, April 24th.

F. Discussion on the Food Service Program

-Dr. Barbara Medina

The Food Service Program was discussed. Dr. Medina emphasized the need for a cost-benefit analysis to determine whether the changes were beneficial. She also suggested utilizing a SurveyMonkey survey for teachers and/or students to gather data and assess support of the changes.

G. Discussion and Update on Data to include, Reading Data and Instruction at CDHA--Dr. Jesús Moncada

Dr. Moncada provided an informational update on student data, including reading and math performance. Dr. Medina noted that while there has been progress, she would like to see continued and increased growth. Reading scores showed a 3% increase, and she mentioned that CDHA is performing ahead in this area. Dr. Moncada also highlighted improvement in math, noting that the percentage of students requiring additional support decreased from 64% to 51%. It was also noted that a contributing factor to academic challenges is students leaving early for appointments and missing instructional time. To address this, administration has adjusted the schedule by moving specials, such as Physical Education, to the afternoon to minimize the loss of core instructional time.

H. Approval or Disapproval of Organizational Chart Revision -Dr. Barbara Medina

Dr. Moncada informed the Governing Council that revised chart for the upcoming year will include two principal roles: Mrs. Brambila will serve as Instructional Principal, and Mr. Benavidez will serve as Operations Principal.

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	2nd	
Mr. Timothy Woodard	Member		
Ms. Monica Aguilar	Member	1st	

Approved

I. 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 nepotism waiver.”

-Dr. Barbara Medina

Vote to go into Close Session

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	2nd	
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	X	

Close Session

Vote to return to Open Session

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	X	
Dr. Edward Monaghan	Vice President	X	
Ms. Silvia Fraire-Niño	Treasurer	1st	
Ms. Vilma Alejandra Alvarez	Secretary	2nd	
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	

Open Session

J. Approval or Disapproval of Nepotism Waiver for Employee -Dr. Barbara M. Medina

Dr. Medina noted that Item J is for the approval of a nepotism waiver for an employee who is related to the CEO.

Name	Title	Present	Absent
Dr. Barbara M. Medina	President	Yes	
Dr. Edward Monaghan	Vice President	Yes	
Ms. Silvia Fraire-Niño	Treasurer	1st/Yes	
Ms. Vilma Alejandra Alvarez	Secretary	2nd/Yes	
Mrs. Elma Garcia	Member		X
Mrs. Nohemi Chevere	Member	Yes	
Mrs. Pamela Tanguistengo	Member	Yes	
Mr. Timothy Woodard	Member		X
Ms. Monica Aguilar	Member	Yes	

Approved

K. Discussion on Executive Director’s Evaluation -Dr. Barbara M. Medina

Dr. Medina shared that she, Dr. Monaghan, and any other interested members are welcome to participate in the evaluation of the Executive Director. The discussion will focus on reviewing the job description, making any recommended revisions, and bringing those suggestions back to the Governing Council for further input. This discussion is planned for the next board meeting.

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

Discuss life long learning and provide an attendance report.

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time 7:00 p.m.

Next meeting date: May 19, 2026 at 5:00 PM