

Christine Duncan Heritage Academy
Governing Council Special Session Minutes
 December 11, 2025 at 5:00 p.m.

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

Call to Order: Time __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		
Mrs. Elma Garcia	Member		
Mrs. Nahomi Chevere	Member		
Mrs. Pamela Tangistengo	Member		
Mr. Timothy Woodard	Member	x	

Quorum: ___ Yes ___x___ No

Others Present:

Dr. Jesús Moncada, Executive Director; Mr. Casey Benavidez, Principal; Dr Hilda Rivera, Turnaround Coach; Mr. Kyle Hunt, Finance; Mrs. [Francine Behncke](#), Admin Asst.

Approval or Disapproval of Special Session Agena of December 11, 2025 Dr. Barbara M. Medina

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 Woodard	Member	X	

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

Reports:

*No reports will be presented at this time.

Working Session Items:

*The objective of a work session is to work on big conceptual issues in a deep and targeted way.

Agenda Items:

A. Welcome and Introductions (some sort of opening warm up activity, maybe a pair share on goals for the meeting)

What are our goals and what do we want to achieve?

Dr. Medina- *Set goals for student success and increase Math State Standards.*

Dr. Monaghan- *Ensure our Strategic Plan has measurable goals. Make sure that our Vision Statement, our Mission Statement and Life Long Learning are connected.*

Ms. Silvia-Frajre-Nino - *Growth on learning strategies for all grades. With growth in Science and Reading*

Dr. Moncada - *Align our work to ensure all students succeed at CDHA and that our GC and school goals are met.*

Mr. Casey Benavidez - *Would like to continue building on the committees used last school year, including Building, Strategic, Audit, and Finance, and would like to offer these committees with student and parent involvement.*

Tim Woodward - *Gain a clearer understanding of attendance monitoring, explore ways to improve attendance, and review the policy for potential updates if necessary.*

B. Revisit Bylaws; vision and mission

Vision Statement - Christine Duncan's Heritage Academy will provide academic excellence, bilingualism, and lifelong learning. We value equity, diversity, and inclusion. We promote and encourage family and community engagement.

Mission Statement - Christine Duncan's Heritage Academy will focus on implementing a dual language education to achieve the goal of biliteracy through research-based practices and data-driven instruction to maintain a successful school environment.

* Please refer to the highlighted sections of the Governing Council bylaws included in the handout/share drive provided

*CDHA's report card is available on NM Vista.

Student performance: We have received a school score of 47.7 and ESSA designation of traditional or in good standing.

*Please refer to the CDHA Overview handout/shared drive which shows our school's academic proficiency goals for the third charter renewal term.

C. Set outcome for the work session -plans to achieve the goals and strategic plan

Strategic Plan - 4 Domains of rapid improvement

1. Systemic Turnaround & Improvement
2. Turnaround Leadership
3. Talent Development
4. Instructional Transformation

* Please refer to the handout/shared drive for more information on what CDHA has accomplished as of December 2025.

You may also review **D: Data Dive, which outlines our students' academic and other performance measures, and explains how this data informs our Strategic Plan and Board goals.**

As well as E: How the Data informs our Strategic Plan and Board Goals

F. As needed any changes to Board policy (a quick all through for new members)

No new members were present.

G. Wrap up and Next steps including did we meet our Goals and evaluation of the work session) Next board agenda will be going over our revised Stratigac plan and voting on modification .

The four domains are intended to be maintained by teachers. The Strategic and Charter goals focus on language and academic excellence. Our Charter School goals should align with APS goals and are reflected in our Strategic Plan.

Review the goals on our domain spreadsheet and enter the information on this sheet.

APS TNTP: 0–150 monthly walkthroughs

CDHA: 10 monthly walkthroughs

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

Review of our revised Strategic Plan, followed by a vote on proposed modifications.

Bylaws:

- Currently out of compliance regarding meeting minutes, which must be posted within 10 days.
- Add an addendum outlining a timeline for completing required tasks within the allotted timeframe.
- Discuss bylaws and expectations regarding Governing Council (GC) attendance and the number of members.
- Review the necessity of July meetings.
- Clarify membership start dates and length of service.
- Clearly state bylaws related to nepotism.

Have we covered everything we intended to during this special session?

Yes, to the best of our ability.

Adjournment

-Dr. Barbara M. Medina

Meeting Adjournment: Time _____p.m.

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