

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
September 22, 2026 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:

Ms. Silvia Fraire-Niño

Governing Council Members:

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

Quorum: ____ Yes ____ No

Others Present:

Dr. Jesús Moncada, Executive Director; Mr. Casey Benavidez, Principal of Operations; Mrs. Sayra Brambila-Principal of Instruction; Mr. Kyle Hunt, Business Manager; Mr. Dan Hill, Attorney; Analy Morales, Translator

Approval or Disapproval of Agenda for September 22, 2026

Ms. Silvia Fraire-Niño

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

Approval or Disapproval of Meeting Minutes for August 18, 2026

Ms. Silvia Fraire-Niño

Name	Title	Present	Absent
Ms. Silvia Fraire-Niño	President		
Mr. Timothy Woodard	Vice President		
Ms. Monica Aguilar	Treasurer		
Mrs. Pamela Tanguistengo	Secretary		

Dr. Barbara M. Medina	Member		
Ms. Vilma Alejandra Alvarez	Member		
Mrs. Elma Garcia	Member		
Mrs. Nohemi Chevere	Member		

Approval or Disapproval of Meeting Notes for September 1, 2026

Ms. Silvia Fraire-Niño

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

Public Comments (3 minutes maximum for comment) Ms. Silvia Fraire-Niño Reports:

President's Report (3 minutes)

Finance Committee Report (3 minutes)

Audit Committee Report (3 minutes)

Facilities Committee Report (3 minutes)

Student Achievement and Strategic Plan Committee (3 minutes)

Student Council Student's Report (3 minutes)

Executive Director/Principal's Report (10 minutes)

Ms. Silvia Fraire-Niño

Ms. [Monica Aguilar](#)

Dr. Barbara M. Medina

Mr. Tim Woodard

Ms. Elma Garcia

TBA

-Dr. Jesús Moncada, Mr. Casey Benavidez, Mrs. Sayra Brambila

Discussion/Action Items:

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

-Mr. Kyle Hunt

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

I entertain a motion to approve Budget Adjustment Requests (BARS) and the authority for Executive Director and Business Manager to complete final Budget Adjustment Requests for FY26 as needed

I move to approve BARS#

I second that motion: _____

Discussion: _____

Vote:

Approved or not approved?

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

I entertain a motion to approve Vouchers, Financials and Bank Reconciliations _____

I move to approve Vouchers, Financials and Bank Reconciliations

I second that motion: _____

Discussion: _____

Vote:

Approved or not approved?

B. Approval or Disapproval of change on payroll schedule (Motion, 2nd, Approve, Disapprove)
-Mr. Kyle Hunt

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

C. Discussion on High School Planning Year Update -Ms. Silvia Fraire-Niño

D. Discussion on Governing Council training hours for members
-Ms. Silvia Fraire-Niño

E. Employee Matters - Closed session –

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 a letter of complaint from a former employee.”

-Ms. Silvia Fraire-Niño

F. Employee Matters - Closed session –

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 PDP for Executive Director.”

-Ms. Silvia Fraire-Niño

F. Recommendations of Agenda Items for October and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion)

-Ms. Silvia Fraire-Niño

Adjournment

-Ms. Silvia Fraire-Niño

Meeting Adjournment: Time ____p.m.

Next meeting date: October 20, 2026 at 5:00 PM