

Christine Duncan Heritage Academy
Governing Council Meeting Minutes
August 18, 2026 at 5:00 p.m.

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

Call to Order: Time 05:07 p.m. /Roll Call:

Ms. Silvia Fraire-Niño

Governing Council Members:

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

Quorum: XX 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; Paul Pickerel, Administrative Assistant; Caz Martinez, Attorney

Approval or Disapproval of Agenda for August 18, 2026

Ms. Silvia Fraire-Niño

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

Approved

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

Approved

Public Comments (3 minutes maximum for comment) Ms. Silvia Fraire-Niño
Reports: 05:16 - No Public Comments

- 05:16 - President's Report (3 minutes) Ms. Silvia Fraire-Niño
 05:18 Finance Committee Report (3 minutes) Ms. [Monica Aguilar](#)
- 26% of cash, to get better by November.
- 05:18 - Audit Committee Report (3 minutes) Dr. Barbara M. Medina
- Kyle Hunt - Wednesday and Thursday will be the Audit progress meeting.
- 05:19 - Facilities Committee Report (3 minutes) Mr. Tim Woodard
- Construction for the restroom are at 90% complete
 - Casey Benevidez informed the Board about the flooring for the gym, new doors and windows. The fire hydrant is not working and is looking into getting a new one or getting it fixed. The Fire Marshall is aware and has it turned off. Work with the Water Department to get fixed.
 - Parking Lot striping
 - Plans for Daycare are underway.
- 05:25 - Student Achievement and Strategic Plan Committee (3 minutes) TBA
 05:25 - Student Council Student's Report (3 minutes) TBA
 05:25 - Executive Director/Principal's Report (10 minutes)
- Dr. Jesús Moncada, Mr. Casey Benavidez, Mrs. Sayra Brambila
- Dr. Moncada informed the Board about Current enrollment, 649 students.
 - Admin Meetings have been scheduled.
 - Capital Outlay meetings were attended by Casey Benavidez, Sayra Brambila, and Dr. Jesus Moncada.
 - Dr. Moncada and Paul Pickerel are continuing the transition to Synergy.
 - Dr. Moncada and Kyle Hunt continue working on the audit with CliftonLarsonAllen (CLA).
- 05:28 - Casey Benavidez informed the Board about the Vector training. 90% done with training. Including blood borne pathogens.
- 05:31 - Casey Benavidez Got a call from City Mayor Keller in regards to the State of the Address, he invited CDHA students to recite the Pledge of Allegiance.
- Connection with the Mexican Consulate, delivering school supplies for students.
 - Open House was on Thursday
 - New teachers received their furniture
 - Field Trips will be starting. Trips include State Fair, Kinders are included. 8th grade going to Pope Joy Hall.
- 05:34 - Dr. Moncada informed the Board about the grant for Latinos in Action. \$14,000 to purchase the

- program.
- 8th Graders interviewed Dr. Moncada in regards to the first newsletter.

05:37 - Sayra Brambila informed the Board about the Amira testing. Time extended for make-ups.

- iMSSA is starting for 3rd through 8th grade. WIDA screeners are on track. Kindergarten has been tested completely.

05:39 - Sayra Brambila informed the Board about the Literacy Grant.

- Sayra Brambila informed the Board about a self survey in regards to Literacy that was provided.
- 90 day dash plan was completed and submitted on time to APS and NMPED.

05:46 - Sayra Brambila informed the Board that they conducted walk throughs in the classrooms for Domain 2.

05:47 - Sayra Brambila informed the Board about tutoring options (HDT) for sixth graders

05:48 - Dr. Moncada informed the Board about the waiver for Mrs. Lazo.

05:50 - Dr. Moncada informed the Board about Teacher Residents.

Discussion/Action Items: 05:52

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

Kyle Hunt informed the Board about the Operational budget.

- No Bars for Board to approve.
- PED Cash Report for the 25-26 Fiscal Year.

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

The Chair will 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#: No Bars to approve

I second that motion: _____

Discussion: _____

Vote:

Approved or not approved?

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

The Chair will entertain a motion to approve Vouchers, Financials and Bank Reconciliations

I move to approve Vouchers, Financials and Bank Reconciliations ___Monica Aguilar___

I second that motion: ___Timothy Woodward_____

Discussion: ___No_____

Vote: All in favor

Approved or not approved? Approved

06:06 - Approved

B. Approval or Disapproval of an administration team to attend **PCSNM School Leader Retreat, September 21–23 at the Inn of the Mountain Gods.** -Ms. Silvia Fraire-Niño

- Dr. Moncada informed the Board that 3 or 4 employees will be attending the conference. Mr. Benavidez and Brambila will be at the safety summit.

Name	Title	Present	Absent
Ms. Silvia Fraire-Niño	President	XX	
Mr. Timothy Woodard	Vice President	XX	
Ms. Monica Aguilar	Treasurer	Motioned	
Mrs. Pamela Tanguistengo	Secretary	XX	
Dr. Barbara M. Medina	Member		XX
Ms. Vilma Alejandra Alvarez	Member	XX	
Mrs. Elma Garcia	Member	XX	
Mrs. Nohemi Chevere	Member	2nd Motion	

Approved

06:12

C. Discussion on the Lifelong Learning Goals -Ms. Silvia Fraire-Niño

- Dr. Moncada informed the Board that Sayra Brambila will be informing the teachers.
- Sayra Brambila informed some of the teachers at the latest PD Meeting.

06:14

D. Discussion on High School Planning Year Update

-Ms. Silvia Fraire-Niño

- Dr. Moncada informed the Board that we started a survey to see who would like to join the committee. Board member Monica Aguilar will join the committee

06:15 -

E. Discussion on Volunteers to represent the Audit Committee and the Student Achievement and Strategic Plan Committee

-Ms. Silvia Fraire-Niño

- Monica Aguilar will join the Audit committee
- Pamela Tanguistengo and Elma Garcia will join the Student Achievement and Strategic Plan Committee

06:19 -

F. Discussion on Governing Council Attendance and training hours for members

-Ms. Silvia Fraire-Niño

- Madam President informed the Board about attendance that needs to be in person. At least 4 meetings need to be in person.
- Training hours need to be completed. Can use Canvas to take training.
- Talk about a retreat - End of October or Beginning of November.
- Asking the Board members to be more present at the school and help with activities within the school.

06:30 -

G. Discussion on National Charter Schools Conference 2026

-Ms. Silvia Fraire-Niño

- Dr. Moncada informed the Board about missing some reports from certain people at the last meeting. Reports were turned in their report; Monica, Casey and Alex.
- Board Member Alex Alvarez requested that new arrangements be made for students to have space in the cafeteria and for students to get more food as she heard complaints from students that serving portions were too small.

06:35

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

-Ms. Silvia Fraire-Niño

- Have [Casey Benavidez](#) talk about the shirts from the vendors.
- Retreat dates and times - Survey will be sent with dates and times
- Cafeteria food needs to be given more or give seconds.

Adjournment

-Ms. Silvia Fraire-Niño

Meeting Adjournment: Time _06:40____p.m.

Next meeting date: September 15, 2026 at 5:00 PM