

Christine Duncan Heritage Academy
Governing Council Meeting Agenda
July 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 Link](#)

Call to Order: Time _05:20__p.m. /Roll Call:
Medina

Dr. Barbara M.

Governing Council Members:

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

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

Approval or Disapproval of Agenda for July 21, 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		AB
Mrs. Pamela Tanguistengo	Secretary	Moved	
Dr. Barbara M. Medina	Member	Second	
Ms. Vilma Alejandra Alvarez	Member		AB
Mrs. Elma Garcia	Member	XX	
Mrs. Nohemi Chevere	Member		AB

Approved

Approval or Disapproval of Meeting Minutes for June 9, 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		AB
Mrs. Pamela Tanguistengo	Secretary	Moved	
Dr. Barbara M. Medina	Member	Second	
Ms. Vilma Alejandra Alvarez	Member		AB
Mrs. Elma Garcia	Member	XX	
Mrs. Nohemi Chevere	Member		AB

Approved

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

- No Public Comments.

Reports:

- 05:20 - President's Report (3 minutes) Ms. Silvia Fraire-Niño
- 05:25 - Finance Committee Report (3 minutes) Ms. [Monica Aguilar](#)
- 05:27 - Audit Committee Report (3 minutes) Dr. Barbara M. Medina
- 05:28 - Facilities Committee Report (3 minutes) Mr. Tim Woodard
- 6 classrooms have been recarpeted - 90% completed with paint and carpet
 - Casey is looking into possible new windows, doors, air conditioning, bathroom fixtures. Looking into possibly changing the floor in the gym
- 05:31 - Student Achievement and Strategic Plan Committee (3 minutes) TBA
- 05:34 - Teacher's Report (3 minutes) Mrs. Gabriela Fuentes
- Mrs. Gabriela Fuentes stated that out of 23 students that took the AP Exam, 12 students passed the exam.
- 05:48 - Executive Director/Principal's Report (10 minutes)
- Dr. Jesús Moncada, Mr. Casey Benavidez, Mrs. Sayra Brambila
- Enrollment is at 601 students
 - Jump Start will be on Wednesday and Thursday July 15th and 16th.
 - Start of school is on July 17th, 2026
- 05:56 - Casey Benavidez updated about the transitioning from APS Synergy to CDHA Synergy. Educator of the Year "Victor Carrillo" was hired
- 05:58 - Sayra Brambila informed the Board about Jump Start for Pre-K through 8th grade dates and times. Spoke about AI apps that are now available.
- 05:59 - Number of employees currently at CDHA - 145
- 06:02 - Admin Confirmed conference information including dates and times.
- Algebra will be 2 yrs.
- 06:05 - Casey Benavidez informed the Board about the Avid Conference in Dallas, TX. Benavidez also Informed the Board about the National Charter School Conference in New Orleans including an Avid High School program and uniforms.
- 06:07 - Sayra Brambila informed the Board that she attended the Leadership Conference and got some Ideas of a more structured literacy program
- 06:09 - Admin informed the Board of the LETRS for all teachers and Domain #3
- Sayra Brambila created an Instructional Team and adopted a New Math Curriculum.

Discussion/Action Items: 06:21 pm

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

- 06:29 - At the start of the Fiscal Year, \$600,000, \$350,00 in Checks, \$10,300 based on 538 school enrollment equals \$1M. Update to 13 Bars.

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

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

- Dr. Barbara Medina voted to Approve_

I move to approve BARS#: 13 Bars

I second that motion: _____ Pamela Tanguistengo _____

Discussion: _____ No _____

Vote: Accepted

Approved or not approved? Approved - Roll call on Financial Bars.

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

06:18 -

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

I move to approve Vouchers, Financials and Bank Reconciliations: Dr. Barbara Medina voted to Move

I second that motion: _____ Pamela Tanguistengo _____

Discussion: _____ No _____

Vote: Accepted

Approved or not approved? Motion Approved

06:34 -

B. Approval or Disapproval of Policy for Hiring Protocol

-Ms. Silvia Fraire-Niño

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

Approved

06:37

C. Discussion on the Lifelong Learning Goals

-Ms. Silvia Fraire-Niño

- Sayra Bramila presented the Learning Rubric to the Board.

06:43 -

D. Discussion on High School Planning Year Update

-Ms. Silvia Fraire-Niño

- Planning year will be at the beginning of year, middle of year, and end of year.

06:44 -

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

-Ms. Silvia Fraire-Niño

- Discussion of the Audit, Accountability, Board Attendance and Board Trainings.

Adjournment

-Ms. Silvia Fraire-Niño

Meeting Adjournment: Time _06:48__p.m.

Next meeting date: August 18, 2026 at 5:00 PM