Christine Duncan Heritage Academy
Governing Council Meeting Agenda
November 17, 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 November 17, 2026 Ms. Silvia Fraire-Niño

Name	Title	Present	Absent
Ms. Silvia Fraire-Niño	President		
Mr. Timothy Woodard	Vice President		
Ms. Monica Aguilar	Treasurer		
Vacant	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 October 20, 2026 Ms. Silvia Fraire-Niño

Name	Title	Present	Absent
Ms. Silvia Fraire-Niño	President		
Mr. Timothy Woodard	Vice President		
Ms. Monica Aguilar	Treasurer		
Dr. Barbara M. Medina	Member		

Ms. Vilma Alejandra Alvarez	Member		
Mrs. Elma Garcia	Member		
Mrs. Nohemi Chevere	Member		

Approval or Disapproval of Special Session Meeting Notes for November 4, 2026
Ms. Silvia Fraire-Niño

Name	Title	Present	Absent
Ms. Silvia Fraire-Niño	President		
Mr. Timothy Woodard	Vice President		
Ms. Monica Aguilar	Treasurer		
Vacant	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) Ms. Silvia Fraire-Niño
Finance Committee Report (3 minutes) Ms. Monica Aguilar
Audit Committee Report (3 minutes) Dr. Barbara M. Medina
Facilities Committee Report (3 minutes) Mr. Tim Woodard
Student Achievement and Strategic Plan Committee (3 minutes) Ms. Elma Garcia
Teacher's Report (3 minutes) Mr. Julio Meza
Executive Director/Principal's Report (10 minutes)
-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		
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. CSP Grant Funding Update -Mr. Kyle Hunt

C. Discussion of possible lease agreement for High School Building on Old Coors Road
(Motion, 2nd, Approve, Disapprove) -Mr. Kyle Hunt

D. Approval or Disapproval for Dr. Moncada to participate in a Cultural Immersion Program for Educational Authorities Abroad in Mexico City, special invitation from the Mexican Consulate
-Ms. Silvia Fraire-Niño

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

E. Approval or Disapproval of disposition of assets (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		
Dr. Barbara M. Medina	Member		
Ms. Vilma Alejandra Alvarez	Member		
Mrs. Elma Garcia	Member		
Mrs. Nohemi Chevere	Member		

F. Discussion on Governing Council RETREAT for members -Ms. Silvia Fraire-Niño

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

H. Recommendations of Agenda Items for October and questions/concerns/suggestions for Dr. Moncada from Governing Council (Discussion) -Ms. Silvia Fraire-Niño

J. 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 unanimous complaint from CDHA employee."

-Ms. Silvia Fraire-Niño

Vote to go into close session:

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		

Vote to return to come out of closed session:

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		

Mrs. Elma Garcia	Member		
Mrs. Nohemi Chevere	Member		

Vote to return to come out of closed session:

K. 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 Executive Director's Professional Development Plan"

-Ms. Silvia Fraire-Niño

Vote to go into close session:

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		

Vote to return to come out of closed session:

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

Mrs. Elma Garcia	Member		
Mrs. Nohemi Chevere	Member		

Vote to return to come out of closed session:

Adjournment -Ms. Silvia Fraire-Niño

Meeting Adjournment: Time _____p.m.

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