



New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

- ☐ Fully completed form
- ☐ Approved board minutes or certification of the board's vote accepting the new member
- ☐ Resignation Letter or board meeting minutes removing the previous member
- ☐ Statement of Governing Body Member to Consult with PED
- ☐ Affidavit of Governing Body Member
- ☐ Assurances of Governing Body Member

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

Governing Body Member Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Walatowa High Charter School., hereafter "the school," effective on July 1, 2022

Current Governing Body Members and Positions:

- Kenneth Sando: Governing Board President
- Sotela Valverde: Governing Board Vice President
- Bobbie Shendo: Governing Board Treasure
- Danielyn Pino: Governing Board Member

Governing Body Member(s) Resigning or Removed: Stuart Gachupin

New Governing Body Member(s) and Position(s):

- Jensen Fragua: Governing Board Member

Contact information for New Governing Body Member(s) (phone, email):

- Jensen Fragua
- E-mail: jfragua@walatowahcs.org
- Phone: 505-527-3392

Is the school requesting an extension to fill a vacancy: ☐ yes ☒ no

If so, provide the date of vacancy: Click or tap here to enter text.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:None

Effective Date: 2/25/2025

The school's notification is hereby submitted by:3/6/2025

Signature of School Representative:	<small>Signed by:</small> <i>Dr. Arrow Wilkinson</i>	Date: <u>3/6/2025</u>
	<small>5A57E33A77204C1...</small> <small>Signed by:</small> <i>Kenneth Sando</i>	
Signature of Governing Board Chair:	<small>5A57E33A77204C1...</small>	Date: <u>3/6/2025</u>

For PEC/CSD use only

PEC Meeting Date:

Agenda: ☐ Consent (typical) ☐ Regular (unusual circumstance)

The school's notification was: ☐ Accepted ☐ Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Walatowa High Charter School, located in Jemez Pueblo, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

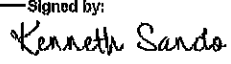
We make this statement as part of Walatowa High Charter School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

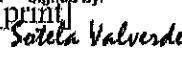
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE WALATOWA HIGH CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 25th DAY OF February, 2025.

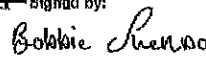
1.

Signed by:

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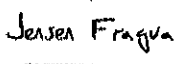
[signature]
Kenneth Sando
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2.

Signed by:

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Sotela Valverde
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3.

Signed by:

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Bobbie Shendo
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4.

Signed by:

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[signature]
Jensen Fragua
[print]

Attach additional pages if membership exceeds five.

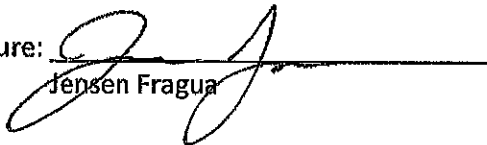
ASSURANCES

My name is Jensen Fragua and I reside in Jemez Pueblo, NM. I am a member of the governing body for Walatowa High Charter School, a charter school which is located at 147 Bear Head Canyon Rd, Jemez Pueblo, NM, 87024, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process does not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.

13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.
14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Signature: _____


Jensen Fragua

Date: _____

2/25/25

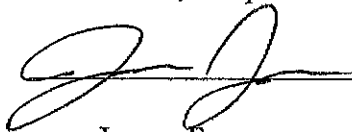
AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Jensen Fragua, after being duly sworn, state:

1. My name is Jensen Fragua and I reside in Jemez Pueblo, New Mexico.
2. I am a member of the governing body of the Walatowa High Charter School in Jemez Pueblo, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Walatowa High Charter governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

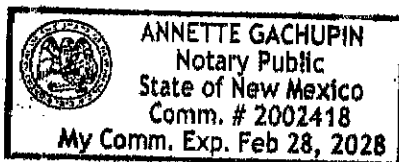
 3/5/25 [Signature] Date
Jensen Fragua
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 5th day of March, 20 25

[Notary Seal:]  NOTARY PUBLIC

My commission expires: February 28, 20 28.



Walatowa High Charter School



147 Bear Head Canyon Road
P.O. Box 669
Jemez Pueblo, NM 87024

Voice: 505-527-3392
Website: Walatowahcs.org

Located on the Jemez Pueblo Indian Reservation

"Think Globally, Create Locally"

Governing Board Meeting Monday, January 27, 2025 6:00 p.m. Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Ascertain of Quorum
- IV. Approval of Agenda Action
- V. Introduction of Guests
- VI. Public Comments (Please limit your comments to 3 minutes)
- VII. Financial Reports
 - A. Audit & Finance Committee Reports..... Discussion
 - B. Expenditure Report..... Action
 - C. Approval of Bills Paid..... Action
 - D. Approval of BARS..... Action
 - E. Approval of Monthly Open Maintenance BARS..... Action
- VIII. Reports
 - A. Principal's Report – Mr. Arrow Wilkinson
 - Federal Programs
- IX. Executive Session Pursuant to the Opening Meeting Law, Section 10-15-1H (2), NMSA 1978 for discussion for Personnel Issues.
- X. New Business
 - A. Approval of board member resignation/new member..... Action
 - B. Approval of Governing Board Meeting Minutes – December 10, 2024Action
- XI. Governing Board Issues
- XII. Adjournment

Google Meeting Link: <https://meet.google.com/syy-hdav-ndy>

Or open Meet and enter this code: syy-hdav-ndy

Dial in (audio only): (US) +1 203-901-1140 PIN: 642 704 605#

If you need assistance to attend the meeting, please contact WHCS #505-527-3392 or schinana@walatowahcs.org

**Walatowa High Charter School
Board Meeting Minutes
January 27, 2025**

I. Call to Order:

The meeting was called to order at 6:20 p.m. by President Mr. Kenneth Sando.

II. Pledge of Allegiance:

Mr. Kenneth Sando led the governing board members and staff on the pledge of allegiance.

III. Ascertain of Quorum:

Board Members present: President Mr. Kenneth Sando, Ms. Bobbie Shendo, and Ms. Sotela Valverde

IV. Approval of Agenda:

Upon reviewing the agenda, Mr. Kenneth Sando asked if there were any changes to be made. There were no changes with the agenda. Mr. Kenneth Sando made a motion to the agenda as presented. The motion was seconded by Ms. Sotela Valverde. Motion passed with 3 in favor and 0 against.

V. Introduction of Guest:

There were no guests at this meeting.

VI. Public Comments:

There were no public comments made at this meeting.

VII. Financial Reports:

Ms. Katherine Toya, Business Manager, presented the financial reports for the month of December 2024 to the governing board:

- A. Ms. Katherine Toya presented for the following committees:

Audit Committee: No update was provided.

Finance Committee: Everything is going well. 2nd quarter reports are due.

- B. Ms. Katherine Toya explained the Expenditure Reports for December 2024 to the governing board members. There were no questions on the reports. Mr. Kenneth Sando made a motion to approve the Expenditure Reports as presented. The motion was seconded by Ms. Bobbie Shendo. Motion passed with 3 in favor and 0 against.

- C. Ms. Katherine Toya presented the Bills Paid for approval for December 2024. Mr. Kenneth Sando had a question with Bills Paid regarding payment made to River Source.

The Business Office explained that the payment was for a field trip for Mrs. Kommander's science class. Mr. Kenneth Sando made a motion to approve the Bills Paid for December 2024. The motion was seconded by Ms. Bobbie Shendo. Motion passed with 3 in favor and 0 against.

- D. Ms. Katherine Toya presented the BARs for January 2025. Mr. Kenneth Sando made a motion to approve the BARs for January 2025 as presented. The motion was seconded by Ms. Bobbie Shendo. Motion passed with 3 in favor and 0 against.
- E. Ms. Katherine Toya presented the Open Monthly Maintenance BARs for February 2025. Mr. Kenneth Sando made a motion to approve the Monthly Open Maintenance BARs as presented. The motion was seconded by Ms. Sotela Valverde. Motion passed with 3 in favor and 0 against.

VIII. Reports:

Principal's Report – Mr. Arrow Wilkinson: See Attachment

IX. Executive Session Pursuant to the Opening Meeting Law, Section 10-15-1H(2), NMSA 1978 for discussion for Personnel Issues.

No Executive Session was held at this meeting.

X. New Business:

- A. The approval of the resignation of a WHCS governing board member, Mr. Stuart Gachupin, was presented. Mr. Kenneth Sando made a motion to approve the resignation of Mr. Stuart Gachupin. The motion was seconded by Ms. Bobbie Shendo. Motion passed with 3 in favor and 0 against.

The approval of a new board member, Mr. Jensen Fragua, was presented to serve on the WHCS Governing Board. Mr. Fragua is a graduate from WHCS and is currently working for San Diego Riverside Charter School. Mr. Kenneth Sando made a motion to approve Mr. Jensen Fragua to serve as a governing board member for WHCS. The motion was seconded by Ms. Bobbie Shendo. Motion passed with 3 in favor and 0 against.

- B. The governing board minutes were presented for approval for December 10, 2024. Upon reviewing the minutes, Mr. Kenneth Sando made a motion to approve the minutes as presented. The motion was seconded by Ms. Bobbie Shendo. Motion passed with 3 in favor and 0 against.

XI. Governing Board Issues:

- Next meeting will be scheduled on Wednesday, February 19, 2025, at 6:00 p.m.

XII. Adjournment:

Mr. Kenneth Sando made a motion for adjournment at 6:52 p.m. The motion was seconded by Ms. Bobbie Shendo. Motion passed with 3 in favor and 0 against.

To: Walatowa Charter Governing Board
From: Stuart Gachupin
C.C.: Dr. Arrow Wilkinson
Date: January 8, 2025
Re: Resignation

Dear Walatowa High Governing Board,

I am writing to formally resign from my board position as Representative from Jemez Pueblo, NM on the Walatowa High Charter School Governing Board, effective January .

This decision was not made lightly, as I have greatly valued my time serving on the WHCS board and working alongside such dedicated individuals. However, due to health reasons, I believe it is in the best interest of the organization for me to step down at this time.

I am committed to ensuring a smooth transition and will be happy to assist in the handover process, including providing any necessary documentation or insights to my successor. I have full confidence in the leadership of the board and the organization's continued success.

Thank you for the opportunity to serve, and I look forward to staying connected in a different capacity. Please do not hesitate to reach out if I can be of any assistance during this transition.

Sincerely,


Stuart Gachupin