



New Mexico Public Education Commission (PEC)

Governing Body Member Removal Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change (resignation, removal, or deceased) of the school's Governing Body.

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
- ☐ Resignation Letter or board meeting minutes removing the previous member

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

Governing Body Member Removal Notification Form

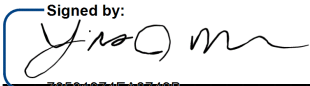
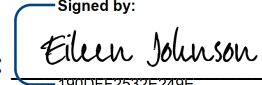
Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Northpoint Charter School, hereafter "the school," effective on 7/1/2024.

If Current Governing Body Member being removed is a board officer, please indicate which member is filling this role (if applicable): Governing Body Member(s) Resigning, Deceased, or Removed: Deborah Burns, Secretary resigning effective 3/31/25. New Secretary is Elysee Hodges.

Effective Date: 3/31/2025

The school's notification is hereby submitted by:

Signature of School Representative:	Signed by: 	Date: 3/31/2025
	<small>70591974EA8749B...</small>	
Signature of Governing Board Chair:	Signed by: 	Date: 3/31/2025
	<small>190DFF2532E249E...</small>	

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:** _____

From: [Deborah Burns](#)
To: [Lisa Mora](#); [Eileen Johnson](#)
Subject: GC Resignation Letter
Date: Wednesday, March 5, 2025 4:28:59 PM

Hi Lisa and Eileen,

With some sadness, I am writing to let you know that I will need to resign from the Northpoint Charter School Governing Council effective March 31, 2025.

After almost 7 years on the Board, I still love and appreciate the school and wish for the very best going forward.

I have taken on more professional responsibilities than I can manage and still maintain a healthy work/family/life balance. My family has also been urging me to cut back on some of my obligations as well.

Since this is not a temporary situation, its in the best interest of the school for me to step down. I do so realizing that there is a strong five member Governing Council without me.

I am still willing to take the occasional call if I can be of any assistance.

I wish everyone all the best.

Deborah Burns
Governing Council Member
(505) 264-9845