



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:

- X Fully completed form
- X Approved board minutes or certification of the board's vote accepting the new member
- X 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 Explore Academy – Rio Rancho (586-001), hereafter "the school," effective on 7/1/2022.

Current Governing Body Members and Positions: Chair Mike Mierzejewski; Vice Chair Chris Kenworthy; Secretary Skip Mackay; Cathy Gaarden

Governing Body Member(s) Resigning or Removed: Veronica Sanders

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

Contact information for New Governing Body Member(s) (phone, email): (505) 480-6679; personal email: gjrich10@gmail.com; school email: Gloria.Rich.RIOBoard@explore.academy

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

If so, provide 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: Zero in the last 12 months

Effective Date: 4/15/2025

The school's notification is hereby submitted by:

Signature of School Representative: Karen L. Wae **Date:** 4/28/2025

Signature of Governing Board Chair: Mike Mierzejewski **Date:** 4/28/2025

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:** _____

Veronica Griego-Sanders
4149 Skyline Loop NE
Rio Rancho, NM 87144
vlgsanders4@gmail.com
505-290-4055

April 15, 2025

Governing Council Chair Michael Mierzejewski
Explore Academy Rio Rancho Governing Council Members
Explore Academy
6090 Zenith Ct. NE, Rio Rancho, NM 87144

Subject: Resignation from Board Member Position

Dear President Mierzejewski and Members of the Board,

It is with mixed emotions that I write to inform you of my decision to step down from my position as a board member for Explore Academy Rio Rancho. Serving on this board over the past few years has been an honor and a deeply rewarding experience. I am incredibly grateful for the opportunity to contribute to the vision and mission of this remarkable institution.

Unfortunately, due to circumstances surrounding my current job, I anticipate significant scheduling conflicts that will make it difficult for me to consistently attend board meetings and fulfill the responsibilities required of this role. After careful consideration, I believe it is in the best interest of the board and the school for me to step aside and allow someone with the availability to dedicate their full attention to serve in this capacity.

I am proud of what we have accomplished together and have every confidence that the board will continue to make significant strides in supporting Explore Academy Rio Rancho's growth and success. Please know that this decision was not made lightly, as my time on the board has been immensely meaningful to me.

I am happy to assist in making this transition as smooth as possible and am available to discuss any outstanding matters or transfer any knowledge that may be helpful to my successor. Please let me know how I can best support the board during this process.

Thank you for your trust, support, and camaraderie. I wish you all continued success in your endeavors to advance the mission of Explore Academy Rio Rancho.

Sincerely,

Veronica L Griego-Sanders
Dr. Veronica Griego-Sanders

CERTIFICATION OF GOVERNING BOARD VOTE

EXPLORE ACADEMY - RIO RANCHO

6090 Zenith Court

Rio Rancho, NM 87144



This document certifies that a meeting of the Governing Body of **Explore Academy - Rio Rancho**, a public state charter school authorized by the New Mexico Public Education Commission (PEC), was held on April 17, 2025 at 5:15 pm. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted four (4) in favor and zero (0) opposed to designate Gloria Rich as a new board member.

I, the undersigned, certify that this is a true copy.

A handwritten signature in blue ink, appearing to read 'Michael Mierzejewski', is written over a horizontal line.

Michael Mierzejewski, Board President

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Explore Academy – Rio Rancho, located in Rio Rancho, 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 Explore Academy - Rio Rancho'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 financially 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 EXPLORE ACADEMY – RIO RANCHO GIVE THE FOREGOING STATEMENT THIS 17th DAY OF APRIL, 2025.

1. Cathy Gaarden
signature of Cathy Gaarden

2. Sterling Mackay
signature of Sterling Mackay

3. Michael Mierzejewski
signature of Michael Mierzejewski

4. Christopher Kenworthy
signature of Christopher Kenworthy

5. Gloria Rich
signature of Gloria Rich

ASSURANCES

My name is Gloria Rich and I reside in Albuquerque, NM. I am a member of the governing body for Explore Academy - Rio Rancho, a charter school which is located at 6090 Zenith Court NE, Rio Rancho, NM. 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 do 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.

Gloria Rich
Signature

04-29-25
Date

Gloria Rich
Printed Name

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF SANDOVAL)

I, Gloria Rich, after being duly sworn, state:

1. My name is Gloria Rich and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Explore Academy - Rio Rancho in Rio Rancho, 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 Explore Academy - Rio Rancho's 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.

Gloria Rich

[Signature]

04-30-25

Date

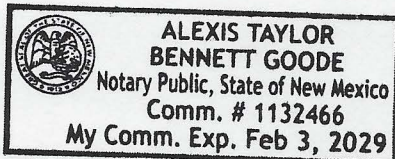
Gloria Rich

[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30th day of April, 2025.

[Notary Seal:]



Alexis Taylor Bennett Goode
NOTARY PUBLIC

My commission expires: 2-3, 2029.