

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 Aldo Leopold Charter School, hereafter "the school," effective on 7/1/2020.

Current Governing Body Members and Positions: Harry Browne, Chair; Ronald J. McIntosh, Secretary; Alexandra Tager; Lauren Diorio

Governing Body Member(s) Resigning or Removed: Sebastiano Marino

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

Contact information for New Governing Body Member(s) (phone, email): 225 N. Combs Street, Silver City, NM 88061 - rivers.tanya@gmail.com

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: Five: Business Manager, New GC Member (2), Resigning GC Member (2)

Effective Date: 4/10/2025

The school's notification is hereby submitted by:

Signature of School Representative: William J. [Signature] **Date:** 7/18/25

Signature of Governing Board Chair: [Signature] **Date:** 7/18/25

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:** _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Grant)

I, Tanya Rivers, after being duly sworn, state:

1. My name is Tanya Rivers and I reside in Silver City, New Mexico.

2. I am a member of the governing body of the Aldo Leopold Charter School #12 in Silver City, 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 [insert name of school]'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.

Tanya Rivers
[Signature]

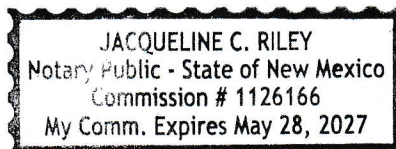
July 10, 2025
Date

Tanya Rivers
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10th day of July, 2025.

[Notary Seal:]



Jacqueline C. Riley
NOTARY PUBLIC

My commission expires: May 28, 2027.

ASSURANCES

My name is Tanya Rivers and I reside in Silver City NM. I am a member of the governing body for Aldo Leopold Charter a charter school which is located at Silver City 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.

Tanya Rivers
Printed Name

Tir
Signature

7/10/2025
Date



**Aldo Leopold Charter School Governing Council
Minutes for Regular Monthly Meeting
June 17, 2025**

Vice-Chair Alex Tager called the meeting to order at 5:31 PM; in attendance were Director Hannah Wecks, Director Emeritus Wayne Sherwood, Director-Elect Will Tracy, and Governing Council members Tanya Rivers and Jim McIntosh, as well as GC nominee Erin Fitzgerald. In addition, Business Manager Justine Vigil was online during the first half hour of the meeting to update GC members about ALCS's budget and its monthly expenditures and income.

Ms. Rivers read the ALCS Mission and Vision.

Mr. McIntosh moved that the council accept the agenda as printed; Ms. Rivers seconded; the agenda was approved unanimously.

Ms. Tager moved to approve the April 10 and 24 meeting minutes; Mr. McIntosh seconded. Minutes were approved as printed, with Ms. Rivers abstaining because she had not attended those meetings as an official board member.

Ms. Vigil reminded the council that Requests for Reimbursement (RFRs) for the fiscal year are due July 7. (Of note: the school must spend allocated money first and then show proof of expenses thereafter.) Ms. Vigil reported that, as of May 31, the school's available balance is \$114,000. Unfortunately, ALCS has spent more this year on food services than it received from state and federal reimbursements, but administrators are proud of the high-quality meals ALCS is able to offer its students. Open purchase orders (POs) will be closed at the end of the fiscal year, so the school's budget surplus will be finalized in another month. Significantly, \$64,220 remains recorded as "open POs."

For the month of May, the school reported \$326,000 in revenues and \$331,000 in expenses—a small but important monthly deficit.

The school's bank balance is currently \$798,000.

Ms. Vigil reviewed BARs (Budget Adjustment Requests) 37 (an increase BAR for Title 2 funds), 38 (an increase BAR for Title 1 funds), and 39 (a transfer BAR to "clean up negative line items"), which the GC must vote on as action items later in the meeting.

A grateful GC thanked Ms. Vigil for her service to the school. Jackie Riley assumes her role as ALCS Business Manager on July 1.

Ms. Wecks reviewed a last action that addressed her strategic-plan goal of improving teaching and

learning systems at ALCS. A detailed mentoring plan, which assigns a veteran (Level 2 or 3) teacher to mentor a Level 1 teacher, will be added to the staff handbook and published during the initial months of Mr. Tracy's administration. Per Ms. Weeks, ALCS staff member Ally Heneghan announced completion of mentoring documents before summer recess and will oversee the publication of the updated staff handbook. Ms. Weeks mentioned that designing a staff onboarding process will be a later goal.

In order to support continuity as Ms. Weeks ends her service at ALCS and Mr. Tracy begins his directorship in less than a month, Ms. Weeks has promised to create a GC Google folder in a shared drive so that GC members can access essential school documents and offer Mr. Tracy guidance and feedback.

In her Director's Report, Ms. Weeks noted that WNMU has been unable to provide stable internet service to ALCS, despite said service being part of their lease agreement, so she has asked Interim President Jack Crocker for a small refund because ALCS has incurred additional costs while transporting students to sites that do offer stable internet.

Ms. Weeks and Mr. Tracy have been attending meetings related to the school's future facilities. On June 16, they met with NMPED Facilities Master Plan advisors Paul and Chris Aguilar, along with Will Hawkins, Superintendent of Silver Consolidated Schools. Through running a series of community meetings, Mr. Hawkins has heard from a few community members who recommend selling the 7.5 acres of land upon which Jose Barrios Elementary School is situated. (Naturally, such a sale would imperil ALCS's ability to occupy JBE.) School administrators also learned from the Public School Facility Authority (PSFA) that plumbing at JBE is problematic and may cost as much as \$161,000 to repair. Ms. Tager asked if ALCS might consider renting the building (admitting that renting is a suboptimal solution).

Ms. Weeks and Mr. Tracy will meet with Stewart Ingham, who serves on the New Mexico Public School Capital Outlay Council PSCOC; in addition, they will meet with Matt Pahl from Public Charter Schools of New Mexico to explore funding for moving services, when the time comes for ALCS to vacate Ritch Hall and move into a new facility.

Currently, with one final lottery remaining, ALCS's enrollment stands at 123 students in the high school and 79 in the middle school—which puts the school at or near capacity.

Ms. Weeks will continue transition planning with Mr. Tracy.

Mr. Tracy presented an overview of his priorities as he assumes the role of ALCS Director. He mentioned that addressing facility needs is a priority. In addition, he mentioned following a hierarchy of "gaps, needs & concerns," and in order to identify those gaps, needs, and concerns, he will be meeting one-on-one with staff. He wants to institute growth plans for staff as well. Early in his service, he will review student and staff handbooks and hopes to incorporate a new mobile-phone policy into the student handbook. In addition, he wants to align the school's attendance policy with the Success for All program, making ALCS's policy clearer and more rigorous. He also wants to shore up the school's behavioral matrix, clarifying its structure for the school community. In general, he plans to review expectations for students, for teachers, and for the GC. He will introduce additional staff orientation and training, addressing such pertinent topics as observing professional boundaries. He noted that the school operates at times on an "oral tradition," but he

plans to bring clarity & consistency to school policy and practices. He concluded, "I'm a huge systems person."

None of the school committees have met since the last GC meeting.

Ms. Tager reported that the recent ALCS 20th Anniversary fundraiser at Whiskey Creek Zocalo raised \$12,000, which will be used for funding school trips. She was also happy to report that the IRS admitted that it had made an error: the ALCS Foundation should *not* have had its 501c status revoked. The IRS will reinstate said status.

New GC members will choose committees during a summer meeting.

Action Items

Mr. McIntosh moved that the GC approve BARs 37-39; Ms. Rivers seconded. The motion passed unanimously.

Ms. Rivers moved to accept the ALCS staff salary schedule as published; Mr. McIntosh seconded. The motion passed unanimously.

Erin Fitzgerald was nominated to serve on the ALCS Governing Council; the GC will vote on her nomination during the July 2025 meeting.


Ms. Tager moved that the school's IDEA-B funds (which are mandated to provide services for Special Education students) will pay for the provision of one-on-one Educational Assistant support and for physical therapy services; Mr. McIntosh seconded. The motion passed unanimously.

Mr. McIntosh moved to pass a resolution designating Jackie Riley as the school's Business Manager effective July 1, 2025; Ms. Rivers seconded; the motion passed unanimously.

Ms. Tager moved to pass a resolution replacing departing Director Hannah Wecks with newly named Director Will Tracy as signatory on ALCS bank accounts; in addition, Justine Vigil will be replaced with Jackie Riley as Business Manager signatory. Ms. Rivers seconded; the motion passed unanimously.

The meeting was adjourned at 6:54 PM.

Submitted by GC Secretary Jim McIntosh on June 24, 2025

Approved by the GC 7/10/25

Harry Browne, GC chair

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of Aldo Leopold Charter School, located in Silver City, 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 Aldo Leopold 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 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 30 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE ALDO LEOPOLD CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 23 DAY OF July, 2025

1.


[signature]

Tanya Rivers

Attach additional pages if membership exceeds five.