



New Mexico Public Education Commission

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 as long as the board is not dropping below five members.

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.

Information the school must provide for Governing Body Member change:

- ☐ Fully completed form
- ☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)
- ☒ 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 if you have questions about completing or submitting documents. Submit this form and all supporting documents to **Epicenter**.

Governing Body Member Change Notification Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Taos Integrated School of the Arts, hereafter "the school," effective on July 1, 2025.

Current Governing Body Members and Positions: Alejandro Villalobos Melendez, April Grayson, Sarah Dzieweczynski, Kristin O'Flaherty, Diego Trujillo, Lindsay Walkowski.

Governing Body Member Resigning or Removed: Andrea Nicholson

New Governing Body Member name: Click or tap here to enter text.

Position/Office held by incoming new governing board member: Choose an item.

Contact information for New Governing Body Member (phone and email): Click or tap here to enter text.

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 Governing Body Member changes, including this change, submitted to PEC in the last 12 months:
4

Date of board meeting approving the requested amendment: 8/19/25

Date the requested amendment will go into effect: 8/19/25

Signatures below constitute assurance that the governing board has approved the requested change:

Signature of School Representative:  **Date:** 8/7/2025

Signature of Governing Board Chair:  Alejandra Villalobos Meléndez (Aug 8, 2025 06:59:49 MDT) **Date:** 8/8/2025

For PEC/CSD Use Only

PEC Meeting Date: Click or tap to enter a date.

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

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

Electronic signature of CSD Director: _____ **Date:** Click or tap to enter a date.

July 9, 2025

Board of TISA
Taos Integrated School of the Arts

Dear Members of the Board,

I am writing to formally resign from my position on the Board of TISA (Taos Integrated School of the Arts) effective August 19, 2025. It is with regret that I inform you of my decision to step down, as I have greatly enjoyed my time serving since 2019. The school has been a great place for students in the community, including my own son.

I believe it is important to give room to other members who can continue to support and enhance the mission of TISA in the Taos community. I hope that new board members will bring fresh perspectives and ideas to further enrich the school.

Thank you for the opportunity to serve on the board. I look forward to seeing how TISA continues to thrive and support our students in the future.

Sincerely,

Andrea K. Nicholson

B.2-Governing-Body-Member-Change-Notification

Final Audit Report

2025-08-08

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