



New Mexico Public Education Commission

Lease Terms or Facility Ownership Notification Instructions

Purpose: To notify the Public Education Commission (PEC) if the charter school's lease terms have changed; if the type of ownership (private, foundation, public) of the facility in which the charter school is located has changed; or if the change in ownership has created new conflicts of interest which must be disclosed.

Submission Deadline: Changes to the lease terms or facility ownership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

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 change.

PEC Direction: If the facility is now owned by a Foundation (Component Unit) of the school, please complete the Non-profit Foundation Partnership Agreement form as well.

The school must provide:

- ☐ Fully completed form
- ☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)
- ☐ If any conflict of interest is created by the change in facility ownership, a signed Conflict of Interest Statement from any relevant board member, school employee, officer, or agent disclosing all conflicts of interest created by the change in facility ownership
- ☐ Copy of Lease or Lease Purchase Arrangement if changed as a consequence of the change in ownership and an assurance verifying that the lease or lease purchase agreement has been reviewed by legal counsel for the school for compliance with New Mexico statute
- ☐ Completed Non-profit Foundation Partnership Agreement form, if appropriate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Personnel Change Notification Form. Submit this form and all supporting documents to **Epicenter**.

Lease Terms or Facility Ownership Notification Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Explore Academy – Las Cruces, hereafter "the school," effective on 7/1/2021


Current lease terms or facility ownership and address/location: 4201 Del Rey Blvd., Las Cruces, NM 880011

New lease terms or facility ownership and address/location: The Explore Academy – Las Cruces Governing Council voted to terminate the lease for the building addressed above during its 06/11/2025 meeting.

Date of board meeting approving the requested amendment: 6/11/2025

Date the requested amendment will go into effect: Effective Immediately

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

Signature of School Representative:  **Date:** 07/18/2025 Click or tap to enter a date.

Signature of Governing Board Chair:  **Date:** 07/18/2025 Click or tap to enter a date.

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.

Meeting Minutes

DRAFT



EXPLORE ACADEMY - LAS CRUCES GOVERNING COUNCIL

prepared by Lanell Pahe, Governing Council Secretary

Wednesday, June 20, 2025 (regular meeting, postponed from June 11 & 16, 2025)
6:00 pm

I. PROCEDURAL AGENDA

- A. This meeting of the Explore Academy - Las Cruces Governing Council (GC) was called to order at 6:00 pm by Co-Chair Dr. Reyes..
- B. A quorum of the GC was present as follows: Co-Chair Dr. Christine Reyes, Secretary Lanell Pahe, Gabriela Graham, Angel Rivera, and Terry Moore. .
- C. Staff in attendance: Dr. Toni Hull - Head Administrator, Karen Woerner - ELS Director of Compliance, and Josh Padilla - Axiom Analytics (School Business Official).
- D. The meeting was held on the Zoom platform.
- E. Chair NAME led the [Pledge of Allegiance](#).

II. PUBLIC COMMENT regarding items on the agenda

There were no public comments.

III. Approval of Agenda

No motions were made; Unanimously approved by the GC.

IV. Approval of Minutes

Angel Rivera motioned to approve the minutes of [June 3, 2025](#) with no corrections; seconded by Lanell Pahe; Unanimously approved by the GC.

V. FINANCIAL REPORT (Postponed)

- A. [Check Register](#)
- B. [Bank Reconciliation](#)
- C. [Journal](#) [Entries](#)
- D. Budget Adjustment Requests (BARs)
 - 1. [581-000-2425-0038-M](#)
 - 2. [581-000-2425-0039-I](#)
 - 3. [581-000-2425-0040-I](#)
 - 4. [581-000-2425-0041-I](#)
 - 5. [581-000-2425-0042-I](#)

Following questions and general discussion, Dr. Christine Reyes moved to postpone financial reports until the next meeting; Angel Rivera seconded the motion. A roll call vote resulted in an unanimous approval of 5-0. A

clarification was made that the board would recess and reconvene on Monday to continue the agenda items.

VI. Administration/Staff Report

A. School Leader Report (Dr. Toni Hull)

1. Enrollment and Marketing
 - a) 229 returning students, 182 new students completed enrollment; 343 in various stages of pending enrollment application.
 - b) Highest rate of enrollment K-8.
 - c) Marketing on facebook and other social media outlets.
2. Staffing (including K-5 Principal)
 - a) All but two teachers filed an intent to return.
3. End of School Year
 - a) Teachers made arrangements for students to make-up finals.
 - b) Teachers are now on break.

B. General Updates/Reminders

1. Resignation of Clara Raley and Anna Emerick-Biad
2. [Mandatory Training Requirements of Board Members](#)
3. [AllyOp/ELS Update Report](#)
4. Quarterly School Data is not yet available.
5. [Mission Specific Goals Report](#) and [raw data](#) (redacted)
Dr. Christine Reyes requested a breakdown by grade level for future reports.

VII. GOVERNING COUNCIL BUSINESS

A. New Co-Chair Appointment (and member for Audit Committee)

Dr. Christine Reyes moved to appoint Angel Rivera as Co-Chair; Lanell Pahe seconded the motion. A roll call vote resulted in an unanimous approval of 5-0.

B. School Path Forward Presentation and Discussion

Scenario 1: Current Budget, No RIF, Assumes 635 enrolled students; School will be \$659K in debt and will likely close by December 2025.

Scenario 2: Current Budget, both properties are retained, 10 RIF, assumed 635 enrolled students; will not be enough staff to support student class sizes. School budget would be \$0

Scenario 3: Del Rey deferment proposal April-August with 9% interest. Cost of Del Rey increases by \$500k and is due at closing of property. School does not have this in reserves. 7 RIF, assumes 635 enrolled students. Would require significant growth (7-21%) in the next 5 years.

Scenario 4: Vacate Del Rey property within 30 days, K-8 would continue on Telshor. 9-12 would close, 9 RIF, assumes 396 enrolled students.

PED Audit Findings - mandating budget 5% emergency reserve to prevent over expenditures, \$100k must be included in the fund to offset the projected FY25 shortfall.

Dr. Christine Reyes moved to move forward with Scenario 4 and close grade levels 9-

12 and to vacate the Del Rey property within 30 days. Grades K-8 will continue at Telshor; Gabriela Graham seconded the motion. A roll call vote resulted in an unanimous approval of 5-0.

C. **Student Transportation RFP [results and recommendations](#)**

Angel Rivera moved to approve the RFP per the recommendation of the committee; Dr. Christine Reyes seconded the motion. A roll call vote resulted in an unanimous approval of 5-0.

D. **Proposed Bus Transportation Contract(s) *(Lisa Hughes)***

1. [Contract with rental fee for Bus EA22](#)
 - a) Lisa Hughes updated the board that when the award letter was issued, it listed contingency items as extra monitoring and tracking.
 - b) Karen Woerner asked if the allotment projection will affect PED requirements for the number of buses to student ratio. This will change depending on PED requirements.
2. [Memorandum of Understanding](#) (MOU)

Dr. Christine Reyes moved to approve the bus contract and MOU with Herrera as presented; Angel Rivera seconded the motion. A roll call vote resulted in an unanimous approval of 5-0.

E. **Part-time Resolution *(Karen Woerner)***

1. [Form](#)
2. [Additional Information](#)

Dr. Christine Reyes moved to decline the opportunity to offer full benefits to employees who work fewer than 20 hours per week and at least 15 hours per week; Gabriela Graham seconded the motion. A roll call vote resulted in an unanimous approval of 5-0.

F. **Update, if any, on lease for Del Rey**
No discussion as GC voted to close Del Rey Campus.

G. **CLOSED SESSION**

The board entered a Closed Session for the purpose of discussing limited personnel matters specifically as it relates to the [SY25 evaluation](#) and [SY26 contract for the Head Administrator Dr. Toni Hull](#), as permitted under *Section 10-15-1 (H)(2)* of the New Mexico Open Meetings Act. The Board may rely on staff or others for assistance when considering matters in a closed session.

Angel Rivera moved to go into Closed Session at 7:24 pm; Lanell Pahe seconded the motion; A roll call vote resulted in an unanimous approval of 5-0.

Lanell Pahe moved to return to Open Session at 8:54 pm; Angel Rivera seconded the motion. A roll call vote resulted in an unanimous approval of 3-0; Terry Moore did not return from Closed Session.

RETURN TO OPEN SESSION and ACTION, IF ANY

No action was taken.

H. CLOSED SESSION

The board did not enter a Closed Session for the purpose of discussing the purchase, acquisition or disposal of real property by the public body as the board has decided not to pursue the Del Rey (and Telshor) Lease Purchase Agreements at this time.

I. [SY25 Annual Governing Board Self-Assessment](#)

VIII. BOARD COMMENTS

There were no board comments.

Also, please note the reminders posted on each agenda which include the Governing Council Annual Calendar and Governing Council Training Opportunities/Updates and Training Trackers.

IX. PUBLIC COMMENT

Alexis Black commented that the Reduction In Force of the 8 or 9 staff members would need proper and expeditious notification so they have time to find other employment.

X. ADJOURNMENT

Angel Rivera motioned on a continuation of this meeting until Monday, June 23, 2025 at 2:30 pm, Dr. Christine Reyes seconded the motion. The board went into recess at 8:50 pm and will reconvene on Monday, June 23.

The Governing Board reconvened on Monday, June 23, 2025 at 2:35 pm.

Roll Call

XI. FINANCIAL REPORT (Postponed)

A. [Check Register](#)

B. [Bank Reconciliation](#)

C. [Journal](#) [Entries](#)

Following presentation of the financial reports for May 2025 by Josh Padilla, Dr. Christine Reyes moved to approve the financial reports; Terry Moore seconded the motion. A roll call vote resulted in an unanimous approval of 3-0.

D. Budget Adjustment Requests (BARs)

1. [581-000-2425-0038-M](#)

2. [581-000-2425-0039-I](#)

3. [581-000-2425-0040-I](#)

4. [581-000-2425-0041-I](#)

5. [581-000-2425-0042-I](#)

Following presentation of Budget Adjustment Requests (BARs) by Josh Padilla, Dr. Christine Reyes moved to approve the BARs; Angel Rivera seconded the motion. A roll call vote resulted in an unanimous approval of 3-0.

E. [SY26 Revised Budget](#) (added 6/23/2025 at 2:30 pm)

Following presentation of the revised SY26 budget with the vacation of Del Rey and removing grades 9-12 by Josh Padilla, NAME moved to approve the financial reports; NAME seconded the motion. A roll call vote resulted in an unanimous approval of 3-0.

Lanell Pahe joined 3:00 pm

XII. RETURN TO OPEN SESSION and ACTION, IF ANY

No action was taken.

Angela Rivera moved to approve the SY25 evaluation of the Head Administrator as discussed during the closed session. Dr. Christine Reyes seconded; 3-0 with one abstention.

Dr. Reyes shared that it was discussed to end Dr. Hull's contract on June 30th in closed session; Dr. Reyes moved to not renew Dr. Hull's contract into the next school year; 3-0 with one abstention.

XIII. PUBLIC COMMENT

- A. Kosha Serna-Perez spoke about her heartbreak that the board has decided to not renew Dr. Hull.
- B. Rebekah Shepherd, PTO President, shared her history with the school and her dedication and commitment. She has three students at the school and shared that one of her daughters would have been an 11th grader at the school. She commented that the board should be held accountable.

XIV. ADJOURNMENT














CR / AR 4-0

- XV.** The next regular meeting of the GC is scheduled for Wednesday, July 9, 2025 at 6:00 p.m. BOARD MEMBER motioned to adjourn, BOARD MEMBER seconded, and the GC unanimously approved adjournment at TIME.

Meetings are recorded and posted on the Governing Council's YouTube channel.

https://www.youtube.com/playlist?list=PL_p3rwMGkx1SPtOB0EwagNjxLyOQXLW6Y

- A** A.T.
- AA** Adeline Aragon
- AB** Alexis Black
- AG** Alicia Groves
- AZ** Antonio Zapata
- BT** Brittany Topmiller
- CA** Christian Aragon
- CR** Clara Raley
- DG** Danielle Grijalva
- DG** Desiree Gutierrez
- DS** Dustin Sparks
- EL** Emily Lockman
- HM** Holly Morris
- IT** Ian Tillotson
- JA** J A
- J** Jasmyn
- JJ** Jose Jaime
- JP** Josh Padilla
- JD** Justin Dean
- KC** Karen Casedy
- KH** Kristan Hodgkins

-  Lisa Hughes
-  Lucille King
-  Maria Ortega
-  Nick Nieto
-  Nola Whetstone
-  Rachel Edwards
-  Rachel Martinez
-  Raven Smith
-  Rey Gomez
-  Robin Kimball (she/her)
-  Sabrina Eveland
-  Sydne Bruno
-  Valerie Mayse (AllyOp)

Attendance at Reconvened Meeting

AB Alexis Black

AG Alicia Groves

AB Alisa Barrio

AZ Antonio Zapata

AM Avie Minjares

BT Brittany Topmiller

DB Dan Bocher

DG Desiree Gutierrez

IT Ian Tillotson

JW Jasmyn White

JD Justin Dean

KS Kosha Serna-Perez

KH Kristan Hodgkins

LR Lames Rezami

LK Lucille King

MO Maria Ortega

MD Mariah Diaz

M MR

PM Patrick Molina

RE Rachel Edwards

SJ Sarah Johnson

SB Sydne Bruno

VM Valerie Mayse (AllyOp)

ZU Zoom user