



## 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
- X Statement of Governing Body Member to Consult with PED
- X Affidavit of Governing Body Member
- X Assurances of Governing Body Member

Contact [charter.schools@ped.nm.gov](mailto: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](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Explore Academy (557-001), hereafter "the school," effective on July 1, 2024.

**Current Governing Body Members and Positions:** Chair Patrick Molina, Secretary Dotty McKinney, and Heather Anderson

**Governing Body Member(s) Resigning or Removed:** Martha Barrera and Aaron Hamilton

**New Governing Body Member(s) and Position(s):** Bill Brown and TBD

**Contact information for New Governing Body Member(s) (phone, email):** 505-412-5170, [wilberown@gmail.com](mailto:wilberown@gmail.com), [Bill.Brown.ABQBoard@explore.academy](mailto:Bill.Brown.ABQBoard@explore.academy)

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

**If so, provide date of vacancy:** July 8, 2025 The board is reviewing a list of potential members and hopes to designate someone at the August 12, 2025 meeting, which will exceed the 30 days.

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 0 changes.

**Effective Date:** 6/30/2025 for Martha Barrera and 7/8/2025 for Aaron Hamilton.

**The school's notification is hereby submitted by:**

**Signature of School Representative:** Karen L. Woen **Date:** July 15, 2025

**Signature of Governing Board Chair:** Patrick Molina **Date:** July 15, 2025

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### For PEC/CSD use only

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**PEC Meeting Date:**

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

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

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on July 8, 2025 at 5:30 pm, a meeting of the Governing Body of Explore Academy (557-001), a New Mexico public charter school, was held virtually via Zoom. 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 Bill Brown to the Governing Board for a two-year term as outlined in the bylaws.

The members voting in favor were: Chair Patrick Molina, Secretary Dotty McKinney, Heather Andreson, and Aaron Hamilton

The members voting in opposition were: None opposed.

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

  
Eila Dott McKinney, Secretary

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**Fwd: Notice of Resignation**1 message

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**Patrick Molina** <patrick.molina.abqboard@explore.academy>Mon, Jun 9, 2025 at  
9:27 AMTo: Jake Kolander <jake.kolander@explore.academy>, Karen Woerner  
<karen.woerner@explore.academy>

Good morning and heads up. Martha is resigning from the board at the end of the month. We will need to start searching for her replacement. Many thanks. P

----- Forwarded message -----

From: **Martha Barrera** <martha.barrera.abqboard@explore.academy>

Date: Mon, Jun 9, 2025 at 9:10 AM

Subject: Notice of Resignation

To: Patrick Molina &lt;Patrick.Molina.ABQBoard@explore.academy&gt;

Dear Patrick,

Please accept this email as formal notification that I am resigning from the Governing Council of Explore Academy, effective June 30th. It has been a genuine pleasure to contribute to this governing body over the past five years.

Due to increasing responsibilities in my professional and personal life, I feel it is best that I step down to allow someone with more availability to dedicate the necessary time and energy to this important role.

Sincerely,  
Martha Barrera

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## Board Term Renewal

1 message

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**Aaron Hamilton** <aaron.hamilton.abqboard@explore.academy>

Tue, Jun 24, 2025 at 12:05 PM

To: Patrick Molina <Patrick.Molina.ABQBoard@explore.academy>

Cc: Jake Kolander <jake.kolander@explore.academy>, Karen Woerner <karen.woerner@explore.academy>

Hi Patrick

Thank you for taking my call a couple of weeks ago. As discussed, I will not be renewing my term as board member. I am not sure when the term ends exactly but plan to remain on the board until then.

I appreciate all the board members and administrators of the school. I have learned a ton since being on the board.

As mentioned on our call, I would like to remain involved with school but more in the audit/finance committee capacity if possible/needed. Please just reach out to me at [aaronhamilton86@gmail.com](mailto:aaronhamilton86@gmail.com) should a need arise.

Thanks

Aaron

Chair Molina asked Member Hamilton to remain on the board through July 8, 2025, which he agreed to do. At that meeting, the board voted to add Mr. Hamilton to the Audit Committee for the school.

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Explore Academy, located in Albuquerque, New Mexico.


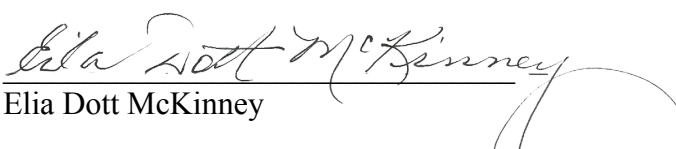
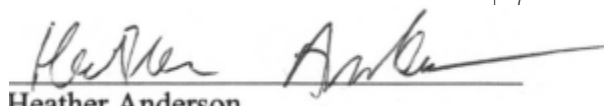

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of 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 financial 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 GIVE THE FOREGOING STATEMENT THIS 8th DAY OF July, 2025.

1.   
Patrick Molina, Interim Chair/Secretary
2.   
Elia Dott McKinney
3.   
Heather Anderson
4.   
Bill Brown
5. \_\_\_\_\_  
TBD

Attach additional pages if membership exceeds five.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF BERNALILLO )

I, William F Brown, after being duly sworn, state:

1. My name is William F Brown (Bill Brown) and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Explore Academy in Albuquerque, 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'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.

WFB  
[Signature]

7/14/2025  
Date

William F Brown "Bill"  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me,  
this 14 day of July, 2025.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 11/29, 2027.



State of New Mexico  
Notary Public  
Sharri Griego  
Commission Number 2001390  
Expiration Date 11/29/2027