



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:

- ☐ Fully completed form
- ☐ Approved board minutes or certification of the board's vote accepting the new member
- ☐ 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 New Mexico School for the Arts, hereafter "the school," effective on 7/1/2024.

Current Governing Body Members and Positions: Michael Kaplan, Chair; Bill Beacham, Vice-Chair; Doddie Dolores Espinosa de Ortega, Secretary; Trina Raper, Treasurer; Brenda Korting, Member; Chelamia Quintana, Member

Governing Body Member(s) Resigning or Removed: Click or tap here to enter text.

New Governing Body Member(s) and Position(s): Bernadette Peña, Member

Contact information for New Governing Body Member(s) (phone, email): 505-231-2556; dancingismybiz@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: 2

Effective Date: 4/16/2025

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 4/24/25

Signature of Governing Board Chair:  **Date:** 4/24/25

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 Santa Fe)

I, Bernadette T. Peña after being duly sworn, state:

1. My name is Bernadette T. Peña and I reside in Santa Fe, New Mexico.

2. I am a member of the governing body of the NMSA [insert name of school] in Santa Fe, 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.

[Signature]
[Signature]

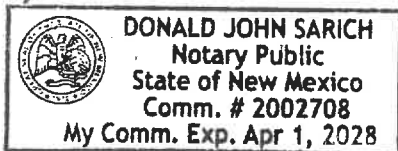
July 23, 2025
Date

Bernadette Peña
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 23rd day of July, 2025.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: April 1, 2028.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the New Mexico School for the Arts, located in Santa Fe, 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 New Mexico School for the Arts' application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

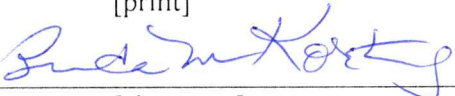
We understand that we must retain or hire a Licensed School Business Manager as soon as financially feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of 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.

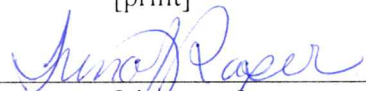
THE FOLLOWING MEMBERS OF THE NEW MEXICO SCHOOL FOR THE ARTS GIVE THE FOREGOING STATEMENT THIS ___ DAY OF ____, 2025.

1. 
[signature]

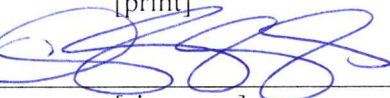
BERNADETTE PEÑA
[print]

2. 
[signature]

Brenda M. Korting
[print]

3. 
[signature]

TRINA L RAPER
[print]

4. 
[signature]

CHELAMIA QUIASTANA
[print]

5. Michael Kaplan
[signature]

MICHAEL KAPLAN
[print]

6. Bill Beacham
[signature]

Bill Beacham
[print]

7. Doddie Espinosa de Ortega
[signature]

Doddie Espinosa de Ortega

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Wednesday, April 16, 2025, from 2:15 – 5:00 pm Meeting
New Mexico School for the Arts—High School
500 Montezuma Ave., Santa Fe, NM 87501
Meeting Minutes

Join Zoom Meeting
<https://zoom.us/j/95509397432>

NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

We acknowledge New Mexico School for the Arts resides on the ancestral home of Pueblo People. This region is named O’ga P’ogeh in the Tewa language, meaning “white shell water place.” We acknowledge the sacred relationship of the Tewa people to water, land, and non-human relations and the long history and culture of Indigenous people on this Earth and in this region. We are committed to preserving those relationships through continuing education and community partnerships at NMSA.

As required by New Mexico statute, this open meeting is being recorded and broadcasted via Zoom. The recording will be publicly available on the school’s website for a period of five years. NM Stat § 22-5-4.16 (2024).

Due to a technical issue with Zoom, video recording began at 2:35 pm and audio recording began shortly thereafter.

1. Call to Order Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 2:24 pm.

2. Reading of Mission Statement, Land Acknowledgement, and Recording Statement Michael Kaplan

Dr. Michael Kaplan read the Mission Statement, Land Acknowledgement, and Recording Statement to all present.

3. Governing Council Attendance as Indicated on Sign-In Sheet & Roll Call Michael Kaplan

NMSA Council Members Present:

Dr. Michael Kaplan, Chair – present
Mr. Bill Beacham, Vice Chair – present
Ms. Doddie Espinosa de Ortega, Secretary – present via Zoom
Ms. Trina Raper, Treasurer – present
Ms. Brenda Korting – present
Mrs. Chelamia Quintana – present

NMSA Student Council Members Present:

Oliver Cordova, Co-Vice President

NMSA High School Staff:

Mr. Eric Crites, Head of School
Ms. Elizabeth Romero, Business Manager
Ms. Alyssa Romero, Asst. Business Manager

Public:

Bernadette Peña, potential Governing Council Member
NMSA Junior Class representative

4. Discussion and Possible Action on Agenda Dr. Michael Kaplan

Dr. Michael Kaplan presented the Agenda and said he would entertain a motion on this item.

Mrs. Chelamia Quintana moved to approve the Agenda. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan asked if there was any discussion on the motion. No further discussion was needed.

The Council unanimously approved the motion

The motion carried.

5. Public Forum Michael Kaplan

Dr. Michael Kaplan asked if there were any members of the Public present. A representative from NMSA's Junior Class appeared before the Council to discuss student concerns regarding recent developments in federal policy.

6. Student Council Representative Update Oliver Cordova

Oliver Cordova, Student Council Co-Vice President, came to update the Council. In collaboration with Natural Helpers, Student Council held a Resource Fair on Monday, April 7. Students made pamphlets with information and resources on a variety of topics. Student council and Natural Helpers set up team building games for students outside during the lunch hour, and Oliver Cordova gave a speech about resources that students can utilize if they need support. It went very well.

Jolene Vigil was unable to attend but emailed updates regarding the Cultural Room: We celebrated Arab American Heritage Month with an all-school assembly this past Monday, April 14. The Arts Departments donated food for the event, students gave speeches, and a parent taught a dance to participating students. It went well. We are going to start planning an Asian American and Pacific Islander Heritage Month celebration which will be on May 12. After speaking with students, they would like to start next year with planning for Jewish American Heritage Month. We will add that to the calendar so that we can plan ahead.

7. Parent Association Update n/a

A representative from the Parent Association was unable to attend. Mr. Crites summarized the topics that were discussed at the Parent Association meeting on 04/15/2025, including prom, graduation, and recruiting new officers. There will be a restaurant fundraiser at the Sopaipilla Factory in Pojoaque in August.

8. Discussion and Possible Action on Adding Bernadette Pena as a Member of Governing Council Michael Kaplan

Mr. Bill Beacham presented Bernadette Pena as a potential Governing Council member.

Dr. Michael Kaplan said he would entertain a motion to add Bernadette Peña as a Governing Council member for a three-year term.

Mr. Bill Beacham moved to add Bernadette Peña as a Governing Council Member for a three-year term. Ms. Brenda Korting seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No further discussion was needed.

The Council unanimously approved the motion.

The motion carried.

9. Discussion and Possible Action on Meeting Minutes from March 19, 2025. Michael Kaplan

Dr. Michael Kaplan presented the Meeting Minutes from March 19, 2025, for discussion and possible action and said he would entertain a motion on this item.

Mr. Bill Beacham moved to approve the Meeting Minutes for March 19, 2025. Ms. Trina Raper seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. After a brief discussion it was determined that no corrections were needed.

The Council unanimously approved the motion

The motion carried.

10. **Business Manager's Report**

Liza Romero

A. **Discussion and Possible Action on BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for March 2025.**

Ms. Elizabeth Romero, the Business manager presented the report on the BARS, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for March 2025.

Dr. Michael Kaplan said he would entertain a motion on this item.

Mrs. Chelamia Quintana made a motion to approve the BARs, Payroll Vouchers, Accounts Payable Vouchers, and Bank Reconciliations for March 2025. Ms. Brenda Korting seconded the motion.

A discussion followed. The finance committee chair reported that the finance committee met on April 16, 2025, and reviewed the following documents:

Bank Reconciliation Report – Money Market – 2025 03_Redacted

Bank Reconciliation Report – Operational – 2025 03_Redacted

Disbursement Detail Listing – 2025 03

NMSA – Historical Revenue for Capital Funds 03.31.2025

Report – Balance Sheet – 2025 03

Report – Expenditure – 2025 03

Report – Revenue – 2025 03

Payroll 17

Payroll 18

BAR 2425-0035-IB - Fund 24120

BAR 2425-0036-T - Fund 11000

BAR 2425-0037-I - Fund 23000

FY25 BAR Summary

The finance committee did not detect any irregularities.

The Council unanimously approved the motion.

The motion carried.

B. **Financial Statement Reports – Financial Analysis**

Ms. Elizabeth Romero guided the Council through the March 2025 check and non-check reports.

C. **Remaining Balances on all Capital Outlay**

Ms. Elizabeth Romero prepared a report on the remaining balances on Capital Outlay which is included in this packet.

D. **Discussion and Possible Action on SY 25-26 Budget**

Ms. Elizabeth Romero provided a brief update on the SY 25-26 Budget. No action was taken.

E. **April 23 Special GC Meeting to Approve SY 25-26 Budget**

The Council noted that a Special Meeting is scheduled for Wednesday, April 23, 2025, to approve the SY 25-26 Budget.

11. **Discussion and Possible Action on Purchases over \$5,000**

Eric Crites

Mr. Eric Crites presented the Purchases over \$5,000 for discussion and possible action. He discussed the following necessary Purchases over \$5,000 and requested Governing Council approval on the Purchases:

Barbizon Light of the Rockies Inc.	\$19,830.60	Theatrical Lighting Console and Equipment
Sweetwater Sound	\$6,360.00	Microphone System and Equipment
Labatt New Mexico, LLC	\$13,915.53	May Food Order

Dr. Michael Kaplan said he would entertain a motion on this item.

Mrs. Chelamia Quintana made a motion to approve the Purchases over \$5,000. Mr. Bill Beacham seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No further discussion was needed.

The Council unanimously approved the motion.

The motion carried.

12. Discussion and Possible Action on SY 25-26 School Calendar Eric Crites

Mr. Eric Crites presented the draft SY 25-26 calendar for discussion and possible action. He explained the process by which the calendar was created, including alignment with the SFPS calendar, as well as staff, student, and parent input. Two options were presented to the NMSA community, Option A and Option B. Based on the responses, Mr. Crites presented Option A for approval.

Dr. Michael Kaplan said he would entertain a motion on the SY 25-26 School Calendar.

Mr. Bill Beacham made a motion to approve the SY 25-26 School Calendar. Ms. Brenda Korting seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No further discussion was needed.

The Council unanimously approved the motion.

The motion carried.

13. Discussion and Possible Action on Amended Certificate of Resolution Michael Kaplan

Dr. Michael Kaplan presented the Amended Certificate of Resolution for discussion and possible action. A discussion followed.

Dr. Michael Kaplan said he would entertain a motion to postpone possible action on the Amended Certificate of Resolution to the May meeting.

Ms. Trina Raper made a motion to postpone possible action on the Amended Certificate of Resolution. Mrs. Chelamia Quintana seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No discussion was needed.

The Council unanimously approved the motion.

The motion carried.

14. Discussion and Possible Action on Changes to Student Handbook Eric Crites

- a. Wearing Student Regalia at Graduation
- b. Student Use of Cell Phones During Instructional Time

Mr. Eric Crites gave an update on the proposed changes to the Student Handbook and requested a postponement until the May meeting.

Dr. Michael Kaplan said he would entertain a motion to postpone discussion and possible action on the Changes to Student Handbook until the May Meeting.

Ms. Trina Raper made a motion to postpone the Changes to Student Handbook. Mrs. Chelamia Quintana seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No discussion was needed.

The Council unanimously approved the motion.

The motion carried.

15. Discussion and Possible Action on Federal Educational Policies and Guidance Eric Crites

Mr. Eric Crites provided an update on recent communications from the US Department of Education. A discussion followed.

Dr. Michael Kaplan said he would entertain a motion to postpone Discussion and Possible Action on Federal Educational Policies and Guidance until the May meeting.

Mrs. Chelamia Quintana made a motion to postpone Discussion and Possible Action on Federal Educational Policies and Guidance until the May meeting. Mr. Bill Beacham seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No further discussion was needed.

The Council unanimously approved the motion.

The motion carried.

16. Discussion and Possible Action on FY26 Membership in the New Mexico School Nutrition Cooperative Eric Crites

Mr. Eric Crites gave an update on NMSA entering the New Mexico School Nutrition Cooperative. He requested approval for NMSA to enter the cooperative for the 2026 Fiscal Year.

Dr. Michael Kaplan said he would entertain a motion to approve FY26 Membership in the New Mexico School Nutrition Cooperative.

Ms. Trina Raper made a motion to approve FY26 Membership in the New Mexico School Nutrition Cooperative. Ms. Brenda Korting seconded the motion. Dr. Michael Kaplan asked if there was any further discussion needed on the motion. No further discussion was needed.

The Council unanimously approved the motion.

The motion carried.

17. Update on Lease Purchase Agreement Process Eric Crites

Mr. Eric Crites provided an update on the Lease Purchase Agreement Process, including the upcoming appraisal, financing options, and the effect of interest rates on the process.

18. Discussion on Charter Schools Division Conference Michael Kaplan

The Charter Schools Division Annual Conference will be held on June 12-13, 2025, at the Embassy Suites in Albuquerque.

19. Discussion on the Process of Evaluation of Head of School Michael Kaplan

A discussion was held regarding the process by which the Governing Council will evaluate the Head of School and present the Head of School with the results of his evaluation.

20. Discussion on New Business for Next Governing Council Meeting Michael Kaplan

The Council discussed business to include on next month's agenda.

21. Updates on Governing Council Annual Training: New Member Training Michael Kaplan

Dr. Kaplan provided an update on the annual training requirements.

22. Head of School Report Eric Crites
a. Kudos
b. School Year Updates
c. Legislative/PED/PEC Updates
d. Culturally & Linguistically Responsive Instruction
e. Safety
f. Staffing
Mr. Eric Crites prepared a report which is included in this packet.
23. Admissions Report Cindy Montoya
Cindy Montoya was unable to attend.
24. President's Report Cindy Montoya
Cindy Montoya was unable to attend.
25. Executive Session Michael Kaplan
a. Personnel
b. Facilities
There was no need for an Executive Session.
26. **Adjournment** **Michael Kaplan**


Ms. Trina Raper made a motion to adjourn the meeting. Ms. Brenda Korting seconded the motion. There was no discussion needed on the motion.

The Council Unanimously Approved the Motion

The motion carried.

Dr. Michael Kaplan declared the meeting adjourned at 4:41 pm.


Ms. Alyssa Romero, Assistant Business Manager/Date


Mrs. Doddie Espinosa de Ortega, Governing Council, Secretary/Date

ASSURANCES

My name is BERNADETTE PENA and I reside in SANTA FE. I am a member of the governing body for New Mexico School for the Arts, a charter school which is located at 500 Montezuma Ave, Santa Fe, NM 87501, 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 processes 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.

BERNADETTE PEÑA

Printed Name



Signature

4/16/2025

Date

Governing Body Member Change Notification Form

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Current Governing Body Members and Positions: Michael Kaplan, Chair; Bill Beacham, Vice Chair; Trina Raper, Secretary; Brenda Korting, Treasurer; Bernadette Peña, Member; Chelamia Quintana, Member.

Governing Body Member Resigning or Removed: Dolores Espinosa de Ortega

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: 6/11/2025

Date the requested amendment will go into effect: 6/11/2025

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

Signature of School Representative:  **Date:** 7/24/2025

Signature of Governing Board Chair:  **Date:** 7/24/2025

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.