

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: July 18, 2018
- II. Item Title: Consent Agenda
 - B. Amendment Notifications
 - i. South Valley Preparatory School- Business Manager or Procurement Officer Notification
 - ii. Cesar Chavez Community School - Governing Body Member Change Notification
 - iii. J. Paul Taylor Academy - Governing Body Member Change Notification
 - iv. The MASTERS Program - Governing Body Member Change Notification
 - v. Albuquerque School of Excellence - Governing Body Member Change Notification

III. Summary and Proposed Motions:

Issue(s):

- i. South Valley Preparatory School has hired a new Licensed Business Official. All documentation was provided in a timely manner.
- ii. Cesar Chavez Community School has provided notice regarding a change in Governing Body Membership. All documentation was provided in a timely manner.
- iii. J. Paul Taylor Academy has provided notice regarding four (4) board resignations, one (1) designation, one (1) closed position, and two (2) extension requests. The documentation from the school was **not** provided in a timely manner.
- iv. The MASTERS Program as provided notice regarding a change in Governing Body Membership. All documentation was provided in a timely manner.
- v. Albuquerque School of Excellence has provided notice regarding two (2) board resignations, and a vote regarding the size of the board. The documentation from the school was **not** provided in a timely manner. **The schools by-laws do not currently match the size of the board as reported.**

Financial Record Custodian Change

South Valley Preparatory School

The PED received notification on June 29, 2018 that Rhonda Cordova would no longer be the Financial Record Custodian for the school as of June 30, 2018. On July 1, 2018, a new financial custodian, Alfred Martinez, was designated. All documentation has been received.

Business Manager or Procurement Officer Notification

Purpose

The *Business Manager or Procurement Officer Notification* is used to notify the Public Education Commission of a change in the Business Manager or Procurement Officer *as identified in the charter contract with addendums*.

Changes to the Business Manager or Procurement Officer do not require prior approval of the Public Education Commission; however notice must be received within 30 calendar days of the change.

Submission Deadline

A *Business Manager or Procurement Officer Notification* must be submitted within 30 days of the change.

PEC Consideration

An administratively complete *Business Manager or Procurement Officer Notification* shall be placed on the agenda of the next regular PEC meeting if the complete notification was received at least 14 days prior to the meeting, or at the subsequent meeting, if the complete notification was not received at least 14 days prior to the next regularly scheduled meeting.

A *Business Manager or Procurement Officer Notification* will be placed on the consent agenda of a regular PEC meeting. Any notification may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

Instructions for the Notification

If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us. Complete all required fields and attachments (denoted by "*").

Form Fields

Field	Instructions
Original Information*	Identify the originally on file (prior to notification) Business Manager or Procurement Officer. Rhonda Cordova
Change*	Identify the new Business Manager or Procurement Officer. Alfred Martinez
Effective Date*	Identify the effective date of the change. July 1, 2018

Attachments

Affidavit of Financial Record Custodian (Business Manager Only)

A completed and notarized Affidavit of Financial Record Custodian. ✓

Certificate of Insurance (Business Manager Only) ✓

A certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian.

Business Official License or Chief Procurement Officer Certificate ✓

Copy of current, valid business official license or chief procurement officer certificate.

Administrative Completeness Review

An administratively complete request includes the following:

- ☐ Fully Completed Form
- ☐ Affidavit of Financial Record Custodian (Business Manager Only)
- ☐ Certificate of Insurance (Business Manager Only)
- ☐ Business Official License or Chief Procurement Officer Certificate

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
COUNTY OF Bernalillo)

I, Alfred Martinez, [affiant] after being duly sworn, state:

1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) BSBA in Business Administration
 - b) CPO in State Purchasing Department
 - c)
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
BSBA	University of Phoenix	10/1993	Yes
Level II	NM PED	7/1/2012-6/30/2021	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

Alfred Martinez
[Signature of Affiant]

6/25/18
Date

Alfred Martinez
[Print Name of Affiant]

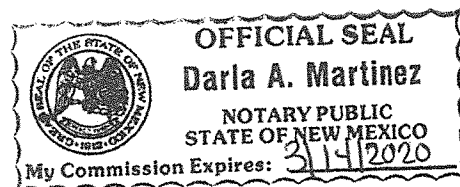
VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 25th day of June, 2018.

[Notary Seal:]

Darla A. Martinez
NOTARY PUBLIC

My commission expires: March 14, 2020.



DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian of __South Valley Preparatory School____ is adequately bonded and that __South Valley Preparatory School_____ is insured through Public School Insurance Authority.

Attached:

- ☐ Bonding Declaration from: _____
[Name of institution or agency]
- ☒ Certificate of Insurance from: __New Mexico Public School Insurance Authority ____
[Name of institution or agency]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367		CONTACT NAME: Risk Services PHONE (A/C, No, Ext): (800) 578-8802 FAX (A/C, No): (818) 449-9449 E-MAIL ADDRESS: rservices@pomsassoc.com	
INSURED New Mexico Public Schools Insurance Authority Member: South Valley Prep 410 Old Taos Highway Santa Fe NM 87501		INSURER(S) AFFORDING COVERAGE INSURER A: New Mexico Public Schools Insurance Authority INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: South Valley Prep

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners Contractors <input type="checkbox"/> Protective Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MOC NO. L0021	07/01/2018	07/01/2019	EACH OCCURRENCE \$ Tort Limit DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Tort Limit MED EXP (Any one person) \$ Tort Limit PERSONAL & ADV INJURY \$ Tort Limit GENERAL AGGREGATE \$ Tort Limit PRODUCTS - COMP/OP AGG \$ Tort Limit MAXIMUM LIABILITY \$ 1,050,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Self-Insured Retention for Liability: \$750,000. See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

CERTIFICATE HOLDER

CANCELLATION

EVIDENCE OF INSURANCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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COMMENTS/REMARKS

Summary of New Mexico Tort Claims Act Section 41-4-19: Maximum Liability
Governmental entities and agencies, including public schools, public charter schools and
community colleges and universities are granted immunity from liability.
Commercial General Liability
Products and Completed Operations
Professional Liability
Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
\$400,000 Bodily Injury Per Person
\$200,000 Property Damage Per Property Address
\$300,000 Medical
\$750,000 Per Occurrence
\$1,050,000 Combined Limit/Maximum Liability

OFREMARK

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STATE OF NEW MEXICO



*In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this*

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

ALFRED MARTINEZ

Effective from July 1, 2012 to June 30, 2021

Licensure Number: 301483

Hanna Gaudesa

Secretary of Education



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 5, 2018

Charlotte Alderete-Trujillo
South Valley Preparatory School
2551 Karsten Court SE
Albuquerque, NM 87102

Dear Ms. Alderete-Trujillo:

Thank you for your notification of a governing body designation dated June 20, 2018 in which South Valley Preparatory School provided notification to the Public Education Commission (PEC) of the designation of Alfred Martinez as the new Financial Custodian.

This notification of a governing body designation will be presented to the PEC at the meeting on July 18, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

School Governance Change

Cesar Chavez Community School

On May 14, 2018, a vacancy was created on the board by the resignation of Al Bodmer. All documentation has been received.

On May 29, 2018, the position was closed by a vote in an open meeting. A certification of the vote has been received. The position will remain closed until July 1, 2018.

The board currently has 6 seated board members.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Cesar Chavez Community School Current Number of Governing Body Members: 6

Date submitted: 6/11/2018 Submitter Name: Tani Arnese

Governing Board Member Name	Governing Board Member's Current <i>Personal</i> Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Al Bodmer	7704 Pioneer Trail Northeast, Albuquerque, NM 87109 505-271-4644 abodmer61@gmail.com	Resignation	5/29/2018	Personal Reasons	<i>From:</i> 9/28/2010 <i>To:</i> 5/29/2018
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.

Original Signature of Governing Council President or Designee: Tani Arnese Date: 5-29-18

Printed Name of Governing Council President or Designee: Tani Arnese, Executive Director and Designee

Tani Arness

From: Dan Shapiro <dan@danandbarbarashapiro.com>
Sent: Monday, May 14, 2018 12:48 PM
To: Al Bodmer
Cc: Tani Arness; Aracele Verde-Claro; Charleen Ayres; Dr. Alicia Bucko; Jess Lionne; John Krone; Katie Shelton
Subject: Re: PEC approved Governing Board observation form

Follow Up Flag: Follow up
Flag Status: Flagged

It was great to have you and I wish you the best of luck in whatever you do.

Dan Shapiro
6032 Quemado Dr., NE
Albuquerque, NM 87109
Phone: 505-821-3692
e-mail: dan@danandbarbarashapiro.com

On May 14, 2018, at 12:45 PM, Al Bodmer <abodmer61@gmail.com> wrote:

To: All CCC Governing Board members:

Earlier this year, I told Dan and Tani that I was over committed and was resigning from the board. At that time I told them that the May 29th meeting would be my last.

I now have another conflict and will not attend that last meeting, so I no longer consider myself a board member. I have enjoyed my time on the board and believe we have all made a positive contribution to the success of CCC. We have a wonderfully dedicated and competent staff and principal and I've been proud to be associated with the effort to provide education to students who might not otherwise receive it. Thank you for letting me serve with you. I admire and respect all of you for your dedication to the school and thank you for the time and talent that you donate to the community.

Tani has informed me that even though I am no longer on the board, PED requires me to complete my training by the end of June. The logic of mandating training for someone NO longer on the board totally escapes me but does not surprise me. Since my attending training for a process that I am no longer involved in brings absolutely no value to anyone, I have decided not to waste the schools money or my time just to satisfy another ill-conceived PED policy. I apologize in advance for any issues with PED that this may cause you.

It's been my pleasure to work with you,

Thank You,

Al

CERTIFICATE OF GOVERNING BODY VOTE

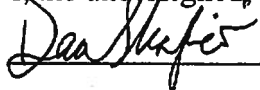
This document certifies that on May 29, 2018 at 5:00 pm, a meeting of the Governing Body of Cesar Chavez Community School, a New Mexico public charter school, was held at 1325 Palomas Dr. SE, Albuquerque, NM 87108. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 5 in favor and 0 opposed to: Accept Al Bodmer's resignation and close his position on the Governance Council, thus reducing the council to 6 members instead of 7.

The members voting in favor were: Anacelie Verde-Claro, Dan Shapiro, John Krone, Jess Lionne, and Charleen Ayres.

The members voting in opposition were: None

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



Dan Shapiro

President of CCCS Governance Council



STATE OF NEW MEXICO
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300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 5, 2018

Dan Shapiro
Cesar Chavez Community School
1325 Palomas Dr., SE
Albuquerque, NM 87108

Dear Mr. Shapiro:

Thank you for your notification of a governing body resignation dated June 11, 2018 in which Cesar Chavez Community School provided notification to the Public Education Commission (PEC) of the resignation of Al Bodmer. The notification contained all required information.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy, seek an extension for such appointment from the Authorizer in writing, or close the position. The position was closed by a vote in open meeting on May 29, 2018 and all documentation has been received. This position will remain closed until July 1, 2018, when the school may choose to reopen the position by a vote in open meeting.

This notification of a governing body resignation will be presented to the PEC at the meeting on July 18, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

School Governance Change

J. Paul Taylor Academy

On December 31, 2017, a vacancy was created by the resignation of Dolores Connor. Notification and supporting documentation was provided in a timely manner. The school was notified that the position must be filled, or an extension filed, by February 14, 2018.

On January 24, 2018, the position was filled by the designation of Robyn Rehbein. Although the designation was timely, it was not reported until June 11, 2018. All documentation has been received.

On January 31, 2018 a vacancy was created by the resignation of Yvette Turrieta. Although the notification was not timely, all documentation has been received.

On April 18, 2018, Ms. Turrieta's position was closed by a vote in an open meeting. Although the notification was not timely, all documentation has been received.

On June 25, 2018, a vacancy was created on the board by the resignation of Suzan Martinez de Gonzales. The notification was timely and all documentation has been received. The school has been notified that the vacancy must be filled, an extension requested, or the position closed by August 9, 2018.

On June 30, 2018, a vacancy was created on the board by the resignation of Richard Hernandez. The notification was timely and all documentation has been received. The school has been notified that the vacancy must be filled, an extension requested, or the position closed by August 14, 2018.

On June 9, 2018, the governing board Chair, Stephanie Haan-Amato, requested a 30 day extension to fill the vacancies created as listed above by Suzan Martinez de Gonzales and Richard Hernandez. The request for extension was granted , and JPTA was notified July 10, 2018 that the deadlines to fill the vacancies are September 8th and September 13th respectively.

The school currently has 7 seated members.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: J. Paul Taylor Academy Current Number of Governing Body Members: 9

Date submitted: 6/14/2018 Contact Name: Stephanie Haan-Amato E-mail: stephanie.haan_amato@jpaultayloracademy.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Robyn Rehbein	4068 Winters St, Las Cruces NM 88005 (575) 652-4006 robyn.rehbein@jpaultayloracademy.org	Choose an action. <i>Designation</i>	1/24/2018	N/A	From: 1/24/2018 To: 6/30/2019
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter email address. Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: [Signature] Date: 6/13/2018

Printed Name of Governing Council President or Designee: Ric Hernandez

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Robyn Rehbein, after being duly sworn, state:

1. My name is Robyn Rehbein and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the J. Paul Taylor Academy in Las Cruces, 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 J. Paul Taylor 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.

[Signature]

6/13/2018
Date

Robyn Rehbein
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 13 day of June, 2018.

[Notary Seal:]

[Signature] Harold A. Love Jr.
NOTARY PUBLIC

My commission expires: October 31, 2021.

OFFICIAL SEAL
HAROLD A. LOVE JR.
NOTARY PUBLIC - STATE OF NEW MEXICO
My Commission Expires: 10/31/2021

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the J. Paul Taylor Academy, located in Las Cruces, New Mexico.

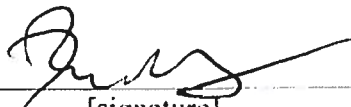
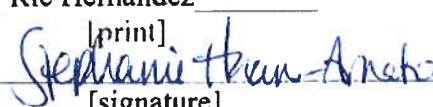
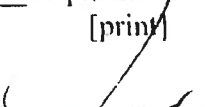
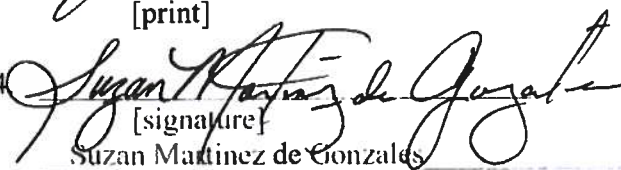
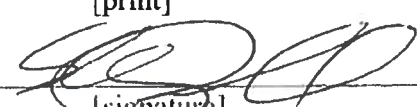
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of J. Paul Taylor Academy's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

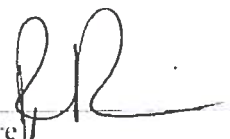
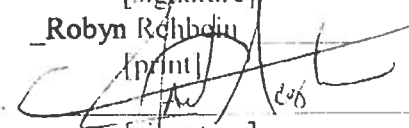
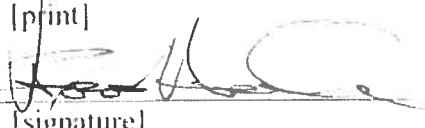
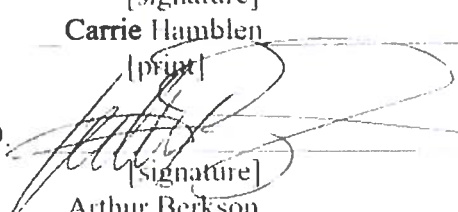
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of 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 [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 13 DAY OF 2018, 2018. J. Paul Taylor Academy

1. 
[signature]
Ric Hernandez
[print]
2. 
[signature]
Stephanie Maan-Amato
[print]
3. 
[signature]
Martin Lopez
[print]
4. 
[signature]
Suzan Martinez de Gonzales
[print]
5. 
[signature]
Sherry Booth
[print]

Attach additional pages if membership exceeds five.

6. 
[signature]
Robyn Rehbein
[print]
7. 
[signature]
Janet Acosta
[print]
8. 
[signature]
Carrie Hamblen
[print]
9. 
[signature]
Arthur Berkson
[print]
10. _____
[signature]



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**J. Paul Taylor Academy Charter School
Governance Council Special Meeting
Wednesday, January 24, 2018 6:00 PM (MST)
402 W. Court Building 2 Las Cruces New Mexico 88005
JPTA Media Room**

I. Opening items

A. The J. Paul Taylor Academy Governance Council met in open session on January 24, 2018. The meeting was called to order at 6:26 p.m. to conduct a Special Meeting.

1. Roll was called by Suzan Martinez de Gonzales: Governance Council members Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales were present. A quorum was confirmed. Carrie Hamblen, Janet Acosta, and Yvette Turrieta, were absent and notified the board of their absences. Eric Ahner, Executive Director, and Gina Trujillo, Assistant Business Manager were also present.

B. Chairman Ric Hernandez called for any conflict of interest. None stated by those in attendance.

C. Ric Hernandez read the Mission Statement: *J. Paul Taylor Academy, in alliance with families at the school and community, will offer a rigorous, well-rounded Spanish acquisition, project based instructional program in a smaller school to promote excellence for the diverse students of the Las Cruces area.*

D. Stephanie Haan-Amato moved to approve the agenda for January 24, 2018 Special Meeting. Martin Lopez Name seconded the motion. Motion approved unanimously with affirmative votes from: Ric Hernandez, Arthur Berkson, Acosta, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales.

E. Minutes for January 10, 2018 were not available for today's meeting.

II. Public Input

A. Chairman Ric Hernandez called for any public input.

1. There were two members of the public with no input at this time.
2. There were three staff members in attendance reporting that the students are excited about the playground and especially the progress of the track.

III. Finance

A. Stephanie Haan-Amato presented the Finance Committee report from the January 14, 2018 meeting. There were no BAR's as they were presented at the January 10th meeting. The check balance was reviewed during the Finance Committee as well as an audit of the check stock. The Procurement Policy was reviewed but was not ready to present for approval. The Finance Committee recommends the finance items on today's agenda for approval.

B. Martin Lopez moved to approve the November 2017 Financial Reports. Arthur Berkson seconded the motion. Motion passed unanimously by: Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales.

IV. Governance

A. Governance Committee Report

1. Ric Hernandez announced that Yvette Turrieta has submitted her resignation effective the end of January 2018.

Ric Hernandez called for Nominations for New Governance Council Members, Suzan Martinez de Gonzales nominated Robyn Rehbein, after an introduction Stephanie Haan-Amato motioned to approve Robyn Rehbein as our newest member to the Governance Council, Martin Lopez seconded the motion, the vote was unanimous to accept by: Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales.

A discussion ensued regarding the two GC members who have resigned. If they do not complete their training before the end of the school year, we will be out of compliance. Ric Hernandez will continue to encourage them to complete their training obligation.

B. Charter Amendment, Instructional Hours

Eric Ahner reported that the Charter School Division wanted to see that multiplying the number of instructional hours by the number of days would be equal to or greater than 1080 which is the minimum. A discussion ensued regarding the possibility of aligning JPTA school schedule with that of LCPS, among suggestions of what to do with the possible extra days, the New Policy gives us more flexibility. Sherry Booth made a

Motion to approve the Charter Amendment on Instructional Hours as presented Martin Lopez Seconded the Motion, the vote was unanimously accepted by: Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales.

Charter Amendment, Spanish Acquisition - Measure for the Charter's Performance
Eric Ahner reported that he has been actively inquiring into the possibility of changing our current IPT Spanish assessment test to one that would better assess the children at our Academy. The current IPT test is designed to assess students whose first language is Spanish. This is not reflective of our student population, so students will never be fairly assessed by the IPT. Mr. Ahner recommended that we should begin collecting the required 2 years of baseline data for the Performance Framework this year if we decide to change to a new test. It would be best to make the selection of a new test by March, when testing begins, to avoid having students take the IPT again and avoid having them take two norm-referenced Spanish standardized tests."

V. Policy Committee

- A. Discipline Response Matrix – The Policy Committee is proposing a change in the name of the Discipline and Suspension Policy to Discipline Response Matrix. A discussion ensued regarding the wording used to identify self and alignment of the numbering in the policy. This will go back to the Policy Committee. The proposed changes will be presented to staff, parents and public for input before final presentation to the GC for approval.

B. Rescind Portable Communications Policy

Ric Hernandez asserted that the current policy is obsolete and pertained to the Academy when it was housed at the former facility that had Portable facilities that required the Communications Policy. This situation does not exist at our current site and there are no plans for Portable Units at this time. Arthur Berkson Motioned that the Portable Communications Policy be rescinded, Stephanie Haan-Amato Second the Motion the vote was unanimously passed by:

Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales.

C. Uniform Policy

Ric Hernandez presented changes to the Uniform Policy. After a discussion including addressing the gender bias in the policy Sherry Booth said she would review the policy once again and make appropriate changes. The Uniform Policy must be posted for family input. Sherry Both Motioned for the Uniform Policy to be Tabled, Arthur Berkson Second the Motion, the vote was passed unanimously by: Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales.

D. Executive Director Evaluation Policy - Stephanie Haan-Amato presented the changes to the Executive Director End of the Year Review & Evaluation the review increased from 10 to twelve areas for review including evaluating progress towards assuring Students Safety, Project Based Learning and Spanish Language Acquisitions to comply with the Performance Framework. A lengthy discussion ensued regarding the GC's expectation that Mr. Ahner be expected to achieve some of the items within his current contractual year as these new items were not included from the beginning of the contract specifically the 5th item in # 12 implements practices that insure that JPTA receives a grade of B or higher on

the NMPD school grading systems. It was clarified during the discussion that the rating scale must align with the teacher's scale:

- a. 1 = Ineffective
- b. 2 = Minimally Effective
- c. 3 = Effective
- d. 4 = Highly Effective
- e. 5 = Exemplary

Members of the Evaluation Committee will email the GC with 3 options to substitute for item 5 in section 12.

E. National Board Certification for Stipend Policy – Policy was presented at the May 24, 2017 meeting but no formal vote on the policy took place, we are currently operating on the policy. Changes such as changing Teaching Contract to Teachers Contract after these changes are made the policy will be posted for input from the staff, families and the public.

F. Benefits Qualification Policy – Ric Hernandez presented the change to approve that part time employees defined as .5 FTE whatever the equivalent is would be eligible for benefits. This new language will align with our Collective Bargaining Agreement.

G. Policies Update Status - Ric Hernandez – stated that he will call a Policy Committee meeting, there are 4 or 5 policies regarding facilities that need updating.

VI. Executive Director Support and Evaluation

A. The Executive Director Report was displayed on the Promethean board.

- One item highlighted was the need to for the teachers to carve out time during their Wednesday mornings to work collaboratively dedicated to Project Based Learning, journals need to be kept documenting this time.
- Request for data of our Special Education students at our next meeting

B. The Executive Director Support and Evaluation Committee met with Mr.

Ahner on January 12, 2018 to present him with a summary of the

Governance Council's assessment of his written narrative and goals as per the Executive Director Mid-Year Review Policy

VII. Facility

A. Facilities Committee Report was given by Arthur Berkson, there is still an issue with finding the water source and finding a Landscaper.

VIII. Academic Excellence

A. Academic Oversight Committee has not met so there is no report.

B. Parent Advisory Council

The Parent Advisory Council report was given by Stephanie Haan-Amato. PAC met on January 10th. A reminder that the Running Club will have a Ribbon Cutting Run/Ceremony on Friday February 2nd. Talent Show on February 23rd.

IX. Other Business

A. Chairman Ric Hernandez called for any open discussion. Eric Ahner stated that he had not had the opportunity to give us the final results of the last review after he had submitted our

action plan. Ric Hernandez stated that he would add this to the Agenda for the February 7th meeting.

X. Closed Session.

It was determined that there was not a need to go into Closed Session.

XI. Closing Items

A. Arthur Berkson moved to adjourn the January 24, 2018 Special meeting. Martin Lopez seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, and Suzan Martinez de Gonzales.

Meeting was adjourned at 9:17 p.m.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: J. Paul Taylor Academy Current Number of Governing Body Members: 7

Date submitted: 7/5/2018 Contact Name: Stephanie Haan-Amato E-mail: stephanie.haan_amato@jpaultayloracademy.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Yvette Turrieta	3335 Mercury Lane, Las Cruces, NM 88012 (575) 571-1918 yturrieta@lcdfmm.org	Choose an action. <i>Resignation</i>	1/31/2018	Voluntarily resigned because of time commitment	From: 3/15/2017 To: 1/31/2018
Click here to enter Board Member name.	Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: Stephanie Haan-Amato Date: 7/5/18

Printed Name of Governing Council President or Designee: STEPHANIE HAAN-AMATO

Yvette Turrieta
3335 Mercury Lane
Las Cruces, NM 88012

01/31/18

Mr. Eric Ahner
Executive Director
John Paul Taylor Academy
402 West Court Avenue
Las Cruces, NM 88005

Dear Mr. Ahner,

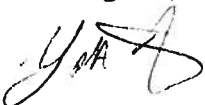
It is with regret that I am writing to inform you of my decision to resign my position on the Board of John Paul Taylor Academy, effective immediately.

My other commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job.

It has been a pleasure being a part of the John Paul Taylor board. I am so proud of all we have accomplished, and I have no doubt the board will continue these successes in the future.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best Regards,

A handwritten signature in dark ink, appearing to read 'Y. Turrieta', with a stylized flourish at the end.

Yvette Turrieta



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



**J. Paul Taylor Academy Charter School
Governance Council Special Meeting
Wednesday, April 18, 2018 6:00 PM (MST)
402 W. Court Building 2 Las Cruces New Mexico 88005**

I. Opening Items

- A. The J. Paul Taylor Academy Governance Council met in open session on April 18, 2018. The meeting was called to order at 6:05 p.m. to conduct a Regular Meeting.
 - 1. Roll was called by Suzan Martinez de Gonzales: Governance Council members Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales were present. A quorum was confirmed. Janet Acosta was absent and notified the board of her absence. Martin Lopez arrived at 6:27 pm. Gina Trujillo, Assistant Business Manager, was also present. Eric Ahner, Executive Director, was absent and had notified the board of his absence.
- B. Chairman Ric Hernandez called for any conflict of interest. None was stated by those in attendance.
- C. Stephanie Haan-Amato read the Mission Statement: *J. Paul Taylor Academy, in alliance with families at the school and community, will offer a rigorous, well-rounded Spanish acquisition, project based instructional program in a smaller school to promote excellence for the diverse students of the Las Cruces area.*
- D. Arthur Berkson moved to approve the agenda for April 18, 2018 Regular Meeting. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- E. Carrie Hamblen moved to approve the meeting minutes for the March 14, 2018 Regular Meeting. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

II. Public Input

- A. Chairman Ric Hernandez called for any public input.
 - 1. There was no public input at this time.
 - 2. There was no staff input, except Mrs. Alexander let the council know they have started PARCC testing and all is going well.

III. Finance

- A. Stephanie Haan-Amato reviewed the February 2018 Financial Report. This report included a review of Operations and Activities Accounts, Expenditures, Budget Adjustment Requests and Revenue.
Suzan Martinez de Gonzales moved to approve the February 2018 Financial Reports.
Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes

from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

- B. Robyn Rehbein moved to approve the 2018-2019 School Calendar (with the correction to the year (2018-2019) at the top). Carrie Hamblen seconded the motion with the correction. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- C. Arthur Berkson moved to postpone indefinitely the vote to approve the Playground Landscaping Vendor contract. Stephanie Haan-Amato seconded the motion. A new quote needs to be obtained and it will not will be brought before the board for a vote (just as information only, as it will fall under \$25,000). Motion to indefinitely postpone was approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

Martin Lopez arrived at 6:27pm.

- D. Stephanie Haan-Amato moved to approve the Budget Adjustment Request 535-000-1718-0024-I. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- E. Carrie Hamblen moved to approve the Budget Adjustment Request 535-000-1718-0025-D. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- F. Sherry Booth moved to approve the Budget Adjustment Request 535-000-1718-0026-D. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- G. Arthur Berkson moved to approve the Budget Adjustment Request 535-000-1718-0027-I. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- H. Robyn Rehbein moved to approve the Budget Adjustment Request 535-000-1718-0028-M, Budget Adjustment Request 535-000-1718-0029-M, and Budget Adjustment Request 535-000-1718-0030-M. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

IV. Audit

A. Audit Committee Report.

1. The 2016-2017 JPTA Financial Audit was briefly discussed by Ric Hernandez. The school had one finding under the Material Weakness category. The Audit committee has agreed on meeting quarterly now, regarding this finding. Arthur Berkson moved to approve the 2016-2017 Financial Audit. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
2. The Audit Committee Meeting Minutes from the April 13, 2018 meeting were reviewed by Ric Hernandez. They reviewed 4 journal entries. They will continue to meet every quarter. The FY 2017 Corrective Action Plan was then displayed on the projector and briefly discussed.

V. Governance

- A. There has not been a meeting to have a Governance Membership Committee. Some meeting dates were discussed. May 10, 2018 was decided to hold a meeting, but it was then decided to turn it into a work session.
 1. Suzan Martinez de Gonzales sent emails out about the Training Requirement Compliance. Governance Council members were asked to have completed those requirements before the deadline. It was suggested to seek training during the retreat in June.
 2. GC Membership Notification Compliance was discussed by Ric Hernandez. Arthur Berkson and Robyn Rehbein will work on contacting those in the community to have Governance Council members in waiting.
- B. Stephanie Haan-Amato moved to not to fill the Membership vacancy and keep the membership count at 9. Carrie Hamblen seconded the motion. Motion approved unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- C. Employee Handbook is still a work in progress. They are meeting again this weekend trying to get this draft done. It will be emailed to the council as soon as it is ready.
- D. Charter Amendment approval was discussed by Stephanie Haan-Amato. J Paul Taylor Academy was out of compliance with their calendar. The amendment reduced instructional time to the state minimum. The amendment was approved on March 16, 2018. There is an additional amendment pending with the Spanish Language Acquisition. There were no updates regarding this, due to Mr. Ahner's absence tonight.
- E. Dates for the June Governance Council Retreat were discussed. June 8th & 9 are the tentative dates.
- F. The Teacher Satisfaction Survey was discussed briefly. This will be send out on Friday 4/20/2018 by email.

VI. Executive Director Support and Evaluation

- A. Executive Director Report was briefly discussed as displayed on the projection screen. The 2018-2019 SY enrollment/lottery was discussed. Mr. Ahner was absent, so it was more of a review of his prepared slides for the projector.

- B. Stephanie Haan-Amato will send the 2017-2018 Executive Director End of Year Evaluation to the council and your responses are due on April 27, 2018. Sherry Booth will help compile it to get back to the committee around May 5th, 2018.

VII. Facility

- A. Arthur Berkson briefly discussed the current standings of the landscaping and playground progress. They had three bids for the landscaping and have chosen one. They have tentatively decided on a playground structure.

VIII. Development

- A. There was no Development Committee report.

IX. Academic Excellence

- A. Arthur Berkson gave the Academic Oversight Committee Report. The Family Satisfaction Survey was discussed and will to be sent out.
- B. The Parent Advisory Council update was given by Stephanie Haan-Amato. They met and discussed the playground, running club, the upcoming Art Night, the Executive Director Forum, and the End of the Year Field Day on May 22, 2018.
- C. The Gifted Advisory Committee has not met since last meeting on February 27, 2018 but are looking at another meeting before the end of the year.

X. Policy

- A. Carrie Hamblen moved to approve the McKinney-Vento Dispute Resolution Policy as presented. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- B. Martin Lopez moved to approve the Alcohol, Tobacco, and Other Drugs Free School Zone Policy. Robyn Rehbein seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- C. Robyn Rehbein moved to table the Community Use of School Facilities as presented. Sherry Booth seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- D. The Procurement Policy and Procedure was discussed. Sherry Booth moved to table the Procurement Policy and Procedure. Arthur Berkson seconded motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
- E. The School Sponsored Activities Policy was discussed. Staff input will be sought, and the governance council is asked to look at this new policy.
- F. Internal Control Policy was briefly discussed. This will be posted for input as well.

XI. Other Business

- A. Ric Hernandez called for Open Discussion: Ric Hernandez informed the board that the survey regarding the Activities Funds from last year's JAAM Fest was sent out today to seek input from the teachers.

XII. Closed Session

Sherry Booth moved at 8:35 p.m. to go into Closed Session to discuss Collective Bargaining closed Pursuant to Section 10-15-1-H (5) NMSA 1978, and to discuss Limited Personnel Matters closed pursuant to section 10-15-1-H(2).. Carrie Hamblen seconded the motion. Motion was passed unanimously by roll call vote, with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.

- A. Collective Bargaining Agreement
B. Limited Personnel Matters

The meeting moved from Closed Session to Open Session at 8:55 p.m. Chairman Ric Hernandez stated that nothing other than Collective Bargaining Strategies (pursuant to Section 10-15-1-H (5) NMSA 1978 and Limited Personnel Matters (pursuant to section 10-15-1-H(2)) were discussed during the Closed Session.

XIII. Closing Items

- A. 9:10 Carrie Hamblen moved to adjourn the April 18, 2018 Regular meeting. Martin Lopez seconded the motion. Motion was passed unanimously with affirmative votes by roll call from Ric Hernandez, Arthur Berkson, Martin Lopez, Sherry Booth, Stephanie Haan-Amato, Carrie Hamblen, Robyn Rehbein and Suzan Martinez de Gonzales.
Meeting was adjourned at 9:15 p.m.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 5, 2018

Stephanie Haan-Amato
J. Paul Taylor Academy
402 W. Court Avenue, Bldg. 2
Las Cruces, NM 88005

Dear Ms. Haan-Amato:

Thank you for your notification of a governing body resignation and a governing body designation dated June 11, 2018 in which J. Paul Taylor Academy provided notification to the Public Education Commission (PEC) of the resignation of Yvette Turrieta and the designation of Robyn Rehbein.

The notification did not contain all required information; please provide a Change of Governing Body Membership Form and resignation letter for the resignation of Ms. Turrieta no later than July 16, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

If the school cannot, or does not want to fill the vacancy, the governing board may vote to close the position in an open meeting. If the board chooses this option, the position will remain closed for the remainder of the fiscal year, July 1, 2019, at which point, the school may choose to reopen the position. If the vacancy is not filled or the school does not request an extension or close the position, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification will be presented to the PEC at the meeting on July 18, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: J. Paul Taylor Academy Current Number of Governing Body Members: 7

Date submitted: 7/3/2018 Contact Name: Stephanie Haan-Amato E-mail: stephanie.haan_amato@jpaultayloracademy.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Suzan Martinez de Gonzales	PO Box 315, San Miguel NM 88058 (575) 644-1899 suzan.martinez@jpaultayloracademy.org	Choose an action. <i>Resignation</i>	6/25/2018	Voluntarily resigned because of time commitment	From: 7/1/2017 To: 6/25/2018
Ric Hernandez	PO Box 2047, Las Cruces, NM 88004 575-621-1561 ric.hernandez@jpaultayloracademy.org	Choose an action. <i>Resignation</i>	6/30/2018	Voluntarily resigned because of time commitment	From: 5/1/2013 To: 6/30/2018
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: Stephanie Haan-Amato Date: 7/3/18

Printed Name of Governing Council President or Designee: STEPHANIE HAAN-AMATO

June 25, 2018

Stephanie Haan-Amato, Chair
JPTA Governance Council

Dear Ms. Haan-Amato,

I am resigning my position on the John Paul Taylor Academy Governance Council effective immediately, June 27, 2018. I do not do this out of meanness, I am resigning effective immediately due to the PED Training requirements, after our experience with previous GC members resignations resulting in non-compliance for the Council, if I submit my resignation before June 30th, 2018 I won't compromise the Council's good standing and I won't have to attend 10 hours of training.

I enjoyed working on the GC and I wish you all the best in your search for new Council members and of course I wish nothing but the best for the Academy's future.

Sincerely,



Suzan Martinez de Gonzales

June 30, 2018

Attn: Stephanie Haan-Amato

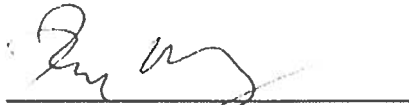
Vice Chair, J. Paul Taylor Academy Governance Council

Dear Stephanie,

Please accept this letter as my formal resignation from the Governance Council of J. Paul Taylor Academy. I have enjoyed serving the school over the last 6 years and will continue to do so in other capacities.

I wish you and the rest of the council great success in governance of the school and look forward to helping you with the transition where I can.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Richard Hernandez', is written over a horizontal line.

Richard Hernandez



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 5, 2018

Stephanie Haan-Amato
J. Paul Taylor Academy
402 W. Court Ave. Bldg. 2
Las Cruces, NM 88005

Dear Ms. Haan-Amato:

Thank you for your notification of the governing body resignations dated July 3, 2018 in which J. Paul Taylor Academy provided notification to the Public Education Commission (PEC) of the resignation of Suzan Martinez de Gonzales and Richard Hernandez. The notifications contained all required information.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, J. Paul Taylor Academy must designate new members to fill the vacancies created by the resignation of Suzan Martinez de Gonzales and Richard Hernandez, or request extensions, no later than August 9, 2018 for Ms. Martinez de Gonzales and August 14, 2018 for Mr. Hernandez. If the vacancies are not filled or the school does not request an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

If the school cannot, or does not want to fill the vacancies, the governing board may vote to close the position(s) in an open meeting. If the board chooses this option, the position(s) will remain closed for the remainder of the fiscal year, July 1, 2019, at which point, the school may choose to reopen the position(s). If the vacancy is not filled or the school does not request an extension or close the position(s), the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on July 18, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



402 W. Court Avenue, Building 2 Las Cruces, NM 88005 ❖ 575-625-4006

July 9, 2018

Charter Schools Division
Public Education Department
300 Don Gaspar
Santa Fe, NM 87501

To Whom it May Concern:

This letter is to request 30-day extensions for the two current vacancies on the J. Paul Taylor Academy Governance Council.

According to a letter dated July 5, 2018 from Laurel Pierce, we must fill the vacancy created by the resignation of Suzan Martinez de Gonzales by August 9, 2018 and the vacancy created by the resignation of Richard Hernandez by August 14, 2018. We would be grateful for a 30-day extension beyond these dates.

Please consider our request so that we may have adequate time to continue to recruit qualified, high-quality candidates for our vacancies.

Please contact me at stephanie.haan_amato@jpaultayloracademy.org if you have any questions or there is anything further the Governance Council must do.

Sincerely,

Stephanie Haan-Amato
Governance Council Chair



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 10, 2018

Stephanie Haan-Amato
J. Paul Taylor Academy
402 W. Court Ave. Bldg. 2
Las Cruces, NM 88005

Dear Ms. Haan-Amato:

Thank you for your letter of July 9, 2018 in which J. Paul Taylor requested an extension to designate Board Members to fill vacancies on the J. Paul Taylor Governing Body. The school's contract with the Public Education Commission (PEC) requires that the school fill any vacancy on its governing body no later than 45 days from the vacancy or seek an extension for such appointment from the Authorizer in writing.

J. Paul Taylor has been granted extensions until September 8th and September 13th to designate two (2) new members to fill the vacancies created by the resignations of Suzan Martinez de Gonzales and Richard Hernandez. If the vacancies are not filled within the time granted as an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

If the school cannot, or does not want to fill either of the vacancies, the governing board may vote to close the position(s) in an open meeting. If the board chooses this option, the position(s) will remain closed for the remainder of the fiscal year (until July 1, 2019), at which point, the school may choose to reopen the position(s).

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Dolores L. Archuleta".

Dolores L. Archuleta
Options for Parents and Families

School Governance Change

The MASTERS Program Early College Charter School

On May 31, 2018, a vacancy was created on the board by the resignation of Bernadette Jacobs. On June 12, 2018, the vacancy was filled by the designation of Lori Spillman. The notification was submitted timely and all documentation has been received.

The school currently has 8 seated members.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: The MASTERS Program Current Number of Governing Body Members: 8

Date submitted: Submitter Name: Lisa Lucas, Business Manager llucas@tmpsantafe.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Lori Spillman	2068 Paseo Primero, Santa Fe, NM 87501 505-990-1366 lorispillman99@gmail.com	Designation	6/12/2018	Designation from Parent Representative to Board Member Replacing Bernadette Jacobs. Parent Representative is elected by the PTO and term expires 6/30/2018.	From: 7/1/2018 To: 6/30/2020
		Designation			From: To:
		Designation			From: To:

Original Signature of Governing Council President or Designee: John Triolo Date: 6-21-18

Printed Name of Governing Council President or Designee: John Triolo

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF SANTA FE)

I, Lori E. Spillman, after being duly sworn, state:

1. My name is Lori E. Spillman and I reside in Santa Fe, New Mexico.

2. I am a member of the governing body of The MASTERS Program 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 MASTERS Program'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.

Lori E. Spillman
[Signature]

11/6/17
Date

Lori E. Spillman
[Print]

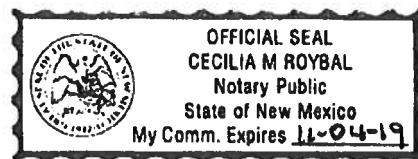
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 6th day of NOV., 2017.

[Notary Seal:]

Cecilia M. Roybal
NOTARY PUBLIC

My commission expires: 11-04, 2019.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the MASTERS Program, located in Santa Fe, New Mexico.

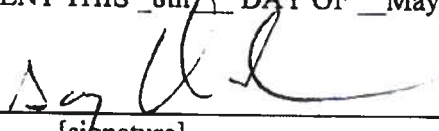
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

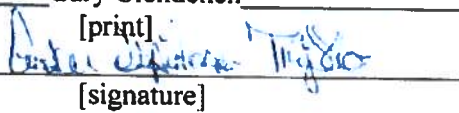
We make this statement as part of _____ application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

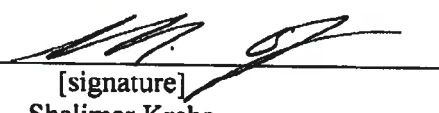
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

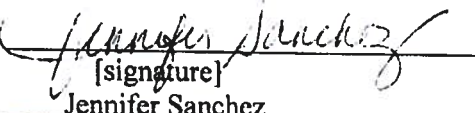
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.


THE FOLLOWING MEMBERS OF THE MASTERS PROGRAM GIVE THE FOREGOING STATEMENT THIS 8th DAY OF May, 2018.

1. 
[signature]

Gary Clendenen
[print]
2. 
[signature]

Amber Espinosa-Trujillo
[print]
3. 
[signature]

Shalimar Krebs
[print]
4. 
[signature]

Jennifer Sanchez
[print]
5. 
[signature]

Ahlum Scarola
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the MASTERS Program, 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 _____ 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.

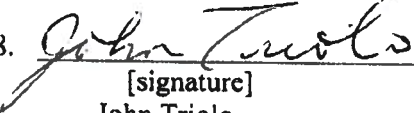
THE FOLLOWING MEMBERS OF THE MASTERS PROGRAM GIVE THE FOREGOING STATEMENT THIS 8th DAY OF May, 2018.

6. 
[signature]

Kelly Smith
[print]

7. 
[signature]

Lori Spillman
[print]

8. 
[signature]

John Triolo
[print]

9. _____
[signature]

[print]

10. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on June 12, 2018 at 5:05 p.m., a meeting of the Governing Body of The MASTERS Program, a New Mexico public charter school, was held at Santa Fe Community College, 6401 Richards Ave, Santa Fe, NM 87508. 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 4 in favor and 0 opposed to Kelly Smith moved to approve Lori Spillman as a new voting GC member, second by Jennifer Sanchez, passed unanimously. _____

The members voting in favor were: Amber Espinoza-Trujillo, Jennifer Sanchez, Kelly Smith, John Triolo

The members voting in opposition were: None

The members abstaining from vote: Lori Spillman

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

John Triolo

John Triolo

President



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 6, 2018

John Triolo
The MASTERS Program Early College Charter School
SFCC LL320 6401 Richards Avenue
Santa Fe, NM 87508

Dear Mr. Triolo:

Thank you for your notification of a governing body designation dated June 25, 2018 in which The MASTERS Program Early College Charter School provided notification to the Public Education Commission (PEC) of the designation of Lori Spillman.

This notification of a governing body designation will be presented to the PEC at the meeting on July 18, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

School Governance Change

Albuquerque School of Excellence

On April 26, 2018, a vacancy was created on the Governing Board by the resignation of Dr. Unal Sakoglu. The resignation was not reported in a timely fashion, but all documentation has been received. The position was to be filled, an extension filed, or closed by June 10, 2018. The position was not closed timely.

On May 15, 2018, a vacancy was created on the Governing Board by the resignation of Dr. Eric Coontz. The resignation was not reported in a timely fashion, but all documentation has been received.

On June 16, 2018, a vote was taken to limit membership to 5 members for the 2018-2019 school year. The school has submitted a certification of the vote.

The board currently has 5 seated members. The school's bylaws state the board "will be comprised of seven members. The number of members may be increased or decreased as needed (subject to a five-member minimum) by amendment to these Bylaws." Although the school voted to have five members for the 2018-2019 school year, verbiage from the minutes does not indicate this was an amendment to current bylaws. The school is out of compliance with its bylaws.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Albuquerque School of Excellence Current Number of Governing Body Members: 5

Date submitted: 7/3/2018 Contact Name: Dr. Ebubekir Orsun E-mail: ed101@abqse.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Dr. Unal Sakoglu	13201 Lomas Blvd NE Albuquerque, NM 87112 505 312 7711 unal@abqse.org	Resignation	6/16/2018	Workload and moving out of New Mexico and impossible to fulfill GC required instructional hours	From: 9/1/2010 To: 6/16/2018
Dr. Eric Coontz	13201 Lomas Blvd NE Albuquerque, NM 87112 505 312 7711	Resignation	6/16/2018	Workload and health concerns and impossible to fulfill GC required instructional hours	From: 9/10/2011 To: 6/16/2018
Click here to enter Board Member name.	Eric.coontz@abqse.org Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Digitally signed by Osman Anderoglu
DN: cn=Osman Anderoglu, o=University of New Mexico, ou=Department of Nuclear Engineering, email=anderoglu@unm.edu, c=US
Date: 2018.07.10 14:40:00 -0600

Original Signature of Governing Council President or Designee: _____ Date: 7/10/2018

Printed Name of Governing Council President or Designee: Osman Anderoglu



Ebubekir Orsun <ed101@abqse.org>

ASE Governing Council

1 message

Unal Sakoglu <unal@abqse.org>

Thu, Apr 26, 2018 at 6:48 PM

To: "Dr. Ebubekir Orsun" <ed101@abqse.org>, Osman Anderoglu <anderson@abqse.org>, Eric Coontz <eric.coontz@abqse.org>, Mustafa Sinan Cetin <muscetin@abqse.org>, Orlando Vigil <ovigil@abqse.org>, Kathy Bustos-Garcia <kgarcia@abqse.org>
Cc: asegc@abqse.org

Hi Everyone,

First I would like to apologize that I could not join the some of the meetings this year, the spring was very busy for me with just too many travels including many of the weekends. I was planning to join the meeting last weekend, but something also came up.

Also with my two little daughters increasingly needing my time & attention especially at the weekends, I have also found it increasingly difficult to attend the meetings and to contribute to the GC, and so recently I haven't been able to put the deserved time and effort. I have also discussed previously with Osman a little bit; I think it will be in the best interest of the school if I discontinue my GC seat after the month of June and let my GC seat to another person who can dedicate the deserved time & effort for the school. I hope this notice will give the GC enough time to find a new GC member and for transition.

I am writing this with the confidence of knowing that the school is already in very good hands. I am grateful to have worked with all of you, as well as the previous GC members and principals. Abqse has been tremendously successful. I am proud of the achievements we have done and glad I have been a part of this effort.

This is not a farewell and I certainly will keep in touch after I discontinue the GC, and I will certainly follow the developments at the school. Albuquerque is my adopted hometown with many relatives and friends, and I will see you all around when I visit!

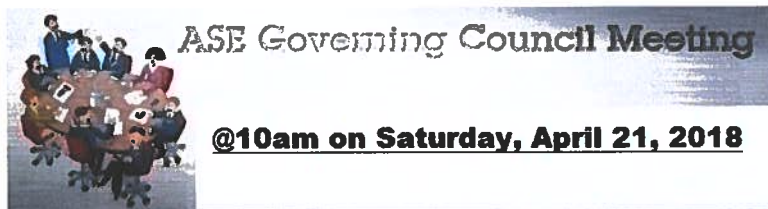
Best,

Unal
mobile: 505-710-7645

On Thu, Apr 19, 2018 at 1:16 PM, Dr. Ebubekir Orsun <ed101@abqse.org> wrote:

Dear GC members,

Because we have many items to approve and Salary Schedule and Bell Schedule are due April 27, your presence and attendance are greatly appreciated.



Albuquerque School of Excellence Governing Council sets next meeting in March and will meet at 10a.m. on Saturday, April 21, at ASE-Room 300 on 13201 Lomas Blvd NE, Albuquerque, New Mexico 87112. For more information about the meeting, please call 505-312-7711.

The Open Forum for public comment will be held at the beginning of the GC meeting with five minutes per presenter. Presenters for the Open Forum are asked to sign up prior to the meeting. Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged.

The draft agenda for the meeting may be viewed below. [Draft Agenda](#)

Kindest Regards,

Dr. Ebubekir (Edward) Orsun
Principal

Chief Procurement Officer

Albuquerque School of Excellence
13201 Lomas Blvd NE

000052



Ebubekir Orsun <ed101@abqse.org>

ASE Governing Council Meeting

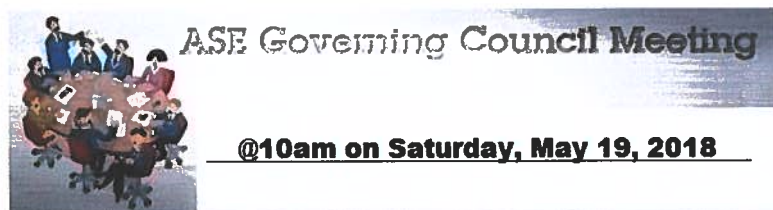
2 messages

Dr. Ebubekir Orsun <ed101@abqse.org>

To: asegc@abqse.org

Cc: admin@abqse.org

Mon, May 14, 2018 at 4:58 PM



Albuquerque School of Excellence Governing Council sets next meeting in May and will meet at 10a.m. on Saturday, May 19, at ASE-Room 300 on 13201 Lomas Blvd NE, Albuquerque, New Mexico 87112. For more information about the meeting, please call 505-312-7711.

The Open Forum for public comment will be held at the beginning of the GC meeting with five minutes per presenter. Presenters for the Open Forum are asked to sign up prior to the meeting. Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged.

The draft agenda for the meeting may be viewed below. [Draft Agenda](#)

Kindest Regards,

Dr. Ebubekir (Edward) Orsun

Principal

Chief Procurement Officer

Albuquerque School of Excellence

13201 Lomas Blvd NE

Albuquerque, NM 87112

Phone: 505 312 7711 Ext. 300

The mission of **Albuquerque School of Excellence** is to provide a safe and collaborative environment which will cultivate the academic and social development for all students regardless of their socio-economic status by emphasizing math, science, and technology for the purpose of students setting and meeting higher education goals.

The vision of **Albuquerque School of Excellence** is to enable students to succeed in school and have options to enter math, science and engineering careers. ASE is a college preparatory charter school focusing on math, science, and technology. Members of ASE believe that excelling in math and science prepares youth to succeed in college, the workplace, and the 21st century.

ERIC COONTZ <ejcabq@gmail.com>

To: "Dr. Ebubekir Orsun" <ed101@abqse.org>, asegc@abqse.org

Cc: admin@abqse.org

Tue, May 15, 2018 at 1:32 PM

I will be unable to attend or phone in as I will be in Seattle taking a course. Also, I will be unable to attend the June meeting as I will be in the Philippines. I apologize for not being available. As my tenure on the GC effectively ends with the June meeting, I wish everyone well. Thanks for contributing to the success of ASE. All the best, Eric

Dr. Eric J. Coontz, DDS, MS, D.ASBA

8311 San Pedro NE, Suite 3

000053

Meeting Minutes
Albuquerque School of Excellence
Governing Council Meeting

Meeting Location: 13201 Lomas Blvd. NE Albuquerque, New Mexico 87112

Date: June 16, 2018

Time: 9:00 – 11:10

- I. **Attendance:** The meeting was called to attendance by Dr. Anderoglu. The following members of the Governing Council were present: Dr. Orsun (School Principal), Dr. Ozden, Mr. Vigil and Ms. Garcia. Visitors included Michael Vigil and Rebekah Mahape and Dr. Sakoglu, Dr. Cetin and Dr. Coontz were absent.
- II. **Call to order and establishment of quorum**
The people listed above are named the Governing Council of the Albuquerque School of Excellence in the Articles of Incorporation and their attendance constitutes a quorum.
- III. **Public Comments**
No public comments
- IV. **(Action) Approval of Current Agenda Items**
 - a. Adding of new discussion items. Mr. Vigil requested discussion on a School Improvement Team
 - b. Dr. Anderoglu moved to approve the current agenda. Dr. Ozden seconded. A vote was taken and the current agenda items were approved.
- V. **(Action) Approval of previous GC meeting minutes**
 - a. The meeting minutes were reviewed by the Governing Council
 - b. Dr. Anderoglu moved to approve the minutes. Ms. Garcia seconded. A vote was taken and the minutes were approved.
- VI. **(Action) June 2018 Financials and Bank Reconciliations**
 - a. Michael Vigil and Rebekah Mahape presented the financial report and the bank reconciliations. They report that ASE is in good financial standing.
 - b. Ms. Garcia moved to approve the June financials and bank reconciliations. Dr. Anderoglu seconded. A vote was taken and the financials and reconciliations were approved.

The mission of **Albuquerque School of Excellence** is to provide a safe and collaborative environment which will cultivate the academic and social development for all students regardless of their socio-economic status by emphasizing math, science, and technology for the purpose of students setting and meeting higher education goals.

- VII. (Action) Approval of Budget for Fiscal Year 2018 – 2019 (FY19)**
a. Ms. Garcia moved to approve the budget for the 2018 – 2019 fiscal year. Dr. Anderoglu seconded. A vote was taken and the budget was approved.
- VIII. (Discussion) Business Manager’s Report to Governing Council**
a. Michael Vigil and Rebekah Mahape presented the business Manager’s report
- IX. (Discussion) Principal’s Report to Governing Council**
a. Dr. Orsun presented the principal’s report.
- X. (Action) Approval of Fine Arts Elementary Act, Title I, Title II and IDEA b Grant RFA**
a. Dr. Anderoglu moved to approve the Fine Arts Elementary Act. Ms. Garcia seconded. A vote was taken and the Fine Arts Act was approved.
- XI. (Action) Approval of Out of State Teacher applicant’s Moving Expense Reimbursement**
a. Dr. Anderoglu moved to approve the Reimbursement Act. Ms. Garcia seconded. A vote was taken and the Reimbursement Act was approved.
- XII. (Action) Approval of Professional Services Agreement for Legal services**
a. Dr. Anderoglu moved to approve the Professional Services Agreement. Ms. Garcia seconded. A vote was taken and the Professional Services Agreement was approved.
- XIII. (Action) Deciding number of positions available on the Governing Council for 2018 – 2019**
a. It was decided that ASE will have five Governing Council members for the 2018 – 2019 school year.
b. Dr. Anderoglu moved to approve the number of Governing Council members. Mr. Vigil seconded. A vote was taken and the number was approved.
- XIV. (Discussion) Governing Council Members’ Required Training and Attendance**
a. Members reviewed their training hours and will address their missing training requirements before the end of the fiscal year.

The mission of **Albuquerque School of Excellence** is to provide a safe and collaborative environment which will cultivate the academic and social development for all students regardless of their socio-economic status by emphasizing math, science, and technology for the purpose of students setting and meeting higher education goals.

XV. 10:50 (Executive Session) Review and Evaluation of School Administration and Principal's Contract (Salary) for 2018 – 2019

- a. Discussion regarding evaluations of Dr. Orsun. Agreement to hire Dr. Orsun as principal for the 2018 – 2019 school year.
- b. Evidence of this hiring is in the approved meeting minutes outlining the evaluation was conducted.
- c. Salary for Dr. Orsun will remain the same until it can discussed at our next Governing Council meeting.

XVI. 11:10 Closing Remarks and Adjournment

XVII. Closing Remarks and Adjournment

- a. The meeting was adjourned at 12:00 PM

The mission of **Albuquerque School of Excellence** is to provide a safe and collaborative environment which will cultivate the academic and social development for all students regardless of their socio-economic status by emphasizing math, science, and technology for the purpose of students setting and meeting higher education goals.

**ALBUQUERQUE SCHOOL OF EXCELLENCE
GOVERNING COUNCIL**

BYLAWS

I. NAME.

The governing body of the Albuquerque School of Excellence ("ASE") will be known as the "Albuquerque School of Excellence Governing Council", or as the ASE Governing Council. Both names apply to the same entity.

II. PURPOSE AND POWERS.

A. Purpose. The purpose of the ASE Governing Council is to govern the ASE in accordance with the terms of its charter, in compliance with the New Mexico Charter Schools Act, NMSA 1978 §§22-8B-1, *et seq.* as amended from time to time. The Governing Council acts as a Board of Finance for the state-approved charter school. The Governing Council has a responsibility to ensure that ASE operates in accordance with all applicable laws and regulations, complies with the Open Meetings Act (NMSA 1978.10.15), and meets its commitments to the PED authorizer as reflected in its charter.

B. General.

The Governing Council is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governing Council is the policy-making body for the school. The Governing Council will exercise leadership primarily through the formulation and adoption of policies.

C. Powers.

The powers and duties of the Governing Council shall be as prescribed by the ASE Charter and the New Mexico Public School Code and all applicable laws and regulations. The Governing Council shall have the following powers and duties:

1. Develop educational and operational policies;
2. Adopt rules and policies pertaining to the administration of the Governing Council and ASE;
3. Employ, supervise and annually evaluate the Principal/Head Administrator of the school, and delegate administrative and supervisory functions of the day-to-day operations of the school to the Principal/Head Administrator;
4. Review, approve and monitor the implementation of the annual budget, of anticipated income, and expenditures; vote on Budget Adjustment Requests (BARS), and direct preparation of the annual financial audit;
5. Acquire, lease and dispose of property, both real and personal to the extent permissible by laws applicable to public schools;
6. Initiate lawsuits or take all necessary steps to protect ASE's interests;

7. Authorize the repair and maintenance of all property belonging to ASE, or for which ASE is contractually responsible to maintain and repair;
8. Enter into contracts consistent with the ASE approved budget for any service or activity that is required for ASE to carry out the educational program described in its charter and in accordance with the New Mexico Charter School Act as amended;
9. Accept or reject any charitable gift, grant, devise or bequest;
10. Approve amendments to the charter prior to presentation to the authorizer for approval;
11. Make application to the authorizer of the Public School Capital Outlay Council for capital outlay funds;
12. Amend the Bylaws of the Governing Council from time to time consistent with the mission of ASE;
13. Delegate to the Principal/Head Administrator the authority to implement the approved charter and the schools' policies and procedures, facilities plans, budget and such other directives and policies adopted by the Governing Council. The Governing Council shall not be involved in the day-to-day operations of the school;
14. The Governing Council will have primary responsibility for the development and review of all major policies; problem resolution which has escalated to the Governing Council according to policies, procedures and appropriate protocol; and review recommendations submitted by the Principal/Head Administrator and other Governing Council consultants and advisors;
15. Promote a cooperative relationship with its charter authorizer; to function in accordance with the New Mexico Charter School Act and resolve any dispute, which may arise between the Governing Council and its authorizer, the Public Education Department;
16. Review and approve amendments to the Charter;
17. Act as board of finance responsible for fiscal soundness;
18. Review strategic plan and progress;
19. Assess compliance and progress in achieving educational outcomes and assess program evaluation plan;
20. Reserve any other powers and duties as included in the charter and that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, et seq. and the New Mexico Public School Code, Chapter 22 of the New Mexico Statutes.

III. NUMBER OF GOVERNING COUNCIL MEMBERS.

The Governing Council will be comprised of seven members. No more than two (2) Council member shall be parents of current ASE students at the time of election/appointment. The number of members may be increased or decreased as needed (subject to a five-member minimum) by amendment to these Bylaws.

IV. GOVERNING COUNCIL MEMBERSHIP.

- A. Selection of Council Members.** The governing body will be selected from the community. Due to the nature of the responsibilities of a Board of Finance, ASE will recruit community members who may have finance, business, law, and/or school leadership experience. Individuals wishing to serve on the Governing Council must submit their names, brief resumes, and a short statement outlining their interests, goals, and objectives in serving on the Governing Council.
- B. Vacancies.** When a vacancy exists on the Governing Council, the vacancy shall be advertised on the ASE website. The Governing Council shall obtain nominations by notifying community, business, and/or education leaders of regular term vacancies on the Council along with a description of the responsibilities of serving as a member and the date and time of the Governing Council meeting at which the position will be voted on by the Governing Council. Interested individuals will be asked to submit their name and qualifications and reasons for wanting to serve on the Governing Council or to submit the names of other individuals who they believe would be an asset to the Governing Council. The vacated seat on the Governing Council may be filled by either appointment or election. Current Governing Council members and ASE administration may nominate candidates at a regularly scheduled meeting of the Governing Council. If more than one person is nominated, the new member shall be elected by a majority vote of the existing Governing Council. If only one nominee exists, the vacancy will be filled by appointment based on consensus of the Council. A vacancy other than a vacancy occurring by an expiration of a term shall be filled by the Governing Council by the process identified above. Once the vacancy is filled, the term shall only be for the unexpired portion of the term of the member being replaced.
- C. Nominations.** Nominations shall be given to the Secretary of the Governing Council before the date of the regular meeting at which the vote of the Governing Council shall be made.
- D. Term of Council Members.** The terms of the Governing Council members shall be as follows:

For the initial term that begins upon the approval of ASE's charter, all members of the Governing Council shall be appointed by the founding members, as listed in the charter application. Positions that become available on the Governing Council during or after this initial term shall be filled by the majority vote of the remaining Governing Council.

Members shall be elected by the vote of the majority of the Council to serve a term of three (3) years. A member may (if desired) be elected to succeed himself or herself as director.

- E. Compensation.** Governing Council members will not receive compensation for their services; however, members may be compensated for reasonable expenses in accordance with the New Mexico Mileage and Per Diem Act.
- F. Resignations and Removal.** Any member may resign at any time by giving written notice to the President or to the Secretary, and, unless otherwise specified therein, the

acceptance of such resignation shall not be necessary to make it effective. The exiting Council member agrees to return all ASE equipment and materials.

Any member may be removed by a majority vote of the Governing Council whenever such removal is in the best interests of ASE. Grounds for removal will include, without limitation, the following:

1. Violation of the Conflict of Interest Policy;
2. Failure to attend three consecutive scheduled meetings of the Governing Council, except when such absence is excused by the President or is due to exigent circumstances;
3. Violation of the member's duties, including duty of loyalty and fiduciary duties; or
4. Any other grounds the Governing Council deems appropriate.

G. Attendance. Members of the Governing Council are required to attend all scheduled meetings of the Governing Council unless exigent circumstances arise. If a Council member cannot be physically present at a meeting for unavoidable conflict, he/she may make arrangements to appear by telephone in accordance with the provisions of the Open Meetings Act. A member of the Governing Council unable to attend a Governing Council meeting will notify the President of the Governing Council or the Principal by phone or e-mail as soon as possible prior to the meeting. If the member intends to appear by telephone the Council member shall make arrangements with the Principal or his/her designee. If the President cannot attend the meeting, he/she must notify the Vice-President and forward all information regarding the upcoming meeting to him/her, including notices of non-appearances by other Council members.

H. Individual Member's Authority. A member of the Governing Council is a public officer, but has no power or authority individually. The charter vests power in the Governing Council and not in its members individually. These powers must be exercised by the Governing Council at public meetings, whether regular, special, or emergency meetings, with action duly recorded in its minutes.

I. Binding Authority. The Governing Council shall not be bound in any way by any action or statement on the part of any individual Governing Council member except when such a statement or action is in pursuance of specific instructions from the Governing Council as a whole. Any such exception shall be recorded as an action item of the Governing Council and recorded in the minutes.

J. Advance Notice. The Governing Council recognizes the importance of timely communication among its members (subject to the Open Meetings Act) and between the Governing Council and the Principal. The Principal or his/her designee will strive to insure that the Governing Council is given prior notice of matters submitted by members for deliberation at meetings.

V. GOVERNING COUNCIL OFFICERS.

A. Officers. The Officers of the Governing Council shall be a President, a Vice President, a Treasurer, and a Secretary. The Governing Council, in its discretion, may provide for different categories of officers, including, without limitation, one or more Assistant Treasurers and/or Assistant Secretaries. The duties of certain officers

are set forth herein. If/When an Officer is unable to perform the duties thereof or when there is no incumbent of an office (both such situations referred to hereafter as the "absence" of the Officer), the duties of the office shall, unless otherwise provided by the Governing Council or these Bylaws, be performed by the next Officer set forth in the following sequence: President, Vice President, Treasurer and Secretary.

- B. Appointment and Tenure.** All Officers shall be elected each year by the Council at its Annual Meeting for terms of one (1) year. Officers' terms shall commence immediately following the Annual Meeting of the Board.
- C. Resignations and Removal.** Any Officer may resign as an Officer at any time by giving written notice to the President or to the Secretary, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any Officer may be removed by the Council whenever in its judgment he/she fails to perform the duty of office or such other duties as appointed by the Governance Council and the best interests of the School would be served thereby.
- D. Vacancies.** A vacancy in any office may be filled by the Governing Council for the unexpired portion of the term of the officer being replaced.
- E. President.** The President of the Governing Council shall preside at all meetings and shall appoint committees with approval of the Governing Council. He/She shall have the right, as other members of the Governing Council, to make or second motions, to discuss questions, and to vote. The president of the Governing Council may not act for or on behalf of the Governing Council without prior specific authority from a majority of the Governing Council to do so. All communications addressed to the President shall be considered by him/her for appropriate action, which consideration may include consulting with legal counsel, and consideration by the Governing Council. The President shall sign legal documents as required by law and perform such other duties as may be prescribed by the Governing Council. It is the President's responsibility to ensure that Governing Council members uphold their commitments/responsibilities to the school. The President, in collaboration with the Principal, is responsible for compiling the topics for business to be placed on the agenda. Any member of the Governing Council may offer items to be heard or discussed at any meeting of the Council. The President will act as a liaison between the Governing Council and the Principal and Business Manager. The President will coordinate all orders and resolutions of the council with the Principal and Business Manager and will review progress with these individuals at the Governing Council Meetings.
- F. Vice President.** The Vice-President shall perform the duties of the President in the absence of the President or at the request of the President. In the event a vacancy occurs in the presidency, the Vice-President will act in the capacity of the President until the office has been filled by a vote of the Governing Council membership.

- G. Treasurer.** The Treasurer shall be familiar with the fiscal affairs of the School and keep the Council informed thereof in the event that the School's Business Manager is unable to so act. He/She will have knowledge of public school finance laws, rules and policies and shall serve as the Chairperson of the ASE Finance Committee. He/She shall attend the PED Spring Budget Workshop and/or any other financial regulatory training recommended by the Principal or the Business Manager.
- H. Secretary.** The Secretary shall keep the minutes of the Governing Council meetings, subject to the direction of the President, assure that all notices are given in accordance with the provisions of the Charter, Governing Council policies and as required by law; shall countersign, when required, all authorized bonds, contracts, deeds, leases, or other legal instruments; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the Governing Council. The Council may appoint a designee to assist with the responsibilities of the Secretary as described herein, including recording and transcribing the minutes of the meetings, posting notices and agendas and preparing packets for the Governing Council's review. The Council Secretary will review the minutes prior to presentation to the Governing Council for approval. The Secretary shall be responsible for presenting the minutes to the Council at meetings.
- I. Directors and Officers Insurance.** The Governing Council may secure officers and directors insurance in excess of the coverage provided by the NM Public School Insurance Authority upon appropriate approval of the Governing Council and if provided for in the charter school's approved budget.

VI. STANDING COMMITTEES OF THE GOVERNING COUNCIL.

The Governing Council will have the authority to form the following committees based on the needs of the School;

A. Standing Committees:

- 1. Council Planning/Development Committee:** The Governing Council planning/development committee is commissioned by and responsible to the Governing Council to assume the primary responsibility for matters pertaining to Governing Council recruitment, nominations, orientation, training, and evaluation in accordance with the Governing Council policies and bylaws as well as established policies and practices approved by the Governing Council.
- 2. Council Finance Committee:** The Council Finance Committee shall be composed of the Treasurer, the ASE Business Manager and one other Council member appointed by the Council. The Finance Committee assumes primary responsibility for: making recommendations to the Council in the areas of financial planning, including reviews of the school's revenue and expenditure projections; review of financial statements and periodic monitoring of revenues and expenses; annual budget preparation and oversight; and procurement. The

Finance Committee shall also serve as an external monitoring committee on budget and other financial matters.. It will also present the budget to the full Governing Council and be responsible for any reporting related to the budget. The finance Committee shall meet at least three times per year, in the autumn, spring and summer.

3. **Council Audit Committee:** The Council Audit Committee shall be composed of two Council members, one volunteer Audit Committee member who is a parent of a student attending the School, and one volunteer Audit Committee member who has experience in accounting and financial matters. The Principal and Business Manager shall serve as ex officio members of the Audit Committee. The Council Audit Committee shall: evaluate the request for proposal and/or the contract for annual financial audit services; recommend the selection of the financial auditor; attend the entrance and exit conferences for annual and special audits; meet with external auditors at least monthly after audit field work begins until the conclusion of the audit; be accessible to the external financial auditors as requested to facilitate communication with the Council and the Principal; track and report progress on the status of the most recent audit findings and advise the Council on policy changes needed to address audit findings; provide other advice and assistance as requested by the Council; and be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the local school board by the New Mexico Audit Act and rules of the state auditor. .

B. Committee Selection and Membership:

- a. Election and Term: Members of each Committee may be chosen from time to time by the Governing Council and shall serve for such period of time as the Governing Council shall from time to time determine. The specific composition of the Finance and Audit Committees, however, shall be governed by the provisions of paragraphs VI.A.2 and 3, above.
- b. Meetings: Committees may meet at such times and for such purposes as they shall from time-to-time determine. Provisions for notice and procedures applicable to meetings of the Governing Council's committees shall be as prescribed by the Governing Council and shall comply with the Open Meetings Act if a quorum of Council members is present.
- c. Resignations and Removal. Any member of a committee may, at any time, resign by giving written notice to the President or the Secretary and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any member of a committee may be removed by the Governing Council whenever in its judgment the best interests of the School would be served thereby.
- d. Compensation. Members of the committees shall not receive any compensation for their services; however, they may be compensated for

reasonable expenses in accordance with the New Mexico Mileage and Per Diem Act.

- e. Ad Hoc Committees. The Governing Council has the authority to create *ad hoc* committees as deemed necessary. The policies and procedures that govern *ad hoc* committees will be determined as specified by the Governing Council action creating and approving the existence of any such committee.

VI. MEETINGS OF THE GOVERNING COUNCIL.

All meetings of the Governing Council shall be held in accordance with the New Mexico Open Meetings Act, NMSA 1978 §§10-15-1, *et seq.*

- A. Meetings.** The Governing Council will meet at regularly advertised monthly meetings. All meetings will be open to the public and the Council will provide notices to comply with all provisions of the Open Meetings Act. The Governing Council shall pass a resolution annually describing what notice of a public meeting is reasonable when applied to the Governing Council. The resolution shall describe appropriate notice and methods for posting agendas for regular, special and emergency meetings of the Governing Council.
- B. Special Meetings.** Special meetings of the Governing Council may be called at the direction of the Governing Council President. Such meetings will be held at such time and place consistent with the Governing Council's annual resolution for conducting its public meetings.
- C. Attendance via Telephone Conference Call.** Except to the extent otherwise provided by law, any meeting of the Governing Council may be attended by any not exceeding three of the Council Members by means of a teleconference device (or similar communications equipment) when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any other member of the Governing Council who speaks during the meeting. Such attendance shall constitute presence by the Governing Council member as if in person at such meeting and for purposes of determining a quorum. Any action taken by the Governing Council at such meeting shall constitute a valid action of the Governing Council.
- C. Notice.** The Governing Council shall provide notice and post agendas in accordance with the New Mexico Open Meetings Act. Reasonable notice of the Governing Council shall include broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have provided a written request for such notice. Notice of meetings and the availability of meeting agendas shall be consistent with the Governing Councils annual resolution. An agenda will be

made public and contain items of business to be discussed. Public participation will be made available at a specific time in each agenda. Except in cases of emergency the Governing Council shall only act on matters identified on the agenda.

D. Emergency. An emergency meeting or agenda item is one necessitated by unforeseen circumstances that if not addressed immediately by the Governing Council, will likely result in injury or damage to persons or property or substantial financial loss to the School.

E. Minutes. The Governing Council shall keep written minutes of all its meetings. The minutes shall include at minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open for public inspection. Draft minutes shall be prepared within ten next meeting where a quorum is present. Minutes shall not become official until approved by the Governing Council and signed by the Secretary.

VII. CONFIDENTIAL MATTERS.

The Governing Council recognizes that confidential information will be brought to the attention of individual Governing Council members and/or the Governing Council as a whole pertaining to, but not limited to, the following:

1. Matters relating to the employment or dismissal of, or charges against, specific ASE personnel;
2. Matters relating to litigation or proposed litigation in which the Governing Council is or may become a party, or attorney-client communications;
3. Consideration of the acceptance of gifts, bequests, or donations where confidentiality has been requested by the donor;
4. Consideration of wages and benefits for the Principal;
5. Consideration of suspension, expulsion, or disciplinary action in connection with a student; and
6. Such matters that may arise and qualify as being confidential by law.

The Governing Council further recognizes that public disclosure of such information may result in injury to individual or potential harm and possible liability to ASE, and that the Governing Council members must respect confidentiality of information that is privileged under applicable law

VIII. MANNER OF ACTION.

A. Quorum. A majority of the seated Council Members, whether personally present or appearing telephonically, shall constitute a quorum for the transaction of business at any meeting of the Governing Council.

B. Financial Matters. The Governing Council shall approve all contracts, except for employee contracts (other than the Principal's) and purchases up to the limit of the New Mexico Procurement Code, unless approval is specifically delegated by the Council to the Principal.

C. Manner of Acting. No action of the Governing Council shall be valid unless taken at a meeting at which a quorum, as defined herein, is present and which has been properly noticed pursuant to the New Mexico Open Meetings Act, NMSA (1978) §§10-15-1 *et seq.* A majority vote will be required to pass a vote on school matters. The general rules of procedures will be governed by a modified version of Robert's Rules of Order.

IX. CONFLICTS OF INTEREST.

A. General Statement. A member shall voluntarily excuse him/herself from discussions of confidential information and abstain from voting on matters in which the Governing Council member has a personal or financial interest, including an interest by a member of the Governing Council's immediate family, or where the Governing Council's participation will or may compromise the confidential nature of the discussion. Failure to voluntarily remove him/herself from such conflicts of interest may result in a vote to remove the member from the Governing Council.

B. Disclosure. Each Council Member agrees to complete and sign a Disclosure of Conflicts of Interest statement prior to accepting his/her position on the Council. In addition to this statement, Council Members shall update the disclosure statement as required and shall otherwise immediately notify the President of the Governing Council when he or she becomes aware that an actual or potential conflict may exist.

C. Conflict of Interest Policy. Each Council Member agrees to abide by the Conflict of Interest Policy adopted by the Governing Council.

X. MISCELLANEOUS.

A. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money, and all notes or other evidences of indebtedness issued in the name of the School shall be signed by such Officer or Officers, agent or agents of the School as designated by the Governing Council.

B. Books and Records. The Governing Council shall keep accurate and complete books and records of the actions of the Governing Council. Such records shall be open to inspection by the members of the Governing Council at any time, or members of the public pursuant to the Inspection of Public Records Act, NMSA 1978 14-2-1 *et seq.*

XI. CODE OF ETHICS.

Members of the Governing Council will be expected to adhere to the Code of Ethics for New Mexico School Board Members.

XIII. TRAINING/PROFESSIONAL DEVELOPMENT.

Newly elected board members will be expected to participate in trainings, review the charter bylaws and content, and review meeting minutes. The Governing Council will support new members by ensuring he/she feels prepared to participate in the decision-making process.

The Governing Council will attend training in charter school law, budget, policy, procurement code, open meetings act, code of ethics, strategic planning and the Council will support the New Mexico Coalition for Charter Schools as appropriate. ASE will provide each Council member travel and training expenses as appropriated by the Council.

Council members shall attend the mandatory annual training sessions prescribed by New Mexico law, NMSA 1978 §22-8B-5.1.

XIV. AMENDMENTS.

These Bylaws may be altered or amended by an affirmative vote of the Governing Council at any regular meeting or at a special meeting called for the purpose, provided that a written notice shall have been personally delivered, sent by facsimile or sent by regular mail or e-mail to the last known address for receipt at least three (3) days before the date of such regular or special meeting, which notice shall state the alterations or amendments which are proposed to be made in such Bylaws. Only such changes as have been specified in the notice shall be made. If, however, all GC members shall be present at any regular or special meeting, these Bylaws may be amended by a unanimous vote, without any previous notice, and should be reflected in the meetings minutes.

CERTIFICATION

The foregoing Bylaws of the Governing Council of Albuquerque School of Excellence were adopted by the Governing Council of the school at a duly called meeting on _____, 2010, at which a quorum was present.

Approved by the Albuquerque School of Excellence Governing Council this 21 day of May, 2014

President: _____ Date: 05/21/2014

Secretary: [Signature] Date: 05/21/2014

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on June 16, 2018 at 9:00 A.M., a meeting of the Governing Body of Albuquerque School of Excellence, a New Mexico public charter school meeting was held at 13201 Lomas Blvd. NE, Albuquerque, New Mexico 87112. 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 in favor of having five Governing Board members instead of 7 for the 2018-2019 school year, Dr. Anderoglu moved to approve the number of Governing Council members. Mr. Vigil seconded. A vote was taken and the number was approved.

The members voting in favor were: Dr. Ozden, Mr. Vigil, Dr. Anderoglu and Kathy Garcia.

The members voting in opposition were none.

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

Kathy Garcia Secretary



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CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 9, 2018

Dr. Osman Anderson
Albuquerque School of Excellence
13201 Lomas Blvd., NE
Albuquerque, NM 87112

Dear Dr. Anderson:

Thank you for your notification of a governing body resignation dated July 5, 2018 in which Albuquerque School of Excellence provided notification to the Public Education Commission (PEC) of the resignations of Dr. Unal Sakoglu and Dr. Eric Coontz. The notification contained all required information.

Notification that the board voted in open meeting to close these two positions has been received. The notification did not contain all required information; please provide a certification of the vote no later than July 16, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on July 18, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families