

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: October 12, 2017
- II. Item Title: Report from Options for Parents & The Charter School Division—
Discussion and Possible Actions
 - A. Charter School Division Update
 - B. Report on Governance Changes
 - a. Albuquerque School of Excellence
 - b. Alma d'Arte Charter High School
 - c. Amy Biehl High School
 - d. Gilbert L. Sena Charter High School
 - e. Health Leadership High School
 - f. Horizon Academy West
 - g. La Promesa Early Learning Center
 - h. Media Arts Collaborative Charter School
 - i. Monte del Sol Charter School
 - j. New Mexico Connections Academy
 - k. New Mexico School for the Arts
 - l. Six Directions Indigenous School
 - m. Southwest Secondary Learning Center
 - n. Technology Leadership High School
 - o. The Montessori Elementary and Middle School
 - p. The New America School-Las Cruces

III. Executive Summary and Proposed Motions:

A. Charter School Division Update

Please find attached the Ongoing Actions Tracker. CSD will provide additional information.

Public Education Commission

On-going Actions and Monitoring as of October 9, 2017

Status of Charters Under a Notice of Intent to Revoke, Revocation Decision or Non-Renewal Decision

Charter School Name	Commission Action and Date	Alleged Violation	Status
Anthony Charter School	Non-renewal - December 10, 2014	<ul style="list-style-type: none"> • Failure to meet prior renewal conditions including: • Identifying how the Discovery short cycle aligns with academic program • Strategic planning by governing counsel to measure student progress • Strategic planning by governing counsel to evaluate principal • Approving all policies required by law • Failure to meet improvement plan requirements • Violations of material terms and failure to meet goals of contract • The application is otherwise contrary to the best interests of the charter school's projected students, the local community, or the school district in whose geographic boundaries the charter school applies to operate. 	<ul style="list-style-type: none"> • On December 9, 2016, CSD received a copy of a settlement agreement from the PED Office of General Counsel, which appears to be a settlement agreement between the PED and Anthony Charter School from January 11, 2016. That agreement was provided in the Commissioner's January meeting materials. The settlement agreement indicates Anthony Charter School will be up for renewal in December 2017. • The school leader attended the Renewal Applicant Training, but has notified us that his contract has not been renewed for the coming year.
Estancia Valley Classical Academy	Non-Renewal – December 7, 2016	<ul style="list-style-type: none"> • School's policies are in direct violation of federal law. 	<ul style="list-style-type: none"> • On December 7, the PEC voted to not renew the school's charter. • On December 20, 2016, the school's decision letter was sent by email. • The school submitted a notice of appeal on January 6, 2017.

Public Education Commission
On-going Actions and Monitoring as of October 9, 2017

Charter School Name	Commission Action and Date	Alleged Violation	Status
			<ul style="list-style-type: none"> • An appeal hearing was scheduled for February 16, 2017. • The PEC filed a motion to continue the hearing. • The hearing was continued to March 2, 2017 at 1:30 PM. • On February 21, the PEC rescinded the non-approval and granted a 3 year conditional approval. • On February 27, the PED issued an Order Vacating the Hearing for March 2nd in the appeal. (attached) • EVCA filed an appeal (and associated pleadings) of the three year conditional renewal on April 14, April 18, and April 24. • A hearing was scheduled for May 10. • The PEC filed a brief in the matter on May 5. • The CSD filed a brief on May 8. • A pre-hearing conference was held on May 8 at the request of EVCA, who sought an extension of the date of hearing. • A hearing was held on June 9th. Commissioners Gipson, Armbruster, and Johnston were in attendance.

Public Education Commission
On-going Actions and Monitoring as of October 9, 2017

Charter School Name	Commission Action and Date	Alleged Violation	Status
			<ul style="list-style-type: none"> • The hearing officer's report was submitted to the PED Secretary of Education dated June 21, 2017. The hearing officer's recommendation affirmed the CSD's initial recommendation of a five year approval with conditions and recommended the reversal of the PEC's decision. • The hearing officer concluded the PEC did not act in accordance with the Open Meetings Act in the discussion of reasoning to vote against the CSD recommendation and instead approve EVCA for three years with conditions. • The Secretary issued a decision overturning the decision of the PEC. The Secretary's decision grants the school a 5 year renewal with conditions. • The school has requested that the PEC enter into a contract with the school.
Dzil Ditl'ooi School of Empowerment, Action and Perseverance (DEAP)	Notice of Intent to Revoke DEAP Charter – July 7, 2017	<ul style="list-style-type: none"> • The PED presented a list of concerns about the school based on it audits findings and provided testimony to the PEC on June 15, 2017. • The Intent to Revoke is based on concerns 	<ul style="list-style-type: none"> • Notice of Intent to Revoke the DEAP Charter was emailed to the head administrator, board chair, and attorneys. • On July 12, 2017, the DEAP

Public Education Commission
On-going Actions and Monitoring as of October 9, 2017

Charter School Name	Commission Action and Date	Alleged Violation	Status
		about fiscal management, the implementation of generally accepted accounting procedures, and the performance of administrative functions by a non-licensed individual.	Governing Board President informed the CSD that a new Head Administrator started on July 11, 2017. <ul style="list-style-type: none"> The date of the revocation hearing has been changed from October 12, 2017 to October 13, 2017.

Status of Commission Requested Reports, Monitoring, Inquiries, Site Visits

Charter School Name	Date of Commission Request	Matter	Next Report
Southwest Learning Centers		Ongoing investigation.	
Coral Community Charter	December 7, 2016	<ul style="list-style-type: none"> Academic Improvement Plan Audit Corrective Action Plan 	<ul style="list-style-type: none"> February 8, 2017 in WebEPSS Quarterly thereafter
Mission Achievement Success	December 7, 2016	<ul style="list-style-type: none"> Audit Corrective Action Plan 	<ul style="list-style-type: none"> February 8, 2017 in WebEPSS Quarterly thereafter
Southwest Aeronautics Mathematics and Sciences	December 8, 2016	<ul style="list-style-type: none"> Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> February 8, 2017 in WebEPSS Quarterly thereafter
Southwest Primary Learning Center	December 8, 2016	<ul style="list-style-type: none"> Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> February 8, 2017 in WebEPSS Quarterly thereafter Biannual visit conducted on September 27, 2017. Compliance concerns have been reported in WebEPSS and will be released to schools.
Southwest Secondary Learning Center	December 8, 2016	<ul style="list-style-type: none"> Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> February 8, 2017 in WebEPSS

Public Education Commission
On-going Actions and Monitoring as of October 9, 2017

Charter School Name	Date of Commission Request	Matter	Next Report
			<ul style="list-style-type: none"> • Quarterly thereafter • Biannual visits conducted on September 27, 2017. Compliance concerns have been reported in WebEPSS and will be released to schools.
Walatowa High Charter School	December 9, 2016	<ul style="list-style-type: none"> • Audit Corrective Action Plan • Corrective Action Plans <ul style="list-style-type: none"> ○ Timely STARS reporting ○ Governing board training 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Estancia Valley Classical Academy	February 21, 2017	<ul style="list-style-type: none"> • Complaints under ADA, Sect. 504, IDEA • Revised policies 	<ul style="list-style-type: none"> • April 1, 2017 in WebEPSS • Quarterly thereafter
	August 23, 2017	<ul style="list-style-type: none"> • New Mexico Public School Insurance Authority sent ECVA a Notice of Critical Hazard regarding an Armed Employee. 	<ul style="list-style-type: none"> • The notice was shared with the PEC on October 4, 2017. PEC then added ECVA to the October 12, 2017 meeting.
La Promesa Early Learning Center	May 12, 2017	<ul style="list-style-type: none"> • Corrective Action Plan 	<ul style="list-style-type: none"> • July 21, 2017 – PED’s PSB provides the school individual onsite NM DASH training. • August 15, 2017 (repeated annually) – assurances that the school has not hired Analee Maestas or family members • August 15-16, 2017 – PED provides 16 hours of GB training; not all members attend the training • October 5, 2017 – 2nd NM DASH training provided – school team attended • October 12, 2017 PEC Meeting –

Public Education Commission
On-going Actions and Monitoring as of October 9, 2017

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>Training/professional development plan for school leader; report on NMDASH planning; Submission of governance recruitment and selection plan and revised bylaws; submission of credentials of external board and principal evaluator; report on compliance with FY16 audit CAP;</p> <ul style="list-style-type: none"> • 3rd NM DASH training scheduled for November 8, 2017. • Site Visit Scheduled for October 20, 2017 and January 26, 2018 (emailed dated September 1, 2017). • January 1, 2018 – report on training/professional development and report on NMDASH planning • April 1, 2018 – final report on training/professional development and report on NMDASH planning • Three days after WIDA testing – WIDA data • May 20, 2018 – NWEA data reporting • Date of Annual Audit – disclosures of foundation membership

Public Education Commission
On-going Actions and Monitoring as of October 9, 2017
Status of Governing Body Resignations

Charter School Name	Board Member Resignation Date	Current Number of Board Members	Deadline for Filling Vacancy
Amy Biehl Charter	October 12, 2016	7	November 26, 2016
Amy Biehl Charter	December 8, 2016	7	January 22, 2017
Anthony Charter	March 20, 2017	5	May 4, 2017
Coral Community Charter School	September 27, 2016	7	November 11, 2016
DEAP	October 7, 2016	6	November 21, 2016
DEAP	January 4, 2017	6	February 18, 2017
DEAP	January 4, 2017	6	February 18, 2017
Health Leadership High School	January 27, 2017	5	March 13, 2017
North Valley Academy	March 4, 2017	5	May 18, 2017
DEAP	April 28, 2017	5	Past due
South Valley Preparatory	May 23 2017	4	July 7, 2017 – Past Due
La Promesa Early Learning Center	July 27, 2017	6	August 26, 2017
La Promesa Early Learning Center	July 30, 2017	5	August 29, 2017
La Promesa Early Learning Center	August 28, 2017	4	September 27, 2017

Public Education Commission
On-going Actions and Monitoring as of October 9, 2017
Schools Looking for a New Facility

Charter School Name	Date of Notification to PEC
South Valley Preparatory School	August 19, 2015
Tierra Adentro: The New Mexico School Of Academics, Art and Artesanía	September 24-25, 2015
Technology Leadership High School	November 13, 2015
La Academia Dolores Huerta	March 11, 2016
Explore Academy	March 11, 2016
Estancia Valley Classical Academy	September 24-25, 2016
Cesar Chavez Community School	October 31, 2016
Tierra Encantada Charter School	December 7, 2016
Aldo Leopold Charter School	August 17, 2017

B. Report on Governance Changes

- a. Albuquerque School of Excellence
- b. Alma d'Arte Charter High School
- c. Amy Biehl High School
- d. Gilbert L. Sena Charter High School
- e. Health Leadership High School
- f. Horizon Academy West
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School Governance Change

Alma d'Arte Charter High School

On August 14, 2017, a vacancy was created on the board by the resignation of William Brogan. All documentation was received in a timely fashion. The resignation of Mr. Brogan does decrease the number of seated members to four. The school has been notified they are out of compliance with statutory requirements and informed a designation must be made by September 28, 2017, or the school must file an extension.

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: Alma d'arte Charter High School Current Number of Governing Body Members: four (4)

Date submitted: *29/2017 Contact Name: Gene H. Elliott, GC President E-mail: gelliottcyc@aol.com

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
William H. (Bill) Brogan	5765 Vista Verde Rd Las Cruces, NM 88005 575-937-1403	Resignation	Ltr Recd'd 8/14/17 Approved 8/28/17	Personal Decision	From: June 13, 2017 To: August 14, 2017
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.
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:  Date: 8/29/17

Printed Name of Governing Council President or Designee: GENE H. ELLIOTT

William H. Brogan, J.D.

ATTORNEY AT LAW

P.O. Box 93
2251 Camino de Santiago #2
Mesilla, NM 88046-0093
Voice: 575-937-1403(cell phone)
e-mail: wbrogan@q.com

August 14, 2017

Gene Elliott, Chairman
Alma d'arte Charter High School
402 W. Court Ave.
Las Cruces, NM 88005

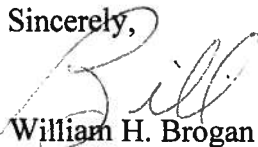
By e-mail and hand carry

RE: Resignation From Governance Counsel.

After much soul searching and consideration, I feel it is best for everyone if I resign from the Governance Council. This resignation is effective immediately and I will not be attending tonight's meeting.

It has been a privilege and pleasure to serve with you and the other members on this critical function.

Sincerely,


William H. Brogan

School Governance Change

Amy Biehl High School

On March 6, 2017, Miriam Rand submitted her resignation as governing board member. At the request of the school leader, she agreed to stay on until June 30, 2017. Notification of the resignation was received on September 28, 2017.

On August 29, 2017, Amy Biehl High School designated Melanie Lewis to fill the vacancy created by Miriam Rand. An additional member, Sarah Mandala was designated as well. Documentation for the designations was received on September 28, 2017. The board now has nine members as per their annual report.

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: Amy Biehl High School Current Number of Governing Body Members: 9

Date submitted: 9/22/2017 Contact Name: Betty Seeley E-mail: bseeley@abhs.k12.nm.us

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
Miriam Rand	904 Acequia Escondida NW Albuquerque, NM 87104 505-239-0223	Resignation	6/30/2017	Health reasons	From: 11/20/2014 To: 6/30/2017
	Click here to enter email address.				
Melanie Lewis	931 11 th Street NW Albuquerque, NM 87102 505-768-0836 mlewis@abhs.k12.nm.us	Designation	8/10/2017	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Sarah Mandala	2225 Alhambra Ave. SW Albuquerque, NM 87104 301-957-4291 smandala@abhs.k12.nm.us	Designation	8/10/2017	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: Betty Seeley Date: 9/28/17

Printed Name of Governing Council President or Designee: Betty Seeley

Hello Miriam,

I'm wondering if I can ask a favor of you; would you be willing to stay on the board through June 30th, 2017? What I mean by that is we would not expect you to do any committee work. The most involvement you would have would be if we didn't have a quorum for a board meeting and vote I would give you a quick call just for that vote; as well as sign off on our final budget for the 2017 - 2018 school year. Otherwise you wouldn't have any other board responsibilities. sure...I would be glad to call into board meetings, no problem. Miriam

Please let me know if you have any questions and/or if you are open to this.

Best, Frank McCulloch

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

From: Miriam Rand <mrاند46@gmail.com>

Date: Mon, Mar 6, 2017 at 3:46 PM

Subject: BOARD

To: Frank McCulloch <fmcculloch@abhs.k12.nm.us>

Dear Frank,

It is with regret that I find it necessary to resign from the board. Ever since my accident, I have found it difficult to participate in a meaningful way. Hopefully you will find a parent representative who has the capacity and time to participate more fully.

Needless to say, the work of Amy Biehl along with your leadership will always be valued and supported in our family. Wishing you all the very best. You can still count on other types of support from us.

Sincerely,

Miriam Rand

Do I need to write a formal letter of resignation or can this serve as such?
Thanks again for all your good work.

—

Prejudice is an emotional commitment to ignorance.

Miriam M Rand, M.ED, LPCC Location and mailing address (new)

1916 Rio Grande Blvd NW

Albuquerque, NM 87104

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

)
COUNTY OF BERNALILLO)

I, Melanie A. Lewis, after being duly sworn, state:

1. My name is Melanie A. Lewis and I reside in Albuquerque New Mexico.
2. I am a member of the governing body of the Amy Biehl Charter High School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Amy Biehl Charter High School's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Melanie A. Lewis
[Signature]

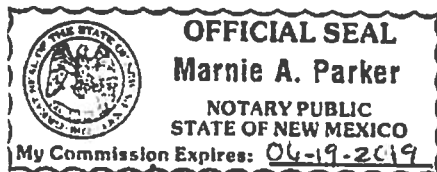
8/31/17
Date

Melanie A. Lewis
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 31 day of August, 2017.

[Notary Seal:]



Marnie A. Parker
NOTARY PUBLIC


My commission expires: June 19, 20 19.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Sarah Mandala, after being duly sworn, state:

1. My name is Sarah Mandala and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Amy Biehl Charter High School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Amy Biehl Charter High School's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.



[Signature]
Sarah Mandala

[Print]

8/29/17

Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 29th day of August, 2017.

[Notary Seal:]



NOTARY PUBLIC

My commission expires: 1-7, 2021.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Amy Biehl High School, located in Albuquerque, New Mexico.

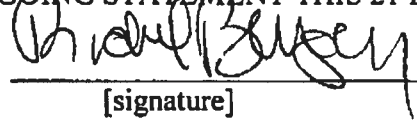
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

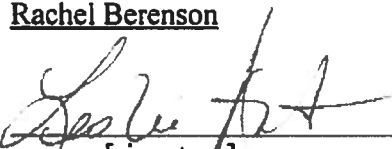
We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


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

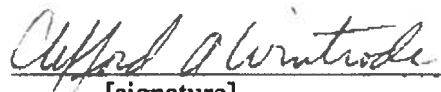
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

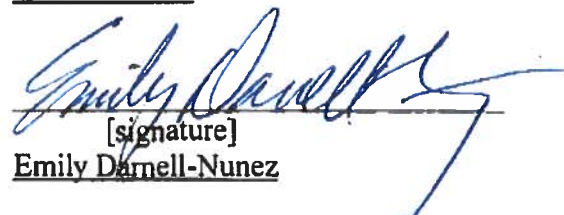
THE FOLLOWING MEMBERS OF THE | Amy Biehl High School GIVE THE
FOREGOING STATEMENT THIS 21 DAY OF SEPTEMBER, 2017.

1. 
[signature]
Rachel Berenson

2. 
[signature]
Leslie Andrews

3. 
[signature]
Finnie Coleman

4. 
[signature]
Cliff Wintrode

5. 
[signature]
Emily Darnell-Nunez

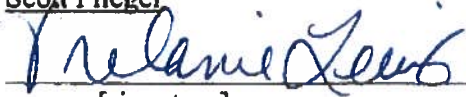
6.



[signature]

Scott Fliegel

7.



[signature]

Melanie Lewis

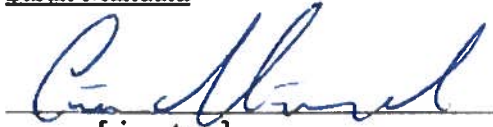
8.



[signature]

Sarah Mandala

9.



[signature]

Cesar Miranda

10.

[signature]

ABHS Governing Board

Minutes

August 10th, 2017 @ 5:30 pm in the Vision Room at Amy Biehl High School, 123 4th St. SW, 87102

Present:

Board Members: Rachel Berenson, Leslie Andrews, Finnie Coleman, Cliff Wintrode, Emily Darnell-Nunez

Staff Members: Frank McCulloch, Betty Seeley, Stacey Cotty, Niki McKay

Absent: Scott Fliegel, Cesar Miranda

Call to Order and consent of agenda items previously submitted: The meeting was called to order at 5:43 pm

- I. **Approval of Previous Minutes:** Cliff motioned to approve the May and July minutes, Leslie seconded the motion; the motion carried unanimously.
- II. **Public Comment (2 minutes per speaker. Speakers must sign up prior to the start of meeting. Limit of 10 minutes total time.):** There were no speakers present.
- III. **New Business**
 - a) **Executive Director's Report:** The Executive Directors written report was reviewed. Frank spoke about the frustration with working with the PED and the CSD on the changes we are requesting to our Performance Framework. There was conversation regarding the grant that the school received for stipends for teachers in hard to fill positions, that not all teachers who filled this criterion had been funded with this grant. Stacey said she is going to see if she can find out what the criteria the PED used for allocating the stipends to the teachers who received them.
 - b) **Dean of Instruction's Teaching and Learning/Student Performance Report:** The Dean handed out data information on how our students have performed over the years on PARCC and SBA testing, compared to APS and nationwide.
 - c) **College Engagement Director's Report:** Niki McKay gave an update on the accomplishments and achievements of our 2017 graduates, including college trips, scholarships received, and grant funds the school received to help defray the cost of the college trips.
- IV. **Old Business**
 - a) **Review of Charter Contract:** The binders were distributed for all to review and this will be discussed at the next meeting.
 - b) **Annual Resolution***Vote** Finnie motioned to approve the 2017 Annual Resolution, Cliff seconded the motion; the motion carried unanimously.
 - c) **Annual Statement***Vote** Cliff motioned to approve the annual statement, Rachel seconded the motion; the motion carried unanimously.
 - d) **Consideration on revision of source of funds used to make payments due under the proposed lease purchase arrangement submitted to NMPED on December 22, 2016. (Resolution)***Vote:** This was tabled until the next meeting to allow all board members to review documents emailed to the school.

V. Committee Reports

- a) Audit: The audit is scheduled to begin on August 28th. The audit committee will meet when the auditor arrives that morning.
- b) Governance/Executive
 - i. **Board Member Transition*****Vote: Emily motioned to accept the resignation of Miriam Rand, Leslie seconded the motion; The motion carried unanimously to accept resignation of Miriam Rand.
 - ii. **New Board Member*****Vote : Emily motioned to accept Melanie Lewis and Sarah Mandala as new board members, Leslie seconded the motion; the motion carried unanimously to add these 2 members to the board. Adding these two members, and accepting Miriam's resignation, will bring the board membership to 9, which is the number voted on in the annual statement. Frank will reach out to Melanie and Sarah to inform them.
- c) Finance/Finance Director's and Treasurer's report(s)
 - i. **Title II Application*****Vote: Betty presented the Title II application and explained the intended use of the funds for the FY 18 School year. Betty told the board that what was allocated in the budget that was passed last May for this grant was what is written into the grant as presented. Cliff motioned to approve the Title II Application, Rachel seconded the motion; the motion carried unanimously.
 - ii. **Mileage Reimbursement Policy***** Vote: The vote on this policy was tabled until the next meeting. The board directed Betty to research the law surrounding the statement "Mileage will only be reimbursed if the staff member's destination is equal to or greater than 35 miles one way" to be sure this number of minimum miles is stated in the law.
- d) Building Committee report: The building committee did not meet.
- e) **BARS*****: Betty presented the following BARS:
 - \$57,712.50, a grant received from the PED for teacher stipends for hard to staff positions. Finnie moved to approve this BAR, Rachel seconded the motion; the motion carried unanimously.
 - \$16,222.18 for e-rate award received for the FY 18 school year. E-rate helps to fund the cost of communications (telephones and internet) and is based on our free/reduced lunch numbers. Emily moved to approve this BAR, Leslie seconded the motion; the motion carried unanimously.

The meeting adjourned at 8:02 pm.

*** Indicates Action Item/Vote

Amy Biehl High School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Frank McCulloch Executive Director/Principal 123 4th St. NW, Albuquerque, NM 87102 (505) 468 - 0620 Section 504 Coordinator Gloria Vigil 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0637 Title IX Coordinator Maribeth Dvorak 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0625

School Governance Change

Gilbert L. Sena Charter High School

On July 25, 2017, a vacancy was created on the Governing Board by the resignation of Linda Bradley. Although it was not reported in a timely fashion, all documentation has been received. The school has also been notified a new board member must be designated by September 8, 2017 or an extension request filed. An extension request was filed on September 5, 2017. A new board member must now be designated by October 8, 2017.

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: Gilbert L. Sando Charter High School

Current Number of Governing Body Members: Four

Date submitted: 8/31/2017

Contact Name: Nadine Torres

E-mail: ntorres@senahigh.com

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
Linda Bradley	P.O. Box 14464, Albuquerque, NM 87191 505-328-0856	Resignation	7/25/2017	Family	From: 4/26/2011 To: 7/25/2017
	lbradley@senahigh.com				
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 email address.				
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 email address.				

Original Signature of Governing Council President or Designee: Marylouise Sene

Date: 8-29-17

Printed Name of Governing Council President or Designee: Marylouise Sene

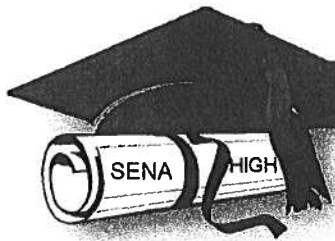
Marylouise Sene

Dear Governance Council & Sena Charter staff,

I would like to give thanks and appreciation for the opportunity to serve on the Governance Council for many years. It has come time when I have to sort out priorities in my life and feel the need that governance council is one of the community events that I need to resign from. I will continue to promote the school. I am pro-charter! I know what the students get out of it and it's very important that people are informed of other options out there for them. Good luck & best wishes to the future endeavors! Thank you again. I am resigning from the council immediately as a new school year process is beginning & I am unable to attend the July meeting. Much

Thanks,

Linda Bradley



Opportunity to Accelerate Student Success!

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Gilbert L. Sena Charter High School in Albuquerque, New Mexico.

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

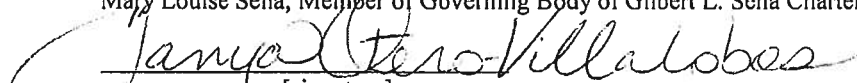
We make this statement as part of Gilbert L. Sena Charter High School's application as a board of finance under 6.80.4.16 NMAC.

We understand that we must notify the New Mexico Public Education Commission within 30 days of a change in Business Manager for the school, and a new, signed "Affidavit of Business Manager" must be submitted.

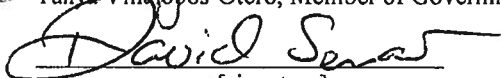
We understand that we must submit a new, signed statement to the New Mexico Public Education Commission within 30 days of a change in membership of our governing body.


[signature]

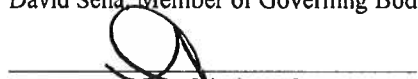
Mary Louise Sena, Member of Governing Body of Gilbert L. Sena Charter High School


[signature]

Tanya Villalobos-Otero, Member of Governing Body of Gilbert L. Sena Charter High School


[signature]

David Sena, Member of Governing Body of Gilbert L. Sena Charter High School


[signature]

Amber O'Brien, Member of Governing Body of Gilbert L. Sena Charter High School

August 29, 2017

Date



Gilbert L. Sena Charter High School

69 Hotel Circle NE • Albuquerque NM 87123

Phone: 505.237.2374 • Fax: 505.237.2380

School Governance Change

Health Leadership High School

On May 25, 2017, a new member was designated to the governing board. The NMPED received notification of the designation on September 6, 2017. The designation was to replace Ryan Harrigan who resigned from the board on January 27, 2017. The vacancy was not filled in a timely fashion and the designation was not submitted in a timely fashion.

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: Health Leadership High School Current Number of Governing Body Members: 8 members
 Date submitted: 8/29/2017 Contact Name: Blanca A. Lopez E-mail: blanca@healthleadershiphighschool.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
Abuko Estrada	9180 Coors Blvd. NW Apt. 1405 Albuquerque NM 87120 505-410-6166 Abuko.estrada@gmail.com	Designation	5/25/2017	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.
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: _____

Date: _____

Printed Name of Governing Council President or Designee: _____

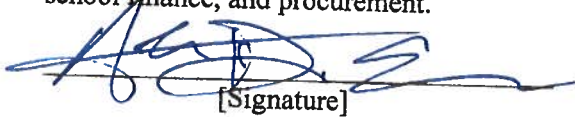
Adriann Barba

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Abuko D. Estrada, after being duly sworn, state:

1. My name is Abuko D. Estrada and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the [insert name of school] in Health Leadership High School, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.


[Signature]

8/24/17
Date

Abuko D. Estrada
[Print]

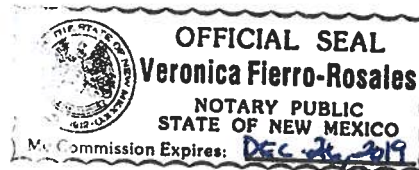
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 24th day of AUGUST, 2017.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: DEC. 26, 2019.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Health Leadership High School], located in Albuquerque, New Mexico.

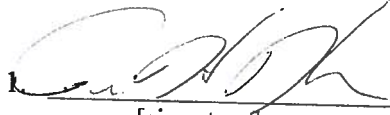
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

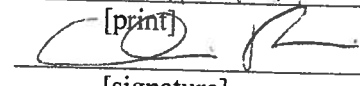
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

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

THE FOLLOWING MEMBERS OF THE [HEALTH LEADERSHIP HIGH SCHOOL]
GIVE THE FOREGOING STATEMENT THIS 29 DAY OF AUGUST, 2017.

1. 
[signature]

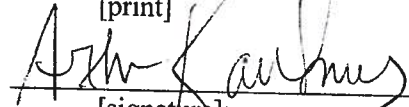
Teresa H. Hocutt
[print]

2. 
[signature]


Christopher Rivera
[print]

3. 
[signature]

Abundo D. Estrada
[print]

4. 
[signature]

ARTHUR KAUFMAN MD
[print]

5. 
[signature]

JAVIER ACEVES M.D.
[print]

7. 
[signature]

Adrian Barboza
[print]

8. _____
[signature]

[print]

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Health Leadership High School], located in Albuquerque, New Mexico.

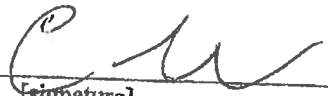
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

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

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 25 DAY OF AUGUST, 2017.

1. 
[signature]
Chris Brennan
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Health Leadership High School], located in Albuquerque, New Mexico.

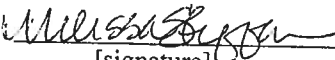
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

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

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 25 DAY OF AUGUST, 2017.

1. 
[signature]
MELISSA STEFFAN
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]

**MINUTES OF BUDGET MEETING OF
THE GOVERNING COUNCIL OF
HEALTH LEADERSHIP HIGH SCHOOL**

May 25, 2017

7:30 am – 9:00 am

1900 Randolph Road SE

1. Confirmation of a Quorum – Adriann Barboa - Confirmed at 7:40am

Javier Acaves -

Adriann Barboa - ✓

Chris Brennan - ✓

Teri Hogan - ✓

Art Kaufman - ✓

Chris Rivera - ✓

Melissa Stefen – Not present

Guests: Tony Monfiletto 7:53am

School:

Blanca Lopez - ✓

David Vigil - ✓

Amy Eveleth - ✓

Gilbert Ramirez - ✓

Moncka Stevens - ✓

Daniel Ivey-Soto -

2. ✓ = Present

3. Adoption of the Agenda – Adriann Barboa

- Chris - Motion to Adopt
- Terri - Second
- Approved unanimously

4. Approval of Minutes of the Regular Meeting on April 4/27/2017 (Final Draft) As Amended

- Chris Rivera – Motion
- Chris Brennan – Second
- Approved unanimously

5. Voting on new board member: Abuko Estrada

- Terri – Motion
- Adrian – Second
- Approved unanimously

6. Public Comment – please sign in at meeting (comments are limited to three minutes, extra time may be granted at the discretion of the President)

- No Public Comment

7. Facilities Committee Update (David) – Update on the status of the new building. SMPC Architects (New Building Planning) Renovations at the current school will begin soon. Science Lab, I.T. room

8. Finance Report, Action on BARS and Vouchers – David Vigil, Finance Director –

- 0018-I
- Terri – Motion to Approve BAR – 0018-I
- Art – Second
- Approved unanimously

11

Vote on Bars:

Presented by David

- Vote 2017-2018 Salary Schedule -
Art – Motion to Approve
Terri – Second
Approved unanimously
- Vote Food Service Contract Award - NAMA Catering – Won the bidding process/RFP
Terri – Motion to Approve
Art – Second
Approved unanimously
- Vote 2017-2018 Operating Budget –
-
- Vote 2017-2018 Title I Application – Special Education
- Vote 2017-2018 Title II Application – Professional Development –
Vote 2017-2018 IDEA-B Application
Terri - Motion
Chris Rivera – Second
Approved the 3 Above Applications - unanimously

9. Performance Framework – Blanca

- Board Development – Moneka update on Community Development and Recruiting Amy, update on curriculum an testing Gilbert, update on student support David update on building foundation.
- Legislative update

10. Adjourn

Date of next board meeting: June 22, 2017

School Governance Change

Horizon Academy West

On September 19, 2017, a vacancy was created on the board by the resignation of Carlos Tenorio. On September 19, 2017, the vacancy was filled by the designation of Christen Hagemann. All documentation was received in a timely fashion. The board has five members and is in compliance with their Annual Report.

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: Horizon Academy West

Date submitted: 9/19/2017

Contact Name: Cynthia Carter

E-mail: ccarter@hawest.net

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Carlos Tenorio	Resignation	9/19/2017	Resigned	From: 11/18/2014 To: 9/19/2017
Christen E. Hagemann	Designation	9/19/2017	Click here to enter text.	From: 9/19/2017 To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: *Storm Gonzalez*

Date: 9/19/2017

Printed Name of Governing Council President or Designee: Storm Gonzalez

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- Notices of Resignation or Removal
 - The governing body minutes showing the vote to remove the member, or
 - The resigning member's signed and dated written resignation;
- Notices of Designation:
 - An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

Cynthia Carter

Subject: FW: minutes for review of last meeting.

From: Carlos Tenorio [<mailto:carlos.j.tenorio@outlook.com>]

Sent: Tuesday, September 19, 2017 4:21 PM

To: Cynthia Carter <ccarter@hawest.net>

Subject: Re: minutes for review of last meeting.

Good afternoon,

I Carlos J Tenorio hereby formally resign as an active board member for Horizon Academy West. This 19th day of September. Reason. I no longer have the time to give this my full attention.

Thank you
Carlos

Sent from my iPhone

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Christen Hagemann, after being duly sworn, state:

1. My name is Christen Hagemann and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Horizon Academy West Charter School in Albuquerque, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the Horizon Academy West'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.

Christen Hagemann
[Signature]

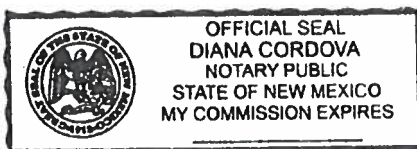
9/19/17
Date

Christen Hagemann
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 19 day of September, 2017.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: March 28, 2020.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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


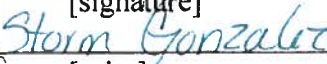
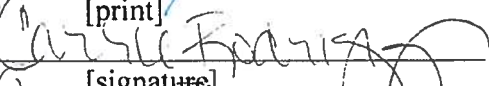
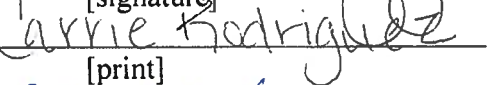

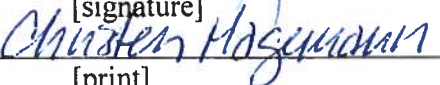
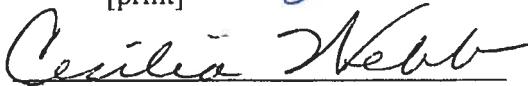
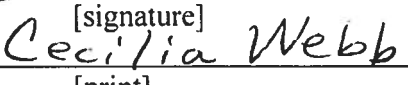


In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Horizon Academy West'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 HORIZON ACADEMY WEST GIVE THE FOREGOING STATEMENT THIS 19th DAY OF SEPTEMBER 2017.

1. 
[signature]

[print]
2. 
[signature]

[print]
3. 
[signature]

[print]
4. 
[signature]

[print]
5. 
[signature]

[print]

Attach additional pages if membership exceeds five.

**HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING
September 19, 2017 Conference Room**

Officers: President, Carrie Rodriguez Members: Alice Chavez, Secretary Carlos Tenorio, Member Cecilia Webb, Member Storm Gonzales, Member ⓂNon-voting	Guests: Cynthia Carter, DirectorⓂ Diana Cordova, Business Manager Ⓜ Olivia Flores, Assistant Director Ⓜ Aaron Peak, Family Engagement CoordinatorⓂ Linda Stoffan, Teacher Representative Ⓜ
--	--

Minutes

1. **CALL TO ORDER-** Storm Gonzalez called meeting to order at 4:35pm
2. **ROLL CALL-** Alice Chavez & Carlos Tenorio were absent and Cecilia Webb was present via phone.
3. **APPROVAL OF AGENDA*-** Cecilia Webb made a motion to approve agenda and Carrie Rodriguez 2nd the motion - approved
4. **APPROVAL OF MINUTES*-** Carrie Rodriguez made a motion to approve minutes and Cecilia Webb 2nd the motion - approved
5. **PUBLIC FORUM[Ⓜ]-** Let the record show there was no one for public forum
6. **FINANCE***
 - a. **Bank Reconciliation Reports-** Carrie Rodriguez made a motion to approve bank rec and Cecilia Webb 2nd the motion - approved
 - b. **Voucher Listing-** Cecilia Webb made a motion to approve voucher listing and Carrie Rodriguez 2nd the motion – approved
 - c. **BARS-** Carrie Rodriguez made a motion to approve BARs and Cecilia Webb 2nd the motion - approved
503-000-1718-0001-I Operational Increase
503-000-1718-0002-I Instructional Materials Increase
503-000-1718-0003-I Food Service Increase
503-000-1718-0004-D HB-33 Decrease
503-000-1718-0005-D SB-9 Local Decrease
503-000-1718-0006-D IDEA-B Decrease
503-000-1718-0007-M SB-9 Local Maintenance
CREW BAR- Decrease & Maintenance
7. **New Board Members/resignations*-** Carrie Rodriguez made a motion to accept Carlos Tenorio's resignation and Cecilia Webb 2nd the motion – approved. Carrie Rodriguez made a motion to accept Christen Levan (Hagemann) and Cecilia Webb 2nd the motion - approved
8. **Affidavit for Board Member-** All GC members need to update and sign.
9. **Charter renewal application and update*-** Tabled for 09/28/2017 special meeting.
10. **Related Party Questionnaire-** All GC members reviewed and signed for audit.
12. **Directors report-** summary of renewal and change in staff.
13. **CONCLUDING BUSINESS**
 - a. **Announcements**
 - Next Special Board Meeting, September 28, 2017 7:30 am
 - d. **Adjournment-** Cecilia Webb made a motion to adjourn at 4:58pm and Carrie Rodriguez 2nd the motion – approved

***ACTION ITEM**

ⓂTIMED ITEM

School Governance Change

La Promesa Early Learning Center

On July 27, 2017, a vacancy was created on the governing board by the resignation of Selia Cervantes.

On July 30, 2017, a vacancy was created on the governing board by the resignation of Diego Trujillo.

On August 22, 2017, a vacancy was created on the governing board by the resignation of Ray Rivera.

These resignations were reported on September 13, 2017, therefore, the first two resignations were not reported in a timely fashion, but all documentation was provided. The third resignation was reported in a timely fashion and all documentation has been provided. Since the school voted to only seat five members on their governing board this year, the vacancies created by Ms. Cervantes and Mr. Trujillo will not need to be filled. The school has been informed the vacancy created by Mr. Rivera must be filled by October 6, 2017 or an extension filed. No extensions have been requested at this time. The school has only four seated members at this time.

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: La Promesa Early Learning Center

Date submitted: 9/1/2017

Contact Name: Chris Jones

E-mail: cjones@lpelc.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Diego Trujillo	Resignation	8/28/2017	Work obligations; Member lived in Taos County.	From: Click here to enter a date. To: 8/28/2017
Selia Cervantes	Resignation	8/28/2017	Work obligations.	From: Click here to enter a date. To: 8/28/2017
Ray Rivera	Resignation	8/28/2017	Spouse is experiencing health issues.	From: Click here to enter a date. To: 8/28/2017

Original Signature of Governing Council President or Designee: [Signature]

Date: 8/28/17

Printed Name of Governing Council President or Designee: Seliam Munoz

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- Notices of Resignation or Removal
 - The governing body minutes showing the vote to remove the member, or
 - The resigning member's signed and dated written resignation;
- Notices of Designation:
 - An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

July 27, 2017

Dear Mr. Jones and La Promesa Governing Council Board Members,

I am writing to let you know that I am resigning my position as a Board Member of the La Promesa Governing Council. Due to conflicting schedules and added responsibilities with my children and my job, I am no longer able to give my commitment and time to the attention of the Board.

It has been a great privilege to serve on the La Promesa Board. During my time here I have learned a lot and I have come to appreciate the value in what it means to be a board member. Mr. Jones, I have no doubt that with the support of the Board and the rest of the school administrators and teachers, you will continue to make this school great and give it the recognition it deserves in progressing with educating students in dual language.

Thank you, for giving me the opportunity to work alongside you and to learn thru you how worthwhile the involvement of community service and volunteering can impact others. I look forward to hearing about all the good things the school will continue to achieve.

Sincerely,

A handwritten signature in cursive script, reading "Delia Cortez". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

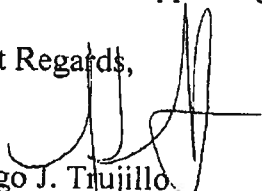
August 30, 2017

La Promesa Early Learning Center
7500 La Morada Place NW
Albuquerque, NM 87120

Greetings Mr. Munoz:

Please accept this correspondence as my formal resignation from La Promesa Early Learning Center (LPELC) Governing Council effective Sunday, July 30, 2017, as noted in my prior e-mail correspondence. I submit my resignation with a heavy heart. My resignation is due in part to my increased work load and my decreased availability of time to justly support LPELC in the role of a member of the Governing Council of LPELC. It has been a privilege and honor to work alongside dedicated professionals since May 13, 2013. Thank you for the opportunity to have served in this capacity as a member. Please feel free to contact me if you have any further questions. I wish you, the GC, staff, and Mr. Jones continued success with supporting the students of LPELC.

Best Regards,



Diego J. Trujillo
719-480-2832

To: Mr. Jones,
Executive Director

Aug 28, 2017

La Princesa Early Learning Center.

I regretfully submit my letter of resignation from the Governance Board due to hardship situations at home.

As mentioned previously my wife's health issues do not allow me to continue serving on the board.

Sincerely,

Mr. Ray Buina.

LA PROMESA EARLY LEARNING CENTER
Governance Council Board Meeting Minutes
Date: August 28, 2017

Board Members Present	Julian Munoz, Judy Griego, Regina Sanchez, Cipriano Lucero	
Absent	Selia Cervantes, Diego Trujillo, Ray Rivera	
Others in Attendance	Chris Jones, Danielle Miranda, Patty Matthews, Brenda Baca	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Mr. Munoz called the meeting to order at 5:41pm	
Item	Discussion	Action/Recommendation
Approval of the Agenda	<p>No discussion.</p> <p>*Table Items 'h' and 'i' for a Special Meeting- that will be determined at the end of this meeting</p> <p>*Based on Legal Council Recommendation: Table Items 'n' and 'o' to a Closed Session in the upcoming Special Meeting.</p>	<p>Julian Munoz called for a motion to table Items 'h' & 'i' from the agenda and move them to a Special Meeting. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to table Items 'n' & 'o' from the agenda and move them to a Closed Session in the upcoming Special Meeting. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to approve the 08/28/17 amended agenda. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of Minutes	07/25/17 Minutes were reviewed and approved	<p>Julian Munoz called for a motion to approve the 07/25/2017 Board Minutes. Cipriano Lucero motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Discussion/Action Items		
Budget Report		
Approval of BARs	<p>BARs for consideration:</p> <ol style="list-style-type: none"> 528-000-1718-0003-IB 528-000-1718-0004-IB <p><u>Jones:</u></p> <ol style="list-style-type: none"> This is based on the IDEA-B Application that you approved back in June. The way we spend our IDEA-B funds for our particular school is to pay for our 2 full-time instructors. Each teacher serves a grade band- Mrs. Barnwell serves 	<p>Julian Munoz called for a motion to approve BAR #0003-IB and #0004-IB. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved</p>

	<p>K-5th Grade and Ms. Miranda serves 6th-8th. This will help pay for the instructors and their benefits.</p> <p>2. This is the Initial Budget of \$441. We have an allocation for Pre-K, where we have to identify and serve students through Child Find.</p>	<p>unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to table the remaining BARs until next meeting. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of Head Administrator Travel Request – Las Cruces and Roswell	<p><u>Jones:</u> Las Cruces- Tomorrow I have to travel to Las Cruces for a Bilingual Director's meeting. This meeting is a requirement for all Bilingual Director's to attend and get information about upcoming trainings and compliance requirements. The total amount is \$338.37. Roswell- I am also attending a WIDA Training in Roswell. Title III is a federal fund and it's the way we support our English Language Learners and we have 72% of ELL's at our school. The Total amount is \$531.50.</p>	<p>Julian Munoz called for a motion to approve the Head Administrator Travel Requests to Las Cruces and Roswell. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of PAC Required GC Assurance Letter Re: Maestas Family	<p>*Assurance Letter was read by Julian Munoz</p> <p><u>Matthews:</u> add "to the best of our knowledge"</p>	<p>Julian Munoz called for a motion to approve the Maestas Family Assurance Letter with the addendum that has been recommended by Patty Matthews. Judy Griego motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of Plan for GC Recruitment and Selection Process	<p><u>Griego:</u> I don't want to approve it at this time. I want to present it and have the Board take the time to look at it and make changes because it's going to be our Recruitment Plan. I did a lot of research and took things from different organizations of what I thought our organization might need and created a draft plan. But I need for you to take a look at it and do the same thing I did and research other plans.</p> <p><u>Matthews:</u> Include an Application to be filled out and get a Disclosure statement signed. Also a Mentor Program. I will see if there is anything else and I will forward it to you.</p> <p><u>Munoz:</u> Please get your comments to Ms. Judy before the September 27th meeting; that we can she can incorporate them into a final recruitment plan.</p>	<p>Julian Munoz called for a motion to table this Recruitment Plan until the next meeting on September 27th. Regina Sanchez motioned, Cipriano Lucero seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Governance Council Member Presentations and Approval of New Members	<p><u>Munoz:</u> This is Ms. Brenda Baca; she was in the training. At this point, I'm going to have you get with Ms. Judy, she's going to ask you a few questions and have you fill out an Application. For next meeting, if you can tell us why you want to be a GC member.</p>	<p>Julian Munoz called for a motion to table this item until the meeting on September 27th. Cipriano Lucero motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of Governance Council Member Resignations – change of membership form GC signatures	<p><u>Munoz:</u> We had 3 members resign. Ray Rivera sent an email on August 22nd, Selia Cervantes sent a Letter on July 27th, and Diego Trujillo sent an email on July 30th. If anyone of us could reach out to them and see if they would be interested in being a part of the Foundation.</p>	<p>Julian Munoz called for a motion to accept the resignations of Diego Trujillo, Selia Cervantes, and Ray Rivera. Cipriano Lucero motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of NM Dash 90 Day Plan	<p>*Tabled until next meeting</p>	

Approval of ABC Community Schools RFP	*Tabled until next meeting	
GC Training Report (Mr. Munoz)	<p><u>Munoz:</u> We all took what we could from the training. I told them that we were willing to accept the responsibilities of the Board, we are fixing it and we have done a lot of changes. I am going to send an email to Katie Poulos regarding the resources she said she could help us with for a contractor to help us evaluate an Executive Director and a contractor to help us evaluate us as a board.</p> <p>Things I took from the training:</p> <ul style="list-style-type: none"> • Checks & Purchases: I would like Mr. Vigil to provide a list of ongoing checks and purchases at every meeting. That way if we need to do quick spot audits on our side. I would also like a list of the ongoing BAR history. • Physical Inventory: school has acquired a web based system Asset Panda • Performance Framework: I did mention to them that we update our own Performance Framework based on our internal audit. I think we should probably be getting updates on the Performance Framework and the CAP regularly. <p><u>Jones:</u> May I recommend that we add the Performance Framework Monitoring Tool to Google Sheets, which will allow you to see it in real time. That will allow me to update that tool on a regular basis and you can see all of that information. I can add alerts; you will receive an email when any changes are made. I suggest that we emphasize the academics. I can give you in-depth explanations as to what I have done and my staff with the curriculum and the instruction.</p> <p><u>Munoz:</u> Academics will be a standing item on the Agenda; it will not be an item for approval. Mr. Jones will include the CAP and the Performance Framework summary into his Head Administrator Report.</p>	
2017 A-F Letter Grade Overview	<p><u>Jones:</u> Istation Reading (K-2) and PARCC Math & Reading (3-8) are what are used for that Letter Grade. These assessments are also attached to the Teacher Evaluations. Its accuracy is really important. But we found that there was a glitch in the assessment. We have a student who answered the questions correctly and the test reported it as incorrect and received no points. I sent this to the technical support at Istation and I haven't heard back from them. I haven't looked at all of the student's scores but they all took the same assessment, the test is consistent.</p> <p>We received a 'D' on our Letter Grade; we need 11 points to get to a 'C'. It shows that we made some gains but it's broken into several components:</p> <ul style="list-style-type: none"> • Current Standing: 10.31/F • School Improvement: 3.10/F • Improvement of Higher-Performing Students: 6.63/C (We did better than expected) • Improvement of Lowest-Performing Students: 6.02/F • Opportunity to Learn: 10.18/A (Our parents always give us high ratings) • Bonus Points: 3.34 (They didn't let me submit our Next Step Plans) <p>I am hopeful because we ended up getting points in an area I didn't expect and I didn't expect for us to make any gains, I expected for us to decrease. This year, we are way more focused. There are some non-negotiables and some turnaround pillars that we are sticking to. I feel comfortable and confident to say that if we were able to do this and increase by any points last year, I think we could make up the 11 points or exceed that. I think we have the potential to make some gains.</p>	
Curriculum, Instruction and Assessment Overview	<p><u>Jones:</u> We pushed back our school year one week because I allocated resources and funding toward planning a really comprehensive 5-day Professional Development. Based on our Staff's needs:</p> <ul style="list-style-type: none"> • Intervention (turnaround pillar) • Social/Emotional Curriculum & Classroom Management- (Move This World) • CCSS and Sheltered Content Instruction (Unit Plan Template) • Orientation and Unit Planning • Istation (Resources & Data Reports) <p>Everyone has been trained, now the expectation is that they do it. I need to see the implementation through my Walk-Throughs.</p> <p>We have an 'Assessment Calendar' and we assess a lot throughout the school year, un English and in Spanish.</p> <p>We are very much prepared for what the school year is going to bring and if we can stay on top of what we're doing and monitor our initiatives we can make a difference.</p> <p>We have a 90-day plan that I will be presenting to you at our next meeting. At 30 days, we stop and monitor our initiatives. At the 60-day mark, we stop to see how close we are to reaching our goals. Next time, you will have a plan that you can follow and hold us accountable.</p>	
Staff Development	<u>Jones:</u> Curriculum, Instruction and Assessment Overview feeds into Staff Development.	

Update	It is about the staff; the staff implements the curriculum. I can only do so much from my office; all I can do is put together the systems from a higher level so that they can succeed.	
Update on Pending Litigation	*Tabled until next meeting	
Update on the Office of the State Auditor's Special Audit	*Tabled until next meeting	
Head Administrator Report	<p><u>Jones</u>: We have Home Visits coming up next week. They are utilized for grades K-8; teachers actually get out into the homes and learn a lot the families. They partner up with their grade-level partner and visit the home of their students for 3 days. We are going to use this as a tool for urgency and be very upfront with our parents as to where their child is academically; I want our parents to know the Data.</p> <p>Open House is this Thursday at 5:00pm. We have to work with our families and we have to let them know the reality of what we're doing and where our kids are.</p> <p>RTI- We have 2 45-minute blocks built into the schedule. Our PE and Art Teachers serve as Interventionists. We also have After-School RTI for the students that are really struggling.</p> <p>Transportation- We have an activity bus that was purchased with legislative funds. Through Herrera Coaches, we have 2 buses that transport our students to and from school. Every single year, I have to have our bus inspected twice (fall and spring). This year, I have already scheduled the first inspection and it's scheduled for next week and I notified the PED. We are still looking for a bus driver and it's really difficult but I have an ad out for a driver.</p>	
Public Comment	N/A	Julian Munoz asked for a motion to adjourn.
Adjourn	<p>Next Special Session Meeting: September 2, 2017 at 6:30pm</p> <p>Next GC meeting: September 26, 2017 at 5:30pm</p> <p>Meeting was adjourned at 8:38pm.</p>	<p>Judy Griego motioned, Cipriano Lucero seconded.</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>

School Governance Change

Media Arts Collaborative Charter School

On August 8, 2017, two designations were made to the Governing Board: Trish Meyer and Marvin Gladstone. Notification and documentation was received in a timely fashion.

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: Media Arts Collaborative Charter School

Date submitted: 8/8/2017

Contact Name: Jonathan Dooley

E-mail: jdooley@nmmediaarts.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Trish Meyer	Designation	8/8/2017	N/A – Approved as a Board Member	From: 8/8/2017 To: 8/22/2020
Marvin Gladstone	Designation	8/8/2017	N/A – Approved as a Board Member	From: 8/8/2017 To: 8/8/2020
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Michael A. Trujillo

Date: 8-22-17

Printed Name of Governing Council President or Designee:

Michael A. Trujillo

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- Notices of Resignation or Removal
 - The governing body minutes showing the vote to remove the member, or
 - The resigning member's signed and dated written resignation;
- Notices of Designation:
 - An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, PATRICIA MEYER, after being duly sworn, state:

1. My name is Patricia Meyer and I reside in 34 Chaco Loop, New Mexico.
Sandia Park
2. I am a member of the governing body of the Media Arts Collaborative Charter School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Arts Collaborative Charter School's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Patricia Meyer
[Signature]

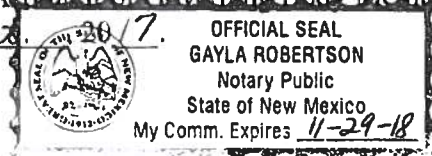
9/12/17
Date

PATRICIA MEYER
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12th day of Sept., 2017.

[Notary Seal:]



Gayla Robertson
NOTARY PUBLIC

My commission expires: 11-29, 2018.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Marvin Gladstone, after being duly sworn, state:

1. My name is Marvin Gladstone and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Media Arts Collaborative Charter School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Arts Collaborative Charter School's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]
[Signature]

09/12/17
Date

MARVIN H. GLADSTONE
[Print]

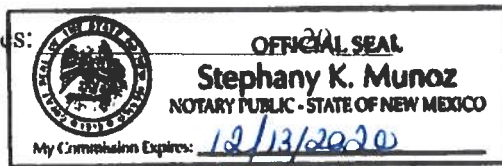
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12 day of September, 2017.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires:



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Media Arts Collaborative Charter School, located in Albuquerque, New Mexico.

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

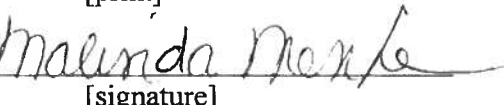
We make this statement as part of Media Arts Collaborative Charter School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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


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


THE FOLLOWING MEMBERS OF THE MEDIA ARTS COLLABORATIVE CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 22ND DAY OF AUGUST, 2017.


1. 
[signature]
Michael Trujillo
[print]

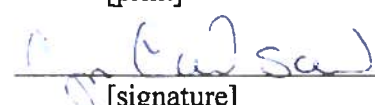
2. 
[signature]
Malinda Menke
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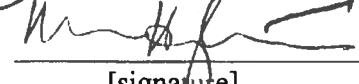
3. 
[signature]
James Gale
[print]

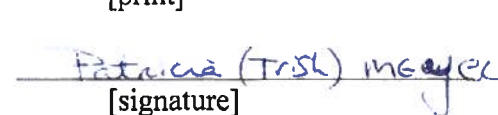
4. 
[signature]
Ted Cloak
[print]

5. 
[signature]
Miles Tokunow
[print]

6. 
[signature]
John Lopez
[print]

7. 
[signature]
Carolyn Carlson
[print]

8. 
[signature]
Marvin Gladstone
[print]

9. 
[signature]
Trish Meyer
[print]

Attach additional pages if membership exceeds five.

**MEDIA ARTS COLLABORATIVE CHARTER SCHOOL
GOVERNING BOARD MINUTES
August 8th, 2017 7:30pm
4401 Central Ave NE Building #2 Albuquerque, NM 87108**

1. **Quorum Call**
 - a. Michael called the meeting to order at 7:29pm
 - b. Board Member Quorum Call
 - i. Michael Trujillo – Present
 - ii. Ted Cloak – Present
 - iii. John “Jake” Lopez – Present
 - iv. Jim Gale – Present
 - v. Miles Tokunow – Present
 - vi. Carolyn Carlson – Present
 - vii. Malinda Menke – Present
 - viii. A quorum is present
 - c. Staff Present: Jonathan Dooley, Patrick Kelly and Anthony Conforti
 - d. Foundation Members Present: None
 - e. PAC Members Present: None
 - f. Public Present: Marvin Gladstone and Trish Meyer
2. **Approval of Agenda**
 - a. John made a motion to approve the agenda
 - b. Miles seconded
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - e. Motion Passed 6-0
3. **Approval of Minutes**
 - a. July 2017 Minutes
 - i. Carolyn made a motion to approve the July 22nd, 2017 minutes
 - ii. Malinda seconded
 - iii. There was no discussion
 - b. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - c. Motion Passed 6-0
4. **Committee of the Whole**
 - a. John mentioned that Michael’s, as president, vote should not be listed unless there is a tie. Minutes going forward should reflect this change.
 - b. Malinda brought up the requirements of board member trainings and what is required of current and new board members.
 - i. Miles will distribute the email to board members regarding the new requirements

5. Public Comment
 - a. No Public Comment

6. Reports
 - a. Principal Report
 - i. Jonathan gave an overview of how the jump start day and the first days of school have gone.
 1. A lot of excitement
 - ii. Charter Renewal Trainings and CSD Site Visit
 1. Thank you to Mike, Jim and Carolyn for attending the recent CSD training
 2. Testing and Media goal data has been updated
 3. Last week at professional development, Jonathan gave the teachers the data over the past years to analyze
 - a. Teacher gave input on why things happened
 4. Jonathan discussed that new requirements will make the school explain F's and D's in the school grading system with the various components and not just the overall grade
 5. Michael asked how many parents have signed the petition in support of the school
 - a. Current percentage is at 66% (requirement is 75%).
 - b. Only have been collecting for 3 days
 - c. All staff have signed the staff petition
 - iii. Staffing for 2017-2018
 1. Completely staffed
 2. Part-time special education teacher was hired through the Michael Padilla job fair
 - iv. Enrollment and First Days of School
 1. Currently 268 students
 2. We have a waiting list for all grades right now, first time ever
 - a. Some spots may open up if student don't show up by the 10th day
 - v. Teacher Professional Development & Larry Myatt
 1. Teachers
 2. Focus on project based learning
 - a. Teacher collaboration on classroom projects
 - b. Teachers asked for more planning time and Jonathan has made accommodations for that
 3. Larry Myatt discussed with teachers to look past the
 - vi. Jump Start Day
 1. Jonathan distributed the student "survival guide" which was geared mostly to new middle school students

- 2. Cell phone policy was a focal point
 - a. Mr. Conforti commented that he hasn't seen a cell phone the first two days
 - 3. Community building was also a focal point
 - a. Jonathan distributed our student planner
 - b. Bringing middle school and high school together
 - vii. PARCC Results
 - 1. Jonathan distributed the graphs comparing our PARCC scores vs the statewide scores
 - a. He discussed math and reading scores at our grade levels
 - viii. Portfolium
 - 1. New cloud based software to store student work so that they can have a portfolio
 - a. Students can keep using into college
 - 2. Teachers can also use for their class projects
 - ix. Update: PAC Meeting regarding unpaid Meal Charges
 - 1. PAC is supporting a fundraising activity to help with the unpaid lunch bills
 - x. MACCS Mission Statement
 - 1. Jonathan distributed a worksheet showing our mission
- b. Financial Report
- i. Pat reported on the finances for July 2017
 - 1. There are not a lot of operational expenditures
 - a. This is due to teacher and other staff contracts not starting until August
 - b. Discussed the potential savings from new staff not taking insurance (~\$16,000)
 - c. Discussed the potential costs of employees moving up in licensure levels
 - i. These were budgeted for (~\$62,000)
 - 2. Discussed various funds and their balances
 - 3. Reviewed the disbursements and deposits for the month
 - ii. Pat presented five BARs
 - 1. Capital Outlay Increase BAR (\$1,147)
 - 2. High Schools That Work Initial BAR (\$61,510)
 - 3. Capital Outlay Maintenance BAR
 - a. Move \$50,000 from facility purchase to construction services for Portables divider project, server room wall and network wiring
 - 4. Operational Carryover Increase BAR (\$31,285)
 - 5. Instructional Materials Carryover Increase BAR (\$4,897)
 - iii. Pat discussed the new copier lease

1. Received quotes from 5 vendors, of which 3 were CES approved companies
 2. Contract has been awarded to Konica (same company)
 3. Prior lease was a 5 year term, we have reduced to 4 years
 - a. Current machines started to wear down more frequently
- iv. Capital Outlay Project Update
1. New Room Dividers in Portables
 - a. Support for Curtains will be completed this week
 - b. Folding curtains should be installed by the end of the month
 2. New network wiring in main building
 - a. All new wiring has been completed
 3. Server room relocation
 - a. Brandon (IT) is now hooking up new wiring to switches
 - b. Should see significant increase in network and internet speeds
 4. Projects to be paid from past legislative appropriations
 5. May need to schedule a capital outlay meeting to discuss the needs and requests for the 2018 legislative session
 - a. Also, to come up with a plan for current awards
 - i. Re-appropriation for HVAC project
- v. Finance and Audit Committee Meetings and Vacancy
1. Would like to schedule meeting for Tuesday, August 22nd at 7:00pm prior to board meeting
 - a. Discuss upcoming audit
 - b. Filling vacancy
 - c. Mike suggested possibly finding another date
 2. We have some teachers that are parents that may want to serve or we will solicit to other parents
- vi. Lease Reimbursement Grant
1. Pat discussed the possible 20% cut to the grant for FY2018.
 2. This could affect the school by about \$31,600
 3. There is a PSCOC meeting this Friday to discuss any cuts
- vii. Approval of Financial Report
1. John moved to approve the presented July 2017 financial report
 2. James seconded the motion
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”

5. Motion Passed 6-0

c. Media Coordinator

- i. First week of school reflection
 1. Cell phone use was none existent
 2. Seemed to be a smooth start to the school year
 - a. Technology worked
 3. Enrollment
 - a. We have more siblings this year than in previous year
- ii. Film and Media Industry Conference
 1. August 25th and 26th and MACCS will have a table
- iii. NM Commission of Community Volunteerism
 1. Would like to have a film festival focusing on films that have volunteering as a theme
 2. September 2nd at the KIMO
- iv. Mayoral Forum
 1. At Nob Hill Studios, September 26th
 2. MACCS students will crew and will be presented on ProView Networks
 - a. Possible streaming on MACCS TV

d. PAC Report

- i. No report given
- ii. Noted that Ice Cream Social is on August 22nd

e. Foundation Board

- i. No report given

7. Action Items

a. BARs Approval

- i. John moved to approve the presented five BARs
- ii. Miles seconded the motion
- iii. There was no discussion
- iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
- v. Motion Passed 6-0

b. Review of School Mission

- i. No motion was presented
- ii. There was discussion regarding the worksheet that Jonathan distributed to go over the mission statement

c. Governance Council By-Laws

- i. John moved to table the By-Law approval
- ii. Malinda seconded the motion

- iii. There was discussion that John and Malinda will meet next week to go over them with the former governing council president to finalize
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
- d. Principal Evaluation
 - i. Malinda moved to table the principal evaluation
 - ii. Carolyn seconded the motion
 - iii. Discussion was to move it to the August 22nd board meeting agenda
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
- e. Lunch for Unpaid Meal Charges Policy
 - i. Miles moved to approve the Unpaid Meal Charges Policy
 - ii. John seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
- f. Prospective Board Members
 - i. Marvin Gladstone and Trish Meyer introduced themselves and their desire to serve on the board. They both discussed what skills they have that can aide the schools.
 - ii. Marvin Gladstone
 - 1. John moved to add Marvin Gladstone to the Governance Council
 - 2. Ted seconded the motion
 - 3. Marvin noted that the school has an existing lease with Nob Hill Studios (who leases from West Highland LLC) for studio/media space. His wife is a partner of Nob Hill Studios and wanted to disclose that to the board. He was not involved in any way with the current lease and will recuse himself on any future votes, although, the school is looking at purchasing the building from West Highland LLC this school year so there most likely will not be any future lease with Nob Hill Studios.
 - 4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - 5. Motion Passed 6-0
 - iii. Trish Meyer

1. Malinda moved to add Trish Meyer to the Governance Council
 2. Carolyn seconded the motion
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 5. Motion Passed 6-0
- g. Board Member Positions
 - i. John moved that as per the bylaws the MACCS Governance Council will consist of no less than 5 members and no more than 9 members with current membership being 9 members.
 - ii. Miles seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - v. Motion Passed 6-0
 - h. School Performance Goals
 - i. No motion was presented
 - ii. It was discussed to leave the goals as is for now
 - i. Board Representation at October Site Visit
 - i. There was discussion that tentatively Mike, Miles and Carolyn will be there
 - ii. Miles made a motion to strike this item from the agenda
 - iii. John seconded the motion
 - iv. There was no discussion
 - v. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - vi. Motion Passed 6-0
8. Old Business
 - a. None
 9. New Business
 - a. None
 10. Adjournment
 - a. John moved to adjourn the meeting
 - b. Malinda seconded the motion
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; James Gale “AYE”; John Lopez “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Ted Cloak “AYE”
 - e. Motion Passed 6-0
 - f. Meeting adjourned at 9:27pm

School Governance Change

Monte del Sol Charter School

On June 13, 2017, a vacancy was created on the Governing Board by the resignation of Cassandra Reid. On June 13, 2017, this vacancy was filled by the designation of Louise Yakey. Notification of both the vacancy and the designation was received on September 6, 2017. Final documentation for the designation has not yet been received.

On June 13, 2017, a vacancy was created on the Governing Board by the resignation of Brett Frauenglass. On August 8, 2017, this vacancy was filled by the designation of Teresa Martinez. Notification of both the vacancy and the designation was received on September 6, 2017. Final documentation for the designation has been received.

On June 13, 2017, a vacancy was created on the Governing Board by the resignation of Anne Salzmman. Notification of the vacancy was received on September 6, 2017. This position was eliminated by the board during the vote for annual board membership.

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: Click here to enter text.

Date submitted: Click here to enter a date.

Contact Name: Click here to enter text.

E-mail: Click here to enter text.

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Cassandra Reid	Resignation	6/13/2017	Term limit	From: 8/1/2010 To: 6/13/2017
Brett Frauenglass	Resignation	6/13/2017	Term limit	From: 2009 To: 6/13/2017
Anne Salzmann	Resignation	6/13/2017	Needed to reduce commitments outside of work.	From: 1/13/2015 To: 6/13/2017

Original Signature of Governing Council President or Designee: _____

Date: 8/8/17

Printed Name of Governing Council President or Designee: _____

Michael Smith

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- Notices of Resignation or Removal
 - The governing body minutes showing the vote to remove the member, or
 - The resigning member's signed and dated written resignation;
- Notices of Designation:
 - An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

Resignation Letter

June 11, 2017

Inbox x

Governing Board x

Cassandra Reid

<cassandra@lotustileworks.com>

to Board_Plus

Dear fellow Board members,

As you know, I'm planning to step down from the Governing Board effective June 14, 2017. It has been so rewarding to be part of this board and this school community, and I'm extremely grateful for the chance I've had to work with all of you.

I wish you all the best,

Cassandra

Jun
11

Cassandra Reid
<cassandra@lotustileworks.com>

to Board_Plus

FYI, Brett is leaving the GB after many years of wonderful service to the school.

Begin forwarded message:

From: Brett Frauenglass <brett.frauenglass@gmail.com>
Subject: Monte del Sol Resignation Letter
Date: June 8, 2017 at 10:35:46 AM MDT
To: board@montedelsol.org, Cassandra Reid <Cassandra@lotustileworks.com>

6/8/17

Dear Cassandra and MdS Governing Board,

It is with great ambivalence that I submit this letter of resignation to the Monte del Sol Governing Board. As you know, I have been a board member for the maximum term allowed, and have served in a number of roles. All of this has been very rewarding, and I have seen Monte evolve in important ways during these years. Monte is a dragon with an important role in our community, and I remain extremely proud and optimistic about Monte's current and future state as an institution.

Best of luck to you all,

Brett Frauenglass
Governing Board 2009-2017

Jun
11

Cassandra Reid
<cassandra@lotustileworks.com>

to Board_Plus

Anne is also ending her board service, thank you Anne and Brett for all you have done for Monte!

Begin forwarded message:

From: "anne salzmann" via Board" <board@montedelsol.org>
Subject: Resignation
Date: June 9, 2017 at 8:05:50 AM MDT
To: Board <board@montedelsol.org>
Reply-To: anne salzmann <annesalz@yahoo.com>

June 9, 2017

Dear Monte del Sol Board Members:

Please accept my letter of resignation from the MdS Board, effective June 14, 2017. I have been involved with Monte in some way or other for 14 years and will always remain a supporter. This year I have found that I need to reduce my commitments outside of The MASTERS Program in order to stay healthy and sane. But, I will always be willing to help in any way I can and will support Robert in any way that is helpful to him. I have enjoyed my time with you.

Anne Salzmann
110 Verano Loop
Santa Fe, NM

Minutes

Governing Board Meeting
Monte del Sol Charter School
4157 Walking Rain Road
Santa Fe, NM 87507

Tuesday June 13, 2017 6:00 PM

Voting Members Present: Cassandra Reid, Anne Salzmänn, Michael Smith, Robert Jenkins, Charles McIntyre, Steve Alarid. **Voting Members Absent:** Gabriel Alarcon, Korina Lopez, Brett Frauenglass,. **Non-Voting Members Present:** Robert Jessen, Tami Clarke.

I Call to Order: 6:07 p.m.

II Welcome/ Introductions

Teresa Martinez- Prospective Board Member
Erica Velarde- Facilities Committee Member
Darlene Mendez-501C3 non Profit member

III Consideration of Agenda

Motion to accept agenda Michael Smith; 2nd: Charles McIntyre, motion carried

IV Public Comment: None

V Consent Agenda

1. Consideration of Minutes from May 9, 2017
2. BARS- None presented
3. Consideration of Bank Reconciliation and checks- reviewed in Finance Meeting
4. Unbudgeted purchases or contracts in excess of 20K- None presented
5. Contracts:
 - a. Lighting Contract, **Pulled and presented outside of Consent Agenda.**
 - b. Business Software Contract. **Pulled and presented outside of Consent Agenda.**
 - c. Maria Fidalgo Contract- Business Management Services- discussion and concern regarding the number of on site contract working days for the Business Manager, Also for handling day to day business transactions. Board was assured by Robert and Maria Figalgo that all business services will be completed correctly and on time. Maria also mentioned that she hired a CPA for assistance and will hire one more. She mentioned that she has experience with Charter School business management and understands what needs to be done.
 - d. Matthews Fox Contract for Legal Services
 - e. Rhubarb & Elliott- Food Services Contract
 - f. EASi Contract- Diagnostic and Ancillary Services
 - g. Kati Sommer- Garden Coordinator
6. Policies- None presented

7. Other Items- IDEA B Application for 2017-2018 **Pulled and presented outside of Consent Agenda.**

Motion to approve Consent Agenda: Robert Jenkins 2nd: Michael Smith. Carried unanimously

From Consent Agenda Item 5A: Lighting Contract presentation by Erica Velarde to replace lighting throughout the school. 3 bids presented with one bid coming in under 60k with a PNM rebate. Contract awarded to Arizona Insulation Energy Solutions-True Light.
For \$59,516.

Motion to approve Lighting Contract: Michael Smith. 2nd by Charles McIntyre, Carried unanimously

From Consent Agenda Item 5B Business Software Contract: Presentation by Robert Jessen and Maria Fidalgo- Contract with Visions Software to replace APTAFund for Financial Management of the school. Reasons for replacement was better, has more user friendly modules available, and is a newer better supported platform. The cost for the new software initially will be not to exceed \$41,782 including \$8,882 annual fee.

Motion to approve Business Management Software Contract: Robert Jenkins. 2nd by Charles McIntyre, Steve Alarid Abstained, Motion Carried

From Consent Agenda Item 7 Other Items IDEA B Application- Discussion of 2017-2018 allocation for Ancillary Services including SLP,OT , SW and Diagnostician services for \$74,104

Motion to approve 2017-2018 IDEA B Application: Steve Alarid. 2nd by Michael Smith, Motion Carried Unanimously.

VI Financial Report Michael and Tammy discussed May monthly financials

VII Operational nothing to report

VIII Academic

1. Goals/academic: Vote on whether to authorize the reduction of art electives from 3 to 2 for graduation and no NM geography and one fewer electives. This accommodates the total credit reduction of 27 to 24.

Motion to approve Robert Jenkins. 2nd by Charles McIntyre, Motion Carried Unanimously.

2. Mission goals- none discussed
3. Data - non presented
4. Progress – none presented, Cassandra suggested a report for August to help Board understand PEC Performance Contract
5. Strategic Plan- none presented
6. Vote on whether to waive 1 credit of mentorship for a graduating senior.

Motion to approve Michael Smith. 2nd by Anne Salzmann, Motion Carried Unanimously.

Discussion of Academic section guided by the following criteria: **no report for the following items**

Student academic performance

Student academic growth

Achievement gaps in both proficiency and growth between student subgroups

Attendance

Recurrent enrollment from year to year

Post-secondary readiness

Graduation rate

Financial performance and sustainability

Governing body performance, including compliance with all applicable laws, rules, and terms of the charter contract

IX Mission

1. Faculty Report - none
2. Student Report - none
3. Head Learner Report- none
4. Foundation Report – Darlene Mendez reported on the progress of recruiting and fundraising efforts of the non-profit. She also discussed the complete refinance of the facility loan with a \$68,000 cashout. She also discussed the small but successful 1st annual golf tournament and the hope to make it grow in the future.
5. Other items - none

X Board

6. Elect officers for 2017-18 school year following elections of officers were elected tonight: Michael Smith-President, Robert Jenkins-Vice President, Charles McIntyre-Secretary, and Steve Alarid-Treasurer. **Motion to approve election of officers Anne Salzmann. 2nd by Cassandra Reid, Motion Carried Unanimously**
7. Confirm committee chair-ships-tabled
8. **Vote on resignation of several board members: The following members resigned their Board positions tonight. Cassandra Reid, Anne Salzmann, and Brett Frauenglass. Motion to approve resignations Robert Jenkins. 2nd by Charles McIntyre, Motion Carried Unanimously**
9. Possible vote on whether to add new board member(s)-tabled
10. Set number of board members for 2017-18 school year- tabled
11. Set a date for board retreat August 12, 2017

12. Discussion and possible vote on amending bylaws to revise board committees -
tabled

XI Business proposed for next regular meeting – none discussed

XII Adjournment 8:44 pm. ***Motion to adjourn by Robert Jenkins, 2nd by Charles McIntyre***

Next regular meeting is Tuesday August 8, 2017.

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: [Click here to enter text.](#)

Date submitted: [Click here to enter a date.](#)

Contact Name: [Click here to enter text.](#)

E-mail: [Click here to enter text.](#)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Teresa Martinez	Designation	8/8/2017	Click here to enter text.	<i>From: 8/8/2017</i> <i>To: Click here to enter a date.</i>
Louise Yakey	Designation	6/13/2017	Click here to enter text.	<i>From: 6/13/2017</i> <i>To: Click here to enter a date.</i>
Click here to enter text.		Click here to enter a date.	Click here to enter text.	<i>From: Click here to enter a date.</i> <i>To: Click here to enter a date.</i>

Original Signature of Governing Council President or Designee: *Michael Smith*

Date: 08/08/17

Printed Name of Governing Council President or Designee: Michael Smith

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- Notices of Resignation or Removal
 - The governing body minutes showing the vote to remove the member, or
 - The resigning member's signed and dated written resignation;
- Notices of Designation:
 - An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO

COUNTY OF SANTA FE

I, Teresa C Martinez, after being duly sworn, state:

1. My name is TERESA C. Martinez and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of Monte del Sol Charter School in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

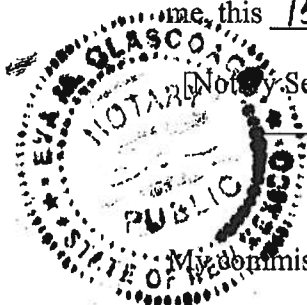
Teresa C Martinez
[Signature]

8/15/17
Date

Teresa C. Martinez
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15th day of August, 2017.



[Notary Seal:] Eva M. Olascoaga

NOTARY PUBLIC

My commission expires: April 16, 2018.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO

COUNTY OF SANTA FE

I, Louise Yakey, after being duly sworn, state:

1. My name is Louise Yakey and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of Monte del Sol Charter School in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Louise Yakey
[Signature]
Louise Yakey
[Print]

8/11/17
Date

VERIFICATION

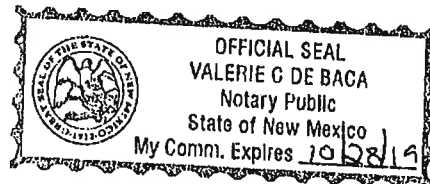
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11 day of August, 20 17

[Notary Seal:]

Valerie C De Baca

NOTARY PUBLIC

My commission expires: 10/28, 20 19



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Monte del Sol Charter School, 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 Monte del Sol Charter School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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


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

THE FOLLOWING MEMBERS OF THE MONTE DEL SOL CHARTER SCHOOL, GIVE
THE FOREGOING STATEMENT THIS 8 DAY OF
August, 2017.

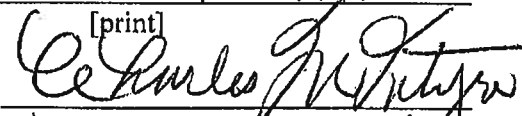
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[signature]
Steve Alarid
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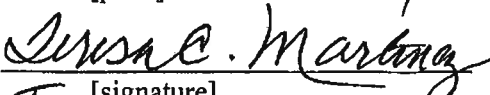
2.


[signature]
Michael Smith
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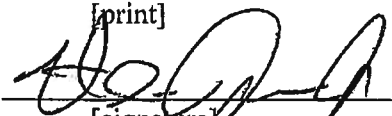
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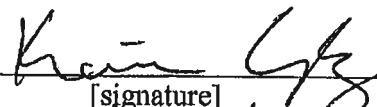

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Charles McIntyre
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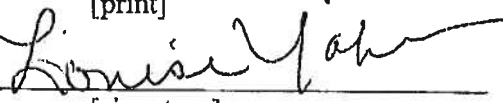
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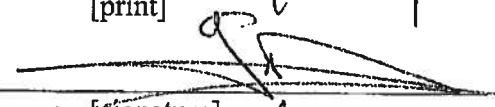

[signature]
TERESA C. MARTINEZ
[print]

5.


[signature]
Robert D. Jenkins Jr.
[print]

6. 
[signature]
Karna Lopez
[print]

7. 
[signature]
Louise Yakey
[print]

8. 
[signature]
GABNER Alarcon
[print]

9. _____
[signature]

[print]

10. _____
[signature]

[print]

Minutes
Governing Board
Monte del Sol Charter School
4157 Walking Rain Road
Santa Fe, NM 87507

Tuesday August 8th, 2017 6:00 PM

Voting Members Present: Michael Smith, Robert Jenkins, Charles McIntyre, Steve Alarid, Korina Lopez, Teresa Martinez. **Voting Members Absent:** Gabriel Alarcon, Louise Yakey. Non-Voting Members Present: Robert Jessen, Zoe Nelson, Maria Fidalgo.

Call to Order 6:10 p.m.

Consideration of Agenda

Motion to strike item 10, closed session, and accept agenda: Korina Lopez; 2nd: Charles McIntyre. Motion carried

Consideration of Minutes from June 13, 2017 meetings

Motion to approve: Korina Lopez ; 2nd: Charles McIntyre. Motion carried

Announcements, Introductions, and Procedural Items

Public Comment: This section of the agenda is reserved for comment from the public on items that are not otherwise on this agenda. Public comment may be limited to five minutes per speaker, or a total of twenty minutes apportioned between members of the public who wish to address the board. Anyone wishing more time must make prior arrangements with the Chair of the Board.

No Public Comment

Reports and Action Items:

1. Foundation Report: None tonight

2. Finance Committee

a. Consideration of bank reconciliations and checks. None (transitioning to new financial software)

b. Consideration of BARs. None (transitioning to new financial software)

c. Consideration of any unbudgeted purchases or contracts in excess of \$20,000 (None (transitioning to new financial software)

d. Consideration of contracts for FY 2018/ACES

Motion to approve: Robert Jenkins; 2nd Steven Alarid. Approved by unanimous consent

e. Review of 2017-2018 Budget

3. Head Learner report
 - a. a. Discussion of reducing credits needed for graduation from 27 to 24
 - 1.
4. Ratification of CBA. Motion to approve: Robert Jenkins 2nd: Korina Lopez. Motion carried
5. Faculty report: None tonight.
6. Board Development Committee: Korina Lopez. Motion to designate Teresa Martinez as a Board Member: Korina Lopez; 2nd: Steven Alarid. Motion carried
7. Policy Committee
 - a. Update: Robert Jenkins
8. Discuss Board Retreat August 12th from 9am to 2pm
9. Review and discuss Amending the Bylaws of the Governing Board: to be taken up at a later date
10. Business proposed for next regular meeting
11. Adjournment 8:00 p.m. Motion to adjourn: Korina Lopez; 2nd: Charles McIntyre. Carried forward

Next regular meeting is Tuesday September 12, 2017.

Agenda is available at montedelsol.org, and a paper copy is posted on the front door of the school.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact Monte del Sol Charter School at 982-5225, at least one week prior to the meeting if possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of the Head Learner at 982-5225 if a summary or other format is needed.

Directions: From Rodeo Road, take Richards Avenue south to Governor Miles, which is the first traffic light. Take a right onto Governor Miles and proceed .7 miles to Dancing Ground Road. Go left. At Walking Rain Road go left again and continue until you reach the school.

School Governance Change

New Mexico Connections Academy

On August 29, 2017, a vacancy was created on the governing board by the resignation of Carlo Lucero. The changes were reported in a timely fashion and the school has been notified that a new board member must be designated by October 13, 2017 or an extension filed. The board currently has four seated members, although CSD has been informed that two new members have been designated and documentation will be forthcoming .

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: New Mexico Connections Academy Current Number of Governing Body Members: 4

Date submitted: 09/06/2017 Contact Name: Nicole Cooper E-mail: ncooper@connectionseducation.com

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
Carlo Lucero.	5827 4th Street, NW Albuquerque, NM 87107 Cell: (505) 991-4245 Work: (505) 345-5501 Work 2: (800) 794-5501 Email: carlo@sparklecorp.com	Resigned	08/29/2017	Time commitment	From: June 29, 2012 To: August 29, 2017.
Click here to enter Board Member name.	Click here to enter 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.	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: Mark Boitard Date: 9/6/17

Printed Name of Governing Council President or Designee: MARK BOITARD



New Mexico Connections Academy (NMCA)
MINUTES OF THE GOVERNING COUNCIL MEETING
Tuesday, August 29, 2017 at 9:00 a.m. MT

Held at the following locations and via teleconference:

4001 Office Court, Suite 201-204
Santa Fe, NM 87507

and

4801 Hardware Dr. NE
Albuquerque, NM 87109

I. Call to Order and Roll Call

Mr. Boitano called the meeting to order at 9:12 a.m. when all participants were present and able to hear each other. The school location was open to the public. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Mark Boitano, Jerry Schalow, and Carlo Lucero (in person at Albuquerque location); Patrick Chavez (via phone);

Governing Council Members Absent: Paul Gessing;

Guests Present: Ramoncita Garcia, School Principal; Justine Vigil, School Business Manager (in person at Albuquerque location); Debbie Vigil, Sonya Martinez, Bruce Weaver, Lisa Todd, Amy Earle, and Tammy Woffinden, School staff (in person at the Santa Fe location); Laci Lockwood and Craig Lockwood, School staff; Brian Rosta, Mindy Whisman, Bryce Adams, Tanya Lee, and Kristin DeGross, Connections staff (via phone).

II. Routine Business

a. Approval of Agenda

Mr. Boitano asked the Governing Council to review the Agenda distributed prior to the meeting. There being no changes, a motion was made by Mr. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, that the Agenda for the August 29, 2017 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

III. Public Comment

There were no comments at this time.

IV. Oral Reports

a. Principal's Report

i. Update on Back to School Activities, Staffing, and Training

Ms. Garcia discussed with the Governing Council recent back to school activities, including a successful back to school picnic with students, families, and teachers. She also updated the Governing Council on staffing and training efforts.

ii. Update on Enrollment

Ms. Garcia provided the Governing Council with the most up-to-date enrollment numbers, including those students in all stages of the enrollment process.

iii. Connections Academy Summer Leadership Conference

Ms. Garcia discussed the recent CA Leadership Conference, held annually in Baltimore. She reviewed many of the topics covered at the retreat, as well as mentoring and networking opportunities for her and other school leadership team members.

iv. PED Site Renewal Update

Ms. Garcia provided the Governing Council with an update on the PED Site Renewal, including the timeline for completion of the renewal application.

v. School Operations Metrics

Ms. Garcia presented this item to the Governing Council. She reviewed the data included in the Governing Council materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation. Governing Council members discussed the metrics data with Ms. Garcia and school staff.

[Ms. D. Vigil joined the meeting at 9:26 a.m.]

Mr. Rosta and school staff members further reviewed the school's performance metrics with the Governing Council.

Additionally, Ms. Garcia provided an update on the school's performance score, as recently released by the state. Governing Council members reviewed the score in detail, as well as the presentation of the School Improvement Plan at a future meeting.

b. Financial Report

Ms. J. Vigil reviewed the school's financial statements in detail, including the check register, revenue and expense statements, as well as the school's forecast for the school year based on enrollment trends with the Governing Council.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Summer School Invoice

Mr. Schalow briefly reviewed the summer school invoice with the Governing Council. There being no further discussion, Mr. Chavez made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the Summer School Invoice, in the amount of \$9,645.00, as presented, is hereby approved.

The motion passed unanimously.

2. Approval of LiveSpeech Invoice for May

Mr. Schalow reviewed the LiveSpeech invoice with the Governing Council. There being no further discussion, Mr. Chavez made the following motion and it was seconded by Mr. Schalow as follows:

RESOLVED, that the LiveSpeech Invoice for May, in the amount of \$15,090.00, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Earle, Ms. D. Vigil, and Ms. Todd left the meeting at 10:22 a.m.]

3. Approval of Budget Adjustment Reports (BARs)

a. 554-000-1617-0014-T 11000

b. 554-000-1617-0015-M 11000

c. 554-000-1718-0001-IB 24106

Ms. J. Vigil provided an update on the budget adjustment reports, as included in the Governing Council materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the Budget Adjustment Reports: 554-000-1617-0014-T 11000, 554-000-1617-0015-M 11000, and 554-000-1718-0001-IB 24106, as presented, are hereby approved.

The motion passed unanimously.

ii. Unaudited 2016-2017 Financial Results

Ms. J. Vigil reviewed the unaudited financial results from the previous school year with the Governing Council. She further provided the Board with an update on the upcoming audit review process.

V. Consent Items

Mr. Boitano asked the Governing Council members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. There being no items removed from the Consent Items, a motion was made by Mr. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 7, 2017 Special Meeting;
- b. Approval of Revision(s) to the Employee Handbook: Work at Home Stipends;
- c. Approval of 2017-2018 Base Salaries and Incentive Percentage and Career Ladder Positions; and
- d. Approval of Federal Title Funding Documentation: Revision(s) to Parent and Family Engagement Policy; are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Approval of Governing Council President as Designee to Review and Finalize Charter Renewal Application

Mr. Boitano presented this item to the Governing Council. Governing Council members discussed the Charter Renewal Application timeline in detail. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Chavez as follows:

RESOLVED, the Governing Council President as Designee to review and finalize Charter Renewal Application on behalf of the Governing Council, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Board Member to Attend the Audit Committee

Mr. Boitano presented this item to the Governing Council. He reviewed Mr. Lucero's previous attendance at Audit Committee meetings, and impending resignation from the Governing Council. He further discussed the need to nominate a Governing Council member to the Audit Committee to fill Mr. Lucero's position. Mr. Schalow volunteered to serve on the Audit Committee with Mr. Boitano. There being no further discussion, a motion was made by Mr. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, that Jerry Schalow as Board Member to attend the Audit Committee, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of Governing Body Membership for the 2017-2018 School Year

Mr. Boitano presented this item to the Governing Council. He reviewed the Governing Council Bylaws, and noted the intent of the Governing Council to maintain the current membership requirements of five to nine members throughout the 2017-2018 school year. There being no further discussion, a motion was made by Mr. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, that Governing Body Membership in accordance with Bylaws for the 2017-2018 School Year, as discussed, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. Update on Staffing

Ms. Garcia reviewed the Staffing Report included in the meeting materials with the Governing Council and provided an update on staffing levels. The Governing Council discussed staffing levels with Ms. Garcia.

b. Legislative Update

Mr. Adams provided the Governing Council with updates on legislative matters that may impact the school.

[Ms. Lockwood left the meeting at 9:42 a.m.]

c. Parter School Leadership Team Update

Mr. Rosta presented to the Governing Council on behalf of Connections' Partner School Leadership Team.

i. Teacher Professional Development Products for the 2017-2018 School Year

Mr. Rosta reviewed the professional development products and services for school staff, as offered by Connections for the 2017-2018 school year. He discussed the various levels and delivery models of professional learning opportunities available to staff members based on years of service and experience. He and Ms. Garcia also highlighted the additional training and development opportunities offered by school leadership. Mr. Rosta further advised of the training and resource opportunities available for Learning Coaches at the school.

d. Governing Council Self Evaluation

Ms. DeGroff presented this item to the Governing Council, and reminded Council members to complete the self evaluation for review at a future meeting.

e. Governing Council Training Requirements Update

Ms. DeGroff provided an update on the annual training requirements for all returning Governing Council members, as well as the requirements for all newly elected members.

VIII. Nominating Committee Report

a. Consideration of Governing Council Member Candidate

Mr. Boitano and Ms. Garcia reviewed ongoing recruitment efforts for Governing Council candidates. Mr. Boitano further advised of the timeline to fill the open position anticipated by Mr. Lucero's resignation. No further action was taken at this time.

[Mr. Lucero joined the meeting at 10:48 a.m.]

IX. Acceptance of Board Member Resignation, Carlo Lucero

Mr. Boitano reviewed Mr. Lucero's resignation letter with the Governing Council. The Governing Council thanked Mr. Lucero for his service to the Governing Council and the school.

[Mr. Weaver left the meeting at 10:51 a.m.]

Mr. Lucero thanked Ms. Garcia and Governing Council members for their continued work with the school. There being no further discussion, a motion was made by Mr. Chavez and seconded by Mr. Schalow as follows:

RESOLVED, the resignation of Carlo Lucero from the New Mexico Connections Academy Governing Council, as presented, is hereby accepted, effective immediately.

The motion passed unanimously.

X. Adjournment and Confirmation of Next Meeting - Tuesday, September 26, 2017 at 9:00 a.m. MT

Mr. Boitano noted that the Governing Council was at the end of its agenda and that the next meeting is scheduled to be held on Tuesday, September 26, 2017 at 9:00 a.m. MT. At 10:56 a.m., Mr. Schalow made the following motion and it was seconded by Mr. Chavez as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. August 29, 2017 Governing Council meeting, as discussed, is hereby approved.

The motion was approved unanimously.

School Governance Change

New Mexico School for the Arts

On April 11, 2017, a vacancy was created on the governing board by the resignation of Vickie Sewing. On June 13, 2017, the vacancy was filled by the designation of Michael Kaplan. The changes were not submitted in a timely fashion, but all documentation was received on August 25, 2017.

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: New Mexico School for the Arts

Date submitted: 8/8/2017

Contact Name: Gayle McGuiness

E-mail: gmcguiness@nmschoolforthearts.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Vickie Sewing	Resignation	4/11/2017	Member resigned	From: 9/14/2011 To: 6/30/2017
Michael Kaplan	Designation	6/13/2017	New Member	From: 7/1/2017 To: 6/30/2020
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Bill Beaucham

Date: 8/8/2017

Printed Name of Governing Council President or Designee:

Bill Beaucham

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- Notices of Resignation or Removal
 - The governing body minutes showing the vote to remove the member, or
 - The resigning member's signed and dated written resignation;
- Notices of Designation:
 - An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

Vickie L. Sewing

P.O. Box 31610

Santa Fe, NM

505 470-3758 vsewing7@gmail.com

March 28, 2017

Bill Beacham, President

NMSA Governing Council

Dear Bill,

By way of this letter I am tendering my resignation from the New Mexico School for the Arts Governing Council , effective June 30, 2017. It has been a great honor and privilege to serve the NMSA community and to contribute to this wonderful school for the past 7 years.

The school has made amazing strides and growth in all ways over the past several years. I know the work of the staff, students and governing council will continue and I look forward to following the progress as you continue to work on behalf of the entire NMSA community.

Thank you for the opportunity to be on the Governing Council and assist with the work of NMSA. I wish you and the Governing Council all the best as you continue this very important work on behalf of the NMSA students, both current and future.

All the best,

Vickie L. Sewing

Xc: Cindy Montoya, NMSA Head of School

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, April 11, 2017, from 6:00 – 8:00 pm Meeting
New Mexico School for the Arts—High School
500 Montezuma Ave.
Santa Fe, NM 87501

Meeting Minutes - Approved

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

- I. Call to Order Bill Beacham

Bill Beacham called the meeting to order at 6:00 pm.

- II. Reading of Mission Statement Bill Beacham

The Mission Statement was read by Bill Beacham.

- III. Governing Council Attendance as Indicated on Sign-In Sheet Bill Beacham

NMSA Council Members Present:

Bill Beacham, Chair
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, Member

NMSA Council Member Excused:

Vickie Sewing, Vice Chair

NMSA High School Staff Present:

Cindy Montoya, Head of School
Eric Crites, Principal
Gayle McGuinness, Secretary

- IV. Approval of Agenda Bill Beacham

Doddie Espinosa made a motion to approve the Agenda. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The following Agenda item was added: **Approval of Contract of Business Manager.** The Council unanimously approved the motion to amend the Agenda as stated.

- V. Public Forum Bill Beacham

Bill Beacham asked if there were any individuals requesting a Public Forum.

No one from the public was in attendance.

- VI. Approval of Meeting Minutes from March 14, 2017 Bill Beacham

Paula Tackett made a motion to approve the March 14, 2017 Meeting Minutes. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- VII. Approval of EOC Changes Eric Crites

Doddie Espinosa made a motion to approve the EOC changes. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Eric Crites made a presentation to the Council stating the proposed changes. A question/answer session took place. Following the discussion, the Council unanimously approved the motion.

VIII. Business Manager's Report

Greg Hunt

a. Approval of BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	1617-0038-I	31700 - SB-9	Increase due to State Match	\$ 5,274
2	1617-0039-I	24101 -- Title 1-IASA	Instruction	\$14,183

Doddie Espinosa made a motion to approve the BARs. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Greg Hunt reported that the Finance Committee reviewed the BARs in advance of the meeting. The Council unanimously approved the motion.

b. Approval of Payroll & Accounts Payable Payment Vouchers February, 2016

Paula Tackett made a motion to approve the Payroll and Accounts Payable Payment Vouchers. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Greg Hunt reported that the Finance Committee reviewed the Payroll and Accounts Payable Payment Vouchers in advance of the meeting. The Council unanimously approved the motion.

c. Financial Statement Reports – as of February 28, 2017

i. Financial Analysis & Bank Reconciliations

The finance Committee reported that the analysis showed everything to be in order.

The Bank Reconciliation and Statements were distributed to each member of the Council. A review of the packet by Greg Hunt followed.

d. Review Audit – 2016

Cindy Montoya addressed the audit review. The findings were minor. The copy of the full audit was provided to the Council.

IX. Approval of Amended HR Manual - Grievance

Bill Beacham

Doddie Espinosa made a motion to approve the amended HR Manual regarding grievance procedures. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed. Paula Tackett provided an explanation on the refinements of the procedure. The Council unanimously approved the motion.

X. Approval of Amended HR Manual – T & E

Bill Beacham

Paula Tackett made a motion to table the amended T & E portion of the HR Manual. Greg Hunt seconded the motion. The Council unanimously approved the motion.

XI. Recommendation to Accept Resignation of Vickie Sewing

Bill Beacham

With great reluctance and sadness, Paula Tackett made a motion to approve the recommendation to accept the resignation of Vickie Sewing. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion. The Council members stated that Vickie will be missed, as she was a great asset. The Council unanimously approved the recommendation.

XII. Recommendation of Approve Head of School Contract and Evaluation Vickie Sewing

Greg Hunt made a motion to approve the recommendation of the approval of the Head of School Contract and the evaluation. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIII. Approval of Enrollment of Homeless Students Policy Bill Beacham

Greg Hunt made a motion to approve the Enrollment of Homeless Students Policy. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIV. Approval of School Calendar Bill Beacham

Greg Hunt made a motion to approve the School Calendar for SY 2017-18. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XV. Budget Discussion Bill Beacham

Cindy Montoya stated that the budget for the next fiscal year has not yet been finalized. It will be on the May agenda.

XVI. Approval of Business Manager Contract Bill Beacham

Greg Hunt made a motion to approve the Business Manager, Maria Fidalgo's contract. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XVII. Head of School Report Cindy Montoya
a. SB9 Match

A letter from NMPED is included in the Head of School Report regarding the SB9 match.

b. Lease Extension

PSFA declined to approve the first lease extension due to the issue regarding AI's coverage of maintenance. Patty Matthews is working on an amended version

c. Other

Also included in the packet was the resume of Mr. Michael Kaplan. The Council asked that he be invited to the May meeting. His background and experience would be of great benefit to NMSA. Cindy has schedule a meeting with him on Thursday, April 13.

XVIII. Executive Session
a. Personnel

Bill Beacham

Paula Tackett made a motion to go into Executive Session. Doddie Espinosa seconded the motion. The Council unanimously approved the motion.

A roll call was taken by Gayle McGuiness:

Greg Hunt	<u> X </u> Yes	<u> </u> No
Paula Tackett	<u> X </u> Yes	<u> </u> No
Doddie Espinosa	<u> X </u> Yes	<u> </u> No
Bill Beacham	<u> X </u> Yes	<u> </u> No

The Governing Council moved into Executive Session at 8:00 pm in order to discuss Personnel.

Greg Hunt made a motion to exit Executive Session. Paula Tackett seconded the motion with no action on Personnel. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

A roll call was taken by Cindy Montoya:

Greg Hunt	<u> X </u> Yes	<u> </u> No
Paula Tackett	<u> X </u> Yes	<u> </u> No
Doddie Espinosa	<u> X </u> Yes	<u> </u> No
Bill Beacham	<u> X </u> Yes	<u> </u> No

Discussion in Executive Session concluded at 8:32 pm with only Personnel being discussed. No action was taken.

XIX. Adjournment

Bill Beacham

Doddie Espinosa made a motion to adjourn the meeting. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

Bill Beacham declared the meeting adjourned at 8:32 pm.


Gayle McGuiness, Secretary/Date

5-9-17
~~4-11-17~~



Paula Tackett, Governing Council, Secretary/Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

I, Michael Kaplan, after being duly sworn, state as follows:

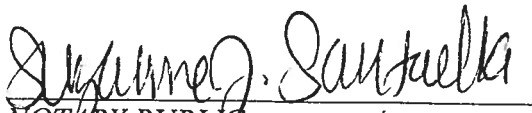
1. My name is Michael Kaplan and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of the New Mexico School for the Arts charter school located in Santa Fe, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a member of any governing body of any other charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I have read the school's conflict of interest policy and I assure that the school will be in compliance with state and federal law when administering grants and entering into contracts.


MICHAEL KAPLAN
Member of Governing Body of
New Mexico School for the Arts Charter School

6-13-17
DATE

Subscribed and sworn to before me, this 13 day of June, 2017.

[Notary Seal:]


NOTARY PUBLIC
My commission expires: 2/9/2020



OFFICIAL SEAL
SUZANNE J. SANTAELLA
NOTARY PUBLIC - STATE OF NEW MEXICO
My Commission Expires: 2/9/2020

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the New Mexico School for the Arts located in Santa Fe, New Mexico.

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

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

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

THE FOLLOWING MEMBERS OF NEW MEXICO SCHOOL FOR THE ARTS GIVE THE FOREGOING STATEMENT THIS 13 DAY OF JUNE, 2017.

1. Bill Beacham
[signature]
Bill Beacham
[print]
2. Paula Tackett
[signature]
Paula Tackett
[print]
3. Greg Hunt
[signature]
Greg Hunt
[print]
4. Doddie Espinosa
[signature]
Doddie Espinosa
[print]
5. Michael Kaplan
[signature]
Michael Kaplan
[print]

Attach additional pages if membership exceeds five.

NEW MEXICO SCHOOL FOR THE ARTS
Governing Council Meeting
Tuesday, June 13, 2017, from 3:00 – 5:00 pm Meeting
New Mexico School for the Arts—High School
275 E. Alameda
Santa Fe, NM 87501

Meeting Minutes - Approved

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

- I. Call to Order Bill Beacham

Bill Beacham called the meeting to order at 3:11 pm.

- II. Reading of Mission Statement Bill Beacham

The Mission Statement was read by Bill Beacham.

- III. Governing Council Attendance as Indicated on Sign-In Sheet Bill Beacham

NMSA Council Members Present:

Bill Beacham, Chair
Paula Tackett, Secretary
Greg Hunt, Treasurer
Doddie Espinosa, Member

NMSA Council Member Excused:

Vickie Sewing, Vice Chair

NMSA High School Staff Present:

Cindy Montoya, Head of School
Eric Crites, Principal
Liza Romero, Business Manager
Maria Fidalgo, Incoming Business Manager
Gayle McGuinness, Secretary

Special Guest

Michael Kaplan

- IV. Approval of Agenda Bill Beacham

Doddie Espinosa made a motion to approve the Agenda as amended by removing approval of Patty Matthews Agreement and Visions Contract from Consent Agenda. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

- V. Approval and Welcome to Michael Kaplan as new Council Member Bill Beacham

Greg Hunt made a motion to approve Michael Kaplan as a Governing Council Member effective July 1, 2017. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- VI. Public Forum Bill Beacham

Bill Beacham asked if there were any individuals requesting a Public Forum.

No one from the public was in attendance.

VII. Approval of Meeting Minutes from May 9, 2017

Bill Beacham

Doddie Espinosa made a motion to approve the May 9, 2017 Meeting Minutes as amended. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

VIII. Approval of Meeting Minutes from May 15, 2017

Bill Beacham

Doddie Espinosa made a motion to approve the May 15, 2017 Meeting Minutes. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

IX. Approval of Meeting Minutes from May 24, 2017

Bill Beacham

Greg Hunt made a motion to approve the May 24, 2017 Meeting Minutes as amended. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

X. Business Manager's Report

Elizabeth Romero

a. Consent Agenda: Approval of BARs

BARs	BAR #	Fund	Description	Type	Amount
1	1617-0058-M	29102-	Private Direct Transfer within 1000 function		\$ - 0
2	1617-0059-M	29102-	Private Direct Transfer within 2xxx function		\$ - 0

Greg Hunt made a motion to approve the BARs to approve the BARs. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

b. Approval of Payroll & Accounts Payable Payment Vouchers April, 2017

Greg Hunt made a motion to approve the Payroll and Accounts Payable Payment Vouchers. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. Greg Hunt reported that the Finance Committee reviewed the Payroll and Accounts Payable Payment Vouchers in advance of the meeting. The Council unanimously approved the motion.

c. Financial Statement Reports – as of April 30, 2017

i. Financial Analysis & Bank Reconciliations

The finance Committee reported that the analysis showed everything to be in order. The Bank Reconciliation and Statements were distributed to each member of the Council. A review of the packet by Liza Romero followed.

XI. Amended Certificate of Resolution – Number and Tenure

Bill Beacham

Paula Tackett made a motion to approve the Amended Certificate of Resolution – Number and Tenure. Doddie Espinosa

- XII. Approval of Consent Agenda:** **Bill Beacham**
- a. Approval of Amended HR Manual – T & E and Grievance
 - b. Approval of IDEA-B Application SY17-18
 - c. Approval of Contract for School Lunch Provider
 - d. Approval of Counselor Substitute on Salary Schedule

Greg Hunt made a motion to approve the items listed on the Consent Agenda. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIII. Approval of Patty Matthews Agreement

Greg Hunt made a motion to approve the Patty Matthews Agreement. Paula Tackett seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIV. Approval of Visions Contract

Paula Tackett made a motion to approve the Visions Contract. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- XV. Approval of Transgender Bathroom Policy** **Bill Beacham**

Paula Tackett made a motion to approve the Transgender Bathroom Policy. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- XVI. Approval of Carpet Replacement in Small Rehearsal Hall** **Bill Beacham**

Paula Tackett made a motion to approve the replacement of carpet in the Small Rehearsal Hall. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

- XVII. Head of School Report** **Cindy Montoya**

Cindy Montoya began her report by thanking the Council for the many opportunities presented to her over the years, and is looking forward to her new role with both institutions.

Cindy also touched briefly on all items in the Head of School report, which is attached to the Council packet.

- XVIII. Executive Session** **Bill Beacham**
- a. Personnel
 - b. Facilities

Paula Tackett made a motion to go into Executive Session. Doddie Espinosa seconded the motion. The Council unanimously approved the motion.

A roll call was taken by Gayle McGuinness:

Greg Hunt	<u> X </u> Yes	<u> </u> No
Doddie Espinosa	<u> X </u> Yes	<u> </u> No
Bill Beacham	<u> X </u> Yes	<u> </u> No
Paula Tackett	<u> X </u> Yes	<u> </u> No

The Governing Council moved into Executive Session at 4:46 pm in order to discuss Personnel and Facilities.

Paula Tackett made a motion to exit Executive Session. Greg Hunt seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

A roll call was taken by Cindy Montoya:

Greg Hunt	<u> X </u> Yes	<u> </u> No
Doddie Espinosa	<u> X </u> Yes	<u> </u> No
Bill Beacham	<u> X </u> Yes	<u> </u> No
Paula Tackett	<u> X </u> Yes	<u> </u> No

Discussion in Executive Session concluded at 5:30 pm with only Personnel and Facilities being discussed. No action was taken.

XIX. Adjournment

Bill Beacham

Paula Tackett made a motion to adjourn the meeting. Doddie Espinosa seconded the motion. Bill Beacham asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

Bill Beacham declared the meeting adjourned at 5:31 pm.

 8/8/17 	
Gayle McGuiness, Secretary/Date	Paula Tackett, Governing Council, Secretary/Date

June 13, 2017 NMSA Charter School Governing Council Meeting Minutes

School Governance Change

Six Directions Indigenous School

On August 2, 2017 a vacancy was created on the governing board by the resignation of Madeline Leyba. On September 6, 2017, the vacancy was filled by the designation of Dr. Tamarah Pfeiffer. Although the resignation and designation were reported in a timely fashion, all documentation has not yet been received. The school has been notified of the additional documentation needed.

Additionally, last month the PED was notified there was a change in Financial Custodian to Amber Peña of the Vigil Group. More documentation regarding this change has been provided by the school, but all documentation has still not been received.

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: Six Directions Indigenous School Current Number of Governing Body Members: 4

Date submitted: 9/6/2017 Contact Name: Stephanie Vicenti E-mail: Stephanie@sixdirectionsschool.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
Madeline Leyba	Click here to enter address. Click here to enter phone number. Madeline.leyba@teachforamerica.org	Resignation	8/2/2017	Personal health and time commitment concerns	From: 6/1/2016 To: 6/30/2018
Neomi Gilmore	Click here to enter address. Click here to enter phone number. neomigilmore@gmail.com	Resignation	6/14/2017	Personal reasons	From: 6/1/2016 To: 6/30/2018
Philmer Bluehouse	Click here to enter address. Click here to enter phone number. pbluehouse@yahoo.com	Removal	6/14/2017	Lack of attendance	From: 6/1/2016 To: 6/30/2018

Original Signature of Governing Council President or Designee: [Signature] Date: 9-6-17

Printed Name of Governing Council President or Designee: Ben Soce

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: Six Directions Indigenous School Current Number of Governing Body Members: 5

Date submitted: 9/6/2017

Contact Name: Stephanie Vicenti

E-mail: Stephanie@sixdirectionsschool.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
Sam Crowfoot	6 Mae Lane Gamco, NM 87317 801-602-2460 samuelcrowfoot@gmail.com	Designation	6/14/2017	Click here to enter Board Member name.	From: 6/14/2017 To: 6/30/2018
Oliver Tapaha	1 Chapter House Rd Unit 186 Round Rock, AZ 86547 505-906-5821 Oliver.tapaha@gmail.com	Designation	6/14/2017	Click here to enter Board Member name.	From: 6/14/2017 To: 6/30/2018
Dr. Tamarah Pfeiffer	PO Box 3604 Window Rock, AZ 86515 505-280-3326 Tamarah.pfeiffer@gmail.com	Designation	9/6/2017	Click here to enter Board Member name.	From: 9/6/2017 To: 6/30/2018

Original Signature of Governing Council President or Designee: _____

Ben Soce

Date: _____

9-6-17

Printed Name of Governing Council President or Designee: _____

Ben Soce

School Governance Change

Southwest Secondary Learning Center

On August 31, 2017, a vacancy was created on the governing board by the resignation of Steve Garrett. The information was timely provided and the school has been notified the vacancy must be filled by October 15, 2017, or an extension filed.

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: Southwest Secondary Learning Center Current Number of Governing Body Members: 7

Date submitted: 9/13/2017 Contact Name: Savannah Lopez E-mail: slopez@sslc-nm.com

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
Steve Garrett	5508 Avenida Cuesta NE Albuquerque NM, 87111 Unknown	Resignation	9/13/2017	Resigned due to insufficient training hours	From: _____ To: 9/13/2017
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.
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:  Date: 9/13/17

Printed Name of Governing Council President or Designee: Cheryl Brady

August 31, 2017

Dear Mrs. Brody,

This is my resignation from the SSLC Board of Directors which is effective immediately.

Steve Garrett

School Governance Change

Technology Leadership High School

On June 6, 2017, a vacancy was created on the governing board by the resignation of Al Park. On August 8, 2017, this vacancy was filled by the designation of Pauline Lucero. Although requested on August 25, 2017, the change form and all supporting documentation for the designation have not yet been received.

June 6th, 2017

To Whom It May Concern,

I am resigning from the Technology Leadership Governing Board due to family commitments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Al Park', with a stylized, cursive script.

Al Park

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Technology Leadership High School located in Albuquerque, New Mexico.

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

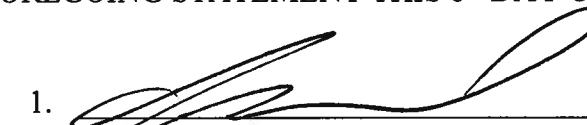
We make this statement as part of Technology Leadership High School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

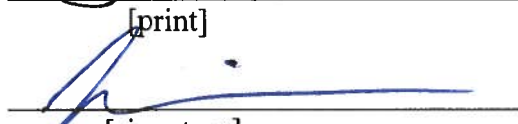
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE Technology Leadership High School GIVE THE FOREGOING STATEMENT THIS 8th DAY OF August, 2017.

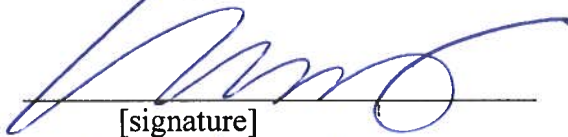
1.


[signature]
John Duran
[print]

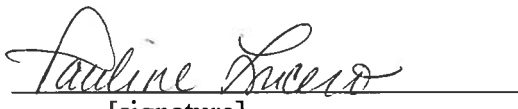
2.


[signature]
John Mroczka
[print]


3.


[signature]
Albino Hernandez
[print]

4.


[signature]
Pauline Lucero
[print]

5.


[signature]
Kersti Tyson
[print]

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
COUNTY OF **Bernalillo**)

I, Pauline Lucero, after being duly sworn, state:

1. My name is Pauline Lucero and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Technology Leadership High School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Technology Leadership High School's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Pauline Lucero
[Signature]

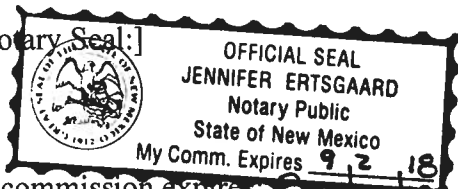
8/8/17
Date

Pauline Lucero
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8th day of August, 2017.

[Notary Seal:]



My commission expires: September 2, 2018.

[Signature]
NOTARY PUBLIC

School Governance Change

The Montessori Elementary and Middle School

On July 21, 2017, a vacancy was created on the Governing Board by the resignation of Cynthia Carter. The resignation was reported in a timely fashion and all documentation has been received.

On August 21, 2017, the school was notified that the vacancy must be filled by September 4, 2017, or an extension filed. No extension has been filed

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 Montessori Elementary & Mid School

Current Number of Governing Body Members: 6

Date submitted: 8/16/2017

Contact Name: Mary Jane Besante

E-mail: mbesante@tmesnm.com

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
Cynthia Carter	1730 Montano RD NW Albuquerque, NM 87109 505-796-0149	Resignation	7/21/2017	Personal reasons	From: 12/18/2013 To: 7/21/2017
Click here to enter Board Member name.	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:

Q. A. Li

Date: 8/15/2017

Printed Name of Governing Council President or Designee:

JEFFREY A LI

To the Montessori Elementary and Middle School Governing Council

July 21, 2017

Dear Governing Council of the Montessori Elementary and Middle School,

It is with regret that I inform you that I will not be able to continue my service as a member of the council for the fiscal year 2017-2018. My time as a Governing Council has been a great experience for me. I have concluded that The Montessori Elementary and Middle School is one of the best schools in the Albuquerque due to the dedicated Council Members and leaders of the school. It has been a pleasure to work with such a high caliber of dedicated knowledgeable people and am going to miss being a part of this highly successful school. Due to the needs of my work, I need to resign with hope that possibly someday I may find it in my schedule to return if needed.

Kind Regards,


Cynthia Carter

School Governance Change

The New America School-Las Cruces

On March 7, 2017, a vacancy was created on the Governing Board by the resignation of John Munoz. The resignation was submitted on September 26, 2017, but final documentation was not received until October 2, 2017. The school did not fill the vacancy in a timely fashion, however, when the Annual Report was received, the school indicated it would only seat six members on its governing board for FY18, therefore the position will not be filled.

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: New America School-Las Cruces Current Number of Governing Body Members: 6

Date submitted: 9/26/2017

Contact Name: Margarita Porter

E-mail: mporter@newamericaschoolnm.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
John Munoz	Click here to enter address. Click here to enter phone number. JohnPmunoz@comcast.net	Resignation	3/17/2017	Relocated to Nevada	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.	Designation	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: _____

OS Pinilla

Date: _____

9-26-17

Printed Name of Governing Council President or Designee: _____

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Instructions:

- 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
- Complete ALL fields about the school. Incomplete forms will be rejected.
- Complete ALL fields for each board member for whom action was taken. Incomplete forms will be rejected.
- Include all required attachments as described below. Submissions not containing all required materials will be rejected.

Required Attachments:

Submission of this form MUST be accompanied by each of the following, as applicable:

i. Notices of Resignation or Removal:

- a. The governing body minutes showing the vote to remove the member, or
- b. The resigning member's signed and dated written resignation;

ii. Notices of Designation:

- a. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members,
- b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public, and
- c. The governing body minutes showing the vote to designate the member

New America School-Las Cruces

Governing Council

Thursday, March 9 2017

5:00 PM

207 S. Main

Las Cruces NM

Board Members Present: Susie Kimble (Vice-President), Toby Rue, Fernando Macias, Martha Valdez (Secretary), Jennifer Garcia Kozlowski (Treasurer), Oscar Juarez

Regrets:

Staff Present: Craig Cook, Margarita Porter, Mike Vigil II, Veronica Gonzales, Dominic DiFelice

Minutes of the GC

1. The meeting was called to order at 5:00 pm by Susie Kimble
2. The Pledge of Allegiance was recited.
3. The mission statement was read by Susie Kimble
4. Students of the month awards were presented to the following students

Roxanne Ruiz, 14

Miriam Gonzalez, 15

Abraham Morones-Rodriguez, 16

Josh Parson, 17

Angelique Sanchez, 17

Teresa Martinez, 19

Celeste Lopez, 21

Desiree Medina, 27

Desiree Quintana, 33

5. Moved by Fernando Macias and seconded by Toby Rue that the agenda be approved. Votes: Unanimous.
6. Moved by Fernando Macias and seconded by Martha Valdez that the minutes of February 9, 2017 be approved. Votes: Unanimous.
7. Margarita presented the Sick Leave Bank policy. The policy is mandated by the state. It has been prepared and vetted by legal counsel. Questions from the GC were addressed. Moved by Fernando Macias and seconded by Martha Valdez that the Sick Leave Bank policy be approved as presented. Votes: Unanimous.
8. The finance committee met prior to the GC meeting as normal to discuss the financial reports ending 2/28/17. Revenues are flowing as expected. One new item for revenues, which is to be presented as a BAR, is a grant awarded from the USDA for food service equipment. The equipment in specific is earmarked for a refrigerator and an ice maker. Expenditures had very little change from the month before. It was noted that there were a few PO's opened to Government and Educational furnishings for additional furnishings for the school. Revenues were exceeded by expenditures by about \$57k. Although it was a heavier spending month, cash remained at a strong enough balance to cover all obligations with no issues. The bank reconciled to the GL at about \$1.15M. There was no change to the activity account. The GC was informed that there was a forthcoming additional cut to SEG funding in the current year due to the legislative session (SB114). The amount, however, is still unknown even though the SEG for March is set to be wired to the school tomorrow (3/10/17). The GC will be kept apprised of any further cuts. Finally, the intention for this meeting was to have federal award letters for carryover amounts received and have BARs created for action. The PED has not mailed award letters out as of yet. Mr. Cook added that along with federal carryover BARs at the April meeting,

maintenance BARs would be created for action as well. BAR #0017 was presented for action for the USDA Food Equipment grant in the amount of \$12,106 for the aforementioned purposes. Moved by Toby Rue and seconded by Jennifer Garcia Kozlowski that BAR 0017-IB be approved as presented. Votes: Unanimous.

9. Craig indicated that staff have indeed executed POs as directed by the GC from the February meeting. However, he cautioned the GC that given uncertainty with pending funding legislation and the fact that the school is projecting a 40 student decrease in enrollment that the GC pause in fully executing the directive. There was considerable discussion as to the merit to fully execute the POs or to partially fill them, viz. the science zspace equipment and three Computer on Wheels carts. Moved by Fernando Macias and seconded by Martha Valdez that the principal spend the STEM money in addition to \$60,000 from the fund balance to purchase the zspace equipment plus three COWs. Votes: Unanimous.
10. Susie Kimble read John Munoz's letter of resignation. His resignation was accepted by the GC. As a result of Mr. Munoz's departure, the GC conducted elections to fill the vacancies created by the resignation. Moved by Fernando Macias and seconded by Jennifer Garcia Kozlowski that Susie Kimble be appointed President. No further nominations. Acclaimed. Moved by Jennifer Garcia Kozlowski and seconded by Fernando Macias that Toby Rue be appointed to Vice-President. Votes: Unanimous. Moved by Martha Valdez and seconded by Jennifer Garcia Kozlowski that Fernando Macias be appointed as National Board director. Votes: Unanimous.
11. Moved by Toby Rue and seconded by Oscar Juarez that the GC move into executive session to discuss the principal's evaluation. Votes: Unanimous.
12. Moved by Fernando Macias and seconded by Toby Rue that the GC move back into public session. Votes: Unanimous.
13. Susie Kimble indicated that only matters pertaining to the principal's evaluation were discussed in executive session.
14. Moved by Fernando Macias and seconded by Oscar Juarez that the principal be given a three year contract effective July 1, 2017 and that an interim assessment be scheduled for the 18 month mark and a formal evaluation at the 30 month mark. Craig Cook was directed to prepare the contract with legal counsel and bring it back to the April meeting. Votes: Unanimous.
15. Margarita outlined the four measures that will be presented to the PEC that will form the basis of the charter contract.
16. The principal was directed to arrange GC training with the aim to develop strategic goals for the board.
17. Principal's report : Some highlights included :

Cafeteria Grant, \$12,000
Optimist Club 1st place essay
Open Houses, 3, post card mailings
Jamar Cotton, Adoption of School
NMSU tutors, college of Ed, Meeting March 17
Student Council; Feeding the homeless
Community Night, April 5 4-6
NAS Network meeting: March 14
Mr. Munoz, Nominee for the Champion of Children, April 1

18. Public Input: Toby Rue enquired whether the gym could be used for community use. Craig mentioned the school does not have a community use policy because of interference with the night program and possible liability issues.
19. Adjournment 8:28 pm

Next Meeting will be held at 5:00 pm on Thursday, April 13, 2017 at New America School 207 S. Main, Las Cruces, NM.

Signed _____
Martha Valdez, Secretary

Pierce, Laurel, PED

From: Margarita Porter <MPorter@newamericaschoolnm.org>
Sent: Tuesday, September 26, 2017 2:10 PM
To: Pierce, Laurel, PED
Subject: RE: Resignation - John P Munoz

Ms. Laurel, would "designation" be for Susie as President?

From: Pierce, Laurel, PED [<mailto:Laurel.Pierce@state.nm.us>]
Sent: Tuesday, September 26, 2017 2:01 PM
To: Margarita Porter
Subject: RE: Resignation - John P Munoz

You are welcome to attend, but it is not mandatory. Normally, the PEC simply receives notification of the changes, but they do receive all of the documents regarding changes and can bring any of them up for discussion and possible action if they are concerned. Concerns might include a board that has dropped below the statutory five members, a mass exodus of board members, or resignation letters that raise a red flag.

I looked for the change form, but the last governing board forms I could find from either my email or the charter.schools webmail were regarding Oscar Juarez.

Thank you,

Laurel

From: Margarita Porter [<mailto:MPorter@newamericaschoolnm.org>]
Sent: Tuesday, September 26, 2017 1:48 PM
To: Pierce, Laurel, PED
Subject: RE: Resignation - John P Munoz

Do I need to be at the meeting?

From: Pierce, Laurel, PED [<mailto:Laurel.Pierce@state.nm.us>]
Sent: Tuesday, September 26, 2017 1:43 PM
To: Margarita Porter
Subject: RE: Resignation - John P Munoz

This will be fine for the resignation. I've attached the change form, so as soon as I get that, I'll send you a confirmation letter and we'll get it on the agenda for the 12th.

Thanks,
Laurel

From: Margarita Porter [<mailto:MPorter@newamericaschoolnm.org>]
Sent: Tuesday, September 26, 2017 1:41 PM
To: Pierce, Laurel, PED
Subject: FW: Resignation - John P Munoz

Would you like me to do something with this other than forward?

From: John Munoz [<mailto:JohnPmunoz@comcast.net>]

Sent: Tuesday, March 07, 2017 10:14 PM

To: Susie Kimble; Craig A. Cook; Dominic DiFelice; Margarita Porter

Subject: Resignation - John P Munoz

It is with a heavy heart I inform you of my resignation from the Governance Council for the New America School High School – Las Cruces.

It has been an honor to serve the students, our board, the administration, the teachers and staff, and our community.

I want to encourage current board members to continue to do all within their means to support this wonderful mission and continue to help

make a real difference in people's lives.

I know you will continue to be good stewards of our school. I wish you much success and know that I think of you often.

Sincerely yours,

John P. Munoz

575 571 9767

Pierce, Laurel, PED

From: Margarita Porter <MPorter@newamericaschoolnm.org>
Sent: Monday, October 02, 2017 4:56 PM
To: Pierce, Laurel, PED
Subject: FW: Documents reflecting change

Do I need to resend the email to you?

From: Pierce, Laurel, PED [<mailto:Laurel.Pierce@state.nm.us>]
Sent: Monday, October 02, 2017 4:34 PM
To: Margarita Porter
Subject: RE: Documents reflecting change

A copy of his resignation email will be sufficient. I can make the notes in the file.

Thank you,

Laurel

From: Margarita Porter [<mailto:MPorter@newamericaschoolnm.org>]
Sent: Monday, October 02, 2017 4:03 PM
To: Pierce, Laurel, PED
Subject: RE: Documents reflecting change

The resignation for Mr. Munoz, via email was sent to me on 3/7/17. This was an error on my part on the document. I added a "1" to the seven...
What do I do?

From: Pierce, Laurel, PED [<mailto:Laurel.Pierce@state.nm.us>]
Sent: Monday, October 02, 2017 3:57 PM
To: Margarita Porter
Subject: RE: Documents reflecting change

Hello Margarita,

I received your documents, but had a clarifying question. The date of action for Mr. Munoz's resignation is listed as 3/17/17, but the governing body minutes wherein his resignation was accepted were dated 3/9/17. Do you have the resignation letter to determine the resignation date?

Thanks,
Laurel

From: Schools, Charter, PED
Sent: Monday, October 02, 2017 3:22 PM
To: Pierce, Laurel, PED
Subject: Fw: Documents reflecting change

From: Margarita Porter <MPorter@newamericaschoolnm.org>
Sent: Monday, October 2, 2017 11:08 AM

To: Schools, Charter, PED

Subject: Documents reflecting change

Please accept the following documents.

Margarita L. Porter, Ed.S.

The New America School- Las Cruces

207 S. Main St.

Las Cruces, NM 88001

(575)527-9085





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-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

October 4, 2017

Margarita Porter
The New America School-Las Cruces
207 W. Main Street
Las Cruces, NM 88001

Dear Ms. Porter:

Thank you for your notification of a governing body resignation dated September 26, 2017 in which The New America School-Las Cruces provided notification to the Public Education Commission (PEC) of the resignation of John Munoz on March 7, 2017. Final documentation was received on October 2, 2017.

Please be advised the school's contract with the PEC required 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. The position was not filled by the required deadline, however, the Annual Report submitted by The New America School-Las Cruces indicated there would only be six seated members on the board for the 2017-2018 school year, therefore, the school will not need to fill this vacancy.

This notification of a governing body resignation will be presented to the PEC at the meeting on October 12, 2017. 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