

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: May 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 Governing Body Changes
    - i. J. Paul Taylor
    - ii. SABE
    - iii. ABQ School of Excellence
    - iv. Amy Biehl High School
    - v. Cariños de Los Niños
    - vi. Media Arts
    - vii. Monte del Sol
    - viii. New America School-NM
    - ix. South Valley Prep
    - x. The Montessori Elementary & Middle
    - xi. Estancia Valley
    - xii. NM School for the Arts
    - xiii. SAMS
    - xiv. SW Secondary Learning Center
    - xv. Technology Leadership
    - xvi. Walatowa Charter
  - C. Report on School Closures
    - 1. Uplift Community School
    - 2. Sage Montessori Charter School
- 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 May 7, 2017, 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"> <li>• Failure to meet prior renewal conditions including: <ul style="list-style-type: none"> <li>• Identifying how the Discovery short cycle aligns with academic program</li> <li>• Strategic planning by governing counsel to measure student progress</li> <li>• Strategic planning by governing counsel to evaluate principal</li> <li>• Approving all policies required by law</li> </ul> </li> <li>• Failure to meet improvement plan requirements</li> <li>• Violations of material terms and failure to meet goals of contract</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Sage Montessori Charter School	Non-Renewal – December 7, 2016	<ul style="list-style-type: none"> <li>• School currently maintains a 3 year average letter grade of D and has earned a D or F letter grade in each of the last three years,</li> <li>• School failed to meet or make progress toward a majority of the goals in the charter contract.</li> <li>• School failed to meet several elements of the material terms of the contract</li> </ul>	<ul style="list-style-type: none"> <li>• On December 7, the PEC voted to not renew the school's charter.</li> <li>• On December 20, 2016, the school's decision letter was sent by email.</li> <li>• The school submitted a notice of appeal on January 19, 2017.</li> </ul>

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**On-going Actions and Monitoring as of May 7, 2017, 2017**

		<ul style="list-style-type: none"> <li>• school has experienced high teacher, student, and governing body turnover, which demonstrates a lack of need for the school in the community, and</li> <li>• School has failed to protect student safety by failing to develop and obtain approval on a student wellness and safety plan.</li> </ul>	<ul style="list-style-type: none"> <li>• On February 17, 2017, the school withdrew its appeal.</li> <li>• On February the PED issued an Order of Dismissal in the appeal. (attached)</li> </ul>
Estancia Valley Classical Academy	Non-Renewal – December 7, 2016	<ul style="list-style-type: none"> <li>• School's policies are in direct violation of federal law.</li> </ul>	<ul style="list-style-type: none"> <li>• On December 7, the PEC voted to not renew the school's charter.</li> <li>• On December 20, 2016, the school's decision letter was sent by email.</li> <li>• The school submitted a notice of appeal on January 6, 2017.</li> <li>• An appeal hearing was scheduled for February 16, 2017.</li> <li>• The PEC filed a motion to continue the hearing.</li> <li>• The hearing was continued to March 2, 2017 at 1:30 PM.</li> <li>• On February 21, the PEC rescinded the non-approval and granted a 3 year conditional approval.</li> <li>• On February 27, the PED issued an Order Vacating the Hearing for March 2nd in the appeal. (attached)</li> <li>• EVCA filed an appeal (and associated pleadings) of the three year conditional renewal on April 14, April 18, and April 24.</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of May 7, 2017, 2017**

			<ul style="list-style-type: none"> <li>• A hearing was scheduled for May 10.</li> <li>• The PEC filed a brief in the matter on May 5.</li> <li>• The CSD filed a brief on May 8.</li> <li>• A pre-hearing conference was held on May 8 at the request of EVCA , who sought an extension of the date of hearing.</li> </ul>
Uplift Community School	Non-Renewal – December 9, 2016	<ul style="list-style-type: none"> <li>• School currently maintains a three-year average letter grade of F and has earned a D or F letter grade in each of the last three years,</li> <li>• School failed to meet or make progress toward each of the goals in the charter contract.</li> <li>• School failed to meet nearly all major elements of the material terms of the contract</li> <li>• School experienced high teacher and student turnover.</li> <li>• School failed to protect student safety by failing to develop and obtain approval on a student wellness and safety plan, by failing to conduct legally required safety drills, and by violating transportation requirements.</li> <li>• School failed to complete summative teacher evaluations as required by NMTEACH for two years.</li> <li>• School failed to complete and submit statutorily required state PARCC assessments in one year.</li> </ul>	<ul style="list-style-type: none"> <li>• On December 9, the PEC voted to not renew the school's charter.</li> <li>• On December 20, 2016, the school's decision letter was sent by email.</li> <li>• The school did not submit a letter of appeal on or before January 19, 2017.</li> <li>• The PED has entered into a contract with Sandy Beery to begin working through the closure process with the school.</li> </ul>



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**On-going Actions and Monitoring as of May 7, 2017, 2017**

La Resolana Leadership Academy	Non-Renewal – December 16, 2016	<ul style="list-style-type: none"> <li>The school currently has a deficit of \$210,032.58 of their total budget of \$822,461.24</li> </ul>	<ul style="list-style-type: none"> <li>On December 16, the APS School Board voted to not renew the school's charter.</li> <li>The school submitted a notice of appeal on January 13, 2017.</li> <li>On February 19, 2017, the school submitted a letter (attached) withdrawing the appeal based on a negotiated settlement with Albuquerque Public Schools.</li> </ul>
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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"> <li>Academic Improvement Plan</li> <li>Audit Corrective Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>February 8, 2017 in WebEPSS</li> <li>Quarterly thereafter</li> </ul>
Mission Achievement Success	December 7, 2016	<ul style="list-style-type: none"> <li>Audit Corrective Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>February 8, 2017 in WebEPSS</li> <li>Quarterly thereafter</li> </ul>
Southwest Aeronautics Mathematics and Sciences	December 8, 2016	<ul style="list-style-type: none"> <li>Corrective actions identified in the renewal response</li> </ul>	<ul style="list-style-type: none"> <li>February 8, 2017 in WebEPSS</li> <li>Quarterly thereafter</li> </ul>
Southwest Primary Learning Center	December 8, 2016	<ul style="list-style-type: none"> <li>Corrective actions identified in the renewal response</li> </ul>	<ul style="list-style-type: none"> <li>February 8, 2017 in WebEPSS</li> <li>Quarterly thereafter</li> </ul>
Southwest Secondary Learning Center	December 8, 2016	<ul style="list-style-type: none"> <li>Corrective actions identified in the renewal response</li> </ul>	<ul style="list-style-type: none"> <li>February 8, 2017 in WebEPSS</li> <li>Quarterly thereafter</li> </ul>
Walatowa High Charter School	December 9, 2016	<ul style="list-style-type: none"> <li>Audit Corrective Action Plan</li> <li>Corrective Action Plans <ul style="list-style-type: none"> <li>Timely STARS</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>February 8, 2017 in WebEPSS</li> <li>Quarterly thereafter</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of May 7, 2017, 2017**

		reporting ○ Governing board training	
Estancia Valley Classical Academy	February 21, 2017	<ul style="list-style-type: none"> <li>• Complaints under ADA, Sect. 504, IDEA</li> <li>• Revised policies</li> </ul>	<ul style="list-style-type: none"> <li>• April 1, 2017 in WebEPSS</li> <li>• Quarterly thereafter</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of May 7, 2017, 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
ABQ School of Excellence	April 4, 2017		May 16, 2017

**Public Education Commission**  
**On-going Actions and Monitoring as of May 7, 2017, 2017**  
 Schools Looking for a New Facility

<b>Charter School Name</b>	<b>Date of Notification to PEC</b>
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

B. Report on Governing Body Changes

- i. J. Paul Taylor
- ii. SABE
- iii. ABQ School of Excellence
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- v. Cariños de Los Niños
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- xv. Technology Leadership
- xvi. Walatowa Charter

## School Governance Change

### **J. Paul Taylor Academy**

On January 18, 2017, a vacancy was created on the Governing Board due to the resignation of Coree Fox. This vacancy was filled the same day by Stephanie Haan-Amato. On March 15, 2017, an additional board member was added, Yvette Turrieta. Final documentation was received on April 27, 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: J. Paul Taylor Academy      Current Number of Governing Body Members: 7 members

Date submitted: 4/17/2017      Contact Name: Eric Ahner, Executive Director      E-mail: eric.ahner@jpta.school

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
Coree Fox	560 N Melendres St. Las Cruces, NM 88005  575-640-6646  coreefox@gmail.com	Resignation	1/18/2017	Resignation by board member- had another child	From: 7/1/2015 To: 1/18/2017
Stephanie Haan-Amato	5138 Hunters Chase Rd. Las Cruces, NM 88011  575-635-8412  Stephanie.haan_amato@jpaultayloracademy.org	Designation	1/18/2017	Click here to enter Board Member name.	From: 2/15/2017 To: 6/30/2017
Yvette Turrieta	3335 Mercury Lane Las Cruces, NM 88012  575-571-1918  Yvette.turrieta@jpaultayloracademy.org	Designation	3/15/2017	Click here to enter Board Member name.	From: 3/15/2017 To: 6/30/2017

Original Signature of Governing Council President or Designee:       Date: April 26, 2017

Printed Name of Governing Council President or Designee: Richard Hernandez

January 18, 2017

J Paul Taylor Academy Governance Council

Attn: Ric Hernandez


I have enjoyed being a part of the governance council for the past several years. Unfortunately, due to a change in personal circumstances, I will no longer be able to be a member of the council. It has been an interesting learning experience and I will greatly miss working with the other council members and the wonderful staff that we have at JPTA. Please accept this as my letter of resignation effective immediately.

Yours Truly,

Coree King

A handwritten signature in cursive script that reads "Coree King". The signature is written in dark ink and is positioned below the printed name "Coree King".



**From:** Ric Hernandez ric.hernandez@jpaultayloracademy.org   
**Subject:** Fwd: Resignation Letter  
**Date:** April 26, 2017 at 11:20 AM  
**To:** Eric Ahner eric.ahner@jpaultayloracademy.org



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

**From:** "Coree Fox" <coree.fox@jpaultayloracademy.org>  
**Date:** Jan 18, 2017 3:57 PM  
**Subject:** Resignation Letter  
**To:** "Ric Hernandez" <ric.hernandez@jpaultayloracademy.org>  
**Cc:**

See attached.

Let me know if you need anything else.

Thanks Ric :)

Coree



GC  
Resign...n.docx

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO )

COUNTY OF )

I, Stephanie Haan-Amato, after being duly sworn, state as follows:

1. My name is Stephanie Haan-Amato and I reside in \_\_\_\_\_, New Mexico.
2. I am a member of the governing body of the J Paul Taylor Academy charter school located in Las Cruces, 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.

Stephanie Haan-Amato  
[Signature]

2/15/17  
Date

Stephanie Haan-Amato, Governing Body Member of J. Paul Taylor Academy Charter School

Subscribed and sworn to before me, this 15<sup>th</sup> day of Feb, 2017

[Notary Seal]

[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: 12/24/19, 20 19





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## Governance Council Regular Meeting Minutes

Wednesday, January 18, 2017

402 W. Court Ave., Building #2, Las Cruces NM, 88005

JPTA Media Room

### I. Opening Items:

A) The J. Paul Taylor Academy Governance Council met in open session on January 18, 2017 at 6:09 p.m. to conduct a regular meeting.

#### 1. Roll was called by Janet Acosta:

Governance Council members Ric Hernandez, Arthur Berkson, Martin Lopez (arrived at 6:20 p.m., Chairman Ric Hernandez was notified by phone call prior to meeting of the delay), Sherry McDowell (was present via teleconference until she arrived at 6:21pm), and Janet Acosta were present. A quorum was confirmed. Member Coree King was absent.

Eric Almer, Executive Director, Business Manager Gina Trujillo.

Stephanie Haan-Amato, prospective Governance Council Member (presented at today's meeting to be accepted to the board), and Diane Carmichael, prospective Governance Council Member were also present.

B) Chairman Ric Hernandez called for any conflicts of interest and no conflicts were stated.

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

D) Arthur Berkson moved to approve the agenda for **January 18, 2017 Regular Meeting**. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Sherry McDowell and Janet Acosta.

E) Ric Hernandez called for approval of two meeting notes.

1. Arthur Berkson moved to approve the minutes from the **December 14, 2016 Special Meeting** with modifications (listed below). Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Sherry McDowell and Janet Acosta.

#### Modifications and notes:

- Janet Acosta noted that on page 3 and 4 of the minutes should not include the verbiage ACTION ITEM as it isn't an action item for the board, more of a follow through or follow-up.
- Arthur Berkson noted a modification to the notes under VII. Facility- the very last sentence "the committee found out they do not need the approval of the city legally, but they would still like to reach out to them to keep them informed", should be deleted and replaced with what the committee does need. The new sentence should read: Once the stamped drawings are finalized the committee will need approval from the Las Cruces Public School district and the State of New Mexico.



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- Ric Hernandez also noted that the end of the notes should indicate that the closed session was a part of the meeting and that two separate meetings were not held. Janet Acosta noted that she has made those changes, but couldn't have them presented here as the minutes had already been submitted. Janet Acosta, also for the record, wanted it noted that she would be including for transparency that Eric Alner, Executive Director, was only present for 5 minutes of the closed session and was then dismissed.
- 2. Arthur Berkson moved to approve the minutes from the December 19, 2016 Special Meeting (with a special note for the record from Janet Acosta that the letter submitted with the notes is just a draft, and the letter that was submitted to NMPED was edited, professional and on letterhead). Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Sherry McDowell, and Janet Acosta.

## II. Public Input:

A) Chairman Ric Hernandez called for any public input.

### 1. Public Input:

- Diane Carmichael, prospective Governance Council Member, and her husband Larry Carmichael were introduced. Diane Carmichael was asked to tell the council a little about herself. Diane is a retired educator with 35 plus years of experience, with her last 15 years being the Director of Special Needs Students in Louisiana. Chairman Ric Hernandez expressed his gratitude for her interest in joining the council.

2. Staff Input: There was no staff input.

## III. Governance:

A) New Governance Council Members:

Stephanie Haan- Amato gave a brief history of herself and her education and professional education experience that can be found on her resume. She also has a kindergartener and a 3<sup>rd</sup> grader at the school. She is excited to get more involved.

1. Janet Acosta moved to approve Stephanie Haan-Amato as a new Governance Council member. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Sherry McDowell and Janet Acosta. Stephanie Haan- Amato will be an official voting member at the next meeting following her registration and paperwork being completed.

B) Governance Council Member Resignation:

Chairman Ric Hernandez let the council know that member Corec (Fox) King notified him that she would be resigning through a phone call a few weeks ago, he also received her letter of resignation by email today. Corec is resigning for family reasons, however is still a parent of a student at JPTA and still will be involved.

The council expressed their appreciation for her dedication and commitment and are very thankful for her service. Corec King was the treasurer of the council and therefore will need to assign another treasurer at the next meeting. This position will need to be filled as soon as possible as the treasurer is also a signer on the account.



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## IV. Finance:

The Governance Council Finance Committee met January 12, 2017 and the meeting minutes were reviewed:

- The council discussed during the renewal process for insurance the company asked if there are any Governance Council members on the Foundation or if there are any school employees on the Foundation. Chairman Ric Hernandez noted that our answer is currently no as the foundation does not allow it per their bylaws. (FOLLOW UP ITEM -Chairman would like the council to consider a similar change to the Governance Council bylaws.
- The Council questioned the Finance Committee minutes that referred to the November and December financial statements; as well as the decrease in the Spaceport grant. (FOLLOW UP ITEM -Gina will need to clarify the decrease of the Spaceport grant).
- The meeting notes on the SEG increase was noted and it was also noted that the BAR for this increase will be presented at today's meeting.
- The meeting notes also stated that the committee reviewed a December transaction and that all procedures appear to have been followed.

- A) Martin Lopez moved to approve the November Bank Reconciliations. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.
- B) Martin Lopez moved to approve the November Cash Report. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.
- C) Martin Lopez moved to approve the November Revenue and Expenditure Reports. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.
- D) Martin Lopez moved to approve the December Bank Reconciliations. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.
- E) Martin Lopez moved to approve the December Cash Report. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.
- F) Martin Lopez moved to approve the December Revenue and Expenditure Reports. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.
- G) Budget Adjustment Request 535-000-1617-0019-I:  
Discussion:
- This BAR is an increase. This is despite the fact there was a decrease to the value to unit in the SEG, it is because we had an increase in the total number of units (we had a total of 11 more units). This increase in the units is attributed to the fact that Mr. Ahner did a fantastic job with the STARS data for





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the 40<sup>th</sup> and 80<sup>th</sup> day report, so we will see an increase of \$24,408. We also believe (we were not able to see PED's worksheet to know for sure) that that we saw and increase in the correction to the bilingual units (5<sup>th</sup> grade was added), an increase in ancillary FTE (from .23 to .50), and additional funding for a nationally board certified teacher. Based on previous information from the PED, we didn't believe that we would see an increase for two of these three increases, which is great that we had an increase but is also makes us uneasy in that we do not feel that we can more accurately predict that amount.

- Martin Lopez then asked for the record what the response to our Hold Harmless letter was. Mr. Ahner reported that the response came from our budget analyst by email and it stated that her recommendation was for denial because overall, we would not see a decrease due to the increase discussed above.
  - Martin Lopez voiced his disagreement with this since we still saw a 1.5% decrease to the SEG unit value. The increase discussed above should be separate from our request, and that our request should still be considered.
  - Mr. Ahner noted that the email made it seem like the Hold Harmless would not be passed on to the Secretary of Education, but he did send a certified copy directly to the secretary, and therefore is confident that she got the letter. Mr. Ahner is indifferent on whether we receive a response back or not. He expressed that he wishes that we would have waited but we also needed to send it when we did so that we were timely in our response. However, when the reduction we were expecting is taken into consideration we are still seeing an increase as discussed above. He noted that whether we choose to pursue a response is up to the Governance Council and up for discussion, but being a non-voting person, he would be okay with letting it go since we do now have a little bit more wiggle room. He also noted that he has high hopes to reserve as much as possible to we feel less pressure down the road. He also feels like we now can make it through the year without "sweating it."
  - Chairman Ric Hernandez expressed concern that the amount that we are required to have in reserves could be raised if we came into additional revenue. The amount we now have in reserves was a reduced amount from the original required amount.
  - The question then becomes to push and possibly deal with the repercussions or let it be. It was an overall feeling that we will not get a response from the Secretary of Education unless we push.
  - Sherry McDowell added that she felt we should let it be and no matter what end the year in the black.
  - Arthur Berkson stated they learned about this type of situation in training for the GC. Situations where you don't get responses leads to people losing faith in government. We are required to meet very clear deadlines but responses back do not have such deadlines. He also noted the he feels it is very disrespectful to not receive answers back, and that is a major issue.
  - Again, Sherry McDowell noted that she didn't believe this is an issue that we push. She also reminded the council that even the reserves are still JPTA's money and we should end the year in the black.
- Martin Lopez then asked if we plug the increase back into the line items that had to be reduced where would that put us at? Gina estimated that we would have the reserves plus \$10,000, so around \$58,000.
- It was noted that the state needs to approve this BAR. The approval or disapproval turnaround on a BAR is usually quick but can take a few weeks. BARs are submitted electronically.



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- Concern was expressed that the money be put back exactly where it was taken from when we were faced with a reduction. Mr. Ahner stated that he felt like we put it back where the money is needed.
- Gina noted that next year we will not get as much bilingual funds because we were not awarded bilingual money for next year. It was then asked if we were going to put any of this increase towards that for next year.
- Discussion of line items proposed in this increase:
  - Is money for Governance Council Member training necessary since the current board had agreed to pay for training themselves? Chairman Ric Hernandez stated it was and that we need to leave money for about 3 council members' training just in case, especially with new members that have not already agreed to pay for it on their own. It was then noted that the coalition is a very positive thing.
  - Utilities were brought back up to about where they were before the decrease.
  - Noted that this BAR puts the increase in difference places throughout the budget and that it is not going into the required reserves at this time.

Sherry McDowell moved to approve the Budget Adjustment Request 535-000-1617-0019-I. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.

## H) Lunch Program Cost Increase for 2016-2017 School Year:

### Discussion:

- Reminder that this program runs in the red but is an integral part of our school so we need to try to decrease the loss.
- (FOLLOW UP ITEM: Council asked Mr. Ahner to please include in his Friday updates a summary of why we are asking for the \$.15 increase and for families to send comments and concerns by email to him so that he can summarize at the next meeting. Also, let parents know that they are invited to attend the next meeting to participate in discussion on the vote for the Governance Council to petition Mr. Ahner to increase the cost of the lunches).

## V. Executive Director Support and Evaluation

### A) Executive Director Report

Mr. Ahner's report with the monthly statistics was discussed.

- Discovery data was sent to Chairman Ric Hernandez but there hasn't been enough time for it to be analyzed to see the potential growth of the students, this data will be analyzed for further discussion at the next meeting.
- Student enrollment and attrition was discussed:
  - Last meeting it was reported that we had a few student's leaving and that number ended up being eight students. Those open slots left by those students have been filled.
  - It is possible that another middle school student will be leaving but we don't foresee a problem in replacement even though the middle school waiting list is much shorter. We should be on track for the 80<sup>th</sup> day reporting.
  - Historically at JPTA, and in Mr. Ahner's experience, attrition at the middle school level always tends to be higher. This is something Mr. Ahner is discussing with our teachers on how to combat attrition and retaining our kids through middle school.
  - Arthur Berkson mentioned that sometimes waiting list size can be misleading when it comes to this time of the year because many people become comfortable with their school



# J. PAUL TAYLOR ACADEMY

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and it is a hard decision to make to move your child (he was speaking from personal experience). Mr. Ahner agreed that it is a hard decision for parents however, he as seen many willing to move mid-year.

## B) Head Administrator Mid-Year Evaluation

Janet Acosta moved to table the Head Administrator Mid-Year Evaluation until the February meeting. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.

## VI. Facility

### A) Facility Committee Reports

Arthur Berkson reports that the last Facility Committee Meeting was the morning of the last board meeting so the next meeting is on Tuesday at ASA Architect's office with Mr. Shelton. The committee's goal was to have the stamped drawing of the grounds at this meeting, but that will probably not happen until February, due some traveling of those involved. The goal was to get it, and get bids and get ground work going during Spring Break but we don't know at this point if that will be possible. Arthur is seeking staff that would be interested in being on the committee and helping in communication to let everyone know what is happening on the development of our playground. Having this playground is going to add to the identity of the school. Arthur Berkson noted that he would ideally like to have the physical education teacher on the committee, however he knows she and all other teachers are busy and have limited time. He joined the board in hopes to work more closely with the teachers and thus far has been disappointed in the participation from them during this more harmonious time. Mrs. Dozier and Mrs. Curnutt were in attendance and Mrs. Dozier stated she would be involved however she's not sure if she or Mrs. Curnutt would be the best on the committee as they are SPED teachers, and don't have classes to take to the playground. Mrs. Dozier and Mrs. Curnutt stated they felt it would be better to make an appeal at the staff meeting. It was a consensus of the group that it would be good to have an elementary teacher involved with the committee and with the AOC as well. Arthur Berkson will attend a staff meeting to ask for volunteers for both the Facility Committee and the AOC.

## VII. Development

### A) Development Committee Report

No discussion as the meeting will be held next week.

## VIII. Academic Excellence

### A) Academic Oversight Committee

#### 1. AOC December Meeting Minutes

No further discussion on this meeting as it was discussed in last month's meeting. Next meeting is next week.

### B) Parent Advisory Council

#### 1. December Meeting Minutes

- Meeting notes have not been received but PAC just held a restock the teacher lounge and supply closet and it went well. PAC is finding a few volunteers for Friday's talent show.

### C) Gifted Advisory Committee-( 2/3 required meetings fulfilled.)

#### 1. October GAC Minutes

- This meeting was mainly planning the December meeting.





# J. PAUL TAYLOR ACADEMY

*Recapturing the Joy of Learning - Recapturar la Alegría de Aprender*



## 2. December GAC Minutes

- Guest speaker meeting, was well attended and sign-in sheets were included with the minutes. Overall a great event.

## IX. Policy

### A) Approval of Lottery and Enrollment Policy

- The revised policy has been on website for comments, the final draft is being presented.

Arthur Berkson moved to approve the Lottery and Enrollment Policy. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.

### B) FERPA Policy

Discussion of 1/3/2017 meeting- Sherry McDowell let us know that the formatting is the issue once fixed then it can be posted and voted on next month. Question was raised if this is to be included in annual training for teachers and staff. It was unknown at the time. (FOLLOW UP ITEM- Mr. Ahner will look into the annual training).

### C) Compulsory Attendance Policy

Discussion on this policy is being moved to the next meeting.

### D) Alcohol and Tobacco Policy

Discussion on this policy is being moved to the next meeting.

## X. Other Business

### A) Open Discussion

- Thank Mrs. Carmichael for attending and hope she is still interested. (FOLLOW UP ITEM by Janet Acosta on whether she would like to pursue).
- Next union discussion 2/1/2017 at 12:30 then there will be a closed session to discuss.
- Arthur Berkson- stated once again the training he attended from PED presented great information.
- Janet Acosta- recommended attending the financial training which was great as well.
- Eric Ahner- hope that we start to have a solid training steps for new GC members. Also, how we orient our families that are new to JPTA both at the beginning and mid-year.
- Hiring someone to come to JPTA and do training for our GC could be a possibility and invite other charters from the area and split the cost.
- Last February is when we started the process of a budget committee, so we need to start building that committee soon. Training is involved and GC would be welcomed if they would like to attend the training even if they are not on the committee. Last year Mr. Torres lead the committee, and this year Mr. Ahner is willing to lead it. Vicki Chavez will be instrumental in this process as well.
- Next meeting is February 15, 2017 at 6 p.m., performance evaluation can be included in this meeting.

## XI. Head Administrator Support and Evaluation Committee

No discussion at this time.



# *J. PAUL TAYLOR ACADEMY*

*Recapturing the Joy of Learning - Recapturar la Alegria de Aprender*



## **XII. Closing Items:**

A) Martin Lopez moved to adjourn the meeting at 7:57 p.m. Sherry McDowell seconded the motion. Motion approved unanimously with affirmative votes from Rick Hernandez, Arthur Berkson, Martin Lopez, Sherry McDowell and Janet Acosta.

Respectfully Submitted,

J. Acosta

JPTA GC Secretary

(AL)

---

Ric Hernandez, GC President

### AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO )

COUNTY OF )

I, Yvette Turrieta, after being duly sworn, state as follows:

1. My name is Yvette Turrieta and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the JPTaylor Academy charter school located in Las Cruces, 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.

Yvette Turrieta  
[Signature]

3-15-17

Date

Yvette Turrieta, Governing Body Member of JPTaylor Academy Charter School

Subscribed and sworn to before me, this 15<sup>th</sup> day of March, 2017.

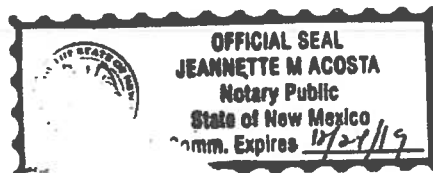
[Notary Seal:]

[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: 10/21, 2019.



### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

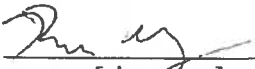

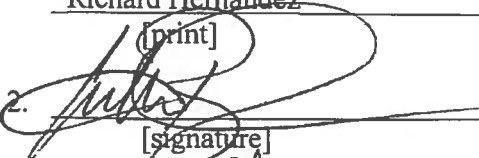
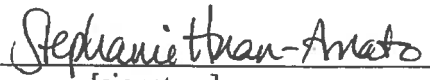
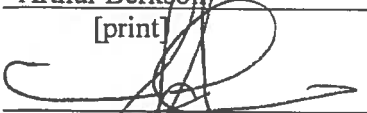
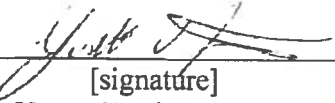

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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

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

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

THE FOLLOWING MEMBERS OF THE **J. PAUL TAYLOR ACADEMY** GIVE THE FOREGOING STATEMENT THIS 15<sup>TH</sup> DAY OF MARCH 2017.

1.  [signature] Richard Hernandez [print]	5.  [signature] Shaharazad McDowell [print]
2.  [signature] Arthur Berkson [print]	6.  [signature] Stephanie Haan-Amato [print]
3.  [signature] Janet Acosta [print]	7.  [signature] Yvette Turrieta [print]
4.  [signature] Martin Lopez [print]	

Attach additional pages if membership exceeds five.



# *J. Paul Taylor Academy*

*Recapturing the Joy of Learning - Recapturar la Alegría de Aprender*



## **DRAFT - Governance Council Regular Meeting**

**Wednesday, March 15, 2017**

**402 W. Court Building 2 Las Cruces New Mexico 88005**

**JPTA Media Room**

### **Opening Items**

The J. Paul Taylor Academy Governance Council met in open session on March 15, 2017. The meeting was called to order at 6:01 p.m. to conduct a regular meeting.

Roll was called by Janet Acosta: Governance council members Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato were present. A quorum was confirmed. Sherry McDowell was absent and notified Chairman Ric Hernandez of her absence due to a medical procedure. Eric Ahner, Executive Director, Vicki Chavez, Business Manager, and Gina Trujillo, Assistant Business Manager were also present.

Yvette Turrieta, a prospective Governance Council member to be presented today for a vote was also present.

Chairman Ric Hernandez called for any conflicts of interest and no conflicts were stated.

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

Janet Acosta moved to approve the agenda for March 15, 2017, Regular Meeting with a correction to III. Finance, letter I. It should read: I. Approve 2017-2018 SY Calendar. Martin Lopez seconded the motion with the correction. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to approve the minutes of February 15, 2017 Regular Meeting notes with modifications listed below. Arthur Berkson seconded the motion with the modification. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

### **MODIFICATIONS:**

**Opening Items:** Paragraph 2 should read: ... Eric Ahner, Executive Director and Assistant Business Manager Gina Trujillo, were also present.

Paragraph 5 should read: Janet Acosta moved to approve the agenda for February 15, 2017 Regular Meeting.

**Academic Excellence** paragraph 1 should read: Ms. Batres has joined this committee. The committee has been discussing creating a manual for project based learning. Also discussed was a staff led three-year rotating curriculum of education to cover a) Project Based Learning b) Love and Logic and c) Spanish Acquisition. The committee also discussed horizontal and vertical alignment between grades, and the possibility of staff having a brainstorming session on issues and problems they face. The AOC would also like.

Arthur Berkson moved to approve the minutes of the March 1, 2017 Work Session. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

#### **Public Input**

Chairman Ric Hernandez called for any public input. There was no public or staff input at this time.

#### **Finance**

Finance Committee Report: Chairman Ric Hernandez reviewed the minutes from the Finance Committee Report from 3/9/2017. Ric Hernandez also passed around copies of two Activity Fund Sub-Accounts Reports. The 2015-2016 and the 2016-2017 reports were reviewed. He asked the board if they want the reports in full detail as they are presented tonight or just the summary page. Stephanie Haan-Amato asked for clarification on the Playground line item. Chairman Ric Hernandez clarified with the council that any money that is raised with/by students must stay in our Activities account and not in the Foundation account. Janet Acosta gave recognition to Gina Trujillo and Ric Hernandez for putting these reports together to help with the transparency of the Activity Account and its sub-accounts.

Martin Lopez moved to approve the January Cash Report. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Martin Lopez moved to approve the January Bank Reconciliations. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Before the motion to approve the January Revenue and Expense Reports, it was asked of our Business Managers if there is a budget balance left on the Occupational Therapists line item. Gina Trujillo stated that a BAR will be presented tonight that takes into consideration this line item. As of today, there is only encumbered expenses, but we are working on getting those service hours billed and paid. It was also clarified with Vicki Chavez that we are in-line with our MOE (Maintenance of Effort for Special Education). Vicki Chavez confirmed that we are indeed in-line with the MOE. Martin Lopez moved to approve the January Revenue and Expense Reports. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Martin Lopez moved to approve the Cash Transfer Request-Transfer Activity for \$13.37. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. Before the vote, it was clarified that a cash transfer is different from a BAR since it is a permanent cash transfer. This Cash Transfer Request is presented due to money leftover in 2300 which was being transferred in the Operational account. The Activity account is now separate from the Operational account.

Janet Acosta moved to approve the Cash Transfer Request-G.O. Bond Expense for \$.30 with the correction of the grammar and spelling within the document. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. This Cash Transfer Request is requested because thirty cents was over spent in the 27107 G.O. Bond fund and is being transferred as an operational expense.

Janet Acosta moved to approve the Budget Adjustment Request 535-000-1617-0026-D. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Martin Lopez moved to approve the Budget Adjustment Request 535-000-1617-0025-M. Janet Acosta seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. This BAR-Maintenance is for the transfer of therapy funds as discussed in the January Revenue and Expense Reports section, travel and per diems for non-teachers and board training.

Janet Acosta moved to table the calendar voting until the April 19, 2017 Regular Meeting and Martin Lopez seconded the motion. Approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. The calendar being voted on today would have moved the holiday from 11/7/2017 to the winter break (1/2/2018). It would also move 1/15/2017 (Martin Luther King Day) to the winter break (1/3/2018) as well. Martin Luther King Day and Veterans Day are valuable educational days that could be used to learn and honor the days they represent. January 4, 2018 and January 5, 2018 would be teacher in-service and the traditional half day would then fall on January 10, 2018. The calendar vote was tabled because there is a discrepancy and lack of clarity with these two holidays and the observance of them that needs to be verified by the Executive Director before the vote can take place.

#### **Audit**

2015-2016 Audit Committee Report: Chairman Ric Hernandez thanked Vicki Chavez for coming tonight to discuss the audit report. There were two findings (budgetary and cash management) for this last fiscal year, and two action plans were submitted for the two findings. Vicki Chavez noted that she feels that we are on the right track with only two findings, as we had 4 the previous year. In reference to the budgetary finding, Gina Trujillo, Assistant Business Manager, is being extra careful to bring the BARs to the council as soon as the need arises and make sure that the budgetary conditions are being satisfied. A yearend review will be done toward the end of the fiscal year that will ensure sure that the school is on track. The 2016 Cash Management finding was due to the fact that the school did not have adequate funds in our operational accounts to cover expenses. Vicki Chavez informed the council that this is not happening anymore and she is confident that this will be a non-issue going forward. Chairman Ric Hernandez then asked Vicki Chavez if she believes we might be able to qualify to do quarterly reporting instead of the monthly reporting. Vicki feels that the school's cash management practices should continue to do monthly reporting even if we are only required to do the standard quarterly reports (we are not at this point yet). It was a consensus among those board members that spoke during this discussion that they all agree that the monthly reporting needs to continue even if it is only required to be submitted quarterly (again we are still not there yet). Looking forward a practice that must be maintained is keeping expenditures below the revenue, and there are many aspects that go into this that have been corrected.

Martin Lopez moved to approve the 2015-2016 Audit as presented and the corrective action plans. Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato, through a roll call vote.

#### **Facility**

Facility Committee Report: Mr. Ahner, Jacob Ledesma and Jennifer Rogers met with Bobby Stout from LCPS at the school on March 7, 2017. He reviewed the stamped drawings that were graciously done by ASA Architects led by Mr. Ted Shelton. Waiting to hear from LCPS



if it has been approved. At this point the School and Foundation has between \$27,000 and \$29,000 to spend on this project. The next step in this process (which is in the works) is to get a total project cost estimate and ensuring that funds are there to cover the cost. This will include more fundraising. The first phase is the dirt work and irrigation. Part of this project will include extending our track to an .8 of a mile track by using some of Alma de Arte's yard. This project has wonderful people like Mr. Ted Shelton, Jennifer Rogers, Jacob Ledezma, and Liz Hamm generously donating their time. We are grateful to them and Chairman Ric Hernandez also thanked Arthur Berkson for heading up this committee. Ms. Steph and the fourth-grade class developed a project fundraising thermometer to help visualize the progress toward our goal. That is a wonderful artistic piece that incorporates JPTA's Phoenix. Both the drawings and the fundraising thermometer were passed around or displayed for the council to review.

Janet Acosta moved to approve the Playground Area Development Conceptual Plan and approve the Facility Committee's continual progress on this project (essentially a vote of confidence). Stephanie Haan-Amato seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

### **Governance**

Governance Committee Report: The Governance Committee met on Monday and finalized the Governance Council packet. Ric Hernandez handed out a packet.

Arthur Berkson moved to table the Parent Satisfaction Survey until the April 19, 2017 meeting. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to table the Teacher Satisfaction Survey until April 19, 2017. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to approve the New Governance Council Member, Yvette Turrieta, to fill seat 3 on the council. Arthur Berkson seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Janet Acosta moved to approve Yvette Turrieta to fill the vacant Treasurer position of JPTA's Governance Council. Martin Lopez seconded the motion. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato.

Review of GC By-Laws: Chairman Ric Hernandez will have some changes to propose to the policy committee. He would like to have these changes voted on at the April 19, 2017 meeting.

### **Executive Director Support and Evaluation**

Executive Director Report: Enrollment is still at 200 and we have about 175 applicants for next school year. Those that were accepted through the lottery have been emailed and are in the process of being sent an official letter and Intent Forms will be due around April 10, 2017 that would have allowed the parents about a month after the lottery to consider their intent.

Mr. Eric Ahner would like to note that he attended the Las Cruces Public School Board meeting last night and that it was noted that Chuck Davis a board member passed away



and he would like it noted that we give our condolences to all that knew him.

Mr. Ahner also informed the board that the city will not put in the school zone until the sidewalks are in place. There is progress being made on this effort.

### **Development**

**Development Committee Report:** At the last Foundation meeting, there was more discussion on the Brick Fundraiser and the order and the installation of those bricks. Current balances \$11,561 in the Foundation's account and \$23,889 in the Community Foundation account and about another \$1,300 waiting to be deposited in the Foundation's account. The Foundation is currently looking for more members. Next meeting will be April 26, 2017.

### **Academic Excellence**

**Academic Oversight Committee Report:** The AOC met on March 8, 2017, and re-added Barbara Chamberlin back to the committee, she is a great asset to the committee. They discussed and plan to hold another Let's Talk About Tests night on April 6, 2017 at 6 p.m. They also discussed having a next step orientation night where students are able to see and learn about the next grade up. They reported that the Language Acquisition night was great but wasn't highly attended by parents. There was some discussion on advertisement of such events to help aid in attendance in these events. There will be another meeting this school year but didn't have that date to report at this time.

**Parent Advisory Council Report:** The PAC met on March 8, 2017. They received an update on the school brochure from Ric Hernandez. They expressed appreciation for all those who planned and attended the Language Acquisition night. The cookbook fundraiser is still in the works and continues to be worked on. Sponsorships are needed for the JAAM Fest and silent auction items, there is a signup link that has been emailed out to all parents. The PAC again stated that they would like to work with the Governance Council during Teacher and Staff appreciation week.

### **Policy**

**Review Policy: Background Investigations:** This is a first look at this policy. This policy is built around the Cogent system that the school uses for fingerprinting volunteers and staff. This policy will help ensure we are aligned with the requirements of the system itself.

**Review Policy: Paid Time Off (PTO) and Annual Leave:** This policy is a product of the Collective Bargaining. It was asked how current legislation on this matter may affect this policy. After the state law is passed this policy will need to be reviewed to make sure it aligns with the legislation.

**Review Policy: Training and Experience Policy:** The second page was inadvertently left out of the agenda packet so the full policy was distributed. This policy is to help fill the gaps in policy that are referenced in the T& E manual. Teaching and Experience verbiage will be changed to Training and Experience before being posted on the website for public's review before it is brought again to the board. It was suggested by a staff member that time be set aside to discuss this at a staff meeting as it was thought that the staff would be interested in reviewing it.

### **Other Business**

**Chairman Ric Hernandez called for Other Business.** Arthur Burkson asked about the Amazon link on the website. This is still a follow up item.

Carole Swickard informed the board that there will be a Gifted Advisory Committee meeting on April 12, 2017.

### **Closed Session**

Chairman Ric Hernandez informed the Governance Council that there was no need to go into closed session due to no new information on Collective Bargaining since the last Governance meeting.

### **Closing Items**

Martin Lopez moved to adjourn the meeting. Janet Acosta seconded the motion. The motion passed unanimously. Motion approved unanimously with affirmative votes from Ric Hernandez, Arthur Berkson, Martin Lopez, Janet Acosta, and Stephanie Haan-Amato. The meeting was adjourned at 8:45 PM.

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

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

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

We make this statement as part of J. Paul Taylor Academy Charter 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 60 days of a change in membership of our governing body.

Richard Hernandez (signature), Member of Governing Body of J. Paul Taylor Academy Charter School

Janet Huest (signature), Member of Governing Body of J. Paul Taylor Academy Charter School

Stephanie Huan-Arango (signature), Member of Governing Body of J. Paul Taylor Academy Charter School

Mary Tami Lopez (signature), Member of Governing Body of J. Paul Taylor Academy Charter School

Arthur Beckson (signature), Member of Governing Body of J. Paul Taylor Academy Charter School

2-15-14

Date

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

We, the undersigned, make up the governing body of the J. Paul Taylor Academy Charter School in La Cienega, New Mexico.

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

We make this statement as part of J. Paul Taylor Academy Charter 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 60 days of a change in membership of our governing body.

[Signature]  
\_\_\_\_\_, Member of Governing Body of J. Paul Taylor Academy Charter School

\_\_\_\_\_  
[signature] \_\_\_\_\_, Member of Governing Body of \_\_\_\_\_ Charter School

\_\_\_\_\_  
[signature] \_\_\_\_\_, Member of Governing Body of \_\_\_\_\_ Charter School

\_\_\_\_\_  
[signature] \_\_\_\_\_, Member of Governing Body of \_\_\_\_\_ Charter School

\_\_\_\_\_  
[signature] \_\_\_\_\_, Member of Governing Body of \_\_\_\_\_ Charter School

2.15.17  
Date

## School Governance Change

### **Sandoval Academy of Bilingual Education**

On November 12, 2015, Brennan Divett was designated as a board member. Supporting documentation was provided on April 20, 2017.

On December 10, 2015, Phillip Leornadelli expressed the wish to resign from the board, but agreed to stay on until a replacement was found. At this same meeting, Margarita Fuentes was designated as a board member to fill another vacancy.

On April 28, 2016, Phillip Leornadelli's resignation is accepted and the vacancy is filled by Jeffrey Stradling.

On November 17, 2016, Christina Benitez De Luna was designated as a board member to replace the upcoming vacancy due to the anticipated resignation of Paolo Huffman. On December 8, 2016, Paolo Huffman resigned from the board.

On March 9, 2017, Christopher Gallegos was designated as a board member to replace the upcoming vacancy due to the anticipated resignation of Margarita Fuentes. On April 13, 2017, Margarita Fuentes resigned from the Governing Board.

The supporting documentation for these changes was received on May 1, 2017. The board has the required minimum of five board 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: Sandoval Academy of Bilingual Education Current Number of Governing Body Members: 5

Date submitted: 4/19/2017 Contact Name: Brennan Divett E-mail: abdivett@gmail.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
Phillip Leornadellii	115 2nd ST SE Rio Rancho, NM, 87124 (505) 688-3785 drphil2@cableone.net	Resignation	4/28/2016	Resigned after replacement was found.	From: 9/26/2014 To: 4/28/2016
Paola Huffman	6156 Park Hill Ave NW Albuquerque NM 87114 (575) 545-9445 paola.huffman@yahoo.com	Resignation	12/8/2016	Resigned after replacement was found.	From: 4/23/2015 To: 12/8/2016
Margarita Fuentes	2209 Via Sonata. Rio Rancho, NM, 87124 (505) 400-6887 margua2@yahoo.com	Resignation	4/13/2017	Resigned after replacement was found.	From: 12/10/2015 To: 4/13/2017

Original Signature of Governing Council President or Designee: Brennan Divett Date: 4/19/2017

Printed Name of Governing Council President or Designee: Brennan Divett

# 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: Sandoval Academy of Bilingual Education Current Number of Governing Body Members: 5

Date submitted: 4/30/2017 Contact Name: Brennan Divett E-mail: abdivett@gmail.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
Jeffrey Stradling	103 2nd St. SE Rio Rancho, NM 87124 (505) 818-7910 Jeffrey.stradling@gmail.com	Designation	4/28/2016	Replacement for Phillip Leonardeilli	From: 4/28/2016 To: 4/30/2017
Cristina Benitez de Luna	8505 Vista Clara Ln. SW Albuquerque, NM 87121 (505) 818-2543 cbdiluna@gmail.com	Designation	11/17/2016	Replacement for Paola Huffmon	From: 11/17/2016 To: 4/30/2017
Christopher Gallegos	3049 Morrissey St. SW Albuquerque, NM 87121 (505) 908-1490 Gallegos_christopher@yahoo.com	Designation	3/9/2017	Replacement for Margarita Fuentes	From: 3/9/2017 To: 4/30/2017

Original Signature of Governing Council President or Designee: Brennan Divett Date: 4/30/2016  
 Printed Name of Governing Council President or Designee: Brennan Divett

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
COUNTY OF Sandoval )

I, Brennan Divett, after being duly sworn, state:

1. My name is Brennan Divett and I reside in Rio Rancho, New Mexico.
2. I am a member of the governing body of Sandoval Academy of Bilingual Education in Rio Rancho, 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.

Brennan Divett  
[Signature]

4/5/2017  
Date

Brennan Divett  
[Print]

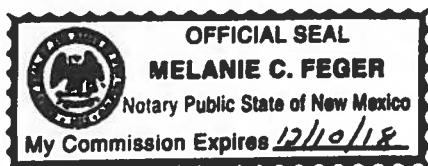
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 5<sup>th</sup> day of April, 2017.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: Dec. 10, 2018.





**MINUTES**  
**Sandoval Academy of Bilingual Education (SABE)**  
**Board Meeting**  
**Thursday, November 12, 2015**  
**SABE School 4321 Fulcrum Way, Suite A, Rio Rancho**

The following directors were in attendance:

Phil Leonardelli  
Vincent Haslam  
Paola Huffman  
Marjori Krebs

The following director was not in attendance:

Wayne Moosman

**I. Call to Order**

The meeting was called to order at 7:09 p.m.

**II. Approval of Agenda**

Motion by Vincent to approve the agenda. Second by Phil. The motion was approved by unanimous vote.

**III. Approval of Minutes from October 10, 2015**

Motion by Paola to approve the minutes from October 10, 2015. Second by Phil. The motion was approved by unanimous vote.

**IV. Announcements**

New Mexico Coalition for Charter Schools—Marjori and Pete attended the New Mexico Coalition for Charter Schools meeting. SABE is now a member. Per instructions from the meeting, the Board should focus on governing, not managing. Marjori's gave a report about what she learned at that meeting. Her notes from that meeting are attached to these minutes.

**V. Action Item: New Board Member**

Motion by Phil to approve Brennan Divett as a new board member. Second by Paola. The motion passed by unanimous vote.

**VI. Financial Report**

a. Budget Update (Vigil Group)—SABE received \$1,723 in revenue from the fall festival and field trip. From that amount SABE had to pay \$308 for a bus.

Motion by Vincent to approve Budget Adjustment Request of \$1,723. Second by Phil. The motion passed by unanimous consent.

b. Enrollment Update & Recruiting (Dr. Vallejo)—SABE is now up to 45 students. Pete spoke with the parent committee this past Tuesday about recruiting efforts and advertising. Their conclusion is that the

best form of recruitment is work-of-mouth. The parent committee is also going to look into “feeder” schools and organizations such as pre-k schools, YMCA, and Boys & Girls Club.

**VII. Principal’s Update (Dr. Vallejo)**

SABE is one of a small handful of schools that met 40-day responsibility.

The students are generally on track or advanced, although a few are below the mark.

Pete is still working on special education needs. He is looking for teachers.

New America put several technology items up for disposal regarding smartboards. Pete will meet with them next week about this. If this doesn’t go through then he will meet with Santa Fe School District. Paola discovered that RRPS has an auction for unused items and anything not sold is donated. Pete is also going to meet with people at RRPS next week to discuss this. SABE may receive technology and facility money from RRPS.

**VIII. Old Business**

- a. SABE School Policy Handbooks—the board received the Policy Handbooks and will review them for next month’s meeting.

**IX. New Business**

- a. Nominations for other Board Members—Paola nominated Margarita Fuentes to serve on the board starting in January 2016. Margarita submitted a resume.

**X. Public Comment**

**XI. Adjourn**

The meeting adjourned at 8:15 p.m.

**MINUTES**  
**Sandoval Academy of Bilingual Education (SABE)**  
**Board Meeting**  
**Thursday, December 10, 2015**  
**SABE School 4321 Fulcrum Way, Suite A, Rio Rancho**

**I. Call to Order: 7:08 p.m.**

The following directors were in attendance:

Vincent Haslam  
 Phil Leonardelli  
 Marjori Krebs  
 Wayne Moosman  
 Brennan Divett

The following director was not in attendance:

Paola Huffman

**II. Approval of Agenda**

Motion by Wayne to approve the agenda, second by Phil. The motion was approved by unanimous consent.

**III. Approval of Minutes from November 12, 2015**

Need to change "work of mouth" to "word of mouth on the minutes. Motion by Phil to approve the minutes as so changed. Second by Brennan. The motion was approved by unanimous consent.

**IV. Announcements**

Term Expirations: Marjori Krebs & Vince Haslam

**V. Action Items**

a. The Board reviewed the resume of Margarita Fuentes since the November board meeting and considered Paola's recommendation that Margarita serve on the Board. Motion by Brennan to approve Margarita as a board member effective January 1, 2016. Second by Phil. The motion was approved by unanimous consent.

b. Phil tendered his resignation from the Board. However, the Board will not accept his resignation until a replacement Board member has been identified.

c. Officer Elections

- 1) President: Marjori nominated Brennan to serve as the President. Second by Phil. The Board voted unanimously to approve Brennan as the President effective January 1, 2016.
- 2) Vice President: The Board will wait until January's board meeting to fill this vacancy.
- 3) Secretary: The Board will wait until January's board meeting to fill this vacancy.
- 4) Treasurer: The Board unanimously agreed for Wayne to continue to serve as the treasurer.

## **VI. Financial Report**

The Vigil Group gave the Board an update about the budget. The Board reviewed the budget. Wayne specifically questioned a \$13,812.29 deficit under the software category. The Vigil Group will have to get back to us about that. SABE is currently looking at a \$79,000 projected deficit by the end of the school year.

Pete is confident that enrollment numbers will increase for next year. At the 80-day count SABE had 45 students. Pete is working on creating a mascot for the school.

## **VII. Principal's Update**

There are very specific requirements for the Safe School Plan. Pete will email the rubric along with samples to Brennan.

Pete reminded the Board that any changes to the Board must go to the PEC/Charter School Division.

There are 22 hours of conference time for grades 1-3 and 33 hours for kindergarten. Pete proposes to use the following days as conference days: 12/18/15; 3/22/16; and 3/23/16. Motion by Wayne to change calendar to have conference days on 12/18/15, 3/22/16, and 3/23/16. Second by Phil. The motion was approved by unanimous vote.

SABE's calendar shows 178 instructional days (173 instructional days and five in service days). However, when Pete adds up all the instructional hours, we fall 10 hours short. This is because of a 15 minute recess break that interferes with instructional hours, but that was not taken into account when the calendar was prepared. Pete proposes to correct this problem by rearranging bathroom breaks and by including three hours of conference time. Motion by Phil to remove the 12:25-12:30 restroom break, thereby adding 7.3 instructional hours to the school year. Second by Wayne. The motion passed by unanimous vote.

Pete reviewed the testing data for the students. Overall the students are strong. Pete reviewed DRA, EDL, and math data with the Board. Pete emphasized that SABE has very strong teachers.

## **VIII. Old Business**

SABE's Charter has an addendum E that is a handbook approved by the State. SABE needs to merge the proposed handbooks into addendum E and then seek State approval. Motion by Wayne to form a committee to review the proposed handbooks and addendum E and make a recommendation to the Board. Second by Phil. The motion passed by unanimous vote. Phil moved to allow Brennan to convene a committee meeting. Second by Wayne. The motion passed by unanimous vote.

Brennan read Part D of addendum E. SABE's teachers fall short of the 40-hour work week, as required by addendum E. However, the teachers' employment contracts do not require a 40-hour work week. Thus, there is a conflict between addendum E and the contracts. Brennan will look into this.

## **IX. New Business**

Not all board Members had turned in the self-assessment. Wayne therefore moved to table the self-assessment analysis until January. Second by Phil. The motion passed by unanimous consent.

## **X. Public Comment**

## **XI. Adjourn**

The meeting adjourned at 8:50 p.m.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, JEFFREY P. STRADLING, after being duly sworn, state:

1. My name is JEFFREY P. STRADLING and I reside in ALBUQUERQUE, New Mexico.

2. I am a member of the governing body of the [insert name of school] in SANDOVAL ACADEMY OF BILINGUAL EDUCATION, New Mexico.

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

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

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]  
[Signature]

04/05/17  
Date

JEFFREY STRADLING  
[Print]

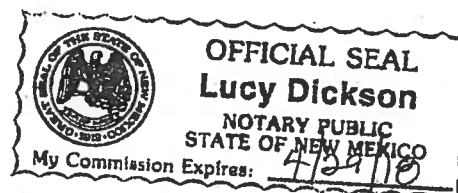
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 5<sup>th</sup> day of April, 2017.

[Notary Seal:]

Lucy Dickson  
NOTARY PUBLIC

My commission expires: 4/29, 2018.



**Minutes**  
**Sandoval Academy of Bilingual Education (SABE)**  
**Board Meeting**  
**Thursday, April 28, 2016**  
**SABE School 4321 Fulcrum Way, Suite A, Rio Rancho**

**The following directors were in attendance:**

Brennan Divett  
Wayne Moosman (phone)  
Paola Huffmon (phone)

**The following directors were in attendance:**

Phil Leonardelli  
Margarita Fuentes

**I. Call to Order: 7:35pm**

**II. Approve agenda**

Wayne motions to approve agenda, Paola seconds. Motion passes unanimously.

**III. Action Items**

- A. Wayne motions to confirm Jeffrey P. Stradling as a SABE board member, Paola seconds. Motion passes unanimously.
- B. Wayne motions to accept the resignation of Dr. Phillip Leonardelli from the SABE Board of Directors, Paola seconds. Motion passes unanimously.
- C. Brennan motions to approve the 2016-2017 SABE School Calendar, Wayne seconds. Motion passes unanimously.
- D. Wayne motions to approve the SABE Salary Schedule, Paola seconds. Motion passes unanimously.
- E. Brennan motions to approve the BAR for Title II funds, Wayne seconds. Motion passes unanimously.
- F. Brennan motions to approve the BAR for instructional materials, Paola seconds. Motion passes unanimously.
- G. Brennan motions to table the setting of date for future board meetings until the May 12 board meeting, Wayne seconds. Motion passes unanimously.
- H. Brennan motions to approve SABE's contract with ACES, Paola seconds. Motion passes unanimously.

**X. Public Comment**

No public comment.

**XI Adjourn**

Wayne motions to adjourn meeting. Paola seconds. The motion was approved unanimously at 7:49 pm.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
COUNTY OF )

I, Cristina Benitez De Luna, after being duly sworn, state:

1. My name is Cristina Benitez De Luna and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Sandoval Academy of Bilingual Education in Rio Rancho, 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 Sandoval Academy of Bilingual Education'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]

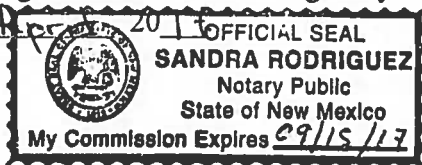
4/6/17  
Date

Cristina Benitez De Luna  
[Print]

**VERIFICATION**

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

[Notary Seal:]



[Signature]  
NOTARY PUBLIC

My commission expires: Sep. 15, 2017.



**NOVEMBER MINUTES**  
**Sandoval Academy of Bilingual Education (SABE)**  
**Board Meeting**  
**Thursday, November 17, 2016**  
**SABE School 4321 Fulcrum Way, Suite A, Rio Rancho, NM**

**I. Call to Order: 7:19**

Brennan calls meeting to Order

The following board members were in attendance:

Jeff Stradling  
Brennan Divett  
Wayne Moosman

The following board members were not in attendance:

Paola Huffmon  
Margarita Fuentes

**II. Approval of Agenda**

Motion by Wayne to approve the agenda, second by Jeff. The motion was approved by unanimous consent.

**III. Approval of Minutes from September 8, 2016**

Brennan moves to change the minutes to correctly spell "Paola," Wayne seconds. Approved by unanimous consent. Paola and Margarita were not in attendance at the September meeting, Wayne seconds. The motion was approved by unanimous consent.

Wayne moves to approve the minutes, Brennan seconds. The motion was approved by unanimous consent.

**IV. Announcements**

Wayne's term will be up in December.

**V. Action Items**

- a. Jeff moves to table the establishment of committees issue for the January meeting, Wayne seconds. Approved by unanimous consent.
- b. Wayne moves to approve Cristina Benitez de Luna to become a new board member, Jeff seconds. Approved by unanimous consent. Brennan moves to table the acceptance of Paola's resignation and move it to an "Action Item" for the December board meeting, Wayne seconds. Approved by unanimous consent.
- c. We discussed the potential nomination of Jared Gardner. It is the Board's intention to nominate Jared Gardner pending him submitting his resume.

**VI. Financial Report**

Ashley and the Vigil Group presented three budget adjustment requests.

BAR 563-000-1617-0006-IB is 50% of the rewarded lease reimbursement. Lease reimbursement and we received the 50% for this month and will receive 50%. Wayne moves to approve, Jeff seconds. Passed by unanimous consent to approve the BAR 0006-IB.

BAR 563-000-1617-0007-IB increases the budget from increased revenue from chocolate sales and the Fall Festival. Wayne moves to approve, Jeff seconds. Passed by unanimous consent to approve the BAR 0007-IB

First page is the revenue page. Actual is what we have received so far and there is more that will be received. There is an expenditure report that was approved by the board from the last meeting.

## **VII. Principal's Update**

- a. Charter says that we will add a grade every year, Pete wants to figure out how to get middle school teachers for the 6<sup>th</sup> grade. If we do make grades 6 through 8 all at once we will need to amend the charter and teachers will need to be hired.
- b. Dibbles was the big issue and it remains the big issue. We are now using iStation and per our Charter we are also working on DRE-EDL.
- c. We do need a written policy for making sure that we are depositing all moneys within 24 hours. We currently have forms and we have been doing it informally and properly, but need a formal policy.
- d. We need a procurement officer.
- e. We are working on teacher evaluation. Need the handbook for SafeSchools. A handbook committee may be beneficial.
- f. Home language surveys will not be used next year because we will be using Language Usage Survey (2017-18). This is to identify English learning services.
- g. We need to figure out when we want to have our window for application for new students next year.
- h. Grant committee? Principal Vallejo was thinking of putting a grant committee together composed of parents with the requisite knowledge and experience.

## **VIII. Old Business**

SEG Funds were brought up by Ashley and the Vigil Group

## **IX. New Business**

None

## **X. Public Comment**

-To minimize the deficit, what can parents do in addition to get the school out of the red?

Suggestion that there could be fundraising efforts or having a parent volunteer rather than hiring a contractor. Suggestion to have a parent with a General Contractor license to volunteer time to SABE. Discussion about SEG funding being locked in until the 40<sup>th</sup> day.

Discussion of other schools that might set a standard that SABE could adopt.

Discussion of success criteria and/or charter metrics. Suggestion that the Board have the Vigil Group review historical data and create a report showing fixed costs, variable costs, and mixed cost to help see criteria for expansion of grades and classes. Conversation covered the topic of SABE expansion.

Discussion of permanent classes and reaching out to target demographics.

**XI. Adjourn**

- a. Wayne motions to adjourn the meeting, second by Brennan. The motion was approved by unanimous consent.
- b. The meeting adjourned at 8:37 p.m.

**DECEMBER MINUTES**  
**Sandoval Academy of Bilingual Education (SABE)**  
**Board Meeting**  
**Thursday, December 08, 2016**  
**SABE School 4321 Fulcrum Way, Suite A, Rio Rancho, NM**

**I. Call to Order: 7:02**

The meeting is called to order at 7:02.

The following board members were in attendance:

Wayne Moosman

Brennan Divett

Cristina Benitez de Luna

Jeff Stradling (phone)

The following board members were not in attendance:

Paola Huffmon

Margarita Fuentes

Wayne moves to accept the resignation of Paola, Cristina seconds, the motion is approved by unanimous consent.

Jeff informed the board that he needs to excuse himself from the meeting. Jeff left the meeting.

**II. Approval of Agenda**

Brennan moves to add the approval of the BAR to the agenda, second by Wayne. The motion was approved by unanimous consent.

Motion by Wayne to approve the agenda with the addition of the BAR, second by Cristina. The motion was approved by unanimous consent.

**III. Approval of Minutes from November 17, 2016**

Motion by Wayne to approve the minutes from November 17, second by Cristina. The motion was approved by unanimous consent.

**IV. Announcements**

Brennan announced that it was Wayne's last board meeting as his term is ending. He thanked him for his service and recognized that he is the last remaining original board member, and that his presence will be missed. Brennan also welcomed Cristina to the board.

#### **V. Action Items**

The board discussed the addition of new board members. No action was taken.

BAR number 563-000-1617-0008-I was discussed by the board. The school is adjusting the budget to reflect the increase in Lease Reimbursement. Motion to approve by Wayne, second by Brennan, Unanimous.

#### **VI. Financial Report**

Ashley presented the Governance Council Reports and walked the Board through the financial documents.

#### **VII. Principal's Update**

- a. Pete reports that the school finished up the 40 day report and everything went well. The school is now working on the 80 reports. Pete reports that things are going well and the reports should be done by tomorrow, or Monday.
- b. Teacher evaluations are completed, only one teacher still needs to acknowledge the observation.
- c. Pete is planning to follow up with the Tesoros donation. Pete reports that he has contacted site through CES and they plan to meet to coordinate professional development.
- d. Safe schools plan is due on February 10. The handbook needs to be reviewed to see what needs to be added to have all of the pieces in place for the state. Our charter requires testing in DRA and EDL but now we will be required to test using Istation. Pete spoke with Katie Poulous and she is supportive of SABC using only Istation instead of doubling up on testing. Pete will send the amendment forms and the verbiage recommended from Katie before January's meeting. We will add that as a discussion item.
- e. The play mats and domes have been constructed.
- f. It is time to make plans for recruitment for the upcoming school year. Last year we opened the application on February 1st and closed it on February 21st. The lottery would have been held on the 22. Next year we have projected 120 students. There is room for more.
- g. Wayne moves to open the lottery for the same dates as last year, Cristina seconds. The motion passes by unanimous consent.
- h. There are 11 fifth graders, 17 4th graders, nine third graders, 17 second graders, 13 in one first grade and 15 in the other. We have two confirmed seats open in kindergarten.
- i. The temporary walls will be extended up two feet. This improvement will not cost any more as the school has already paid for nine feet walls.

#### **VIII. Old Business**

There was no old business discussed as Ashley already addressed the change in lease reimbursement in her presentation on the BAR.

**IX. New Business**

There was no new business.

**X. Public Comment**

Discussion of getting donations for consumables.

Discussion of getting a donation for a digital entry system for the front door.

A local 501(c)3 was awarded a grant to put a greenhouse in a public space. They are willing to put it at SABE but the landlord has indicated that he doesn't want it on the premises.

Discussion of forming a grant committee because there are looming grant deadlines. It is decided that the Brennan and Cristina will meet with the grant committee next Wednesday.

**XI. Adjourn**

Cristina moves to adjourn the meeting, Wayne seconds. The motion is approved by unanimous consent. The meeting is adjourned at 8:52 p.m.

**APRIL MINUTES**  
**Sandoval Academy of Bilingual Education (SABE)**  
**Board Meeting**  
**Thursday, April 13, 2017**  
**SABE School 4321 Fulcrum Way, Suite A, Rio Rancho, NM**

**I. Call to Order: 7:07**

Brennan calls meeting to Order

The following board members were in attendance:

Jeff Stradling  
Brennan Divett  
Cristina Benitez de Luna  
Christopher Gallegos

The following board members were not in attendance:

Wayne Moosman  
Margarita Fuentes

**II. Approval of Agenda**

Motion by Cristina to approve the agenda, second by Brennan. The motion was approved by unanimous consent.

**III. Approval of Minutes from March 2017**

Brennan moves to amend the minutes to reflect the correct spelling of Cristina's name and to add Margarita Fuentes as a board member not in attendance for the March Board meeting to the March minutes. Brennan moves to approve the amended minutes, Jeff seconds. The motion was approved by unanimous consent.

**IV. Announcements**

None

**V. Closed Session**

Jeff moves to go into closed section. Cristina seconds. Approved by unanimous consent.

**VI. Go Back into Open Session**

Brennan moves to go into open session at 7:53 p.m. Jeff seconds. Approved by unanimous consent.

**VII. Action Items**

- A. Brennan moves to accept Margarita Fuentes' resignation. Jeff seconds. Approved by unanimous consent.
- B. The approval of new board member Octavio Munoz. Jeff moves to accept Octavio Munoz as a new board member. Brennan seconds. Approved by unanimous consent.
- C. Cristina moves to approve BAR 0015-D. Brennan seconds. Approved by unanimous consent.
- D. Cristina moves to approve BAR 0016-IB. Brennan seconds. Approved by unanimous consent.

- E. Brennan moves to approve BAR 0017-IB. Cristina seconds. Approved by unanimous consent.
- F. The Board reviewed both Salary Schedule 35 and Salary Schedule 345. Jeff moves to table the approval of the Salary Schedule during a special session on Monday, April 17, 2017 at 6 p.m. Brennan seconds. Approved by unanimous consent.

#### **VIII. Financial Report**

Ashley and the Vigil Group presented the Revenue Report.

#### **IX. Principal's Update**

- a. FOB-there is a quote going out to see about the instillation. The landlord is planning on installing the FOB as an improvement to the facility. The door is to remain locked throughout the school day.
- b. 111 students are currently on the school roster.
- c. PARCC and other tests are currently in progress until the end of the school year.
- d. Online surveys are almost complete for the quality of education and teacher surveys. The first deadline is April 21 for the teacher surveys.
- e. Title 1 visited Principal Vallejo today, whatever is not spent will be used for the following year.
- f. Civil Rights data collection was sent out. Special education corrective action data was sent out.
- g. Safe school plan went out. The School Charter Amendment is still being considered to include iStation as our testing.
- h. CSD came for their annual visit and was generally pleased, but had a few suggestions that will be provided shortly.
- i. We will have 10 Teacher PD visits every year for the next three years.
- j. Fundraising is still in progress with Gold Candle.
- k. Principal Vallejos will not be at the next board meeting.

#### **X. Old Business**

- a. School safety-we have implemented new measures including having the front doors locked during school hours. Everyone goes through the sign-in process. Installers have visited the school and given a quote for a FOB. We are waiting for installation based on the landlord's timeframe.
  - A. We spoke with PSFA, and there were no issues about sharing space with certain tenants. We also spoke with the PED who also confirmed that we have followed all statutes and regulations.
- b. Recruitment-111 students are currently enrolled for the next year. We get SEG funding for each student so we will try to get as many students as possible.

#### **XI. New Business**

None



**XII. Public Comment**

-Lorenza Sands

**XIII. Adjourn**

- a. Cristina moves to adjourn at 8:44 p.m. Brennan seconds. The motion was approved by unanimous consent.

DRAFT

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
COUNTY OF )

I, Christopher Gallegos, after being duly sworn, state:

1. My name is Christopher Gallegos and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the [insert name of school] in Sandoval Academy Bilingual Education, 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.

Christopher Gallegos  
[Signature]

April 6<sup>th</sup>, 2017  
Date

Christopher Gallegos  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 6<sup>th</sup> day of April, 2017

[Notary Seal]



My commission expires: July 23<sup>rd</sup>, 2017.

[Signature]  
NOTARY PUBLIC

**MARCH MINUTES**  
**Sandoval Academy of Bilingual Education (SABE)**  
**Board Meeting**  
**Thursday, March 9, 2017**  
**SABE School 4321 Fulcrum Way, Suite A, Rio Rancho, NM**

**I. Call to Order: 7:12**

Brennan calls meeting to Order

The following board members were in attendance:

Jeff Stradling  
Brennan Divett  
Cristina Benitez de Luna

The following board members were not in attendance:

Wayne Moosman  
Margarita Fuentes

**II. Approval of Agenda**

Motion by Jeff to amend agenda to reflect the proper agenda: Several dates were corrected and included an MOU under the Parent Action Committee subsection, a presentation from Ashley for audit findings was added, and for the inclusion of BARs 0012-I; 0013-I; and 0014-T.

Brennan moves to add contract renewal for Dr. Vallejos to the Agenda. Christina seconds. The motion passes by unanimous consent.

Motion by Jeff to approve the Agenda with the changes as noted, second by Brennan. The motion passes by unanimous consent.

**III. Approval of Minutes from February 9, 2017**

Brennan moves to amend his name to reflect a proper spelling. Brennan moves to approve the amended minutes with the correction of typographical error under XII subsection C. The motion was approved by unanimous consent.

**IV. Closed Session**

Cristina moves to go into closed section. Jeff seconds. Approved by unanimous consent.

**V. Return to Open Session**

Cristina moves to go into open session at 7:59. Jeff seconds. Approved by unanimous consent.

**VI. Action Items**

**A. New Board Members**

- a. Brennan moves to approve Chris Gallegos as a new board member. Cristina seconds.  
That motion passes by unanimous consent.

**B. Memorandum of Opinion**

- a. Brennan moves to go into recess at 8:20 for 10 minutes. Jeff seconds. The motion passes by unanimous consent.
  - b. Jeff moves to return to open session at 8:30. Brennan seconds. The motion passes by unanimous consent.
  - c. Jeff moves to approve the non-binding memorandum of understanding between the PAC and SABE with the proposed changes. Brennan seconds. The motion passes by unanimous consent.
- C. BAR Approval
- a. Cristina moves to approve the BAR 0012-I. Jeff seconds. The motion passes by unanimous consent.
  - b. Cristina moves to approve the BAR 0013-I. Jeff seconds. The motion passes by unanimous consent.
  - c. Brennan moves to approve the BAR 0014-T. Christina seconds. The motion passes by unanimous consent.
- D. Brennan moves to allow Dr. Vallejo contract to expire at the end of the term and to not renew the contract. Christina seconds. The motion passes by unanimous consent.

## **VII. Financial Report**

Ashley and the Vigil Group presented the Revenue Report and the State Audit.

## **VIII. Principal's Update**

- a. Recruitment stands at 109.
- b. School recently had a picture day.
- c. Vacancies for positions will go up on the website next week. Expecting two first grade instructors and one Kindergarten instructor. There will also be a custodian position.
- d. A potential after school program would be from 3 to 6 p.m. with a stipend to staff. This would cost approximately \$8,000.00.
- e. Testing of students is complete and we are waiting on an assessment by Katie.
- f. The school will be moving forward with professional development.
- g. School safety plan was set.

## **IX. Old Business**

None

## **X. New Business**

Review of the Board powers and responsibilities.  
Review of the complaint process.

## **XI. Public Comment**

-Kelli Perry

-Stephanie Quintana  
-Lorenza Sands

**XII. Adjourn**

- a. Brennan moves to adjourn at 9:39, second by Cristina. The motion was approved by unanimous consent.

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

We, the undersigned, make up the governing body of Sandoval Academy of Bilingual Education, located in Rio Rancho, New Mexico.


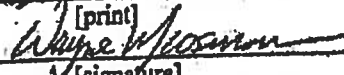
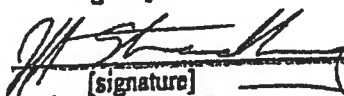
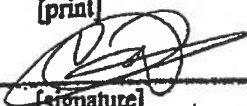
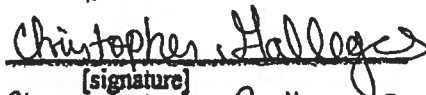
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Sandoval Academy of Bilingual Education'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 3 DAY OF April, 2017.

1.   
[signature]  
Brennan Divett  
[print]
2.   
[signature]  
Wayne G Moosman  
[print]
3.   
[signature]  
JEFFREY STRADLING  
[print]
4.   
[signature]  
Cristina Benitez De Luna  
[print]
5.   
[signature]  
Christopher Gallegos  
[print]

Attach additional pages if membership exceeds five.

Revised 10-3-2011

## School Governance Change

### **ABQ School of Excellence**

On April 4, 2017, a vacancy was created on the Governing Board by the resignation of Beverly Reno. The school was notified on April 7, 2017 that the vacancy must be filled by May 16, 2017 unless an extension is 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

69

Name of State-Chartered School: ALBUQUERQUE SCHOOL OF EXCELLENCE

Current Number of Governing Body Members: 7

Date submitted: 4/4/2017

Contact Name: SALIH AYKAC

E-mail: SAY@ABOSE.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
BEVERLR RENO	1379 Wagon Train Dr SE Albuquerque, NM 87123  505-620-6545  BRENO@GMAIL.COM	Resignation	4/1/2017	TERM EXPIRED & DID NOT WANT TO CONTINUE	From: 2/1/2014 To: 3/31/2017
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: \_\_\_\_\_

Printed Name of Governing Council President or Designee: \_\_\_\_\_



## Salih Aykac

---

**From:** Ehy#Jhqr#P ehyuhqrC jp dlfrp A  
**Sent:** P rggd|/P dufk#5:/#34:#4-69#DP  
**To:** Vdck#1|ndf  
**Subject:** Uhnvj qdwrcq#bwhu

26 March 2017

Mr. Aykac:

It has been my honor and privilege to serve on the Governing Council of Albuquerque School of Excellence. I appreciate my connection with the school. It is a great place.

As my 3 year term on the Governing Council has come to an end, I officially resign to pursue other things. I wish you very well!

Beverly Reno  
Formerly Secretary of the Governing Council

## School Governance Change

### **Amy Biehl High School**

On April 28, 2016 James Loughren resigned from the Governing Board although notification of the resignation was not received until July 24, 2016. On August 10, 2016, Eduardo Martinez resigned from the Governing Board. On October 12, 2017, Kevin Hoover resigned from the Governing Board. On December 8, 2016, Gabrielle Uballez resigned from the Governing Board. Notification of these resignations was received on January 20, 2017 along with the designation of new board member, Scott Fliegel who joined the board on January 19, 2017. Final documentation for these changes was received on February 1, 2017.

On February 1, 2017, a letter was emailed to Betty Seeley at Amy Biehl High School noting the receipt of all documentation and informing the school of the need to fill the remaining vacancies on the board. Betty Seeley replied to that letter on February 1, 2017 stating she had conversed with PEC Commissioner Bergman about this topic and had been told the school does not have to fill the vacancies left by Mr. Hoover, Mr. Martinez, and Ms. Uballez because those positions are above the required five members. Ms. Seeley requested our letter be withdrawn.

In response, Ms. Poulos sent an email requesting the school review the discussion by the PEC at the November 2016 meeting wherein the Commission clarified the description of a vacancy as being any position that was previously filled and is no longer. There has been no response to this email and no further notices of Governing Board designations.

# 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

Date submitted: 4/28/2016

Contact Name: Betty Seeley

E-mail: bseeley@abhs.k12.nm.us

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
James Loughren	Resignation	7/24/2015	Unable to serve any longer	From: 7/1/2003 To: 7/24/2015
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.
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:

Printed Name of Governing Council President or Designee:

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.

**Amy Biehl**



High School

Betty Seeley <bseeley@abhs.k12.nm.us>

---

## Jim Loughren's resignation

1 message

---

Kevin Hoover <khoover@abhs.k12.nm.us>

Fri, Jul 24, 2015 at 8:42 AM

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

Cc: Finnie Coleman <coleman@unm.edu>, "Eduardo X. Martinez" <emartinez@meridianstrategy.com>, Kevin Hoover <kvnhoover@gmail.com>, Leslie Andrews <landrews@abhs.k12.nm.us>, Leslie Andrews <landrews5807@gmail.com>, Cliff Wintode <cwintode@abhs.k12.nm.us>, Clifford Wintode <cawintode@gmail.com>, Eduardo Martinez <emartinez@abhs.k12.nm.us>, Emily DarnellNunez <edarnellnunez@abhs.k12.nm.us>, Emily Darnell-Nunez <edarnellnunez@aol.com>, Rachel Berenson <rberenson@abhs.k12.nm.us>, "rachel@nmjusticelaw.com" <rachel@nmjusticelaw.com>, Miriam Rand <mrland@abhs.k12.nm.us>, Miriam Rand <mrland46@gmail.com>, Finnie Coleman <fcoleman@abhs.k12.nm.us>, Gabrielle Uballez <gabrielle@workingclassroom.org>, Gabrielle Uballez <guballez@abhs.k12.nm.us>, Betty Seeley <bseeley@abhs.k12.nm.us>, Stacey Cotty <scott@abhs.k12.nm.us>

Good morning, everyone.

Yesterday afternoon I received a phone call and then an email from Jim resigning from our board. I am sad to lose Jim and all his years of service to the school but I understand his decision. We would like to have a small reception for him in the near future thanking him for his service, and I will reach out to him shortly to see what his schedule is like.

Here is the email I received:

-----  
Kevin, Frank and members of the Board of ABHS.

As you are all aware I have not been actively participating in the work of the board for sometime. This is unfair to all of you and a disservice to the school. I have enjoyed working with all of you over these last several years and regret not having been active on the board for the last several months.

Please except my resignation from the board.

It has been a pleasure and an honor to work with each of you, the faculty, and many others associated with what I believe to be one of the best educational institutions and humane environments in the country. I have learned and experienced much and am grateful for the opportunity I had to serve on the board.

Sincerely,

Jim Loughren

----- Kevin

# 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


Date submitted: 1/20/2016

Contact Name: Betty Seeley

E-mail: bseeley@abhs.k12.nm.us

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Kevin Hoover	Resignation	10/12/2016	Kevin voluntarily resigned as he left New Mexico	From: 8/15/2009 To: 10/12/2016
Eduardo Martinez	Resignation	8/10/2016	Eduardo voluntarily resigned to pursue other activities	From: 3/29/2012 To: 8/10/2016
Gabrielle Uballez	Resignation	12/8/2016	Gabrielle voluntarily resigned due to employment and family obligations	From: 11/20/2014 To: 12/8/2016

Original Signature of Governing Council President or Designee:



Date:

1/16/17

Printed Name of Governing Council President or Designee:

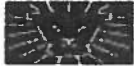
ZACHARY BERENSON

## 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.

**Amy Biehl**



**High School**

Betty Seeley <bseeley@abhs.k12.nm.us>

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## Resignation

1 message

---

**Kevin Hoover** <kvnhoover@gmail.com>

Wed, Oct 12, 2016 at 11:06 AM

To: Frank McCulloch <fmcculloch@abhs.k12.nm.us>, rberenson@abhs.k12.nm.us, Rachel Berenson <rachel@nmjusticelaw.com>, Betty Seeley <bseeley@abhs.k12.nm.us>

Good morning everyone.

Please except this email as my formal resignation from the Amy Biehl governing council effective immediately. It has been both an honor and a privilege to serve and I wish you all the best.

If there is anything I can ever do in the future please don't hesitate to contact me.

Best regards,  
Kevin Hoover, Cell (505) 485-5033

August 10, 2016

Frank McCulloch, Executive Director  
Kevin Hoover, President, ABHS Governing Council

Frank, Kevin:

I respectfully submit my resignation from the ABHS Governing Council, effective on the date of approval by the Council or notification from the Board Chair. It has been a pleasure to work with all of you and I look forward to serving the school in other ways. I'm hoping we can continue to create opportunities for collaboration in support of Amy Biehl High School and the students, families and the community it serves.

Gentlemen, I will let you decide if, or when, it may be best to remove me from the GC board member list serve and email communications.

If you need any further information please feel free to contact me at (505) 239-7170 or via email at: [emartinez@meridianstrategy.com](mailto:emartinez@meridianstrategy.com). Thank you in advance for your consideration.

Respectfully submitted,



duardo X. Martinez

## **gabrielle marie uballez**

415 granite avenue northwest · 505.235.1449 · [gabrielle.uballez@gmail.com](mailto:gabrielle.uballez@gmail.com)

December 08, 2016

Dear members of the Amy Biehl High School Governance Board,

I am submitting this letter to you as my resignation from the Amy Biehl High School Governance Board board of directors (ABHS board) effective immediately. My soon-to-be new role as a mother and my continued role as executive director at Working Classroom require my full attention at this time.

I apologize for any inconvenience this may cause the board members of the ABHS. I will continue to do all that I can for the community through our work at Working Classroom – especially in our shared efforts toward achieving educational equity and excellence. Please do not hesitate to call on me if I can be of assistance!

I have enjoyed these last two years serving on the board and I am grateful for the experience. I will miss the interaction with my fellow board members, the school leadership and the rest of the school community. Thank you so much for your understanding. I would also like to commend Frank on his vision and dedication and, of course to Betty for her hard work.

Sincerely,

A handwritten signature in black ink, appearing to read 'gabrielle uballez', with a long horizontal flourish extending to the right.

Gabrielle Uballez



# 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](mailto: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: 1/20/2017

Contact Name: Betty Seeley

E-mail: [bseeley@abhs.k12.nm.us](mailto:bseeley@abhs.k12.nm.us)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Scott Fliegel	Designation	1/19/2017	N/A	From: Click here to enter a date. 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.
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: Betty Seeley

Date: 1/19/17

Printed Name of Governing Council President or Designee: Betty Seeley

## 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 verified by a notary public.
  - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

Options for Parents

JAN 30 2017

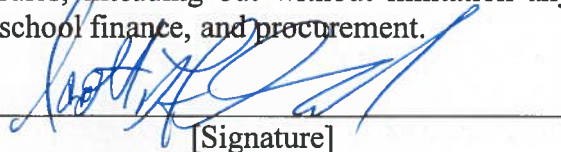
RECEIVED

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO   )  
  )  
COUNTY OF BERNALILLO)

I, Scott Fliegel, after being duly sworn, state:

1. My name is Scott Fliegel 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 [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]

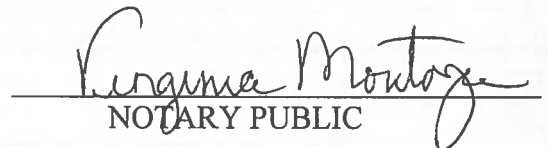
1-23-17  
Date

SCOTT D. FLIEGEL  
[Print]

**VERIFICATION**

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

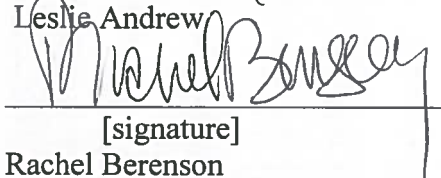
THE FOLLOWING MEMBERS OF THE AMY BIEHL HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 19 DAY OF JANUARY, 2017.

1.

  
[signature]


Leslie Andrew

2.

  
[signature]

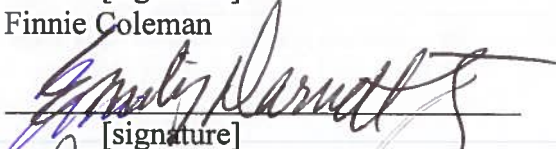
Rachel Berenson

3.

  
[signature]

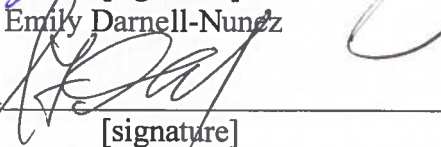
Finnie Coleman

4.

  
[signature]

Emily Darnell-Nunez

5.

  
[signature]

Scott Fliegel

6. Miriam Rand  
[signature]

Miriam Rand

7. Cliff Wintrobe  
[signature]

Cliff Wintrobe

8. \_\_\_\_\_  
[signature]

9. \_\_\_\_\_  
[signature]

10. \_\_\_\_\_  
[signature]

Attach additional pages if membership exceeds five

## ABHS Governing Board Minutes

December 15, 2016

December 15th, 2016 @ 5:30 pm in the Vision Room at Amy Biehl High School, 123 4<sup>th</sup> St. SW, 87102

PRESENT: Board Members: Rachel Berenson, Cliff Wintrobe and, by conference phone Leslie Andrews, Finnie Coleman, Emily Darnell-Nunez.

ABSENT: Miriam Rand

STAFF: Frank McCulloch, Betty Seeley

Call to Order and consent of agenda items previously submitted: The meeting was called to order at 5:50 pm.

- I. Approval of Previous Minutes: The minutes from the November meeting have not been finalized, therefore they were not presented at the meeting.
- 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. Old Business
  - a.) GC Board Recruitment – Parent candidate vote\*\*\*: The Board members discussed parent candidate Scott Fliegel based on his application and interview. Cliff motioned to extend board membership to Scott; Finnie seconded; the motion carried unanimously.
  - b.) Consideration and vote\*\*\* on acquisition of the School's current location, 123 4<sup>th</sup> Street, Albuquerque, NM from the Amy Biehl High School Foundation through a lease purchase arrangement as defined by the Public School Lease Purchase Act. See NMSA 1978, Section 22-26A-6(B) (2015).
    - Summary of Transaction (consideration and discussion prior to LPA vote): The Summary of the Lease Purchase Arrangement Terms and Conditions was read into the record (and is attached to these minutes). All members of the Board participated in the discussion of the transaction to purchase the building from Amy Biehl High School Foundation. The Board's question regarding the school's obligation to adhere to the Historical Building Covenant was answered. It was acknowledged that the School has a long-standing relationship with the State Historical Preservation Organization. There were no other questions.
    - Sources of Funds (review prior to vote): The Board reviewed the Sources of Funds document and had no questions.
    - Script adherence after LPA board discussion: Rachel, Board Chair, read the following statement: "This is a special meeting of the Amy Biehl High School Governing Council for the purpose of considering the acquisition of the School's current facility located at 123 4<sup>th</sup> Street SW; Albuquerque, New Mexico, from the Amy Biehl High School Foundation through a lease purchase arrangement as defined by the New Mexico Public Schools Lease Purchase Act. You have all been provided a copy of the Lease Purchase Arrangement and Exhibits prepared by our attorneys, a Summary of Lease Purchase arrangement Terms and Conditions, as well as the document titled "Source of Funds for Facility Payments Pursuant to the Lease Purchase Arrangement", and a

copy of the proposed Resolution concerning the Lease Purchase Arrangement." The Resolution was read into the record (a copy is attached to these minutes). After the Resolution was read into the record Rachel asked: "Is there a motion regarding Resolution concerning the Lease Purchase Arrangement?" Cliff stated: "I move to approve the Resolution authorizing the Amy Biehl Charter High School Governing Council to enter into the proposed Lease Purchase Arrangement with Amy Biehl High School Foundation and to submit the proposed Lease Purchase Arrangement to the New Mexico Public Education Department for approval." Leslie seconded the motion. Rachel then asked if there was any further discussion from the Board. There was no further discussion by the Board. Rachel then asked: "Before we vote, are there any questions or comments from the staff regarding the LPA?" There were no questions or comments from staff. Rachel then stated: "I am going to call a Roll Call Vote on this issue:

Cliff Wintrode: Yes  
Rachel Berenson: Yes  
Finnie Coleman: Yes  
Emily Darnell-Nunez: Yes  
Leslie Andrews: Yes

#### c.) ABHS Foundation Update

#### IV. Committee Reports

- a) Audit: The audit has been completed and the Finance Director was informed that it was to be submitted to the state auditor's office. It is expected that it will be several months before it is released.
- b) Governance/Executive
- c) Finance/Finance Director's and Treasurer's report(s): Cliff Wintrode submitted his written report and reviewed it.
- d) Building Committee report
- e) BARS\*\*\*

The Finance Director presented two BAR's:

\$3,548 decrease of Instructional Materials from the 2016 Special Legislative Session

Transfer BAR for the College Navigator Grant, to move funds from Instructional to Instructional Support.

Cliff moved to approve both BAR's, Finnie seconded the motion, the motion carried unanimously.

#### V. Meeting Logistics/Closure

- a) Next Board Meeting: The next board meeting will be 1/19/17 at 5:30 at the School.
- b) Document signing, Minutes transfer and posting  
As the secretary of the Board was participating by telephone, the Board authorized the Board Treasurer, Cliff Wintrode, to sign the required documents in his place. Rachel, the Board Chair, and Cliff Wintrode signed all of the required documents. Frank McCulloch, the Executive Director of the School, signed documents requiring his signature.

The meeting adjourned at 6:53 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*



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](http://www.ped.state.nm.us)

HANNA SKANDERA  
SECRETARY OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

February 1, 2017

Betty Seeley  
Amy Biehl High School  
123 4<sup>th</sup> Street SW  
Albuquerque, NM 87102

Dear Ms. Seeley:

Thank you for completing the documentation required for your notification of governing body resignations dated October 21, 2017 in which Amy Biehl High School provided notification to the Public Education Commission (PEC) of the resignation of James Loughren, Kevin Hoover, Eduardo Martinez, and Gabrielle Uballez. The designation of Scott Fliegel was also received on January 23, 2017. This letter is a reminder that the deadline for filling the vacancies created by the resignation of Mr. Hoover, Mr. Martinez, and Ms. Uballez has expired.

As you are aware, the school's contract with the PEC requires that the school fill the vacancy on its governing body created by these resignations no later than 45 days from the date of the vacancies or seek an extension for such appointment from the Authorizer in writing. As no extension was received, Amy Biehl High School must designate new members to fill the vacancies created by the resignations of Mr. Hoover, Mr. Martinez, and Ms. Uballez with no further delay. If the vacancies are not filled, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification will be presented to the PEC at the meeting on March 10, 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





# AMY BIEHL HIGH SCHOOL

COURAGE | SCHOLARSHIP | COMMUNITY

February 1, 2017

Laurel Pierce  
Options for Parents and Families  
NM Public Education Department  
300 Don Gaspar  
Santa Fe, NM 87501-2786

Ms. Pierce:

I am writing in response to the letter dated February 1, 2017 regarding Amy Biehl High School Governing Board vacancies. The letter we received stated that we are in non-compliance because we are required to fill vacancies created by Mr. Hoover, Mr. Martinez and Ms. Uballez and have not done so within the 45 days required by law.

At Spring Budget Workshop last year, I had a conversation with PEC Commissioner Bergman specifically about this topic. Commissioner Bergman advised me that, as long as we had 5 members on our board as required by law, we do not have to replace board members in excess of the required 5 members. So in our instance, according to Commissioner Bergman, we do not have to fill the vacancies left by Mr. Hoover, Mr. Martinez and Ms. Uballez because those positions are above the required 5 members. I am including with this letter a current roster of Amy Biehl High School Governing Board members.

Amy Biehl High School is formally requesting that the notice received on February 1, 2017 be withdrawn.

Sincerely,

Betty Seeley  
Finance Director

Cc: Katie Poulos, Director, Options for Parents and Families  
Rachel Berenson, Amy Biehl High School Governing Chair  
Frank McCulloch, Amy Biehl High School Executive Director  
Patty Matthews, Matthews Fox

Enc: Amy Biehl High School Governing Council Roster

## RE: New Board of Finance Paperwork for Amy Biehl High School

Poulos, Katie, PED

Thu 2/2/2017 9:30 AM

To: Schools, Charter, PED <CharterSchools@state.nm.us>; Seeley, Betty <bseeley@abhs.k12.nm.us>; McCulloch, Frank <frmculloch@abhs.k12.nm.us>; pmatthews@matthewsfox.com <pmatthews@matthewsfox.com>;

@ 1 attachment

PEC Summary Meeting Notes Nov 2016 FINAL.pdf;

Ms. Seeley,

Please review the discussion by the PEC at the November meeting (p.126-163). At that time, the Commission clarified that a vacancy (as used in the contract) is any position that was previously filled and is no longer.

The revised policy is being voted on at the PEC meeting next Friday.

Thank you,

Katie

Katie Poulos  
Director of Options for Parents  
NM Public Education Department  
300 Don Gaspar  
Santa Fe, NM 87501  
c: (505) 469-0373  
o: (505) 827-6532  
www.ped.state.nm.us

*Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.*

---

From: Betty Seeley <bseeley@abhs.k12.nm.us>

Sent: Wednesday, February 1, 2017 11:10 AM

To: Schools, Charter, PED

Cc: Poulos, Katie, PED; Rachel Berenson; McCulloch, Frank; Patty Matthews

Subject: Re: New Board of Finance Paperwork for Amy Biehl High School

Laurel:

Please see our attached letter in response to your letter dated 2 1 2017.

Betty

Betty Seeley

Director of Finance & Chief Procurement Officer

Amy Biehl High School

[bseeley@abhs.k12.nm.us](mailto:bseeley@abhs.k12.nm.us)

505-468-0604: Direct Line

505-299-9493: Fax

*Public Education should not be an unfunded mandate...*

On Wed, Feb 1, 2017 at 8:53 AM, Schools, Charter, PED <[Charter.Schools@state.nm.us](mailto:Charter.Schools@state.nm.us)> wrote:

Hi Betty,

Thank you for all of the documentation. I think we have everything we need for these resignations and designation. Please see the attached letter for further information.

Thank you!

Laurel

---

From: Betty Seeley <[bseeley@abhs.k12.nm.us](mailto:bseeley@abhs.k12.nm.us)>

Sent: Friday, January 27, 2017 9:41 AM

To: Schools, Charter, PED

Subject: Re: New Board of Finance Paperwork for Amy Biehl High School

And the board minutes, too!

Betty

Betty Seeley

Director of Finance & Chief Procurement Officer

Amy Biehl High School  
[bseeley@abhs.k12.nm.us](mailto:bseeley@abhs.k12.nm.us)  
[505-468-0604](tel:505-468-0604): Direct Line  
[505-299-9493](tel:505-299-9493): Fax

*The biggest lie ever told... "Technology will make our lives easier."*

On Fri, Jan 27, 2017 at 8:52 AM, Schools, Charter, PED <[Charter.Schools@state.nm.us](mailto:Charter.Schools@state.nm.us)> wrote:

Hi Betty,

We have received your documents for the Governing Body Change. Please see the attached letter for further information.

Thank you,

Laurel Pierce  
NMPED  
Options for Parents

---

**From:** Betty Seeley <[bseeley@abhs.k12.nm.us](mailto:bseeley@abhs.k12.nm.us)>

**Sent:** Thursday, January 26, 2017 2:18 PM

**To:** Schools, Charter, PED

**Subject:** New Board of Finance Paperwork for Amy Biehl High School

Laurel:

Here is the correct new Board of Finance paperwork for Amy Biehl High School. Please disregard previous email.

I will place the original in today's mail.

Betty

Betty Seeley  
Director of Finance & Chief Procurement Officer  
Amy Biehl High School  
[bseeley@abhs.k12.nm.us](mailto:bseeley@abhs.k12.nm.us)  
[505-468-0604](tel:505-468-0604): Direct Line  
[505-299-9493](tel:505-299-9493): Fax

*The biggest lie ever told... "Technology will make our lives easier."*

## School Governance Change

### **Cariños Charter School**

On January 11, 2017, a vacancy was created on the Governance Board by the resignation of Tomas Garcia. On January 31, 2017, Tomas Garcia was reinstated on the board, filling the vacancy. Final documentation was received on March 31, 2017

On January 26, 2017, a vacancy was created on the Governance Board by the removal of Del Jimenez. On March 7, 2017, the vacancy was filled by the designation of Robert Candelaria. Final documentation was received on April 3, 2017.

Cariños Charter School now has five governing body members and is in compliance with statute.

# 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Cariños De Los Niños Charter School

Current Number of Governing Body Members: 5

Date submitted: 3/7/2017

Contact Name: Vernon Jaramillo, Chancellor

E-mail: [vernon\\_jaramillo@hotmail.com](mailto:vernon_jaramillo@hotmail.com)

Governing Board Member Name	Governing Board Member Current Personal Contact Information: Address/ Phone Number/ Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Robert Candelaria	Espanola, NM  505-901-8053  <a href="mailto:robert.candelaria@ohkay.net">robert.candelaria@ohkay.net</a>	Designation	3/7/2017	Click here to enter Board Member name.	From: 3/7/2017 To: 3/7/2021
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:

*Juanita O. Cota*

Date: 3-7-17

Printed Name of Governing Council President or Designee:

Juanita O. Cota

Approved 2-10-17

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, Robert D Candalaria, after being duly sworn, state:

1. My name is Robert Candalaria and I reside in espanola, New Mexico.

2. I am a member of the governing body of the [Cariños Charter School Governance Board] in espanola, New Mexico.

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

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

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

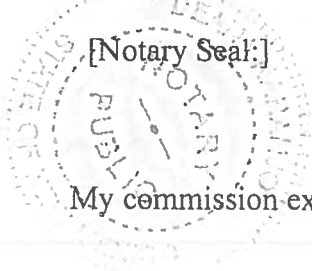
[Signature]  
[Signature]

3.7.17  
Date

Robert Candalaria  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 7<sup>th</sup> day of March 2017.



Diana Naranjo  
NOTARY PUBLIC

## Cariños School Board Member Oath of Office

I, **Mr. Robert Candelaria**, solemnly swear that as an appointed School Board Member to the Cariños Governance Board, I will uphold the Constitution and Statutes of the United States of America and the Constitution Federal Laws, the Law of the State of New Mexico, the Cariños Charter By Laws and Operation Guide, School Board Policies, Rules, Rules, Regulations of the Cariños Governance Board, inclusive of NMPED and NMPEC rules and regulations, and I will faithfully execute the office to which I have been appointed from March 7, 2017 to March 7, 2021.

**Statement by duly appointed Board member, Mr. Robert Candelaria** : As an appointed member of the Cariños Governance Board, I accept the high honor and trust that has been placed in me to ensure that the children of this Cariños Charter School in Grades Kindergarten thru 8th, through its Dual Language Program (50-50 Model in English and Spanish), improves in student achievement, through best researched teaching strategies, practices and that students receive the best education available in the Espanola Valley and in the State of New Mexico. In accepting this position, I hold the pursuit of that goal as my sacred duty. To that end, I hereby swear that I will:

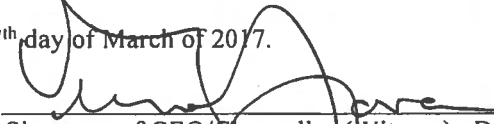
- Place the interests of children above all others in every decision that I make.
- Support the Cariños Mission and Vision Statement and Encourage Parental Involvement;
- Abide by the New Mexico Charter School Act, Policies of the Board, Code of Ethics for Board members;
- Work with Board members to make sound decisions and change those policies to improve student learning;
- Maintain board focus on the achievement of all students regardless of race, class, ethnicity, or gender;
- Focus on the accountability of our Charter Application, Policies, Assessment, Student Achievement and Finances;
- Will not use my position for personal or partisan gain; will comply with Conflict of Interest Policy (s) and with Nepotism Law.
- Model continuous learning in my role as a member of the Cariños Board through Training ;
- Support a strategic plan and or an Education Plan for Student Success ( EPSS) for the Cariños Charter School that clearly defines success and accountability for the Board, the staff, our students and parents;
- Focus on the policy work of the Board and monitor progress on the indicators of success in our strategic plan, Education Plan for Student Success ( EPSS); and leaving the day to day operation of the Cariños Charter School to the Chief Executive Officer /Chancellor and designated staff;
- Base my decisions upon available facts, vote my convictions, avoid bias, and uphold and support the decisions of the majority of the board once a decision is made;
- Work to build trust between and among Board members, Authorizer and the by treating everyone with dignity and respect, even in times of disagreement; and encourage parental involve in their children education;
- Maintain the confidentiality of privileged information including that shared in executive sessions of the board;
- Recognize that authority rests only with majority decisions of the board and will make no independent commitments or take any independent actions that may compromise the board as a whole;
- Refer constituent complaints and concerns to the appropriate person by following the Chain of Command; and
- Attend all Board Meeting; Respect leadership roles of the Board Chair and the CEO/Chancellor.

I will maintain fidelity to these commitments and will be held accountable by my fellow board members should I fail to live up to this oath. So help me, God.

**Statement by Deana Gallegos Naranjo or designee, New Mexico Notary Public:** By the authority vested in me from the citizens of New Mexico, I declare this Board member, **Mr. Robert Candelaria** to be duly appointed to the Cariños Governance Board for a four year Period –March 7, 2017 to March 7, 2021.


This "Oath of Office" has been sworn to on this, the 7<sup>th</sup> day of March of 2017.

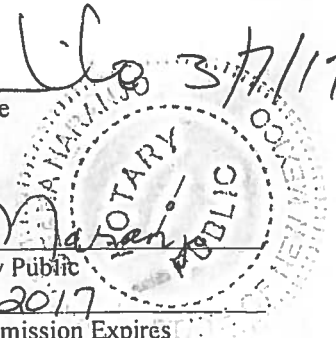
  
Signature of Board Member      Date 3-7-17

  
Signature of CEO/Chancellor (Witness)      Date 3/7/17

State of New Mexico  
County of Rio Arriba

Subscribed and sworn to affirm before me this 7<sup>th</sup> day of March of 2017  
Seal

by   
Notary Public  
06-11-2017  
My Commission Expires





### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Cariños Charter School, located in \_  
714 Calle Don Diego - Espanola, New Mexico 87532.

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 Cariños De Los Niño's 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 CARIÑOS DE LOS NIÑOS CHARTER SCHOOL]  
GIVE THE FOREGOING STATEMENT THIS 2ND DAY OF MARCH, 2017.

1. Juanita O. Cata  
[signature]

Juanita O. Cata  
[print]

2. Thomas Sprilla  
[signature]

Thomas Sprilla  
[print]

3. Glenda Sanchez  
[signature]

Glenda Sanchez  
[print]

4. Leo R. Martinez  
[signature]

Leo R. Martinez  
[print]

5. Robert Candelaria  
[signature]

Robert Candelaria  
[print]

Attach additional pages if membership exceeds five.

Minutes of Special Board Meeting

March 7, 2017

Special Board Meeting Cariños Charter School

March 7, 2017 at 4:00 p.m.

Cariños Charter School Conference Room

714 Calle Don Diego – Espanola, New Mexico - 87532.

CALL TO ORDER:

The Special Board meeting was called to order by Dr. Juanita Cata President at 4:05 p.m. at the Cariños Charter School Conference Room 714 Calle Don Diego – Espanola, New Mexico - 87532.

Dr. Cata stated that the Special Board Meeting for Cariños de los Niño's was called and scheduled for March 7, 2017 and announced through Legal Notice on the Rio Grande Sun Newspaper and the Cariños Website at 4:00 p.m. at the Cariños Charter School Conference Room 714 Calle Don Diego – Espanola, New Mexico - 87532.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Board.

ROLL CALL:

Dr. Juanita Cata, President did the roll call:

Mr. Tomas Garcia, Vice President - Yes

Ms. Glenda Sanchez, Board Member – Yes

Mr. Leo R. Marquez II, Board Member -Yes

Dr. Juanita Cata, Board President –Yes

Dr. Juanita Cata, President stated that four (4) Board members were present and that the Cariños Governance Board had a quorum to conduct business today, Tuesday, March 7, 2017 at 4:00 p.m. at its Special Board Meeting. Dr. Cata reviewed the Agenda. Dr. Cata stated that the Board had ample time to review the agenda and asked if there was a motion to approve the Agenda as presented.

\*Mr. Leo Marquez II made a Motion to approve that Agenda as presented. .

\*Ms. Glenda Sanchez seconded the Motion.

\*Dr. Juanita Cata stated that the motion to approve the Agenda as presented was passed unanimously.

Dr. Cata stated that the Approved Agenda read as follows:

## Minutes of Special Board Meeting

March 7, 2017

### I. OPENING BUSINESS AT 4:00 P.M. ON TUESDAY, MARCH 7, 2017:

- |                           |                                       |
|---------------------------|---------------------------------------|
| A. Call to Order          | Dr. Juanita Cata, President           |
| B. Pledge of Allegiance   | Dr. Juanita Cata, President and Board |
| C. Roll Call              | Ms. Glenda Sanchez, Secretary         |
| D. Approval of Agenda     | Dr. Juanita Cata, President and Board |
| E. Introduction of Guests | Dr. Juanita Cata, President           |

### II. ACTION ITEMS:

1. Approval of Selection and Appointment of a new School Board Member for Cariños Governance Board for a Four (4) Year Term (March 7, 2017 to March 7, 2021).

### III. ANNOUNCEMENTS:

1. Tuesday, March 28, 2017 - Cariños Regular Board Meeting --at 1:00 p.m. at the Rio Arriba County Office, Training / Conference Room --1122 Industrial Park Road - Espanola, New Mexico.

### IV. ADJOURNMENT

---

### INTRODUCTION OF GUESTS:

Dr. Juanita Cata stated that the following individual were present.

Mr. Robert Candelaria, New Board Candidate, Mr. Vernon Jaramillo, Cariños Chancellor, Ms. Bernice Life, Principal and Ms. Deanna Gallegos, Notary Public.

### II. ACTION ITEMS:

1. Approval of Selection and Appointment of a new School Board Member for Cariños Governance Board for a Four (4) Year Term (March 7, 2017 to March 7, 2021).

\*Dr. Juanita Cata, Board President asked Mr. Vernon Jaramillo, Chancellor to give a brief introduction of the new Candidate, Mr. Robert Candelaria and she asked if there were other Candidate's that had applied.

\*Mr. Vernon Jaramillo, Chancellors gave a have a brief introduction of Mr. Robert Candelaria background via his Resume and he informed the Board that Mr. Candelaria was the only applicant that applied via advertisement on the Rio Grande Sun.

Minutes of Special Board Meeting

March 7, 2017

\*Mr. Vernon Jaramillo stated the he has complied with the Board Policy on Board Vacancy Announcement's and he recommended that Mr. Robert Candelaria be considered for an interview for the vacant Board member position.

\* Dr. Juanita Cata asked Mr. Robert Candelaria to present to the Board the reasons why he should be considered by the Governance Board as a Board Member.

\* Mr. Robert Candelaria made a brief presentation to the Board.

\*The four Board Members asked questions of Mr. Robert Candelaria for clarity regarding his commitment and dedication to the Cariños Governance Board and the Cariños Charter School.

\* Dr. Cata Board President recommended that Mr. Robert Candelaria be appointed as a fifth Cariños Board Member for a Four (4) Year Term (March 7, 2017 to March 7, 2021).

\*Ms. Glenda Sanchez stated that she was very impressed with Mr. Robert Candelaria's passion and presentation and she made a motion appoint Mr. Robert Candelaria as the fifth Cariños Board member as recommended by Dr. Juanita Cata, Board President.

\*Mr. Leo Marquez II stated that he agreed with Ms. Glenda Sanchez comment and he seconded the motion to appoint Mr. Robert Candelaria as the fifth Cariños Board member as recommended by Dr. Juanita Cata, Board President.

Dr. Juanita Cata asked if there was any discussion on the motions.

\*Mr. Tomas Garcia, stated under discussion that he too was impressed with Mr. Robert Candelaria's presentation and resume and stated that he too agreed with Dr. Juanita Cata's recommendation and the motions.

\*Dr. Juanita Cata called for a roll call vote by calling out the Board Member's names.

\*Mr. Tomas Garcia voted -Yes

\*Ms. Glenda Sanchez voted- Yes

\*Mr. Leo R. Marquez II voted –Yes

\*Dr. Juanita Cata voted- Yes

\*Dr. Juanita Cata stated for the record that the referenced motion to approve item 1 under Action Item appointing Mr. Robert Candelaria as a fifth Cariños Board Member for a Four (4) Year Term (March 7, 2017 to March 7, 2021) was carried unanimously with a vote of four members voting in favor.

Dr. Juanita Cata also stated the next step is to have Mr. Robert Candelaria be given the Oath of Office for New Board Member, by Ms. Deana Gallegos Naranjo, Public Notary.

Minutes of Special Board Meeting

March 7, 2017

A. Oath of Office for new Board Member –

\*Mr. Vernon Jaramillo Authorized Ms. Deanna Gallegos Naranjo to administer the Oath of Office to the new appointed Board Member, Mr. Robert Candelaria.

\*Mr. Robert Candelaria read the expectations of a Board Member reflected on the Oath of Office handout.

\* Ms. Deanna Gallegos Naranjo administered the Oath of Office to Mr. Robert Candelaria for a Four (4) Year Term (March 7, 2017 to March 7, 2021).

\*See Attachment – Oath of Office

\*Dr. Juanita Cata, Mr. Tomas Garcia, Ms. Glenda Sanchez, Mr. Leo R. Marquez II, Ms. Bernice Life, Ms. Deana Gallegos Naranjo and Mr. Vernon Jaramillo and extended their congratulations to Mr. Robert Candelaria on his 4 year appointment.

\*Mr. Robert Candelaria thanked the Board for their confidence in him and his skills.

\*Mr. Candelaria assured the Board that he would do his very best to work with the other Board members and Chancellor Vernon Jaramillo to support Cariños Charter School and the school's Mission Statement, Goals and Fund Raising Activities.

III. ANNOUNCEMENTS:

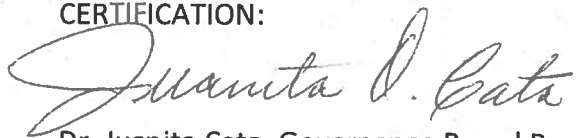
1. Tuesday, March 28, 2017 - Cariños Regular Board Meeting --at 1:00 p.m. at the Rio Arriba County Office, Training / Conference Room --1122 Industrial Park Road - Espanola, New Mexico.

\* Mr. Vernon Jaramillo, Chancellor informed the Board of the date on the next Regular Board Meeting set for Tuesday, March 28, 2017.

IV. ADJOURNMENT

\*Dr. Juanita Cata called for a motion to adjourn the meeting. Mr. Leo R. Marquez II made a motion to adjourn the meeting and Ms. Glenda Sanchez seconded the motion. Dr. Juanita Cata stated that the motion was carried unanimously to adjourn the Cariños Regular Board Meeting at 4:45 p.m.

CERTIFICATION:

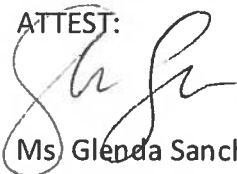


Dr. Juanita Cata, Governance Board President

3/28/17

Date

ATTEST:



Ms. Glenda Sanchez, Cariños Governance Board Secretary

3/28/17

Date

## Cariños School Board Member Oath of Office

I, **Mr. Robert Candelaria**, solemnly swear that as an appointed School Board Member to the Cariños Governance Board, I will uphold the Constitution and Statutes of the United States of America and the Constitution Federal Laws, the Law of the State of New Mexico, the Cariños Charter By Laws and Operation Guide, School Board Policies, Rules, Rules, Regulations of the Cariños Governance Board, inclusive of NMPED and NMPEC rules and regulations, and I will faithfully execute the office to which I have been appointed from March 7, 2017 to March 7, 2021.

**Statement by duly appointed Board member, Mr. Robert Candelaria** : As an appointed member of the Cariños Governance Board, I accept the high honor and trust that has been placed in me to ensure that the children of this Cariños Charter School in Grades Kindergarten thru 8th, through its Dual Language Program (50-50 Model in English and Spanish), improves in student achievement, through best researched teaching strategies, practices and that students receive the best education available in the Espanola Valley and in the State of New Mexico. In accepting this position, I hold the pursuit of that goal as my sacred duty. To that end, I hereby swear that I will:

- Place the interests of children above all others in every decision that I make.
- Support the Cariños Mission and Vision Statement and Encourage Parental Involvement;
- Abide by the New Mexico Charter School Act, Policies of the Board, Code of Ethics for Board members;
- Work with Board members to make sound decisions and change those policies to improve student learning;
- Maintain board focus on the achievement of all students regardless of race, class, ethnicity, or gender;
- Focus on the accountable of our Charter Application, Policies, Assessment, Student Achievement and Finances;
- Will not use my position for personal or partisan gain; will comply with Conflict of Interest Policy (s) and with Nepotism Law.
- Model continuous learning in my role as a member of the Cariños Board through Training ;
- Support a strategic plan and or an Education Plan for Student Success ( EPSS) for the Cariños Charter School that clearly defines success and accountability for the Board, the staff, our students and parents;
- Focus on the policy work of the Board and monitor progress on the indicators of success in our strategic plan, Education Plan for Student Success ( EPSS); and leaving the day to day operation of the Cariños Charter School to the Chief Executive Officer /Chancellor and designated staff;
- Base my decisions upon available facts, vote my convictions, avoid bias, and uphold and support the decisions of the majority of the board once a decision is made;
- Work to build trust between and among Board members, Authorizer and the by treating everyone with dignity and respect, even in times of disagreement; and encourage parental involve in their children education;
- Maintain the confidentiality of privileged information including that shared in executive sessions of the board;
- Recognize that authority rests only with majority decisions of the board and will make no independent commitments or take any independent actions that may compromise the board as a whole;
- Refer constituent complaints and concerns to the appropriate person by following the Chain of Command; and
- Attend all Board Meeting; Respect leadership roles of the Board Chair and the CEO/Chancellor.

I will maintain fidelity to these commitments and will be held accountable by my fellow board members should I fail to live up to this oath. So help me, God.

**Statement by Deana Gallegos Naranjo or designee, New Mexico Notary Public:** By the authority vested in me from the citizens of New Mexico, I declare this Board member, **Mr. Robert Candelaria** to be duly appointed to the Cariños Governance Board for a four year Period –March 7, 2017 to March 7, 2021.

This "Oath of Office" has been sworn to on this, the 7<sup>th</sup> day of March of 2017.

Signature of Board Member

Date

Signature of CEO/Chancellor (Witness) Date

State of New Mexico

County of Rio Arriba

Subscribed and sworn to affirm before me this 7<sup>th</sup> day of March of 2017

Seal

by Deana Gallegos Naranjo  
Notary Public

My Commission Expires 06-11-2017

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Robert D Candalaria, after being duly sworn, state:

1. My name is Robert Candalaria and I reside in espanola, New Mexico.

2. I am a member of the governing body of the [Cariños Charter School Governance Board] in espanola, New Mexico.

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

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

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]  
[Signature]

3.7.17  
Date

Robert Candalaria  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 7<sup>th</sup> day of March 2017.

[Notary Seal]

Diana Naranjo  
NOTARY PUBLIC

My commission expires: 06-11, 2017

Minutes of Regular Board Meeting

February 28, 2017

Regular Board Meeting Cariños Charter School

February 28, 2017 at 1:00 p.m.

Rio Arriba County Office, Training / Conference Room

1122 Industrial Park Road – Espanola, New Mexico - 87532.

CALL TO ORDER:

The Regular Board meeting was called to order by Dr. Juanita Cata President at 1:00 p.m. at the Rio Arriba County Office, Training / Conference Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

Dr. Cata stated that the Regular Board Meeting for Cariños de los Niño's for the Month of December of 2017 is scheduled for February 28, 2016 and announced through Legal Notice on the Rio Grande Sun Newspaper and the Cariños Website at 1:00 p.m. at the Rio Arriba County Office, Training / Conference Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Board.

ROLL CALL:

Dr. Juanita Cata, President asked Ms. Glenda Sanchez, Board Secretary to do the roll call:

Mr. Tomas Garcia, Vice President – Yes

Mr. Leo Marquez II, Board Member –Yes

Ms. Glenda Sanchez, Board Member – Yes

Dr. Juanita Cata, Board President –Yes

Dr. Juanita Cata, President stated that all four Board members were present and that the Cariños Governance Board had a quorum to conduct business today, Tuesday , February 28, 2017 at 1:00 p.m. at its Regular Board Meeting. Dr. Cata reviewed the Agenda. Dr. Cata stated that the Board had ample time to review the agenda and asked if there was a motion to approve the Agenda as presented.

\*Mr. Tomas Garcia made a Motion to approve that Agenda as presented. .

\*Mr. Leo R. Marquez seconded the Motion.

\*Dr. Juanita Cata stated that the motion to approve the Agenda as presented was passed unanimously.



## Minutes of Regular Board Meeting

February 28, 2017

Dr. Juanita Cata clarified for the record that the Cariños' appointed Finance Committee composed of Mike Vigil II, Business Manager, Dr. Juanita Cata – Board President, Ms. Glenda Sanchez --Board Secretary, and Mr. Vernon Jaramillo-Chancellor and invited Board Members briefly met at 12:15 p.m. to 12:50 p.m. at the same location on Tuesday, February 28, 2017 to review and explain Revenue Reports, Expenditure Reports and Financial Reports for the Month of January 2017 pursuant to N.M. - HEC/HB227 & 251; and to provide explanation of the Budget Adjustments Requests (BARS), if BARS are presented for approval.

Dr. Cata stated that the Approved Agenda read as follows:

II. PUBLIC PARTICIPATION: Pursuant to Cariños Governance Policy all participants must submit a prior request to the CEO/Chancellor through proper forms for public participation. Each participant will introduce self and will be allowed five (5) minute's maximum per spokesperson. This is unless, CEO has approved a designated time for faculty members, PAC, or collaborative partners to make presentations to the Board.

1.. Presentation by Ms. Bernice Life, Principal on Tournament Fund Raiser by using Gym; and the lease of the Gym to others at the rate of \$18.75.00 per hour.

2. Presentation by Mr. Joaquin Garcia- Men's Tournament Volunteer Organizer – Regarding proposal for Fund Raiser working collaboratively with Mrs. Maitai Garcia, President of Cariños Parent Committee , Jose Alcantar, Vice President , Tracy Blea, Secretary, Vera Vigil , Treasure and Mrs. Veronica Mendez, Historian for Cariños Parent Committee (All Volunteers) on behalf of the Cariños Charter School Parent Organization to support the Cariños Charter School Athletic Programs and additional noon snacks for the school day –through door collection and concession for Men's Basketball Tournament. Activities will be approved and scheduled through Mr. Bernice Life Principal.

3. Presentation by Mr. Joaquin Garcia for rent of Cariños Gym for the AAU Boys and Girls Basketball Program at the rate of \$18.75 per hour. Schedule will be approved by Mr. Bernice Life Principal.

4. Presentation by Ms. Monica Romero with the Northern NM Believers Girls Basketball Program. Request to use the Cariños Gym for basketball practices for her girls program which are from 5th grade through 10th grade. This team is a traveling AAU Program. Program has a Liability Insurance for each child. Rent of Cariños Gym for the Girls Basketball Program at the rate of \$18.75 per hour. Schedule will be approved by Mr. Bernice Life Principal.

5. Presentation by Dr. Gilbert Sena, Grant Writer- Ref: Grant Writing Opportunities.

6. Presentation by Rio Arriba County (STOP) Ms. Louise Sanchez- and Vanessa Gonzales Ref: Collaboration with Cariños on Lion Quest Curriculum/Character Building / Anti Bullying Curriculum/Program; and SWAG (Students with Adolescent Goals).

## Minutes of Regular Board Meeting

February 28, 2017

7. Presentation by Mr. Vernon Jaramillo, Chancellor Ref: Results on Architecture Proposal and Quotes for Cariños Facility Master Plan (NMPSFA).
8. Presentation by Mr. Vernon Jaramillo, Chancellor- Ref: Cariños Tentative Budget Planning Calendar for 2017-2018 School Year.
9. Presentation by Mr. Vernon Jaramillo, Chancellor for Cariños Charter School to participate and submit an Education Innovation and Research Mid-level Literacy Grant through Ms. Linda Coy – Three Rivers Consultant.
10. Presentation by Ms. Bernice Life, Principal - Ref: Explanation of Cariños past NMPED Grade; and “Cariños Charter School Turn Around Strategies” , and; including of Demographics for 2016-2017 School Year.
11. Presentation by Ms. Bernice Life, Principal - Ref: Cariños Charter School- Combination of Classes Guide to comply with NMPED Recommendation.
12. Presentation by Ms. Bernice Life, Principal to amend In-service day to be on Tuesday, March 14, 2017 Full Day, in lieu of Friday, March 24, 2017 to prepare for NMPED Site Visit. Note: Cariños will have school on March 24, 2017.
13. Presentation by Ms. Bernice Life, and on Tournament Fund Raiser by using Gym; and the lease of the Gym to others at the rate of \$18.75.00 per hour
14. Presentation by Ms. Bernice Life, Principal to amend In-service day to be on Tuesday, March 14, 2017 Full Day, in lieu of Friday, March 24, 2017 to prepare for NMPED Site Visit. Note: Cariños will have school on March 24, 2017.
15. Presentation by Ms. Bernice Life, Principal on Tournament Fund Raiser by using Gym; and the lease of the Gym to others groups at the rate of \$18.75.00 per hour.

### III. FINANCIAL REPORT(S) FOR 2016-2017 SCHOOL YEAR: (For Information Purpose/None Audited Reports)

- A. Report from Cariños Finance Committee regarding their review and acceptance of the following Financial Reports for the month of January 2017 and a general overview of Cariños Budget for 2016-2017 School Year, in compliance with NM HEC/HB227 & 251 - and explanation of the BARS, if any- Mr. Mike Vigil II, Business Manager, Dr. Juanita Cata or her designee and Mr. Vernon Jaramillo, Chancellor and other Board Members.

## Minutes of Regular Board Meeting

February 28, 2017

### IV. CONSENT BOARD ACTION ITEMS:

1. Ratification to seek quotes for Architecture Services for Facility Master Plans as criteria is set by NMPSFA based on award- By Vernon Jaramillo, Chancellor.
2. Approval of Board Minutes for Regular Board Meeting for January 31, 2017 - By Dr. Juanita Cata, Board President.
3. Approval of a BAR: 1) \$55,675.00- This BAR is to budget revenue anticipated to be received by the food service program Mr. Mike Vigil, Business Manager.
4. Approval to submit final Draft of the Cariños De Los Niño's Charter School Safety Plan for 2016-2017 School Year to NMPED by given time line of March 15, 2017 by Ms. Lisa Hecker, NMPED Safety Coordinator - By Ms. Rianna H. Serrano, IT and or Ms. Bernice Life, Principal.
5. Approval to amend In-service day to be on Tuesday, March 14, 2017 Full Day, in lieu of Friday, March 24, 2017 to prepare for NMPED Site Visit. Note: Cariños will have school on March 24, 2017. By Ms. Bernice Life, Principal.
6. Approval of Preliminary Cariños Charter School- Combination of Classes Guide- By Ms. Bernice Life, Principal.
7. Approval of Cariños Tentative Budget Planning Calendar for 2017-2018 School Year- By Vernon Jaramillo, Chancellor.
8. Approval for Mr. Joaquin Garcia- Volunteer Men's Tournament Organizer, Mrs. Maitai Garcia and Mrs. Veronica Mendez (All Volunteers) Cariños Charter School Parent Committee to organize a Men's Tournament for a Fundraiser for the specific purpose to Support the Athletic Programs and for Field Trips/ Educational Activities with the condition that all plans, requirements must be approved, monitored and supervised by Ms. Bernice Life, Principal for accountability. Funds will be counted collectively and receipted by Cariños Officer Manager and only allocated for the requested purposes. Participants must sign Cariños Liability Form. Schedule and times will be approved by Ms. Bernice Life, Principal.
9. Approval to rent Cariños Gym to Antoinette, Health Coach for Health Program at the rate of \$18.75 per hour. Participants must sign Cariños Liability Form. Schedule and times will be approved by Ms. Bernice Life, Principal.
10. Approval to rent Cariños Gym to Mr. Monica Romero, Coach for Girls Basketball Program at the rate of \$18.75 per hour. Participants must sign Cariños Liability Form. Schedule and times will be approved by Ms. Bernice Life, Principal.

## Minutes of Regular Board Meeting

February 28, 2017

11. Approval to rent Cariños Gym to Mr. Joaquin Garcia, Coach for AAU Boys and Girls Basketball Program at the rate of \$18.75 per hour. Participants must sign Cariños Liability Form. Schedule and times will be approved by Ms. Bernice Life, Principal.
12. Approval to rent Cariños Gym to Mr. Elipio Garcia Coach for Victory Faith at the rate of \$18.75 per hour or for exchange of value of specific work by waxing floors or etc. Calculated at \$18.75 per hours for number of hours to use Gym. Participants must sign Cariños Liability Waiver. Schedule and times will be approved by Ms. Bernice Life, Principal.
13. Approval to rent Cariños Gym to Espanola Men's Leagues at the rate of \$18.75 per hour. Participants must sign Cariños Liability Waiver. Schedule and times will be approved by Ms. Bernice Life, Principal.
14. Approval to rent Cariños Gym to Other Youth Organization / Groups or Adult Organization/ Groups at the rate of \$18.75 per hour. Participants must sign Cariños Liability Waiver. Schedule and times will be approved by Ms. Bernice Life, Principal.
15. Approval to Partnership through an MOU with Rio Arriba County (STOP) Ms. Louise Sanchez- and Ms. Vanessa Gonzales - Ref: Collaboration with Cariños on Lion Quest Curriculum/Character Building / Anti Bullying Curriculum/Program; and with SWAG (Students with Adolescent Goals).

### V. ACTION ITEMS:

1. Approval to contract Dr. Gilbert Sena, as a Grant Writer for Cariños Charter School. Specifics will be outlined on a contract - By Vernon Jaramillo, Chancellor.
2. Approval of Architect for Facility Master Plan (NMPSFA) - By Vernon Jaramillo, Chancellor.
3. Approval for Cariños Charter School Letter of Support to participate and submit an Education Innovation and Research Mid-level Grant ( Literacy and After School Tutoring ) with other Charter School s through Ms. Linda Coy – Three Rivers Consultant- Farmington, NM. - By Vernon Jaramillo, Chancellor- By Vernon Jaramillo, Chancellor.
4. Approval of Set Goals for Chancellor for remainder of 2016-2017 School Year and for the 2017-2018 School Year- By Vernon Jaramillo, Chancellor.

### VI. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 and H-4 OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. Personnel
2. Student

Minutes of Regular Board Meeting

February 28, 2017

VII. ROUTINE MATTERS/INFORMATIVE REPORTS/ UPDATES AND ENROLLMENT -BY MR. VERNON JARAMILLO, CHANCELLOR:

1. Informative Reports, and Student Enrollment for 2016-2017 School Year. \*106 Students as of Jan 30, 2017.
2. Personnel Action Report – Ref: Resignation(s) and Hire(s) for the 2016-2017 School Year.

VIII. ANNOUNCEMENT(S):

1. Monday-thru Friday – March 6th thru 10th, 2017 - No School for Students, Teachers / Staff, due to Spring Break I.
2. Tuesday, March 14, 2017 -- Full Day In-service School for Teachers and Staff.
3. Tuesday, March 14, 2017- No School for Cariños Students, due to Teacher/Staff Full Day In-service.
4. Wednesday, March 22, 2017 - Annual CSD/NMPED site visit of Cariños Charter School beginning at 8:30 am.
5. Friday, March 24, 2017 – Cariños will have school.
6. Tuesday, March 28, 2017 - Cariños Regular Board Meeting --at 1:00 p.m. at the Rio Arriba County Office, Training / Conference Room –1122 Industrial Park Road - Espanola, New Mexico.
7. Tuesday thru Thursday - April 11th, 12th & 13th of 2017 – Tentative Spring Budget Workshop at Hotel Albuquerque, Albuquerque, NM – Registration is still pending, due to limited funding.

IX. ADJOURNMENT:

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INTRODUCTION OF GUESTS:

Dr. Juanita Cata stated that the following individual were present.

Mr. Vernon Jaramillo, Cariños Chancellor, Ms. Bernice Life, Cariños Principal, Mr. Mike Vigil. Cariños Business Manager, Dr. Gilbert Sena- Grant Writer, Vanessa Godinez with Rio Arriba County, Nicholas Montes with Rio Arriba County, Monica Romero, Liz Lucero, Joaquin Garcia and Franchisca Salazar.

February 28, 2017

II. PUBLIC PARTICIPATION: Pursuant to Cariños Governance Policy all participants must submit a prior request to the CEO/Chancellor through proper forms for public participation. Each participant will introduce self and will be allowed five (5) minute's maximum per spokesperson. This is unless, CEO has approved a designated time for faculty members, PAC, or collaborative partners to make presentations to the Board.

1. Presentation by Ms. Bernice Life, Principal on Tournament Fund Raiser by using Gym; and the lease of the Gym to others at the rate of \$18.75.00 per hour.

\* Ms. Bernice Life presented to the Board on the above topic and provided details.

2. Presentation by Mr. Joaquin Garcia- Men's Tournament Volunteer Organizer – Regarding proposal for Fund Raiser working collaboratively with Mrs. Maitai Garcia, President of Cariños Parent Committee, Jose Alcantar, Vice President, Tracy Blea, Secretary, Vera Vigil, Treasure and Mrs. Veronica Mendez, Historian for Cariños Parent Committee (All Volunteers) on behalf of the Cariños Charter School Parent Organization to support the Cariños Charter School Athletic Programs and additional noon snacks for the school day –through door collection and concession for Men's Basketball Tournament. Activities will be approved and scheduled through Mr. Bernice Life Principal.

\* Mr. Joaquin Garcia and Mrs. Maitai Garcia presented to the Board on the above topic and provided details.

3. Presentation by Mr. Joaquin Garcia for rent of Cariños Gym for the AAU Boys and Girls Basketball Program at the rate of \$18.75 per hour. Schedule will be approved by Mr. Bernice Life Principal.

\* Mr. Joaquin Garcia presented to the Board on the above topic and provided details.

4. Presentation by Ms. Monica Romero with the Northern NM Believers Girls Basketball Program. Request to use the Cariños Gym for basketball practices for her girls program which are from 5th grade through 10th grade. This team is a traveling AAU Program. Program has a Liability Insurance for each child. Rent of Cariños Gym for the Girls Basketball Program at the rate of \$18.75 per hour. Schedule will be approved by Mr. Bernice Life Principal.

\* Ms. Monica Romero presented to the Board on the above topic and provided details.

5. Presentation by Dr. Gilbert Sena, Grant Writer- Ref: Grant Writing Opportunities.

\* Dr. Gilbert Sena introduced himself as a grant writer and presented to the Board on the above topic and provided details.

Minutes of Regular Board Meeting

February 28, 2017

6. Presentation by Rio Arriba County (STOP) Ms. Louise Sanchez- and Vanessa Godinez Ref: Collaboration with Cariños on Lion Quest Curriculum/Character Building / Anti Bullying Curriculum/Program; and SWAG (Students with Adolescent Goals).

\* Ms. Vanessa Godinez presented to the Board on the above topic and provided details.

7. Presentation by Mr. Vernon Jaramillo, Chancellor Ref: Results on Architecture Proposal and Quotes for Cariños Facility Master Plan (NMPSFA).

\* Mr. Vernon Jaramillo presented to the Board on the above topic by provided details.

8. Presentation by Mr. Vernon Jaramillo, Chancellor- Ref: Cariños Tentative Budget Planning Calendar for 2017-2018 School Year.

\* Mr. Vernon Jaramillo presented to the Board on the above topic and provided details.

9. Presentation by Mr. Vernon Jaramillo, Chancellor for Cariños Charter School to participate and submit an Education Innovation and Research Mid-level Literacy Grant through Ms. Linda Coy – Three Rivers Consultant.

\*Mr. Vernon Jaramillo presented to the Board on the above topic and provided details.

10. Presentation by Ms. Bernice Life, Principal - Ref: Explanation of Cariños past NMPED Grade; and “Cariños Charter School Turn Around Strategies” , and; including of Demographics for 2016-2017 School Year.

\* Ms. Bernice Life presented to the Board on the above topic and provided details.

11. Presentation by Ms. Bernice Life, Principal - Ref: Cariños Charter School- Combination of Classes Guide to comply with NMPED Recommendation.

\* Ms. Bernice Life presented to the Board o the above topic and provided details.

12. Presentation by Ms. Bernice Life, Principal to amend In-service day to be on Tuesday, March 14, 2017 Full Day, in lieu of Friday, March 24, 2017 to prepare for NMPED Site Visit. Note: Cariños will have school on March 24, 2017.

\* Ms. Bernice Life presented to the Board of the above topic and provided details.

13. Presentation by Ms. Bernice Life, and on Tournament Fund Raiser by using Gym; and the lease of the Gym to others at the rate of \$18.75.00 per hour

\* Ms. Bernice Life presented to the Board on the above topic and provided details.

14. Presentation by Ms. Bernice Life, Principal to amend In-service day to be on Tuesday, March 14, 2017 Full Day, in lieu of Friday, March 24, 2017 to prepare for NMPED Site Visit. Note: Cariños will have school on March 24, 2017.

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\* Ms. Bernice Life presented to the Board on the above topic and provided details.

15. Presentation by Ms. Bernice Life, Principal on Tournament Fund Raiser by using Gym; and the lease of the Gym to others groups at the rate of \$18.75.00 per hour.

\* Ms. Bernice Life presented to the Board on the above topic and provided details.

### III. FINANCIAL REPORT(S) FOR 2016-2017 SCHOOL YEAR: (For Information Purpose/None Audited Reports)

A. Report from Cariños Finance Committee regarding their review and acceptance of the following Financial Reports for the month of January 2017 and a general overview of Cariños Budget for 2016-2017 School Year, in compliance with NM HEC/HB227 & 251 - and explanation of the BARS, if any- Mr. Mike Vigil II, Business Manager, Dr. Juanita Cata or her designee and Mr. Vernon Jaramillo, Chancellor and other Board Members.

\* Mr. Mike Vigil informed the Board of the need to approve a BAR of \$55,675.00.

\* Mr. Mike Vigil reiterated the need to be more frugal with our budget due to a limited budget caused due to 70 students not materializing for the 2016-2017 School Year.

\* Mr. Mike Vigil has called for a Freeze from mid-March 2017 to June of 2017. Therefore Cariños can only spend on needed or required items.

\* Mr. Mike Vigil stated that he has put together the following priority listing for payment based on a cash flow analysis so it can operate until June 30, 2017.

\* Mr. Mike Vigil stated that the priorities for payments are as follows:

1. Payroll
2. Payroll taxes and employee benefits
3. Utilities (electric, water, etc.)
4. Communication services (internet, phone, copier lease, etc.)
5. Oldest past due invoices to vendors and employee reimbursements (30 days is the required turnaround time by law).
6. All other vendor invoices and employee reimbursements.

\* Mr. Vernon Jaramillo, Chancellor thanked Mr. Mike Vigil, Business Manager for his hard work.

### IV. CONSENT BOARD ACTION ITEMS:

1. Ratification to seek quotes for Architecture Services for Facility Master Plans as criteria is set by NMPSFA based on award- By Vernon Jaramillo, Chancellor.
2. Approval of Board Minutes for Regular Board Meeting for January 31, 2017 - By Dr. Juanita Cata, Board President.



Minutes of Regular Board Meeting

February 28, 2017

3. Approval of a BAR: 1) \$55,675.00- This BAR is to budget revenue anticipated to be received by the food service program Mr. Mike Vigil, Business Manager.
4. Approval to submit final Draft of the Cariños De Los Niño's Charter School Safety Plan for 2016-2017 School Year to NMPED by given time line of March 15, 2017 by Ms. Lisa Hecker, NMPED Safety Coordinator - By Ms. Rianna H. Serrano, IT and or Ms. Bernice Life, Principal.
5. Approval to amend In-service day to be on Tuesday, March 14, 2017 Full Day, in lieu of Friday, March 24, 2017 to prepare for NMPED Site Visit. Note: Cariños will have school on March 24, 2017. By Ms. Bernice Life, Principal.
6. Approval of Preliminary Cariños Charter School- Combination of Classes Guide- By Ms. Bernice Life, Principal.
7. Approval of Cariños Tentative Budget Planning Calendar for 2017-2018 School Year- By Vernon Jaramillo, Chancellor.
8. Approval for Mr. Joaquin Garcia- Volunteer Men's Tournament Organizer, Mrs. Maitai Garcia and Mrs. Veronica Mendez (All Volunteers) Cariños Charter School Parent Committee to organize a Men's Tournament for a Fundraiser for the specific purpose to Support the Athletic Programs and for Field Trips/ Educational Activities with the condition that all plans, requirements must be approved, monitored and supervised by Ms. Bernice Life, Principal for accountability. Funds will be counted collectively and receipted by Cariños Officer Manager and only allocated for the requested purposes. Participants must sign Cariños Liability Form. Schedule and times will be approved by Ms. Bernice Life, Principal.
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13. Approval to rent Cariños Gym to Espanola Men's Leagues at the rate of \$18.75 per hour. Participants must sign Cariños Liability Waiver. Schedule and times will be approved by Ms. Bernice Life, Principal.
14. Approval to rent Cariños Gym to Other Youth Organization / Groups or Adult Organization/ Groups at the rate of \$18.75 per hour. Participants must sign Cariños Liability Waiver. Schedule and times will be approved by Ms. Bernice Life, Principal.
15. Approval to Partnership through an MOU with Rio Arriba County (STOP) Ms. Louise Sanchez- and Ms. Vanessa Gonzales - Ref: Collaboration with Cariños on Lion Quest Curriculum/Character Building / Anti Bullying Curriculum/Program; and with SWAG (Students with Adolescent Goals).

### **OUTCOME OF VOTE ON ITEMS 1 THRU 15 UNDER CONSENT AGENDA.**

- \*Mr. Leo R. Marquez II made a motion to approve items 1 thru 15 under Consent Agenda with the condition that item number 8 relevant to that basketball teams be charged \$500.00 per team, in order for the Tournament event to be successful as a fund raiser.
- \* Mr. Tomas Garcia seconded the motion to approve items 1 thru 15 under Consent Agenda with the stated condition applicable to item number 8.
- \*Dr. Juanita Cata stated for the record that the referenced motion to approve items 1 thru 15 with the stated condition of charging \$500.00 to each team as applicable to item number 8 for the reasons stated by Mr. Leo R. Marquez on his motion under Consent Agenda and vote was carried unanimously.

### **V. ACTION ITEMS:**

1. Approval to contract Dr. Gilbert Sena, as a Grant Writer for Cariños Charter School. Specifics will be outlined on a contract - By Vernon Jaramillo, Chancellor.
2. Approval of Architect for Facility Master Plan (NMPSFA) - By Vernon Jaramillo, Chancellor.
3. Approval for Cariños Charter School Letter of Support to participate and submit an Education Innovation and Research Mid-level Grant ( Literacy and After School Tutoring ) with other Charter School s through Ms. Linda Coy – Three Rivers Consultant- Farmington, NM. - By Vernon Jaramillo, Chancellor- By Vernon Jaramillo, Chancellor.
4. Approval of Set Goals for Chancellor for remainder of 2016-2017 School Year and for the 2017-2018 School Year- By Vernon Jaramillo, Chancellor.

February 28, 2017

**OUTCOME OF VOTE ON ACTION ITEMS 1 THRU 4.**

\*Mr. Leo R. Marquez II stated that the items 1 thru 4 were self-explanatory. Mr. Marquez made a motion to approve items 1 thru 4 under Action Items.

\* Mr. Tomas Garcia agreed and seconded the motion to approve items 1 thru 4 under Action items.

\*Dr. Juanita Cata stated for the record that the referenced motion to approve items 1 thru 4 under Action Items was carried unanimously.

**VI. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 and H-4 OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:**

1. Personnel

2. Student

\*Dr. Juanita Cata, President asked Chancellor Jaramillo if there was a need for executive session to discuss personnel and student matters.

\*Chancellor Vernon Jaramillo responded that there was a need to go into executive session to discuss personnel matters and student matters.

\* Dr. Juanita Cata stated that the Board needed to go into executive session to discuss personnel and student matters.

\*Ms. Glenda Sanchez made a motion to go into executive session.

\* Mr. Leo R. Marquez II seconded the motion to go into executive session

\*Roll call vote was called by Dr. Juanita Cata, President to go into executive session by Dr. Juanita Cata at 3:05 p.m.

Mr. Tomas Garcia, Vice President – Yes

Ms. Glenda Sanchez, Board Member – Yes

Mr. Leo Marquez II, Board Member –Yes

Dr. Juanita Cata, Board President –Yes

\* The Board went into executive session at 3:05 p.m.

\*The Board came out of executive session a 3:20 p.m.

\*Mr. Leo R. Marquez II made a motion to come out of executive session by roll call.

\* Ms. Glenda Sanchez seconded the motion to come out of executive session.

## Minutes of Regular Board Meeting

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\*Roll call vote was called to come out of executive session by Dr. Juanita Cata at 3:20 p.m.

\*Mr. Tomas Garcia, Vice President – Yes

\*Ms. Glenda Sanchez, Board Member – Yes

\*Mr. Leo Marquez II, Board Member –Yes

\*Dr. Juanita Cata, Board President –Yes

\*Dr. Cata stated for the record that the board met in Executive Session and that discussion was limited to personnel matters and that no action was taken.

### VII. ROUTINE MATTERS/INFORMATIVE REPORTS/ UPDATES AND ENROLLMENT -BY MR. VERNON JARAMILLO, CHANCELLOR:

\* Mr. Vernon Jaramillo, Chancellor provided the Board with the following information:

1. Informative Reports, and Student Enrollment for 2016-2017 School Year. \*106 Students as of Jan 30, 2017.
2. Personnel Action Report – Ref: Resignation(s) and Hire(s) for the 2016-2017 School Year.

### VIII. ANNOUNCEMENT(S):

\* Mr. Vernon Jaramillo, Chancellor provided the Board with the following information:

1. Monday-thru Friday – March 6th thru 10th, 2017 - No School for Students, Teachers / Staff, due to Spring Break I.
2. Tuesday, March 14, 2017 -- Full Day In-service School for Teachers and Staff.
3. Tuesday, March 14, 2017- No School for Cariños Students, due to Teacher/Staff Full Day In-service.
4. Wednesday, March 22, 2017 - Annual CSD/NMPED site visit of Cariños Charter School beginning at 8:30 am.
5. Friday, March 24, 2017 – Cariños will have school.
6. Tuesday, March 28, 2017 - Cariños Regular Board Meeting --at 1:00 p.m. at the Rio Arriba County Office, Training / Conference Room –1122 Industrial Park Road - Espanola, New Mexico.
7. Tuesday thru Thursday - April 11th, 12th & 13th of 2017 – Tentative Spring Budget Workshop at Hotel Albuquerque, Albuquerque, NM – Registration is still pending, due to limited funding.

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February 28, 2017

IX. ADJOURNMENT:

\*Dr. Juanita Cata called for a motion to adjourn the meeting. Mr. Tomas Garcia made a motion to adjourn the meeting and Mr. Leo R. Marquez II seconded the motion. Dr. Juanita Cata stated that the motion was carried unanimously to adjourn the Cariños Regular Board Meeting at 3:30 p.m.

CERTIFICATION:

Dr. Juanita Cata, Governance Board President      Date

ATTEST:

Ms. Glenda Sanchez, Cariños Governance Board Secretary      Date

## School Governance Change

### **Media Arts Collaborative Charter School**

On December 13, 2016, a vacancy was created on the Governing Board by the resignation of John Dunphy. On January 10, 2017, that vacancy was filled by Miles Tokunow. Final documentation for these changes was received on March 29, 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: Media Arts Collaborative Charter School

Date submitted: 1/11/2017

Contact Name: Glenna Voigt

E-mail: gvoigt@nmmediaarts.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
John Dunphy	Resignation	12/13/2016	Resigned – Personal/Family Matters	From: 7/1/2008 To: 12/13/2016
Miles Tokunow	Designation	1/10/2017	N/A – Approved as a Board Member	From: 1/10/2017 To: 1/10/2020
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 Treviño*

Date: 1-10-17

Printed Name of Governing Council President or Designee:

Michael Treviño

## 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.

Thursday, December 01, 2016

Governing Council

Media Arts Collaborative Charter School

4401 Central Ave. NE Bldg. 2

Albuquerque NM 87108

My Friends and Colleagues of the Governing Council and the Media Arts Collaborative Charter School,

As I stated last fall I am leaving the Governing Council after the December meeting. My son's slow recovery from a Brain injury requires me to devote much more time for his care than in the past. For this reason I would not be able to properly serve on the Governing Council.

There are a few unfinished items I will continue to work on. Most important is the rewrite of our By-laws. The other two are installing a safe gnomon on the sundial, and getting a water meter installed for the community garden without tearing up the sidewalk for a new meter box when we already have one in place.

As for the By-laws, I would hope you continue the 4<sup>th</sup> Tuesday work sessions. I feel it is a great opportunity for Board communication and prioritizing some of the many demands put on the Governing Council.

I wish the best for you the Governing Council and all the amazing faculty and staff at MACCS. Keep up the great work you do for our students.

Sincerely,

John Dunphy



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, MILES TOKUNOW, after being duly sworn, state:

1. My name is MILES TOKUNOW 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]

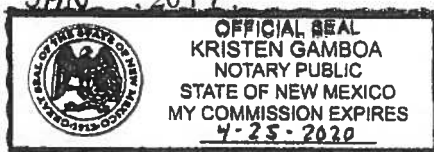
1-12-2017  
Date

MILES TOKUNOW  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12<sup>th</sup> day of JAN, 2017.

[Notary Seal:]



[Signature]  
NOTARY PUBLIC

My commission expires: April 25, 2020.

## 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.

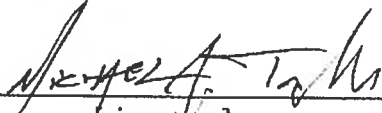
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

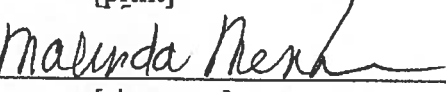
We make this statement as part of Media Arts Collaborative Charter School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

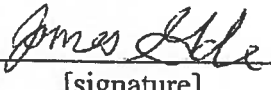
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

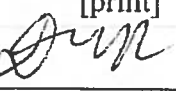
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

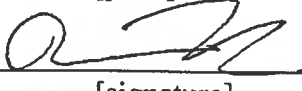
THE FOLLOWING MEMBERS OF THE MEDIA ARTS COLLABORATIVE CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 10TH DAY OF JANUARY, 2017.

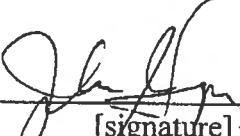
1.   
[signature]  
Michael Trujillo Michael Trujillo  
[print]

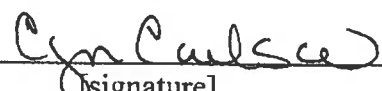
2.   
[signature]  
Malinda Menke  
[print]

3.   
[signature]  
James Gale  
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4.   
[signature]  
Ted Cloak  
[print]

5.   
[signature]  
Miles Tokunow  
[print]

6.   
[signature]  
John Lopez  
[print]

7.   
[signature]  
Carolyn Carlson  
[print]

Attach additional pages if membership exceeds five.

MEDIA ARTS COLLABORATIVE CHARTER SCHOOL  
GOVERNING BOARD MINUTES  
January 10, 2017

1. Quorum Call
  - a. Michael called the meeting to order at 7:30pm
  - b. Board Members Present: Malinda Menke, Carolyn Carlson, John Lopez and Michael Trujillo
  - c. Board Members Absent: Jim Gale and Ted Cloak
    - i. John made a motion to excuse Jim Gale and Ted Cloak
    - ii. Malinda seconded
    - iii. There was no discussion
    - iv. Motion Passed unanimously
  - d. Staff Present: Glenna Voigt, Jonathan Dooley, Patrick Kelly and Anthony Conforti
  - e. Foundation Members Present: Bill Schuh
  - f. PAC Members Present: None
  - g. Public Present: Steve Milner and Miles Tokunow
2. Approval of Agenda
  - a. Carolyn made a motion to approve the agenda
  - b. Malinda seconded
  - c. There was no discussion
  - d. Motion Passed unanimously
3. Approval of Minutes
  - a. December 2016 Minutes
    - i. Malinda made a motion to approve the December 2016 minutes
    - ii. John seconded
    - iii. There was no discussion
    - iv. Motion passed unanimously
4. Public Comment
  - a. None
5. Committee of the Whole
  - a. There was discussion to have Steven Milner and Miles Tokunow moved up on the agenda so that if they did not want to attend the entire board meeting they could leave after their introduction and questions
  - b. Mike introduced two visitors, Steve Milner (possible board assistant) and Miles Tokunow (possible new board member)
    - i. Mike asked Steven to introduce himself to the board and Steven discussed himself and his production history

- 6. Reports
  - a. Principal Report
    - i. Postcard Mailing
      - 1. 30,000 mailing advertising Open Houses and Student Workshops
      - 2. For incoming 6<sup>th</sup> and 9<sup>th</sup> graders
      - 3. New artwork created by our graphic design students
    - ii. Charter School Division Annual Site Visit
      - 1. January 20<sup>th</sup>, 2017
      - 2. CSD checks the operational of the school through various means
    - iii. Capital Outlay Requests
      - 1. Lobbying Strategy Meeting
        - a. Saturday, January 14<sup>th</sup> 10:30am at school
      - 2. Two capital outlay asks
        - a. Bank of America Building Purchase
        - b. Classroom Technology
    - iv. New Education Assistant for Food Service
      - 1. Rick DiZenzo had to leave his position due to health reasons and we have hired Skyla Bair
      - 2. Extensive job and has a smooth transition so far
    - v. Reimagining Student Assessment – January 13<sup>th</sup>
      - 1. At Hayes Middle School
      - 2. MACCS with other school have been working for last 3 years on a measurement tool for student success
      - 3. Presentations/Exhibitions of Learning are common in the schools that are part of this consortium
      - 4. MACCS students will be part of a student panel and leading some of the breakout sessions
    - vi. Semester 1 Attendance Rate – 97%
      - 1. Highest it has been in the last few years
      - 2. Early Warning Systems/Truancy Grant has helped increase this
        - a. This has help fund a position to monitor attendance and responses to support the students
    - vii. Parent Night – January 25<sup>th</sup> (Teen Puberty & Dating)
      - 1. Middle School Counselor is hosting a parent night with Planned Parenthood to help parents and students with responsible dating issues
    - viii. PAC Events
      - 1. Dates of Events
        - a. February 18<sup>th</sup> – Gallery Art Showing Fundraiser
        - b. March 31<sup>st</sup> – Artscrawl – Frito Pie
        - c. May 10<sup>th</sup> – Annual BBQ and Picnic

- ix. PAC Facebook Page
    - 1. Please share with your networks
  - x. Request to film event at PED
    - 1. Teacher recognition event
    - 2. Mr. Barrow's film classes will be up there Friday
  - xi. Professional Development – January 2<sup>nd</sup>
    - 1. Universal Learning Design
      - a. Demonstration on how student learn different ways
  - xii. NAEP Testing
    - 1. Coming up in two weeks
    - 2. 8<sup>th</sup> graders testing
  - xiii. National Youth Tobacco Survey
    - 1. Student will take this in February
  - xiv. Teacher Observations
    - 1. Informal ones have been completed
    - 2. Formal ones will take place this spring
  - xv. School Choice Day at Legislature
    - 1. January 23<sup>rd</sup>
    - 2. We will participate in Flash Mob
  - xvi. TV and Film Day at Legislature
    - 1. February 13<sup>th</sup>
    - 2. MACCS will have a table
  - xvii. Approval of Principal Report
    - 1. John moved to approve the principal report
    - 2. Carolyn seconded the motion
    - 3. There was no discussion.
    - 4. Motion was unanimously approved.
- b. Financial Report
- i. Pat reported on the finances for December 2016
  - ii. Pat presented the two BARs
  - iii. Pat discussed the need for a facility committee meeting in January
    - 1. January 27<sup>th</sup> at 10:30am – Mike and Carolyn will attend
  - iv. Pat discussed the cuts from the Special Legislative Session as well as possible cuts at the upcoming session for next school year
  - v. Pat discussed the completion of our computer lab
  - vi. Pat discussed possible E-Rate funding coming up for network switches
  - vii. Approval of Financial Report
    - 1. John moved to approve the presented December 2016 financial report
    - 2. Malinda seconded the motion
    - 3. There was no discussion.

4. Motion was unanimously approved.
- c. Media Coordinator
  - i. Film and Television Day – February 13<sup>th</sup>
    1. Select group of students will go up and interview legislators
  - ii. Judge Frank Sedillo made presentation to students called “Breaking Good”
    1. Promote free legal aid services
    2. Monetary prizes for winning ads
  - iii. Middle School Media Integration
    1. Introduced students to Premier software
    2. They are excited and picking it up quickly
  - iv. UNM Medical School Episodes
    1. Have been working with MACCS for one and a half years
    2. Grant proposal has been introduced to MACCS
      - a. Anthony read a couple of paragraphs from the proposal highlighting the school
  - v. Approval of Media Coordinator Report
    1. Carolyn moved to approve the Media Coordinator Report
    2. John seconded the motion
    3. There was no discussion.
    4. Motion was unanimously approved.
- d. PAC Report
  - i. No report given – Dates of events listed above
- e. Foundation Board
  - i. No report given
7. Action Items
  - a. BARs Approval
    - i. SEG Decrease
    - ii. Instructional Materials Increase
      1. John moved to approve the presented two bars
      2. Carolyn seconded the motion
      3. There was no discussion.
      4. Motion was unanimously approved.
  - b. New Board Member
    - i. John moved to accept Miles Tokunow as a new board member
    - ii. Malinda seconded the motion
    - iii. There was no discussion
    - iv. Motion was unanimously approved
  - c. Board Assistant Contract

- i. John moved to contract with Steven Milner for the board assistant position
    - ii. Carolyn seconded the motion
    - iii. There was no discussion
    - iv. Motion was unanimously approved
  - d. Policy Approval
    - i. Glenna presented a Service Animal Policy and Gift Acceptance Policy
      - 1. Service Animal Policy
        - a. Malinda moved to approve the Service Animal Policy
        - b. John seconded the motion
        - c. There was no discussion.
        - d. Motion was unanimously approved
      - 2. Gift Acceptance Policy
        - a. John moved to approve the Gift Acceptance Policy with the understanding that a committee consisting of board members with input from administration will be created as needed when such gifts are donated
        - b. Carolyn seconded the motion
        - c. There was no discussion
        - d. Motion was unanimously approved
  - e. Time Change for Board Meetings
    - i. Carolyn moved to change the start time of board meetings to 7:30pm permanently
    - ii. Malinda seconded the motion
    - iii. There was no discussion
    - iv. Motion was unanimously approved
  - f. Travel Plans for Summer Board Training
    - i. No motion was introduced
    - ii. Michael, Carolyn and Miles confirmed they can attend the Nation Charter Conference in June
    - iii. Travel plans should be finalized by March
- 8. Old Business
  - a. None
- 9. New Business
  - a. None
- 10. Adjournment
  - a. John moved to adjourn the meeting
  - b. Carolyn seconded the motion
  - c. Motion passed unanimously
  - d. Meeting adjourned at 8:54pm

## School Governance Change

### **Monte del Sol Charter School**

On October 8, 2016, a vacancy was created on the Governing Board by the resignation of James Ledyard. Although the school failed to fill the vacancy by the required date and was not in compliance, a new member, Charles McIntyre, was designated on February 21, 2017. Final documentation was received on April 4, 2017.

On January 10, 2017, a vacancy was created on the Governing Board by the removal of Gilbert Lopez. On March 14, 2017, the vacancy was filled by the designation of Steve Alarid. Final documentation was received on April 4, 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: Monte del Sol Charter School  
Date submitted:

Contact Name: Cate Moses

E-mail: cmoses@montedelisol.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Steve Alarid	Designated.	03-14-2017		From: 03-14-2017 To: 03-13-2019 Renewable twice
				From: To:
				From: To:

Original Signature of Governing Council President or Designee: \_\_\_\_\_

Date: 3/14/17

Printed Name of Governing Council President or Designee: ASSANDRA REID

## 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, Steve Alarid, after being duly sworn, state:

1. My name is Steve Alarid and I reside in Santa Fe County 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 Monte Del Sol 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]

3/14/17  
Date

Steve Alarid  
[Print]

**VERIFICATION**

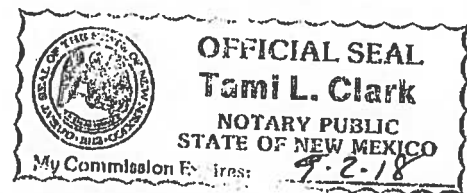
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 14 day of March 2017.

[Notary Seal:]

Tami L. Clark

NOTARY PUBLIC

My commission expires: 9-2, 2018.



## Public Meeting Notice

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

**Tuesday, March 14, 2017**

**Voting Members Present:** Cassandra Reid, Gabriel Alarcon, Michael Smith, Robert Jenkins, Charles McIntyre. **Voting Members Absent:** Brett Frauenglass, Anne Salzmänn, Korina Lopez. **Non-Voting Members Present:** Robert Jessen, Tami Clarke, Elizabeth Tidrick, John Pryzborowski, Rachel Zelizer

**Call to Order:** 6:12 p.m. **Motion:** Cassandra Reid; 2nd: Michael Smith

### **Consideration of Agenda**

**Motion to accept agenda** Michael Smith; 2nd: Charles McIntyre. Carried forward

**Consideration of Minutes** from Feb. 14, 2017 meeting.

**Motion to approve minutes:** Charles Jenkins 2nd: Michael Smith. Carried forward

### **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: Robert Jessen**

a. Check in, re: fundraising priorities

#### **2. Finance Committee**

a. Consideration of bank reconciliations and checks

**b. Consideration of BARs. Total: 35,628.33**

BAR #	Fund	Description Type	Amount
-------	------	------------------	--------

1	564-000-1617-0030-I	Athletics	Increase to account for additional revenue	\$11,555.00
2	564-000-1617-0031-I	HB- 33	Increase to budget for increased revenue	\$9,952.00
3	564-000-1617-0032-I	Title III - 24153	Increase to include FY16 carryover & FY17	

Final Award \$14,121.33

**Total** \$ 35,628.33

Approved by unanimous consent

c. Consideration of any unbudgeted purchases or contracts in excess of \$20,000: None.

d. Update on development of 2017 - 2018 budget

3. Head Learner Report

4. Faculty report

5. Student report: Rachel Zelizer

6. Board Development Committee

a. Update on recruitment of new members

b. Vote on whether to add a new GB member Steve Alarid.

Motion to add: Michael Smith; 2nd: Charles McIntyre. Carried forward.

c. board training for current school year– ACES?

7. Discussion and vote on Open Meetings Act Resolution for 2016-2017

Motion to approve: Robert Jenkins; 2nd: Charles McIntyre. Carried forward.

8. Head Learner Evaluation Committee

a. Approved parent and student surveys by unanimous consent

9. Discussion of Alternative Demonstrations of Competency

10. Discussion and vote on whether to reduce the number of credits needed for graduation from 27 to 24. Motion to approve: Michael Smith; 2nd: Charles McIntyre. Carried forward.

11. Business proposed for next regular meeting

12. Adjournment: 8:25 p.m.

Motion to adjourn: Robert Jenkins; 2nd: Steve Alarid. Carried forward.

**Next meetings are Budget Hearings:** Tuesday, April 18, 2017, and Tuesday, May 2, 6:00 p.m.

Agenda is available at <http://www.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.

## 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Monte del Sol Charter School

Date submitted: 02-28-2017

Contact Name: Cate Moses

E-mail: [cmoses@montedelisol.org](mailto:cmoses@montedelisol.org)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Charles McIntyre	Appointed to Governing Board	02-14-2017	N/A	From: 02-14-2017 To: 02-13-2019 2-year term renewable twice

Governing Council President or Designee: \_\_\_\_\_

Date: 2/14/17

Printed Name of Governing Council President or Designee: Cassandra Reid

### Required Attachments:

This Form **MUST** include 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, and
  - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

Approved 2-12-16

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, Charles McIntyre, after being duly sworn, state:

1. My name is Charles McIntyre 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.

Charles McIntyre  
[Signature]

2.21.2017  
Date

Charles McIntyre  
[Print]

**VERIFICATION**

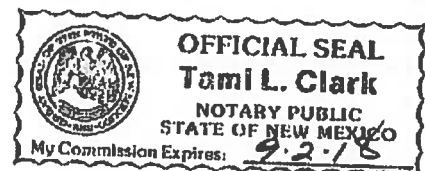
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 21 day of Feb, 2017.

[Notary Seal:]

Tami L. Clark

NOTARY PUBLIC

My commission expires: 9-2-, 2018.



## **Public Meeting Notice**

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

**Tuesday February 14, 2017 6:00 PM**

**Voting Members Present:** Michael Smith, Anne Salzmänn, Dr. Robert Jenkins. Charles McIntyre. **Voting Members Absent:** Brett Frauenglass, Cassandra Reid, Korina Lopez. **Non-Voting Members Present:** Robert Jessen, Tami Clarke, Liz Tidrick, John Pryzborowski, Rachel Zelizer. Meeting observed by Katie Poulos, NMPED

**Call to Order:** 6:08 p.m. **Motion:** Michael Smith; 2nd: Robert Jenkins

### **Consideration of Agenda**

Motion to accept agenda Michael Smith; 2nd: Anne Salzmänn. Carried forward

**Consideration of Minutes** from Jan. 10, 2017 meeting.

Motion to approve minutes: Michael Smith; 2nd: Anne Salzmänn Carried forward

**Public Comment:** None this evening. 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.

### **Reports and Action Items:**

**1. Foundation Report.** No one from Foundation present. Board member Michael Smith attended Foundation Board meeting and gave report.

a. Continue discussion of fundraising priorities

#### **2. Finance Committee**

a. Consideration of bank reconciliations and checks

#### **b. Consideration of BARs**



<b>BAR # Amount</b>	<b>Fund Description</b>	<b>Type</b>
1 Activity -001 99025 - ART Transfer- Combine all Art to one account \$3,068.91 Approved by unanimous consent		
2 Activity -002 99087- Garden Transfer- Combine all Garden to one account 17.43 Approved by unanimous consent		\$
3 Activity -003 99033- Girls Volleyball Transfer- Combine all Volleyball to one account 481.42 Approved by unanimous consent		\$
4 Activity -004 99045-Model UN Transfer from 99045- Native American Literature - Inactive \$ 80.00 Approved by unanimous consent		
5 Activity -005 99089-Head Learner Discretionary Transfer from 99078- Community Support Force - Inactive \$ 1,147. \$4,795.15 Approved by unanimous consent		

c. Consideration of any unbudgeted purchases or contracts in excess of \$20,000.  
None.

d. Permanent Cash Transfer for Activity Accounts Consolidation

e. Reporting on the SB- 114 Impact on Cash carry-over from 2016 FY.

f. Request for volunteers for Budget Committee.

### **3. Head Learner Report**

a. Budget update

b. Performance Framework update

#### **4. Facilities Committee**

##### **5. Faculty report**

a. Thoughts on raising the enrollment cap

##### **6. Student report**

##### **7. Board Development Committee**

a. Update on recruitment of new members

**b Vote on whether to add a new GB member Charles McIntyre.**

Motion: Michael Smith; 2nd: Robert Jenkins. Carried Forward.

8. Head Learner Evaluation Committee. Vote to move to end of tonight's agenda.

Motion: Anne Salzmänn; 2nd: Michael Smith. Carried forward.

**9. Discussion and vote on whether to approve the Bilingual Seal for Monte del Sol graduates.** Motion: Robert Jenkins; 2nd: Michael Smith. Carried forward.

**10. Discussion and possible vote on proposal from George Otero.** No vote.

**11. Discussion and vote re: revising board member terms to two years, renewable twice (total possible term: six years).** Motion: Robert Jenkins; 2nd: Charles McIntyre  
Carried forward.

**12. Discussion and vote on whether to amend the Charter Contract raising the enrollment cap to 380 students.** Motion: Michael Smith; 2nd: Anne Salzmänn.  
Carried forward.

**13. Discussion and vote on Criminal History Records Information Policy.** Motion: Michael Smith; 2nd: Robert Jenkins. Carried Forward

**14. Motion to go into closed session to discuss the Head Learner's feedback to date.** Motion: Michael Smith; 2nd: Anne Salzmänn. Closed session began 8:01 p.m. Only the Head Learner's feedback to date was discussed in closed session. 8:25 p.m: Anne Salzmänn moved and Rob Jenkins seconded to move out of Executive Session. Carried forward. Closed session ended 8:25 p.m..

14. Business proposed for next regular meeting: Board member Jenkins: Changes to preparation of meeting agendas,

15. Adjournment: p.m. Motion to adjourn: ; 2nd: . Carried Forward

**Adjournment:** 8:26 p.m. Rob Jenkins moved and Anne Salzmann seconded.

**Next regular meeting is March 14, 2017.**

Agenda is available at <http://www.montedelisol.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.

**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.

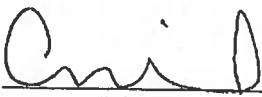
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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.

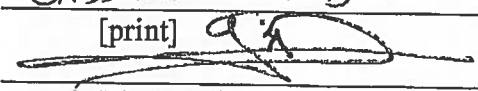
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

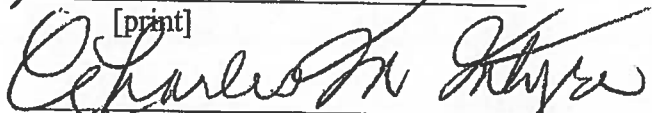
THE FOLLOWING MEMBERS OF THE MONTE DEL SOL CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 14 DAY OF March, 2017.

1.   
[signature]

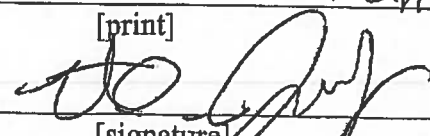
CASSANDRA REID  
[print]

2.   
[signature]

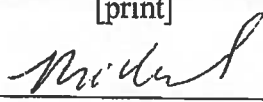
GABRIEL ALARCON  
[print]

3.   
[signature]


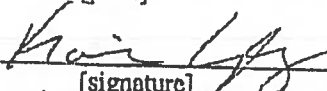

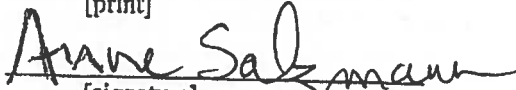
Charles McIntyre  
[print]

4.   
[signature]

Robert D. Jenkins Jr.  
[print]

5.   
[signature]

M. Chad Smith  
[print]

6.   
[signature]  
Steve Alarid  
[print]
7.   
[signature]  
Karina Lopez  
[print]
8.   
[signature]  
Brett Fraenkel  
[print]
9.   
[signature]  
Anne Salzman  
[print]
10. \_\_\_\_\_  
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## School Governance Change

### **New America School-New Mexico**

On March 8, 2017, two Governing Body Members were added to the Governing Board, Dominic Griego and Margarita (Margie) Maestas. Notification and documentation were provided within the designated timeframe.

# 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 New America School-New Mexico      Current Number of Governing Body Members: 7  
Date submitted: 3/14/2017      Contact Name: LaTricia Mathis      E-mail: lmathis@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
Dominic Griego	609 San Clemente Ave NW Albuquerque, NM 87107  505-459-7274	Designation	3/8/2017	NA	From: 3/8/2017 To: 3/11/2020
Margarita (Margie) Maestas	dominicagriego@outlook.com  1229 W. Meadowlark Lane Corrales, NM 87048  505-792-8611	Designation	3/8/2017	NA	From: 3/8/2017 To: 3/11/2020
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: 3/28/17

Printed Name of Governing Council President or Designee:

PAUL R. RAEL



The New America School-NM  
1734 Isleta Blvd SW  
Albuquerque, NM 87105  
(505) 222-4360  
www.newamericaschoolnm.org

Hon. Jared Polis, Founder  
Paul Rael, Governing Council President  
LaTricia Mathis, Principal

### AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO )  
COUNTY OF Bernalillo )

I, Dominic Griego, after being duly sworn, state as follows:

1. My name is Dominic Griego and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the New America School-NM charter school located at 1734 Isleta Blvd SW Albuquerque, 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.

[Signature]  
[Signature]

3/8/17  
Date

Dominic Griego, Governing Body Member of the New America School-NM Charter School.

Subscribed and sworn to before me, this 8<sup>th</sup> day of March, 2017.

[Notary Seal:]

Mackenzie Webb  
[signature of Notary]  
mackenzie webb  
[typed name of Notary]



NOTARY PUBLIC

My commission expires: Sept. 3, 2018.





The New America School-NM  
1734 Isleta Blvd SW  
Albuquerque, NM 87105  
(505) 222-4360  
www.newamericaschoolnm.org

Hon. Jared Polis, Founder  
Paul Rael, Governing Council President  
LaTricia Mathis, Principal

### AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO )  
COUNTY OF Bernalillo )

I, Margarita Maestas, after being duly sworn, state as follows:

1. My name is Margarita Maestas and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the New America School-NM charter school located at 1734 Isleta Blvd SW Albuquerque, 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.

Margarita Maestas  
[Signature]

3-8-17  
Date

Margarita Maestas, Governing Body Member of the New America School-NM Charter School.

Subscribed and sworn to before me, this 8<sup>th</sup> day of March, 2017.

[Notary Seal:]

Mackenzie Webb  
[signature of Notary]  
mackenzie webb  
[typed name of Notary]



NOTARY PUBLIC

My commission expires: Sept. 3, 2018.

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

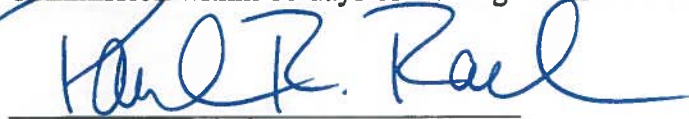
We, the undersigned, make up the governing body of the New America School-NM Charter School in Albuquerque, New Mexico.

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 The New America School-New Mexico Charter 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 60 days of a change in membership of our governing body.

  
[signature]

Paul Rael, Member of Governing Body of The New America School-New Mexico Charter School

  
[signature]

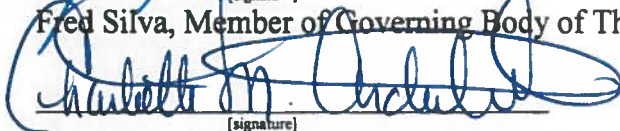
Juan Vigil, Member of Governing Body of The New America School-New Mexico Charter School

  
[signature]

Rick Bela, Member of Governing Body of The New America School-New Mexico Charter School

  
[signature]

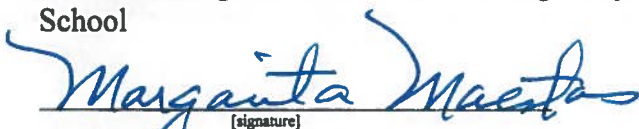
Fred Silva, Member of Governing Body of The New America School-New Mexico Charter School

  
[signature]

Charlotte Archuleta, Member of Governing Body of The New America School-New Mexico Charter School

  
[signature]

Dominic Griego, Member of Governing Body of The New America School-New Mexico Charter School

  
[signature]

Margarita Maestas, Member of Governing Body of The New America School-New Mexico Charter School

3/28/17  
Date

## **New America School-New Mexico Governing Council**

Wednesday February 8, 2017  
4:30 PM  
1734 Isleta Blvd  
Albuquerque, NM 87105

**Board Members Present:** Paul Rael (President), Juan Vigil (President-Elect), Charlotte Archuleta (Treasurer), Fred Silva (Secretary), Rick Bela

### **Regrets:**

**Staff:** Susan Fox (GC Legal Counsel), Craig Cook (CBO), Lorella Lovato (Assistant Business Manager), LaTricia Mathis (Principal), Mike Vigil, II (Business Manager), Dominic DiFelice (Superintendent), Michael Langley

### **Minutes of the GC**

1. The meeting was called to order at 4:45 pm by Paul Rael.
2. The mission statement was read by Fred Silva
3. Moved by Juan Vigil and seconded by Fred Silva that the agenda be approved.  
Votes: Unanimous.
4. Moved by Juan Vigil and seconded by Charlotte Archuleta that the minutes of January 11, 2017 be approved. Votes: Unanimous.
5. LaTricia presented the Opt-Out Policy. It was originally adopted in 2011. The policy was updated by legal counsel after review. Questions from the GC on the policy were addressed. Moved by Fred Silva and seconded by Charlotte Archuleta that the Opt-Out policy be approved as amended. Votes: Unanimous.
6. Fred Silva introduced Margie Maestas as a new board member. She introduced herself by indicating her educational background and her extensive community involvement. She outlined her experiences with Enlace, her teaching at a community college and involvement with other boards. She is a great fit for our mission and community.  
Juan Vigil introduced Dominic Griego, a 2011 graduate of NAS-NM, with a B.A. and is working on his CPA. As a former student he will be a great asset to the GC. He brings a unique perspective to the challenges of our student population and is a great fit for the board and community. Moved by Fred Silva and seconded by Juan Vigil that Margie Maestas and Dominic Griego be elected to the board. Votes: Unanimous.
7. Juan Vigil led a discussion on the some of the financial issues that face the board based on proposed or pending legislation. There is a real threat to the current fund balance. In order to provide our students with adequate resources and upgrades to existing or proposed facility enhancements a number of projects were discussed. The three main facility projects include:
  - A prep kitchen

- Purchase a triangular plot of land near the school and build a sports field on it
- Replacement of some of the existing modular classrooms

Monies to be spent on these projects need to be encumbered with a contract in place by the end of June 2017. The GC will be working with staff on how best to execute these facility options, with further discussion/action at subsequent meetings. SB9 and HB 33 dollars can be spent on a good portion of these anticipated costs. Staff and legal counsel will meet to discuss procurement and other steps/strategies. Per recent legislation, the school may be allowed a maximum of 5% as carryover from last fiscal year to this fiscal year. The rest will be given back to the state at the end of FY17 if not encumbered/spent. A motion to act on some of these discussions will be brought back in March for action when more information is available from the state.

8. Charlotte Archuleta presented the financial reports ending 1/31/17 in summary as they had been reviewed in detail in the finance committee meeting immediately before the governing council meeting. She noted that in the Operational Fund's function 2100, there is a deficit balance in the line for payroll liabilities which is to be covered with maintenance utilizing a salary line with availability within the same function. All functions within the Operational fund are in compliance as there is no deficit within those functions. The food reimbursement Fund 21000 has a deficit budget balance and it is anticipated that revenues will not meet projections for the year and that some expenditures may need to be moved to the Operational fund. LaTricia noted that the decline in revenues was due to decline in student interest in the food being served. She estimated that the participation in the lunch program was down from the last school year as only about half of the students eat lunch provided by the school. The federal reimbursement fund carry over award letters should be issued by the PED at the end of February and it is the hope that we will have BARs for those funds at the March meeting. The last mention on the expenditure report was that the College Navigator fund had available budget for the purpose of transporting students to college campuses around the state for visits. At the conclusion of Charlotte's summary, Mike presented 2 BARs for approval. BAR #16 proposed to budget \$750 for supplies and materials for the dual credit program in conjunction with CNM. BAR #17 proposed to budget \$14,045 of refunds of prior year year's expenditures to cover the negative line items in the Operational fund. It was noted that a majority of this revenue was a check received from The NAS-LC for their portion of a shared email server's cost. Moved by Charlotte Archuleta and seconded by Juan Vigil that BARs 0016 and 0017 be approved as presented. Votes: Unanimous.

9. Principal Report:


- The school has lost 43 students (30 from the night program) but has enrolled 21 new students for a net loss of 22 students; it is believed that many of these losses have to do with recent political concerns involving immigration policy
- 120<sup>th</sup> day count 301
- Last year's average enrollment was 350



- CSD will be conducting its annual site visit review of the school on March 30<sup>th</sup>
- GC training scheduled for June 2<sup>nd</sup>
- Matthews Fox was asked to develop a 5 hour training workshop to include school related training in data/assessment analysis, PLC, and SIOP, using other trainers/vendors as identified by NAS staff for part of the training; training will require advance approval from NMPED
- 9 students attended a UNM study abroad event
- Attorney David Elias Idinopulos will be coming to the school to speak on immigration issues as part of community outreach
- CNM career day is Feb 10<sup>th</sup>
- LaTricia is trying to reschedule the graduation day from Friday, May 19<sup>th</sup> to a more appropriate day/time
- The night students have written some very powerful letters to legislators to protect the over 21 funding
- LaTricia also provided details on proposed and pending legislation that may adversely or positively affect the school
- Details on SB 30 and SB313 were outlined

10. Next meeting March 8, 2017

11. Meeting adjourned at 6:54 pm.

  
Secretary, GC

## School Governance Change

### **South Valley Preparatory Charter School**

On September 22, 2016, a vacancy was created on the Governing Board by the resignation of Moises Padilla. On the same date, the vacancy was filled by Micaela Trujillo.

On January 26, 2017, Frederick William Reed III was designated as a member of the Governing Board. All documentation was received in a timely manner.

# 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: South Valley Preparatory School Current Number of Governing Body Members: 6

Date submitted: 3/23/2017

Contact Name: Charlotte Alderete-Trujillo

E-mail: [charlotte.trujillo@southvalleyprep.org](mailto:charlotte.trujillo@southvalleyprep.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
Frederick William Reed III	2236 Durand Rd SW Albuquerque, NM 87105  Phone: 505-730-8934  <a href="mailto:billssabq@gmail.com">billssabq@gmail.com</a>	Choose an action. <i>Resignation</i>	1/26/2017	Click here to enter Board Member name.	From: 1/26/2017 To: Current
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: *[Signature]* Date: 3/23/17

Printed Name of Governing Council President or Designee: Bernadette Fritze

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF Bernalillo )

I, FREDERICK WILLIAM RUMBLE after being duly sworn, state as follows:

1. My name is FREDERICK WILLIAM RUMBLE and I reside in BERNALILLO COUNTY, New Mexico.
2. I am a member of the governing body of the South Valley Preparatory School charter school located in Albuquerque, 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.

[Signature]

3-13-17  
Date

SOUTH VALLEY PREPARATORY, <sup>ALBUQUERQUE</sup> Governing Body Member of South Valley Preparatory Charter School

Subscribed and sworn to before me, this 13<sup>th</sup> day of March, 2017.

[Notary Seal:]

[Signature of Notary]  
Nyvia Barraza  
[typed name of Notary]



OFFICIAL SEAL  
Nyvia Barraza  
NOTARY PUBLIC - STATE OF NEW MEXICO  
My Commission Expires October 7<sup>th</sup> 2017

NOTARY PUBLIC

My commission expires: October 7<sup>th</sup>, 2017





South Valley Preparatory School **MINUTES**  
1.26.17  
6:00 PM  
South Valley Preparatory School

**Meeting called by:** Bernadette Fietze

Members Present:

Quorum: \_\_\_\_

- ☒ Bernadette Fietze, Chair
- ☒ Morry Roybal, Member
- ☒ Jess Wiltamuth, Member
- ☒ Monica Aguilar, Member
- ☒ Michaela Trujillo, Member

----- Agenda -----

- 1) Open Meeting – Meeting opened at 6:10 by BFietze in accordance with the Open Meetings Act
- 2) Approval of agenda\* - Review of the agenda. BFietze asks for questions or concerns and notes that the date for the minutes to be approved should reflect 12.19.19 not 10.20.16. Hearing no other concerns. JWiltamuth motions to approve the agenda. MTrujillo 2nds. Motion passes unanimously.
- 3) Approval of minutes from ~~10.20.16~~ 12.19.16 meeting\* - Review of the minutes for the 12.19.16 meeting. BFietze asks for questions or concerns. Hearing none MAguilar motions to approve the 12.19.16 minutes, JWiltamuth 2nds. Motion passes unanimously
- 4) Public Input (limited to 3 minutes per person) – no one present for public input
- 5) Financial Report and BARS Consideration\*
  - A. **Finance Reports\*** - RCordova reviews budget. Currently at a \$51,000 cash balance. Expecting more cuts this legislative session. Potential 2% cut for 17.18 school year. Title 1 balance of 3,221 to be reallocated. Medicaid balance needs to be used for nursing supplies. County EMSI grant balance \$673.50 will most likely be used up in extra robotics after school because of upcoming competitions. \$3415 in Library funds need to be used for library. BFietze asks for questions or concerns. Hearing none MAguilar motions to approve the Finance Reports, MTrujillo 2nds. Motion passes unanimously
  - B. **BARS for consideration\*** - RCordova reviews single BAR Doc Id: 515-000-1617-0019 an increase to the SEG will be used to cover Sped Teacher Salary. BFietze asks for questions or concerns. Hearing none MATrujillo motions to approve BAR 515-000-1617-0019I, MAguilar 2nds. Motion passes unanimously
- 6) AGENDA
  - A. **Open Meetings Act Resolution\*** - Resolution read JWiltamuth for consideration:

RESOLUTION – SY 2016-2017  
OPEN MEETINGS ACT

WHEREAS, the Governing Council of South Valley Preparatory School met at the facilities of South Valley Preparatory School located 2813 Gun Club Rd. SW Albuquerque, NM, on January 26, 2017 at 6:00 p.m., and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Governing Council of the South Valley Preparatory School to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Governing Council of the South Valley Preparatory School that:

1. All meetings shall be held at South Valley Preparatory School located 2813 Gun Club Rd. SW Albuquerque, NM 87105 or as otherwise indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held fourth Thursday of each month at 6:00 p.m. The agenda will be available at least seventy-two hours prior to the meeting from South Valley Preparatory School, whose office is located at 2813 Gun Club Rd. SW Albuquerque, NM 87105. Notice of any other regular meetings will be given ten days in advance of the meeting date.
3. Special meetings may be called by the Chairman or a majority of the members upon 72 hours' notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Governing Council of the South Valley Preparatory School will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the public body shall report to the New Mexico Attorney General's office the action taken and the circumstances creating the emergency.
5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda are posted at the administrative offices of South Valley Preparatory School and provided by email to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. In addition, a notice of the regular meeting schedule of the Governing Council will be placed on the website of the South Valley Preparatory School [www.southvalleyprep.org](http://www.southvalleyprep.org).
6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted at the administrative offices of South Valley Preparatory School and provided by email to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. In addition, a notice of the regular meeting schedule of the Governing Council will be placed on the website of the South Valley Preparatory School [www.southvalleyprep.org](http://www.southvalleyprep.org).
7. In addition to the information specified above, notice shall indicate how a copy of the agenda may be obtained or include a hyperlink to the agenda. They shall also indicate how an individual with a disability who wishes to attend a meeting of the Governing Council and who might be in need of special accommodations, can obtain information and/or accommodation for their disability.
8. The Governing Council of the South Valley Preparatory School may close a meeting to the public only if the subject matter of such discussion or action is accepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
  - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Governing Council of the South Valley Preparatory School taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be noted with reasonable specificity. Only those subjects specified in the motion may be discussed in the closed meeting.
  - b) If a closed meeting is conducted when the Governing Council of the South Valley Preparatory School is

not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.

- c) Following completion of any closed meeting, the minutes shall state whether the matters discussed in the closed meeting were limited only to those noted, when the meeting was closed.
- d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Governing Council of the South Valley Preparatory School in an open public meeting.

Adopted this January 26, 2017 South Valley Preparatory School located 2813 Gun Club Rd SW Albuquerque, NM 87105

BFrietze asks for questions or concerns. Hearing none MAguiar motions to adopt the 16-17 Open Meetings act Resolution, JWiltamuth 2nds. Motion passes unanimously

**Pest Control Policy\*** - Recent work on the Safe School Plan noted need for pest control policy update. BFrietze asks for questions or concerns regarding updates. Hearing none MAguiar motions to approve the pest control policy, JWiltamuth 2nds. Motion passes unanimously

**Proposed Revised Drug and Tobacco Free Workplace Policy\*** - BFrietze asks for questions or concerns. Hearing none MTrujillo motions to approve the revised Drug and Tobacco Free Workplace Policy, JWiltamuth 2nds. Motion passes unanimously

**New / Potential GC member\*** - Bill Reed is introduced by CTrujillo. CTrujillo states that BReed is a community member that is interested in sitting on the Governing Council. BReed shared his experience and the skills he brings to the council. BFrietze asks for questions, comments for Mr. Reed. No questions, JWiltamuth motions to approve Bill Reed as new GC member, MAguiar 2nds. Motion passes unanimously

**Revised Certified Teacher Contracts\*** - CTrujillo & RCordova review the amendment to the current teacher contract that would allow teachers to receive the increase in Level pay for half a year if the level increase is received after October 1<sup>st</sup> and before the end of the first semester. This amendment, while not providing the full year's increase will allow SVP to provide at least half of the increase as an incentive for teachers to stay. BFrietze asks for questions or concerns. Many questions regarding budget. CTrujillo & RCordova acknowledge this would bring about an unplanned budget expense however, the size of the staff and the overall cost can be absorbed. BFrietze motions to approve the revisions to the teacher contract, MTrujillo 2nds. Motion passes unanimously

## 7) Principal's Report

**A. Feed back from the 1/19/17 PEC / CSD Site Visit** - report will be given to school within 45 days? Maybe sooner. The visit seemed to go smoothly. During exit meeting there were no glaring issues – other than licensure discrepancies – 6<sup>th</sup> grade math and 6<sup>th</sup> grade art for 7-12<sup>th</sup> grade licensed teachers.

**B. SAM designation update if any** - no response from anyone at PED

**C. Winter Data update – NWEA MAP Testing** - see attached report

**D. Safe School Plan** due to health and wellness bureau on the 10<sup>th</sup> of February. Reviewed the size of the plan. Will be sure to send signature received.

8) Items for Future Agenda

**A. Health and Wellness Plan**

**B. Budget**

9) Announcement of next meeting – Fourth Thursday of Feb – Feb 23rd

10) Adjournment – 7:25

\* Indicates Action Item

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 hearing or meeting, please contact South Valley Prep Administration at 222-5642 at least forty-eight hours before the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact South Valley Prep Administration at 222-5642 if a summary or other type of accessible format is needed.



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


We, the undersigned, make up the governing body of the South Valley Preparatory School Charter School in Albuquerque, New Mexico.

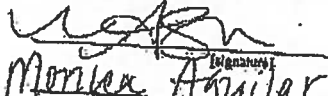
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

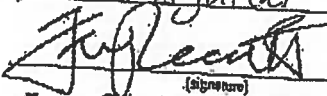
We make this statement as part of South Valley Preparatory School Charter School's application as a board of finance under 6.80.4.16 NMAC.

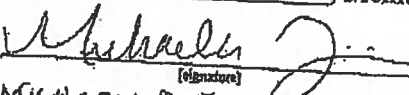
We understand that we must notify the New Mexico Public Education Commission within 30 days of a change in Business Manager for the school, and a new, signed "Affidavit of Business Manager" must be submitted.

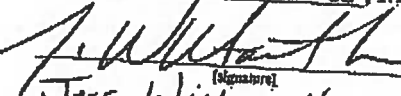
We understand that we must submit a new, signed statement to the New Mexico Public Education Commission within 60 days of a change in membership of our governing body.

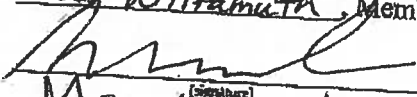
  
Bernadette Frieze, Member of Governing Body of South Valley Preparatory Charter School

  
Monica Aguilar, Member of Governing Body of South Valley Preparatory Charter School

  
F.W. "BILL" REYNOLDS, Member of Governing Body of South Valley Preparatory Charter School

  
MICHAELA P. TRUITT, Member of Governing Body of South Valley Preparatory Charter School

  
Jess Wiltamuth, Member of Governing Body of South Valley Preparatory Charter School

  
Morry Koufal, Member of Governing Body of South Valley Preparatory Charter School

3/29/17  
Date

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF Bernalillo )

I, Michaela Trujillo, after being duly sworn, state as follows:

1. My name is Michaela Trujillo and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the South Valley Preparatory School charter school located in Albuquerque, 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.

Michaela Trujillo  
[Signature]

9.26.16  
Date

Michaela Trujillo, Governing Body Member of South Valley Preparatory  
Charter School

Subscribed and sworn to before me, this 26<sup>th</sup> day of September, 2016.

[Notary Seal:]

Delia M. Sanchez  
[signature of Notary]  
Delia M. Sanchez  
[typed name of Notary]



NOTARY PUBLIC

My commission expires October 19, 2019.



**South Valley Preparatory School Agenda**  
**9.22.16**  
**6:00 PM**  
**South Valley Preparatory School**

**Meeting called by:** Bernadette Fietze

Members Present:

Quorum: \_\_\_\_

\_\_\_\_ Bernadette Fietze, Chair  
\_\_\_\_ Morry Roybal, Member  
\_\_\_\_ Jess Wiltamuth, Member  
\_\_\_\_ Monica Aguilar, Member  
\_\_\_\_ Moises Padilla, Member

**----- Agenda -----**

1) **Open Meeting** – BFietze opens meeting at 6:03 in accordance with the open meetings act. Roll Call completed. 3 members present, quorum with 2 members absent

2) **Approval of agenda\*** BFietze requests a review of the agenda, asks for questions concerns. Hearing none, BFietze requests a motion to approve agenda. MAguilar makes motion to approve agenda, JWiltamuth 2nds the motion. Motion passes 3-0 with 2 members absent

3) **Approval of minutes from 8.29.16 meeting\*** BFietze requests a review of the 8.29.16 minutes, asks for questions concerns. Hearing none, BFietze requests a motion to approve 8.29.16 minutes. MAguilar makes motion to approve 8.29.16, JWiltamuth 2nds the motion. Motion passes 3-0 with 2 members absent

4) **Public Input (limited to 3 minutes per person)** – No one present for public input

5) **Financial Report and BARS Consideration\***

- **September Finance Reports\*** - RCordova reviews financial reports. Note small cash balance as compared to last month. RCordova will review budget for items that may be over encumbered. Noted that part-time art teacher had not been encumbered last month
- **Bars\*** RCordova reviewed each individual bar: Bar Doc Id# 515-000-1617-0009 IB to establish Initial Budget for the Pay for Performance Grant Individual awards. Doc Id# 515-000-1617-0010-IB Initial budget for Pay for Performance Group awards. Bar Doc Id# 515-000-1617-0017-IB Initial budget Bernalillo county after school grant. Bar Doc ID# 515-000-1617-0012-IB Initial budget for Capital Outlay. Motion to approve Bar ending in 0009 IB, Bar ending in 0010-IB, Bar ending in 0011-IB and Bar ending in 0012-IB. JWiltamuth makes motion to approve bars, MAguilar 2nds the motion. Motion approved unanimously
- **Moises Padilla Resignation effective 9.22.16\*** - CTrujillo informs GC members that she has received a letter of resignation from Moises Padilla – resigning his position on the board citing his inability to remain committed to the board and its duties. BFietze asks for questions, concerns, clarifications. Hearing none, BFietze asks for a motion to accept the resignation of MPadilla. JWiltatmuth makes motion to accept resignation effective 9/22/16. MAguilar 2nds the motion. Motion approved unanimously

6) **AGENDA**

- **New Board member for consideration\*** - CTrujillo introduces Micaela Trujillo who is interested

in becoming a Governing Council member for South Valley Preparatory School. MTrujillo states that three of her children attended South Valley Preparatory School and she felt this would be one way to give back to the school. MTrujillo states that she is a counselor, has experience working in charter schools and has a lot of knowledge of how SV Prep operates. CTrujillo stated that it was the intention to present MTrujillo as the potential 6<sup>th</sup> GC member, however, now that MPadilla has resigned, if accepted, MTrujillo would replace MPadilla as a 5<sup>th</sup> member. School is required to have 5 members minimum. MTrujillo's interest is perfect timing to replace MPadilla. BFrietze invites current members to ask questions, hearing none. BFrietze asks for a motion to approve Micaela Trujillo as a new governing council member for South Valley Preparatory School. MAguilar makes motion to approve MTrujillo as a new GC Member. JWiltamuth 2nds the motion. Motion passes unanimously

- **Board of Finance\*** - CTrujillo notes that it is unknown whether or not a Board of Finance has to be approved by the GC. However, to air on the side of caution, the Board of Finance is listed as an action item. The Board of Finance application includes an affidavit from the business manager, a statement from the governing body, affidavits for each governing body members and a declaration or certificate of insurance. CTrujillo states that the only updated paperwork needed for the new application will be an affidavit for MTrujillo and a new statement from the governing body with the signatures of all 5 GC members, which would now include MTrujillo in replacement of MPadilla. BFrietze asks members for questions, comments....hearing none and noting the statement from the governing body, BFrietze ask for a motion to approve the Board of Finance Application. JWiltamuth makes a motion to approve new Board of Finance Application including the statement from the governing body. MAguilar 2nds that motion. Motion passes unanimously
- **Proposed revisions Enrollment, Waitlist and Lottery Policy\*** - CTrujillo goes over revisions to the Enrollment, waitlist and lottery policy. The current policy has been cut down to eliminate repetition and eliminates multiple lotteries, which are unnecessary. BFrietze asks members for questions, comments....hearing none, BFrietze ask for a motion to approve the revised Enrollment, Waitlist and Lottery Policy. JWiltamuth makes a motion to approve the revised Enrollment, Waitlist and Lottery Policy. MAguilar 2nds that motion. Motion passes unanimously

## 7) Principal's Report

- **Policy Review progress** – CTrujillo intended to have a list of GC policies that have already been reviewed with the clean revised copies and have JWiltamuth choose the next policies for review. CTrujillo states she did not have time to put the binder together. JWiltamuth asked for any type of sped policies to be the next to be renewed.
- **Employment Practices Training – 5 hours** - BFrietze and MAguilar have been registered to attend the training. Will count for 5 hours of Board member training. CTrujillo asks for anyone else interested in attending. CTrujillo provides info for Coalition state charter school conference, also allowable 5 hours of training. JWiltamuth and MTrujillo share info for Charter Law conference. CTrujillo will try to find more info regarding that training as well as whether or not it is allowable as GC training.
- **NAEP – selected for participation 8<sup>th</sup> grade Math and Reading** – CTrujillo states that SVP has been selected to participate in the NAEP assessment for reading and Math. Additional testing for our 8<sup>th</sup> graders only
- **CSD inquiry for SAM Designation** – CTrujillo sent an email to CSD inquiring about the SAM school designation process. Have not received any response to the inquiry as of yet. MAguilar



suggest that an email be sent to Matt Pahl and Cindy Gregory.

**8) Items for Future Agenda**

- Next Policy up for review – any sped specific policies

**9) Announcement of next meeting** – Thursday, Oct 20th

**10) Adjournment** –Meeting is adjourned at 7:06

**\* Indicates Action Item**

21.16 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 hearing or meeting, please contact South Valley Prep Administration at 222-5642 at least forty-eight hours before the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact South Valley Prep Administration at 222-5642 if a summary or other type of accessible format is needed.

## School Governance Change

### **The Montessori Elementary and Middle School**

On June 14, 2016, Allie Sisneros was designated as a Governing Body Member. Although the school did not notify the PED until August 16, 2016 and the documentation was incomplete, final documentation was received on April 10, 2017.

On April 4, 2017, Edward Gonzales was designated as a Governing Body Member. All documentation was received on April 10, 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

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Name of State-Chartered School: The Momtessori Elemenetray & Middle School

Date submitted: 7/14/2016

Contact Name: Mary Jane Besante

E-mail: mbesante@tmesnm.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Allie Sisneros	Designation	6/14/2016	Click here to enter text.	From: 6/14/2016 To: 8/29/2017
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.
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:

*Jeffrey A. Le*

Date: 7-14-16

Printed Name of Governing Council President or Designee:

JEFFREY A. LE

## 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, Alexandria Sisneros, after being duly sworn, state:

1. My name is Alexandria Sisneros and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of The Montessori Elementary & Middle 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 Montessori elementary & Middle 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.

Alexandria Sisneros  
[Signature]

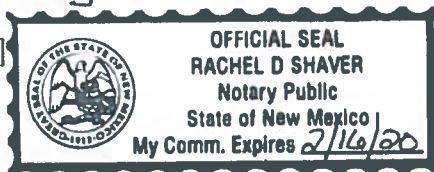
8-9-16  
Date

Alexandria Sisneros  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 9 day of August, 2016.

[Notary Seal:]



Rachel D. Shaver  
NOTARY PUBLIC

My commission expires: February 16, 2020.

### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of The Montessori Elementary & Middle School, located in Albuquerque, New Mexico.


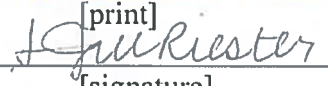
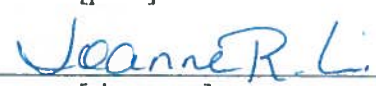

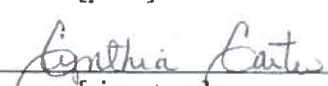
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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 MONTESSORI ELEMENTARY & MIDDLE SCHOOL GIVE THE FOREGOING STATEMENT THIS 09 DAY OF AUGUST, 2016.

1.   
[signature]  
JEFFREY A. LO  
[print]
2.   
[signature]  
Jill Riester  
[print]
3.   
[signature]  
Joanne R. Li  
[print]
4.   
[signature]  
Alexandria Sisneros  
[print]
5.   
[signature]  
Cynthia Carter  
[print]

Attach additional pages if membership exceeds five.

**MINUTES OF  
THE MONTESSORI ELEMENTARY & MIDDLE SCHOOL  
GOVERNING COUNCIL  
June 14, 2016  
THE MONTESSORI ELEMENTARY & MIDDLE SCHOOL  
1730 Montano Road, NE  
ALBUQUERQUE, NM 87107**

**Present:** Jeff Li, Jill Riester, Ira Cooper, Cindy Carter, and Joanne Li  
**Absent:**  
**Administration:** Stan Albrycht  
**Note taker:** Joanne Li

Jeff called the Regular Meeting Governing Council to order at 4:34 p.m. and confirmed a quorum was present.

**Approval of meeting agenda:**

Joanne's motion to approve the agenda was seconded by Ira and the motion passed unanimously.

**Public Comment:** None

**Nominating Committee Report**

Cindy reported that the nominating committee met last week to look over applicants for the governing council. Allie Cisneros application was discussed.

**Discussion/Action –New Council member elections**

Joanne's motion to nominate Allie Cisneros to position 7 to the governing council was seconded by Cindy.

Jeff took a roll call vote on the motion:

Cindy – Yes

Jill – Yes

Joanne – Yes

Ira – Yes

Jeff – Yes

The motion passed unanimously.

**Review and approve Regular Meeting Minutes May 10, 2016**

Joanne's motion to approve the Regular Meeting Minutes for May 10, 2016 was seconded by Jill and passed with Ira abstaining as he missed the last meeting.

**Director's Report**

Stan presented the Director's report to the GC for Mary Jane. Our final student count for the year was 409. Stan also reviewed School trip and the staffing changes for next year.

**Discussion/Action – Bus Purchase**

Stan reviewed the new purchase of an additional school bus for the school with the governing council.

**Discussion/Action – School Lease**

Stan is working on adding the state adequacy Standards language to the school lease in order for us to receive our lease reimbursements. He will present the updated lease, when completed, to the governing council for approval.

**Discussion/Action – Finance Committee**

- a. **BARS** – One bar for playground equipment was presented. **Cindy's motion to approve BAR 52900015160010-1** for capital outlay was seconded by Joanne and passed unanimously.
- b. **Expense Reports** –Copies of the expense reports were reviewed by council members. Joanne's motion to approve May's expense report was seconded by Cindy and passed unanimously.
- c. **Chair – Update** – no additional updates.

**New Business – Next Regular Meeting: July 12, 2016.**

Ira Cooper also noted that he was resigning from the governing council effective the end of the meeting. The governing council thanked Ira for his years of service to the council and the school.

**Adjournment**

Joanne's motion to adjourn the meeting was seconded by Jill and passed unanimously. The meeting adjourned at 5:07 p.m.

Signed:

Governing Council of The Montessori Elementary and Middle School

By: Joanne R. Li

Joanne Li, Secretary

# 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

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Name of State-Chartered School: The Montessori Elementary & Middle School Current Number of Governing Body Members: 6

Date submitted: 4/4/2017 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
Ed Gonzales	1730 Montano NW Albuquerque, NM 87107 505 796.0149 egonzales@tmesnm.com	Designation	2/14/2017	Click here to enter Board Member name.	From: 2/14/2017 To: 8/29/2017
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: Jeffrey A. LI Date: 4-4-17

Printed Name of Governing Council President or Designee: JEFFREY A. LI



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Edward D. Gonzales, after being duly sworn, state:

1. My name is Edward D. Gonzales and I reside in Santa Fe, New Mexico.

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

Edward D. Gonzales  
[Signature]

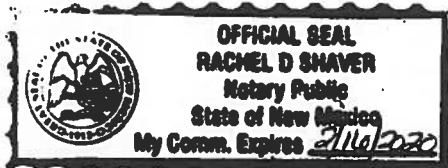
4/4/17  
Date

Edward D. Gonzales  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4<sup>th</sup> day of April, 2017.

[Notary Seal:]



Rachel D. Shaver  
NOTARY PUBLIC

My commission expires: February 16, 2020.

## STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the The Montessori Elementary & Middle School located in Albuquerque, New Mexico.




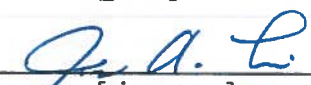

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of The Montessori Elementary & Middle 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 The Montessori Elementary & Middle School GIVE THE FOREGOING STATEMENT THIS 20<sup>th</sup> DAY OF MARCH, 2017.

1.   
[signature]  
Jill Riester  
[print]
2.   
[signature]  
Alexandria Sisneros  
[print]
3.   
[signature]  
Joanne R. Li  
[print]
4.   
[signature]  
JEFFREY A. LI  
[print]
5.   
[signature]  
Cynthia Parker  
[print]

Attach additional pages if membership exceeds five.

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

We, the undersigned, make up the governing body of the The Montessori Elementary & Middle 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 The Montessori Elementary & Middle 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 THE MONTESSORI ELEMENTARY & MIDDLE SCHOOL GIVE THE FOREGOING STATEMENT THIS 20TH DAY OF MARCH, 2017.

1. Edward D. Gonzales  
[signature]  
Edward D. Gonzales  
[print]
2. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
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3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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5. \_\_\_\_\_  
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\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.

**MINUTES OF  
THE MONTESSORI ELEMENTARY SCHOOL  
GOVERNING COUNCIL  
February 14, 2017  
THE MONTESSORI ELEMENTARY SCHOOL  
1730 Montano Road, NE  
ALBUQUERQUE, NM 87107**

**Present:** Jeff Li, Cindy Carter, Jill Rlester, Joanne Li and Allie Sisneros

**Absent:**

**Administration:** Mary Jane Besante, Stan Albrycht

**Note taker:** Joanne Li

Jeff called the Regular Meeting of the Governing Council to order at 4:30 p.m. and confirmed a quorum was present.

**Approval of meeting agenda:**

Joanne's motion to approve the agenda was seconded by Allie and passed unanimously.

**Public Comment:** None

**School Year 2017/2018 Lottery**

The Governing Council pulled lottery numbers for the 2017/2018 School Year.

Kindergarten 20 positions Open and the numbers pulled were:

1. 04
2. 60
3. 10
4. 90
5. 34
6. 24
7. 103
8. 75
9. 41
10. 82
11. 61
12. 98
13. 45
14. 78
15. 107
16. 106
17. 52
18. 49
19. 48
20. 86

Six grade 10 Positions open and the numbers pulled were:

1. 25
2. 9
3. 19
4. 10
5. 4
6. 17
7. 6
8. 26
9. 24
10. 12

**Review and approve regular meeting minutes for January 10, 2017**

Allie's motion to approve the minutes for the Regular Meeting held on January 10, 2017 was seconded by Joanne and passed unanimously.

**Director's Report:**

Mary Jane presented the Directors report to the GC. Our student count is currently at 419. See attached report for details.

**Discussion/Action Finance Committee:**

- A. Bars – Joanne's motion to approve the House Bill 33 Bar for Cash Carryover was seconded by Allie and passed unanimously.
- B. Expense Reports – Council members reviewed the January 2017 expense report. There were no Reimbursements to administrators this month.
  - a. Allie's motion to approve the January 2017 expense report was seconded by Joanne and passed unanimously.
- C. Audit Report – Stan reviewed the Audit report with the Governing Council.

**Discussion/Action – Annual State Visit**

The annual state site visit will be on March 3<sup>rd</sup>, 2017. It is expected to start at 8 and is planned for the whole day.

**Discussion/Action – Adding a New Board Member**

Cindy reported that the nominating committee met and interviewed the proposed applicant to the governing council. Jill's motion to elect Ed Gonzales to the governing council was seconded by Cindy. Jeff took a roll call vote. Cindy- Yes; Joanne-Yes, Jill-Yes, Allie-Yes and Jeff-Yes.

Jill Riester announced that due to work commitments she is going to resign her position as Treasurer. Jill Riester's motion to nominate Ed Gonzales to the position of Treasurer was seconded by Cindy. Jeff took a roll call vote. Cindy- Yes; Joanne-Yes, Jill-Yes, Allie-Yes and Jeff-Yes.

**Discussion/Action – Policy: Enrollment of Homeless Students**

The council members reviewed and discussed the updated policy - Enrollment of Homeless Students. Allie's motion to approve the policy as presented was seconded by Jill and passed unanimously.

**Discussion/Action – 8<sup>th</sup> Grad Adventure Trip to Poland**

Stan updated the council members on the upcoming 8<sup>th</sup> grade trip. Stan reported that 18 students will be going on the trip. The trip is scheduled for May 10th – 25th.

**Adjournment**

Joanne's motion to adjourn the meeting was seconded by Jill and passed unanimously. The meeting adjourned at 5:46 p.m.

Signed:

Governing Council of The Montessori Elementary School

By: Joanne R L.

Joanne Li, Secretary

## School Governance Change

### **Estancia Valley Classical Academy**

On September 3, 2015, a vacancy was created on the Governing Board due to the resignation of Joanne Johnson. Although the vacancy was not filled in a timely fashion, a new member, Theresa Nunneley, was designated on February 18, 2016. On April 4, 2016, Thomas Schenk resigned from the board. Documentation for these changes was received on September 26, 2016. The board is in compliance with the requisite number of board members.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Estancia Valley Classical Academy

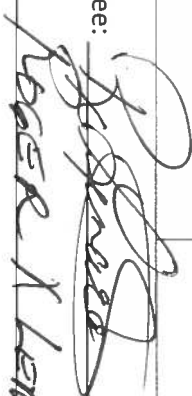
Date submitted: 9/10/2016

Contact Name: Harlan Lawson

E-mail: [hlawson@theevca.com](mailto:hlawson@theevca.com)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Joanne Johnson	Resignation	9/3/2015	Other obligations do not permit time to serve properly	From: 2012 To: 9/3/2015
Thomas Schenk	Resignation	4/12/2016	Job moved to Oklahoma	From: 8/1/2015 To: 4/12/2016
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:



Date: 10/5/16

Printed Name of Governing Council President or Designee:

Robert A. Lewis

## 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.





## SPECIAL MEETING MINUTES

03 Sep 2015 at 6:45 PM

132 Impala Ct., Moriarty, NM 87035

- I. Call to order @ 6:51pm
- II. Pledge of Allegiance & Invocation by Gov Lenard
- III. EVCA Mission Statement by Gov Ghormley
- IV. Ascertain quorum
  - A. ☒ Roger Lenard, ☒ Harlan Lawson, ☒ Kim Adams, ☒ Doug Ghormley
- V. \* Review and Approval of Agenda

Gov Adams moved that we accept the agenda. Gov Lawson seconded the motion, which passed unanimously.
- VI. \* Consent Agenda Items
  - A. Approve 04 Aug 2015 GC Regular Meeting Minutes
  - B. Approve 26 Aug 2015 GC Special Meeting Minutes

The minutes were approved by unanimous consent.
- VII. \* Accept resignation of GC Member Joanne Johnson, effective 15 July 2015.

Gov Lawson moved that we accept Gov Johnson's resignation. Gov Ghormley seconded the motion, which passed unanimously.
- VIII. \* Approve Charter Goals Revision.

Gov Ghormley moves that we accept the charter goals revision dated 8.2015, as presented to the Aug 19th PED meeting. Lawson seconds. Roll call vote: Lenard: aye, Adams: aye, Lawson, Ghormley: aye.
- IX. Executive Session
  - A. Limited Personnel Matters
  - B. Legal Issues

Gov Adams made a motion to go into Executive Session for the purposes of discussing limited legal and personnel matters (as permitted under 10-15-1 NMSA, Open Meetings Act, paragraphs H(2) and H(7)). Gov Adams seconded the motion, which passed unanimously by a voice vote. Executive session entered at 7:03pm. Executive Session was exited at 9:56pm – Gov Ghormley made a motion to exit executive session, which was seconded by Gov Adams and passed unanimously. Nothing was discussed during the Executive Session apart from matters permitted under paragraphs H(2) and H(7) of 10-15-1 NMSA.

Chair declares a recess until Monday evening.

\* Indicates a possible Action Item

EVCA GC Special Meeting Minutes, 03 Sep 2015

1



Chair reconvenes the meeting on Monday, 7 Sep 2015 at 7:40pm.

Gov Adams made a motion to go into Executive Session for the purposes of discussing limited legal and personnel matters (as permitted under 10-15-1 NMSA, Open Meetings Act, paragraphs H(2) and H(7)). Gov Lawson seconded the motion, which passed unanimously by a voice vote. Executive session entered at 7:71pm. Executive Session was exited at 8:31pm – Gov Adams made a motion to exit executive session, which was seconded by Gov Lawson and passed unanimously. Nothing was discussed during the Executive Session apart from matters permitted under paragraphs H(2) and H(7) of 10-15-1 NMSA.

X. Adjournment

Gov Adams moved to adjourn. Gov Ghormley seconded the motion, which passed unanimously. Meeting adjourned at 8:32pm.

Draft sent to Governing Council on: 7 Sep 2015

Approved by Governing Council on: 12 Sep 2015

Signed by: (signature on file)  
Douglas P. Ghormley  
EVCA GC Secretary

Date: 12 Sep 2015

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF TORRANCE )

I, THERESA M. NUNNELEY, after being duly sworn, state:

1. My name is THERESA M. NUNNELEY and I reside in TIJERAS, New Mexico.
2. I am a member of the governing body of the [insert name of school] in ESTANCIA VALLEY CLASSICAL ACADEMY (TORRANCE COUNTY), 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] EVCA'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.

Theresa M. Nunneley  
[Signature]

SEPT. 19, 2016  
Date

THERESA M. NUNNELEY  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 19<sup>th</sup> day of September, 2016.

[Notary Seal:]



Holly J. Massey  
NOTARY PUBLIC

My commission expires July 10, 2018.



## REGULAR MEETING MINUTES

18 Feb 2016 at 6:00 PM

132 Impala Ct., Moriarty, NM 87035

- I. Call to order @ 6:10pm.
- II. Pledge of Allegiance & Invocation  
Gov Schenk delivered the invocation.
- III. EVCA Mission Statement by Gov Adams
- IV. Ascertain quorum  
A. ☒ Roger Lenard, ☒ Harlan Lawson, ☒ Kim Adams, ☒ Doug Ghormley,  
☒ Tom Schenk
- V. \* Review and Approval of Agenda  
Under item XI.F (Policy Committee), we will add an item for Special Education / IDEA-B. Gov Adams made a motion to approve the agenda, as amended. Gov Lawson seconded the motion, which passed unanimously.
- VI. Public Comment (time limitations may apply)  
None
- VII. Correspondence and Announcements
  - A. Our insurance provider, Palms and Associates, has finally responded after 15 months or so to our inquiry regarding an armed presence on campus. There does appear to be a path forward. Gov Lenard will draft a suitable response.
  - B. ED Thiery noted that the PED has revised our 3-year average report card grade from a B to an A.
  - C. We have announced and posted the Hillsdale summer programs for students.
  - D. We had a visit from two Junior ROTC officers, inviting us to participate in Moriarty High School's program. Students would need to get to MHS by 2:20pm. Gov Lenard noted that the Civil Air Patrol also has a program and could provide an instructor on campus.
  - E. ED Thiery received a visit from Rachel and Patrick Mason who are considering starting a K-5 Barney Charter school in Gallup, NM.
  - F. We received a photo and note of thanks from Rep. Jim Smith regarding our recent visits to the State House.
  - G. Yesterday, there was a musical recital after school. We had 5 solos and 2 ensembles performing for staff members. The program lasted about 25 minutes and was enjoyable.
  - H. The Talent Show is scheduled for a week from this Saturday.
  - I. We received an e-mail from Dr. Moore at Atlanta Classical Academy. Dr. Moore asked for information regarding our successes in matriculating into college. Their 9<sup>th</sup> graders are worried about jeopardizing their chances of getting into college. ED Thiery sent along information on the PSAT scores and information on last year's seniors.

\* Indicates possible action on this item or sub-items.

EVCA GC Regular Meeting Minutes, 18 Feb 2016

1



## VIII. \* Consent Agenda Items

## A. Approve 21 Jan 2016 GC Regular Meeting Minutes

Approved by unanimous consent.

## IX. \* Addition of Theresa Nunneley to the Governing Council

Gov Schenk voted to approve Theresa Nunneley as a new member of the EVCA Governing Council. Gov Ghormley seconded the motion, which passed unanimously.

## X. EVCA Foundation Report

Bill Robinson was present to deliver the report. The Foundation are working on the wording around funding provided by the Foundation to the school to help with our current budget situation. The Foundation will draw up papers for the school to sign. The Foundation have arranged an upcoming telecon with a potential builder. The third builder is still waiting for state-approved audits from the past two years, which have not yet been released. There are some other builders in town, but they are not familiar with schools and would insist on 20% down.

Bill needs to know the detailed plans for graduation day, including whether we will go to dinner with the speaker, what the start time will be, or any other conversations we want to have. Gov Adams pointed out that if there is a dinner involved, we will need to figure out and clearly communicate who will be invited and who will pay.

The Foundation recently put in two grant request, including one for funding to purchase land for the new building.

## XI. \* Committee Updates

## A. \* Finance

## 1. BAR, if any

There were 4 BARs presented: 550-000-1516-0010-I, 550-000-1516-0011-I, 550-000-1516-0012-I, 550-000-1516-0013-I. Gov Adams made a motion to approve all four BARs. The motion was seconded by Gov Lawson. Governors Lenard, Lawson, Adams, and Ghormley voted in favor, with Gov Schenk abstaining. Motion passed.

Mrs. Baccadutri has requested \$1200 to set up an initial, small piano lab for after-school use.

## B. \* Audit

No report.

## C. \* Advisory School Council

The ASC met this morning with 7 members present. The discussion mostly focused on AP classes. A parent thanked us for the GC/school information meeting that we held, but she did leave the meeting more confused about AP testing. Julie Krause volunteered to be the parent advocate for college prep and AP, including doing some fact finding and gathering other information. Michelle Kelton agreed to be a parent advocate for scheduling. ED Thiery is working on a timeline for scheduling for

\* Indicates possible action on this item or sub-items.



the next semester, so that parents can see the schedule in advance. Ruth Wood is considering being the parent advocate for parent volunteering. Mr. Thiery will work on getting approved scripts for the parent advocates to work from to help ensure they are representing the school's position correctly. Gov Ghormley pointed out that the AP question will be investigated under the Curriculum Committee.

D. \* Recharter

The recharter training should be coming up in April, but we don't have dates yet. Our PSAT and DIBELS scores are a great addition to our recharter package.

E. \* Student Services

Gov Adams reported on a number of things that she learned from our special education legal counsel. The GC needs to know about the SAT (student assessment team), the process for evaluations, the EDT (eligibility determination team), and IEPs. We need to know how students are referred, what parent rights are, who serves, what testing we use, and generally how it all works. We do need to be testing our gifted students. She recommends we have a 504 coordinator who is not the Special Education director, and that we publicize the contact person.

F. \* Policy

1. Enrollment Policy

There are two families with 11<sup>th</sup> and 12<sup>th</sup> grade students who were at the school, left, and are requesting re-entry, which our current policy does not permit. There was discussion regarding whether we can admit only returning 11<sup>th</sup> and 12<sup>th</sup> grade students, or whether we would be required to admit all 11<sup>th</sup> and 12<sup>th</sup> grade students. The consensus of the discussion was that we cannot put any requirements or restrictions on entering students -- we must accept all 11th/12th graders or none. There are a variety of issues. While a returning student may understand our curriculum and be able to be successful, historical evidence indicates non-returning 11th/12th graders who enter the school typically cannot graduate on time due to our unique graduation requirements. Permitting students to enroll in the school who have little hope of meeting the graduation requirements does not serve those students well, will likely lead to pressure from parents to weaken our rigorous curriculum, and will negatively impact the educational atmosphere and re-charter efforts. Gov Ghormley made a motion that we keep the enrollment policy as is. Gov Lawson seconded the motion. Governors Ghormley, Lawson, Adams, Schenk voted in favor of the motion, with Gov Lenard opposed. The motion passed.

2. Medical Policy

Gov Ghormley has been in conversations with the school nurse regarding the medical policy. We are still awaiting her review.

3. Attendance Policy

- a) Family trips and final exams. There is a family desiring to take their final exams early. Gov Lenard notes that ED Thiery already has a policy that affords him adequate discretion to address this issue. No action was taken.

\* Indicates possible action on this item or sub-items.



4. Graduation Policy

Gov Ghormley presented a draft (dated 15 Feb 2016) of an updated Graduation Policy, renamed to the Homework, Grading, Promotion, and Graduation Policy. Gov Ghormley made a motion to revise the 15 Feb 2016 draft of the Graduation policy to replace the words "competence (C- or higher)" in Elementary promotion to read "at least a C-average". Adams seconded the motion which passed unanimously. (The revised draft will be tracked as the 18 Feb 2016 revision.) Ghormley then made a motion to adopt the 18 Feb 2016 draft of the policy. Gov Adams seconded the motion. After discussion, Gov Ghormley made a motion to amend the motion to modify the draft with respect to promotion for Intermediate and High School students to reflect the current policy wording. Gov Lenard seconded the motion. Gov Adams had to step out of the room, but Gov Ghormley, Lawson, Lenard, and Schenk vote in favor of the motion. Motion to amend the motion passes. Gov Adams returned to the room. On the main motion to adopt the draft, the vote was unanimous in favor.

5. Special Education policy. Gov Ghormley made a motion to adopt the current New Mexico "Policies and Procedures for the Provision of Special Education Services for Students with Disabilities and Gifted Students". Gov Adams seconded the motion, which passed unanimously.

G. \* Curriculum

Gov Lenard reported that he finished scanning in our original curriculum alignment document generated during the chartering process. It needs a few more tweaks and then he will send it out. Gov Ghormley reported that he had drafted some questions regarding AP classes for the parent volunteer team to answer, but that the committee hadn't met yet. Gov Lenard indicated he would like to see all of our upper school classes become AP approved. Gov Ghormley expressed some concerns with respect to the AP history class.

H. \* Enrollment & Outreach

Our Sibling Enrollment Window has closed, with the following sibling LOIs received: 23 Kindergarteners, 1 5th grader, and 1 6th grader. The Open House for Kindergarten has been rescheduled to March 4th. We may need a policy regarding parents requesting specific teachers, as it's been causing some problems.

XII. \* Executive Director Evaluation

Gov Lawson collected feedback on a new evaluation structure adapted from Turquoise Trail Charter school. He suggested that we discuss this new structure with ED Thiery during Executive Session on Saturday.

XIII. Executive Director's Report

- A. Spirit week seemed to go well. Students are permitted to wear their spirit T-shirts on Fridays.
- B. We are considering buying a subscription to naviance.com for college guidance counseling. Gov Lawson thinks it is quite impressive. It costs about \$20/student. The school is considering footing the bill for 9<sup>th</sup>-12<sup>th</sup> grade students, but perhaps we

\* Indicates possible action on this item or sub-items.



should offer a way for younger students to buy in. It costs approximately \$4900 for the initial setup.

- C. The Quality of Education survey window is open. These results are part of our school grade. There are 10 questions that the state puts out and we are permitted to add questions to it.
- D. We have a PED site visit coming up March 8<sup>th</sup>. Preparations have begun. This year there is a checklist that we've received ahead of time.
- E. A bell system that would only ring in the upper school classrooms would require upgrading our equipment at non-trivial cost.
- F. The DIBELS reports were received – our school scored quite well and showed improvement year over year in the lowest performing students.
- G. Mrs. Shepherd reported that students have spent 162 hours in extra math practice through our on-line system, answering 21,000 questions and showing improvement in over 300 math skill areas. This is all extra effort on the students' part.
- H. Mrs. Thiery advertised the UNM Veritas forum at the flag ceremony this morning.
- I. We received our Title 1 award letter. It is more than last year, but less than we were expecting. The administration is in discussions on how to use those funds.

#### XIV. Executive Session

- A. Limited Personnel Matters
- B. Legal Issues

Gov Ghormley made a motion to go into Executive Session for the purposes of discussing limited legal and personnel matters (as permitted under 10-15-1 NMSA, Open Meetings Act, paragraphs H(2) and H(7)). Gov Adams seconded the motion, which passed unanimously by a voice vote. Executive Session was entered at 9:24pm and exited at 9:38pm – Gov Adams made a motion to exit executive session, which was seconded by Gov Lawson and passed unanimously. Nothing was discussed during the Executive Session apart from matters permitted under paragraphs H(2) and H(7) of 10-15-1 NMSA.

#### XV. Adjournment

Gov Ghormley made a motion to adjourn. Gov Lawson seconded the motion, which passed unanimously. Adjourned at 9:39pm.

Draft sent to Governing Council on: 20 Feb 2016

Approved by Governing Council on: 17 Mar 2016

Signed by: (signature on file)  
Douglas P. Ghormley  
EVCA GC Secretary

Date: \_\_\_\_\_



### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Estancia Valley Classical Academy, located in Moriarty, New Mexico.

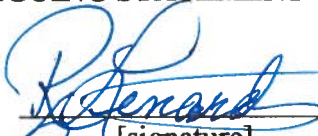
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

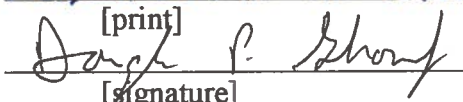
We make this statement as part of Estancia Valley Classical Academy's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

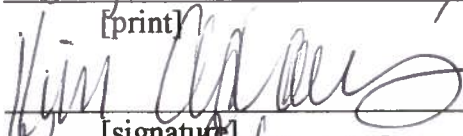
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

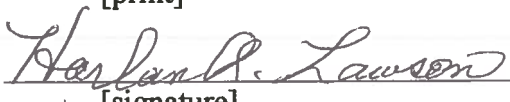
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

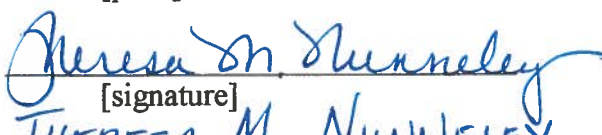
THE FOLLOWING MEMBERS OF THE Estancia Valley Classical Academy GIVE THE FOREGOING STATEMENT THIS 18th DAY OF September, 2016.

1.   
[signature]  
ROGER S. LEONARD  
[print]

2.   
[signature]  
Douglas P. Ghormley  
[print]

3.   
[signature]  
Kim Adams  
[print]

4.   
[signature]  
HARLAN A. LAWSON  
[print]

5.   
[signature]  
THERESA M. NUNNELEY  
[print]

Attach additional pages if membership exceeds five.

## School Governance Change

### **NM School for the Arts**

On September June 8, 2016, a new member, Greg Hunt, was designated to the Governing Board. Documentation was received on July 11, 2016. On August 10, 2016, Catherine Oppenheimer resigned from the board. On August 15, 2016, Sherry Thompson resigned from the board. On September 2, 2016, Trina Raper resigned from the board. Documentation was received on October 25, 2016. The board is in compliance with the requisite number of board members.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

175

Name of State-Chartered School: New Mexico School for the Arts

Date submitted: 7/11/2016

Contact Name: Gayle McGuinness

E-mail: gmcguinness@nmschoolforthearts.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Greg Hunt	Designation	6/8/2016	Nominated and approved for membership and as Treasurer June 8, 2016	From: 7/1/2016 To: 6/30/2019
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.
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:

*June Baker*

Date: 7/11/16

Printed Name of Governing Council President or Designee:

June Baker

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, Greg Hung, after being duly sworn, state as follows:

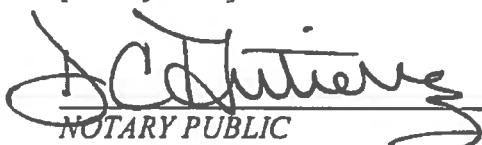
1. My name is Greg Hunt and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of the New Mexico School for the Arts charter school located in Santa Fe, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a member of 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.

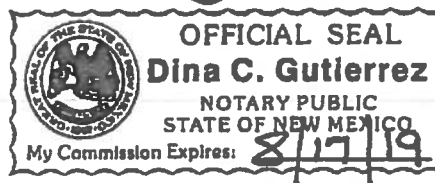
  
\_\_\_\_\_  
GREG HUNT  
Member of Governing Body of  
New Mexico School for the Arts Charter School

6-14-2016  
\_\_\_\_\_  
DATE

Subscribed and sworn to before me, this 14<sup>th</sup> day of June, 2016.

[Notary Seal:]

  
\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires: \_\_\_\_\_



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

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


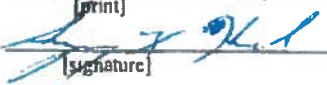
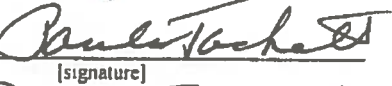

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.


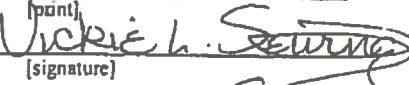

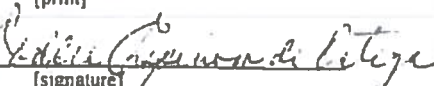
We make this statement as part of New Mexico School for the Art's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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 \_\_\_\_ DAY OF \_\_\_\_\_, 2016

1.   
[signature]  
SHERRY THOMPSON  
[print]
3.   
[signature]  
Gregory X Hunt  
[print]
5.   
[signature]  
Paula Tackett  
[print]
7.   
[signature]  
Catherine D'Amico  
[print]

2.   
[signature]  
Bill Beacham  
[print]
4.   
[signature]  
Vickie L. Sewing  
[print]
6.   
[signature]  
Linda C. Roper  
[print]
8.   
[signature]  
Debbie Espinosa  
[print]

**NEW MEXICO SCHOOL FOR THE ARTS**  
**Governing Council Meeting**  
**Wednesday, June 8, 2016, from 3:00 – 5:00 pm Meeting**  
**New Mexico School for the Arts—High School**  
**202 E. Marcy St.**  
**Santa Fe, NM 87501**

**Minutes - Draft**

*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**

**Trina Raper**

Trina Raper called the meeting to order at 3:04 pm.

**II. Reading of Mission Statement**

**Trina Raper**

The Mission Statement was read by Trina Raper.

**In attendance were NMSA Council Members:**

Trina Raper, Chair  
Vickie Sewing, Vice Chair  
Paula Tackett, Secretary  
Sherry Thompson, Treasurer  
Catherine Oppenheimer, Member - Excused  
Doddie Espinosa, Member  
Bill Beacham, Member - Excused

**NMSA High School Staff Present:**

Cindy Montoya, Head of School  
Jolene Jaramillo, Business Manager, AptAbility  
Gayle McGuinness, School Secretary

**NMSA Art Institute Staff Present:**

Larry Pepin, Business Manager

**Members of the Public:**

Katy Poulos, Charter School Division, PED

**III. Approval of Agenda**

**Trina Raper**

Sherry Thompson made a motion to approve the Agenda. Paula Tackett seconded the motion. The Council unanimously approved the motion.

**IV. Public Forum**

**Trina Raper**

Trina Raper asked if there were any individuals requesting a Public Forum.

Katy Poulos, Director, Charter School Division was in attendance. She explained the change in school rankings based on new criteria from the PEC.

**V. Approval of Meeting Minutes from May 11, 2016**

**Trina Raper**

Paula Tackett made a motion to approve the May 11, 2016 Meeting Minutes as amended. Sherry Thompson seconded the motion. The Council unanimously approved the motion.

**VI. Approval of Meeting Minutes from May 19, 2016**

**Trina Raper**

**Doddie Espinosa made a motion to approve the May 19, 2016 Meeting Minutes. Paula Tackett seconded the motion. The Council unanimously approved the motion.**

**VII. Business Managers Report**

**Jolene Jaramillo**

**a. Financial Packet**

The Finance Committee met prior to the Governing Council meeting. A Financial Packet was distributed to each member of the Council.

**b. Bank Reconciliation & Statements**

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

**c. Approval of Accounts Payable & Payroll Liability Transactions**

**Sherry Thompson made a motion to approve the Accounts Payable & Payroll Liability Transactions. Doddie Espinosa seconded the motion. The Council unanimously approved the motion.**

**VIII. Approval of Adopted Financial Budget**

**Trina Raper**

**Vickie Sewing made a motion to approve the Adopted Financial Budget as amended. Doddie Espinosa seconded the motion. The Council unanimously approved the motion.**

**IX. Approval of Salary Schedules**

**Trina Raper**

**Sherry Thompson made a motion to approve the Salary Schedules as amended to reflect the current minimum wage. Vickie Sewing seconded the motion. The Council unanimously approved the motion.**

**X. Approval of SchoolAbility Contract**

**Trina Raper**

**Paula Tackett made a motion to approve the SchoolAbility Contract. Sherry Thompson seconded the motion. The Council unanimously approved the motion. Note: SchoolAbility, formerly known as AptAbility.**

**XI. Approval of Amended Certificate of Resolution – Number, Tenure and Qualifications**

**Trina Raper**

**Doddie Espinosa made a motion to approve Greg Hunt as a Governing Council Member and to service as Treasurer. Paula Tackett seconded the motion. The Council unanimously approved the motion.**

**Vickie Sewing made a motion to approve the Amended Certificate of Resolution – Number, Tenure and Qualifications as amended. Paula Tackett seconded the motion. The Council unanimously approved the motion.**

**XII. Approval of Head of School Contract**

**Vickie Sewing**

Paula Tackett made a motion to approve the Head of School Contract contingent upon resolution of issues related to Art Institute responsibilities. Sherry Thompson seconded the motion. The Council unanimously approved the motion.

**XIII. PEC Report Review** Cindy Montoya

This Item was discussed under the Public Forum

**XIV. Head of School Report** Cindy Montoya

This item was tabled until the next Governing Council meeting.

**XV. Admissions Report** Cindy Montoya

The Admissions Report is included in the packet for review.

**XVI. Executive Session** Trina Raper

Executive Session was not required at this time.

**XVII. Adjournment** Trina Raper

Paula Tackett made a motion to adjourn the meeting. Greg Hunt seconded the motion. The Council unanimously passed the motion.

The meeting was adjourned at 5:17 pm.

---

Gayle McGuiness, Secretary/Date

Paula Tackett, Governing Council, Secretary/Date

June 8, 2016 NMSA Charter School Governing Council Minutes

Date Approved: \_\_\_\_\_ Signatures: \_\_\_\_\_ Web page Post: \_\_\_\_\_



### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

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

We make this statement as part of New Mexico School for the Art'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 10 DAY OF August, 2016

1. Sherry Thompson  
[signature]  
Sherry Thompson  
[print]
3. Bill Beacham  
[signature]  
Bill Beacham  
[print]
5. Paula Tackett  
[signature]  
Paula Tackett  
[print]
7. Dolores Espinosa de Ortega  
[signature]  
Dolores Espinosa de Ortega  
[print]

2. Vickie L. Sewing  
[signature]  
VICKIE L. Sewing  
[print]
4. Gregory A. Hunt  
[signature]  
Gregory A. Hunt  
[print]
6. Trina L. Raper  
[signature]  
TRINA L. RAPER  
[print]
8. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

## 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

182

Name of State-Chartered School: New Mexico School for the Arts

Date submitted: 9/22/2016

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
Catherine Oppenheimer	Resignation	8/10/2016	Member resigned	From: 8/31/2010 To: 8/10/2016
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.
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: \_\_\_\_\_

Date: 9/14/16

Printed Name of Governing Council President or Designee: TERRY L. RABER

### Required Attachments:

This Form **MUST** include 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, and
  - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

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

From: **Catherine Oppenheimer** <[catherineopp@gmail.com](mailto:catherineopp@gmail.com)>

Date: Sat, Jul 23, 2016 at 6:42 AM

Subject: Governing Council Membership

To: Montoya Cindy <[cmontoya@nmschoolforthearts.org](mailto:cmontoya@nmschoolforthearts.org)>, Trina Raper <[traper@nmschoolforthearts.org](mailto:traper@nmschoolforthearts.org)>

Dear Trina and Cindy,

It's hard to believe NMSA is going into its 7th year. Wow! Its been such an interesting and fulfilling journey. With the fact and great news of my son, William Thornburg, joining the ranks of the incoming class of 2020 and with my current role as interim coordinator at the Art Institute until an ED is hired, I am going to resign from the Governing Council. Please let this letter serve as my notice to resign.

Thank you both for your leadership and commitment in building this school!

All my best, Catherine

# 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](mailto:charter_schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

184

Name of State-Chartered School: New Mexico School for the Arts

Date submitted: 10/25/2016

Contact Name: Gayle McGuinness

E-mail: [gmcguinness@nmschoolforthearts.org](mailto:gmcguinness@nmschoolforthearts.org)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Trina Raper	Resignation	9/2/2016	Member resigned	From: 8/27/2013 To: 9/2/2016
Sherry Thompson	Resignation	8/15/2016	Member resigned	From: 8/31/2010 To: 8/15/2016
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 Boachman Date: 10/25/16

Printed Name of Governing Council President or Designee: Bill Boachman

## Required Attachments:

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

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  - 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.

On Fri, Sep 2, 2016 at 7:08 AM, Trina Raper <[traper@nmschoolforthearts.org](mailto:traper@nmschoolforthearts.org)> wrote:

It is with a sad heart I must tender my resignation from the GC. With my new position at SFPS it is clear I cannot dedicate the time necessary to lead or participate in NMSA governance.

While I had hoped to be able to maintain both loves, as the Broadway show, One Man,Two Govners, shows I can't serve two masters.

I will be at the next GC meeting to say good bye.

Trina

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

From: **Sherry Thompson** <[imd1uc@msn.com](mailto:imd1uc@msn.com)>

Date: Mon, Aug 15, 2016 at 12:08 PM

Subject: Board service

To: Trina Raper <[traper@nmschoolforthearts.org](mailto:traper@nmschoolforthearts.org)>, ned bennett <[bennett.ned@gmail.com](mailto:bennett.ned@gmail.com)>, Trina <[trina.raper@gmail.com](mailto:trina.raper@gmail.com)>

Cc: Cindy Montoya <[cmontoya@nmschoolforthearts.org](mailto:cmontoya@nmschoolforthearts.org)>

Dear Trina and Ned,

Please accept this letter of resignation from both the NMSA Governing Council and the NMSA Art Institute board.

My personal responsibilities and a looming deadline from our publisher have combined to make it impossible for me to attend to all the information, documents and meetings that board membership require. I find I cannot reasonably fulfill my legal or fiduciary responsibilities to these boards and, after ten years, need a break.

I am confident in the amazing individuals who make up the Governing Council with Trina's steady hand at the helm. Cindy Montoya's leadership of the school, along with Eric Crites and others of the leadership team give me comfort in stepping away knowing that the High School is in good hands.

Ned, your able leadership of the Art Institute board during this long and delicate transition is augmented by a dedicated and indefatigable group. I have every confidence that, together, you will find and place the right executive to lead that institution through a formidable capital campaign and into a new campus and a new and more stable era for NMSA.

Thank you both for your friendship and for your continued work on behalf of NMSA. If you have any questions or need any of my (somewhat ageing) tribal memory, please do not hesitate to call.

I can be reached at this email or on my home phone at 505-988-9245.

Warmly,

Sherry Thompson



### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

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

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

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

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

THE FOLLOWING MEMBERS OF NEW MEXICO SCHOOL FOR THE ARTS GIVE THE FOREGOING STATEMENT THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016

1. Paula Tackett  
[signature]

Paula Tackett  
[print]

3. [Signature]  
[signature]

DODDIE ESPINOSA de Ortega  
[print]

5. Bill Beacham  
[signature]

Bill Beacham  
[print]

7. \_\_\_\_\_  
[signature]

\_\_\_\_\_  
[print]

2. [Signature]  
[signature]

Gregory X Hunt  
[print]

4. [Signature]  
[signature]

Vickie Sewing  
[print]

6. \_\_\_\_\_  
[signature]

\_\_\_\_\_  
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8. \_\_\_\_\_  
[signature]

\_\_\_\_\_  
[print]

## School Governance Change

### **Southwest Aeronautics, Mathematics, and Sciences Academy**

On April 9, 2016, a vacancy was created on the Governing Board due to the resignation of Justin Lindgren. On May 17, 2016, a vacancy was created on the Governing Board due to the resignation of David Woodward. Although the vacancies were not filled in a timely fashion, two new members, Farrah Nickerson and LyDawn Blount, were designated on July 26, 2016.



# 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Southwest Aeronautics, Mathematics, and Sciences Academy

Date submitted: 4/26/2016

Contact Name: Christine Herron

E-mail: [cherron@sslc-nm.com](mailto:cherron@sslc-nm.com)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Justin Lindgren	Resignation	4/9/2016	Member resigned due to growing conflicts with scheduling and time allocation.	From: 10/21/2011 To: 4/9/2016
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.
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: Sherry Kennedy Date: 4-26-16

Printed Name of Governing Council President or Designee: LARRY KENNEDY

## 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.

Justin B. Lindgren  
8801 James Ave NE  
Albuquerque, NM 87111

April 26, 2016

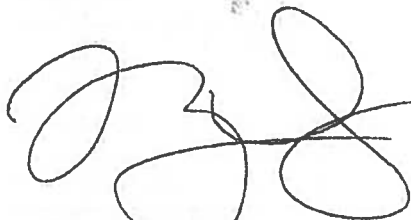
Mr. Larry Kennedy  
4100 Aerospace Parkway NW  
Albuquerque, NM 87120

For the attention of the Board President

Dear Mr. Kennedy:

Due to recent changes in my career, I am no longer able to serve as a member of board of directors. I hereby resign effective April 25, 2016 from my position as a Board Member for Southwest Aeronautics Mathematics and Science Academy. I thank you and all of the board for your support to this excellent school. I wish you the best of luck in your endeavors.

Sincerely,

A handwritten signature in black ink, appearing to be 'JBL', with a horizontal line crossing through the middle of the letters.

Justin B. Lindgren

# 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 Aeronautics, Mathematics, and Sciences Academy

Date submitted: 05/17/2016

Contact Name: Christine Herron

E-mail: cherron@sslc-nm.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
David Woodward	Resignation	05/17/2016	Member resigned due to increasing health conditions and time commitment	From: March 22, 2016 To: May 17, 2016
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.
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: Sherry K. Kaur

Date: \_\_\_\_\_

Printed Name of Governing Council President or Designee: LARRY KENNEDY

## 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;
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  - An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

May 10, 2016

Mr. Larry Kennedy, President  
Board of Governors  
SAMS Academy  
Albuquerque, New Mexico

Re: Resignation from the Board of Governors

Dear Mr. Kennedy,

This will confirm our telephone conversation of May 5, 2016 whereby I informed you that I would be resigning from the Board of Governors effective at close of business on that date. The reason being my health concerns following my recent surgery and the two subsequent admissions to the hospital, via the emergency room. I feel that this will necessitate future changes in my lifestyle that will not allow me enough time to devote to the position.

I certainly enjoyed meeting and working with all of the people at the meetings and greatly appreciate their willingness to assist me in any way. It is apparent that the entire group is very organized, knowledgeable and dedicated to their respective jobs of moving SAMS Academy forward to where it is the foremost charter school in Albuquerque.

I very much appreciate the position offered to me on the Board of Governors. I'm just sorry that it did not work out for both of us.

Very truly yours,



David A. Woodward

# 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.

Southwest Aeronautic Mathematics & Science Academy

Date submitted: Click here to enter a date.

July 31, 2016

Contact Name: Click here to enter text.

Tracey Nelson

E-mail: Click here to enter text.

tnelson@southwestacademy.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Click here to enter text. Farrah Nickerson	Choose an item. APPOINT to Council Board	Click here to enter a date. 7/26/2016	Click here to enter text. NONE	From: Click here to enter a date. enter date 26, 2016 To: Click here to enter a date.
Click here to enter text. LyDaun Bryant	Choose an item. APPOINT to Council Board	Click here to enter a date. 7/26/2016	Click here to enter text. NONE	From: Click here to enter a date. enter date 126, 2016 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: Tracy Nelson Date: 7-26-16

Printed Name of Governing Council President or Designee: TRACEY NELSON

## 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 BERNALILLO)I, Farrah Nickerson, after being duly sworn, state:

1. My name is Farrah Nickerson and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Southwest Aeronautics, Mathematics and Science Academy in Albuquerque, New Mexico.

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

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

5. I understand that as a member of the Southwest Aeronautics, Mathematics and Science Academy 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.

Farrah Nickerson  
[Signature]  
Farrah Nickerson  
[Print]

July 26, 2016  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26th day of July, 2016.



OFFICIAL SEAL  
ANGELINA VELEZ  
NOTARY PUBLIC-STATE OF NEW MEXICO

My commission expires: April 9th, 2018

[Signature]  
NOTARY PUBLIC

My commission expires: April 9th, 2018

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Joyce LyDawn Blount after being duly sworn, state:

1. My name is Joyce LyDawn Blount and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Southwest Aeronautics, Mathematics and Science Academy in Albuquerque, New Mexico.

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

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

5. I understand that as a member of the Southwest Aeronautics, Mathematics and Science Academy 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.

Joyce LyDawn Blount  
[Signature]

07-26-2016  
Date

Joyce LyDawn Blount  
[Print]

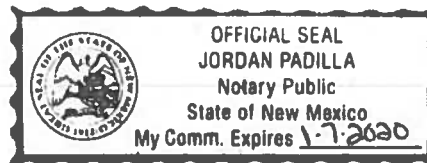
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26<sup>th</sup> day of July, 2016.

[Notary Seal:]

Jordan Padilla  
NOTARY PUBLIC

My commission expires: 1-7-, 2016.



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

We, the undersigned, make up the governing body of the Southwest Aeronautics, Mathematics and Science Academy located in ALBUQUERQUE, New Mexico.


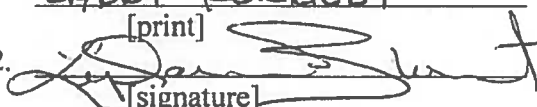
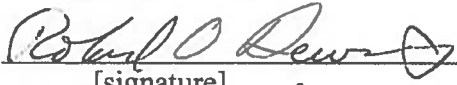
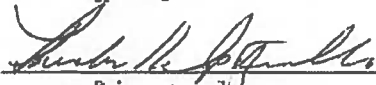
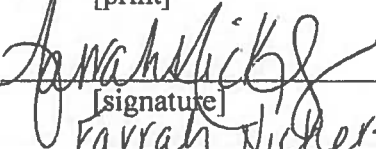
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Southwest Aeronautics, Mathematics and Science Academy 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 SOUTHWEST AERONAUTICS, MATHEMATICS AND SCIENCE ACADEMY GIVE THE FOREGOING STATEMENT  
THIS 26<sup>TH</sup> DAY OF JULY, 2011. 2016

1.   
[signature]  
LARRY KENNEDY  
[print]
2.   
[signature]  
J. LyDawn Blount  
[print]
3.   
[signature]  
ROLAND O DEWING  
[print]
4.   
[signature]  
THEODORE H. SPITZMULLER  
[print]
5.   
[signature]  
Tarran Dickerson  
[print]



## School Governance Change

### **Southwest Secondary Learning Center**

On July 13, 2016, a vacancy was created on the Governing Board due to the resignation of Parr Pettit. A new member, Sean Hendrickson, was designated on the same day. Documentation was received on August 12, 2016.

## 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

Date submitted: 7/15/2016

Contact Name: Savannah Lopez

E-mail: slopez@samsacademy.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Patr Pettit	Resignation	7/13/2016	Family hardship, attendance, and issues with fellow member of the Governing Body.	From: 6/2/2015 To: 7/11/2016
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
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: \_\_\_\_\_

*Vic Fantozi*

Date: 7-14-16

Printed Name of Governing Council President or Designee: \_\_\_\_\_

Vic Fantozi, SSLC Board President

### Required Attachments:

This Form **MUST** include 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, and
  - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

7/12/2016

Resignation - Parr Pettit

# Resignation

Parr Pettit

Mon 7/11/2016 2:53 PM

To: Vic Fantozzi <vfantozzi@sslc-nm.com>; Cherita Lamb <clamb@sslc-nm.com>; 'wechsj@comcast.net' <wechsj@comcast.net>; Steve Garrett <sgarrett@sslc-nm.com>; Kirk Hartom <khartom@sslc-nm.com>; Robert Pasztor <rpasztor@sslc-nm.com>;

Bcc: paulj.aguilar@state.nm.us <paulj.aguilar@state.nm.us>;

1 attachment (2 MB)

Voicemail from Vic F.m4a;

To the SSLC Governing Council President and Board Members,

I hereby give my resignation, effective July 11, 2016, as an SSLC Governing Council Member. These are the reasons for my resignation:

- There are extreme hardships in my family right now that make it difficult for me to regularly attend meetings. I made my Board aware of this at the May 25, 2016 Board Meeting.
- I have been harassed by our SSLC Council President, Vic Fantozzi, and I have grave concern regarding his involvement on the Board.

During the May 11, 2016 Board meeting, Mr. Fantozzi made it clear he would not attend a scheduled "joint" Board meeting scheduled for May 23 and advised other board members not to attend (see May 11 Minutes). I was the only SSLC Board Member to attend the "closed," joint Board meeting on May 23, 2016. Immediately after that meeting was adjourned, Mr. Fantozzi called me demanding I get him all of the confidential material that was discussed in that meeting. I told him I could not give it to him because they were not public and I did not have permission from the other Boards. When I informed him of this, Mr. Fantozzi became irate and began to yell at me over the phone, then I reminded him he could have gone to the meeting, to which he replied that he did not want to attend. Mr. Fantozzi had set up a special meeting for the SSLC Board on May 25 in lieu of our members attending the joint Board meeting.

Mr. Fantozzi, although President, is supposed to be a member of the Governing Body, not over it. He has been making decisions and acting independently over the board. As outlined in B.04 of the Governing Body Policy Manual... the President is to:

- Provide leadership to the Governing Body
- Encourage the Governing Body's role in Strategic planning
- Help guide and mediate Governing Body actions with respect to the school's priorities and governance concerns
- Play a lead role in formally evaluating the Head Administrator
- Serve as the school's ambassador to the community

Mr. Fantozzi did leave me a voicemail with his intentions of having me removed from the Board, outside of a Board meeting, regarding my attendance, which I believe was inappropriate and in violation of the Governing Body Policy Manual (see B.02, B.04, B.05 of the Manual)

Respectfully,  
Parr Pettit



7/11/16

# 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

200

Name of State-Chartered School: Southwest

Date submitted: 7/15/2016

Contact Name: Savannah Lopez

E-mail: [slopez@samsacademy.com](mailto:slopez@samsacademy.com)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Sean Hendrickson	Designation	7/13/2016	Designation	From: 7/13/2016 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.
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:

*[Handwritten Signature: Vic Fantoza]*

Date:

*[Handwritten Date: July 25 '16]*

Printed Name of Governing Council President or Designee:

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, Sean Lee Hendrickson, after being duly sworn, state as follows:

1. My name is Sean Lee Hendrickson and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Southwest Secondary Learning Center charter school located in Albuquerque, 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.

Sean Lee Hendrickson  
[Signature]

7/15/16  
Date

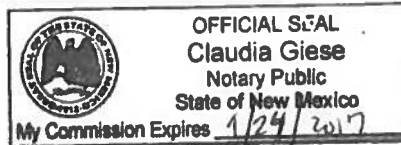
Southwest Secondary Learning Center, Governing Body Member of SSLC  
Charter School

Subscribed and sworn to before me, this 15 day of July, 2016.

[Notary Seal:]

Claudia Giese  
[signature of Notary]

Claudia Giese  
[typed name of Notary]



NOTARY PUBLIC

My commission expires: 9/24, 2017.

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

We, the undersigned, make up the governing body of the Southwest Secondary Learning Center 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 Southwest Secondary Learning Center'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 Southwest Secondary Learning Center GIVE THE FOREGOING STATEMENT THIS 13 DAY OF July, 2016.

1. [signature]

[signature]

Vic Fintozzi

[print]

2. [signature]

[signature]

STEVE BARRETT

[print]

3. [signature]

[signature]

Cherita Lamb

[print]

4. [signature]

[signature]

J. Wachler

[print]

5. [signature]

[signature]

Sean L. Hendrickson

[print]



GOVERNANCE COUNCIL  
Board Meeting Minutes of  
Wednesday, July 13<sup>th</sup>, 2016

**Board Members Present**

Vic Fantozzi, Cherita Lamb,  
Judith Wechsler, Steve Garrett,  
Sean Hendrickson

**Board Members Absent**

None

**Also in Attendance**

Kirk Hartom, Robert Pasztor,  
Sharon Huber, Joseph Lucero

**Public in Attendance**

Tim Walsh

These Minutes were approved on 8.10.16

By a vote of ☒ Yes ☐ No ☐ abstained ☐ Absent

  
\_\_\_\_\_  
President

Submitted by  
Savannah Lopez

- Vic asked Sean to tell the administration and Council about himself.
  - Sean stated that he is ex-military, did 20 years in the US Air Force as a computer programmer and coder. Sean spoke on his last assignment; he managed one of the largest personnel systems in the US Government. Sean stated that he retired in 2005 and went on to work at Sandia National Laboratories and has been there since. Sean stated that he has an Associate's Degree in Computer Science, a Bachelor's Degree in Applied Arts and Science, and a Master's in Business Administration. Sean stated that he is currently a project lead for a software system at Sandia Labs. Sean stated that his daughter graduated from SSLC and his son is currently enrolled and his goal is to go through the Aviation Program at SSLC. Sean stated that the reasons for volunteering to be a Council Member are because he wants to be more involved in how the school is ran, make a difference where he can, and to be a positive contributor to the organization.

Vic asked for a motion to accept Sean as a new member of the SSLC Governing Council. Steve made the motion, Judith seconded. Vic called for a voice vote, unanimous yes, Motion passed.

Vic asked for the administration and Council Members to introduce themselves to Sean at this time.

*Vic took a minute to speak on the philosophy of the Council, board member conduct, and what he would like to see the Council accomplish. Vic stated that he would like to make it known to the administration and staff of SSLC that if there is an issue, to speak to the Board and know that the Board will help them solve it.*

## FINANCE REPORT

Vic moved to the first item, **Finance Committee Update**. Vic turned the meeting over to Joseph.

- Joseph stated that the Finance Committee did meet Monday afternoon. Joseph stated that Kirk, Heather, himself, and Vic met to discuss the financial packet which shows the numbers for SSLC as of June 30<sup>th</sup>, 2016.
- Joseph stated that SSLC's revenues came in at a very good percentage; SSLC brought in 98.38% of what was budgeted.
- Joseph informed the Council that the expenditures for SSLC came in at 61.47% leaving SSLC with a heavy cash balance.

Vic asked Joseph to speak on the cash carry over for SSLC.

- Joseph stated that for the cash carry over for Operational it came in at approximately \$752,319.05 that will be budgeted this year. Joseph stated that it is within a couple hundred dollars of what was projected last May.
- Joseph stated that there are no real concerns of his at this point and they are preparing to close out the year officially.

Vic asked Joseph to speak on the Capital Improvement Plan and the remaining balance.



decide not to do the course because they do not need it or cannot complete it due to technology or learning issues.

- Steve stated that he needed to return to the Lease-to-Purchase subject. Steve suggested that Kirk not go through with the Lease-to-Purchase agreement with Mr. Sailor if he has a lawyer present. Steve suggested that if Mr. Sailor does have a lawyer, to walk away. Kirk stated that they have yet to talk numbers specifically but that Mr. Sailor has said the price has gone up.
- Robert stated that Mr. Sailor does want to sell the building to the school.
- Kirk informed the Council that if the worst case scenario occurs, they have thought about finding a public place to buy with the money they would've used for the Lease-to-Purchase.
- Kirk added that Mr. Sailor does believe it is a done deal but they have agreed to not bring lawyers and get the Lease-to-Purchase done. Robert stated that he does not expect Mr. Sailor to bring a lawyer.
- Joseph stated that between 3 schools there is approximately \$1.4 million to put down on a purchase of the building.
- Kirk asked if the schools still receive Lease Reimbursement and Joseph answered, yes.

Vic asked for a motion to approve the Vouchers. Cherita made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Joseph stated that there are no BARs.

- Joseph informed the Council that he wants the Council to note that there was a \$1 transaction on the Check Register Report for the dividends that the school receives in their savings/money market account that is required to take place by Nusenda Credit Union.
- Joseph stated that SSLC's outstanding items at the end of June totaled \$6,491.59 leaving SSLC with an ending reconciled bank balance of \$2,188,281.35 which is a very healthy cash balance.
  - Joseph stated that one of the outstanding items was a duplicate payment that was made in error and has been voided.
- Joseph stated that the oldest outstanding item was from June 10<sup>th</sup>.
- Judith asked Joseph if the payment of approximately \$27,000 for a storage fee is habitual for the school. Joseph answered that it was a software renewal for one of the IT Purchases. Tim added that it looks to be a license renewal. Joseph added that it was justifiable.
- Kirk informed the Council that any time they get up to a \$60,000 request, they would bring it back to the Council and have to go out to bid on a purchase that large.
  - Joseph stated that a soft bid is up to \$20,000
- Vic thanked Joseph for his thorough explanation of the finances.

Kirk moved to the first item of his report, ***Back-to-School.***

- Kirk stated that registration has begun, is a better process, and is moving along.

Kirk moved to the first item of his report, ***Budget Technical Review.***

- Kirk informed the Council that the schools met in Santa Fe with Mr. Craig. Kirk stated that they are happy with the fact that the budget was put together with actual revenues.
- Kirk stated that they worked really hard on having salary schedules, having increases in pay, and having the correct teachers in the correct schools.
- Kirk informed the Council that they did an in-depth analysis with the True and False document.

Kirk moved to the first item of his report, ***Lease-to-Purchase.***

***Kirk stated that this was previously discussed in the meeting.***

Kirk moved to the first item of his report, ***July Finance Meeting with NMPED Update.***

***Kirk stated that this was discussed during the Budget Technical Review item.***

Kirk moved to the first item of his report, ***Fall Board Schedule.***

***Kirk stated this has already been approved.***

Kirk moved to the first item of his report, ***Consolidation Analysis Next Steps.***

- Kirk stated that he sent out the Consolidation Report to the Council on June 30<sup>th</sup> via e-mail.
  - Kirk thanked Robert and Mrs. Graham from the SPLC board for being instrumental in getting the right detail.
- Kirk stated that he is not sure what the State is going to do with it, but they do have the analysis.

## **NEW BUSINESS**

Sharon gave the ***Data Team Update.***

- Sharon informed the Council that herself, Terry, Paula, and Carol went to Anaheim to a PowerSchool conference and stated that it was very helpful and they learned many new things within the system.
- Sharon stated that SSLC did have a glitch in the registration system but assured the Council that it has been fixed and is going well.

Tim gave the ***IT Update.***

- Tim added on to Sharon's registration update by stating that there was no mailings and no phone calls to make registration appointment.
- Tim informed the Council that the new website is online and up and working.
- Tim informed the Council that if any of them are having any issues with their e-mails, please contact him and he will fix it.
- Tim asked Sean to send him his information to get his account set up for his Council e-mail account.

Fantozzi, yes; Judith Wechsler, yes; Steve Garrett, yes; Sean Hendrickson, yes. Vic opened the SSLC Governing Council meeting at approximately 7:06 p.m.

#### **PUBLIC COMMENT**

Vic asked if there were any Public Comments and there were none.

#### **ANNOUNCEMENTS**

Vic asked if there were any additional Announcements and there were none.

#### **ADJOURNMENT**

Vic asked for a motion to adjourn today's regular SSLC Governing Council meeting. Sean made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed. Vic adjourned the meeting at 7:07 pm.

## School Governance Change

### **Technology Leadership High School**

On November 1, 2016, a vacancy was created on the Governing Board due to the resignation of Trish Steinbrecher. On November 8, 2016, the vacancy was filled by the designation of Kersti Verna Tyson. Documentation was received on November 15, 2016.

# 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

209

Name of State-Chartered School: Technology Leadership High School

Date submitted: 10/31/2016

Contact Name: Kara Cortazzo

E-mail: [cortazzo@techabq.org](mailto:cortazzo@techabq.org)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Trish Steinbrecher	Resignation	11/1/2016	Relocated to North Carolina	From: 7/1/2015 To: 11/1/2016
Kersti Verna Tyson	Designation	11/8/2016	New Board Member	From: 11/8/2016 To: ongoing
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:

Date: 11-8-16

Printed Name of Governing Council President or Designee:

Albino A. Hernandez

## 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.

I, Trish Steinbrecher, am resigning from Technology Leadership High School Governing Board effective November 1<sup>st</sup>, 2016. Due to my relocation to North Carolina in July 2016, I have found that I am unable to adequately participate in and contribute towards the ongoing, innovative education of these students.

Sincerely,

A handwritten signature in cursive script that reads "Trish Steinbrecher". The ink is dark and the signature is fluid.

Trish Steinbrecher

**AFFIDAVIT OF GOVERNING BODY MEMBER**

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

I, Kersti Tyson, after being duly sworn, state:

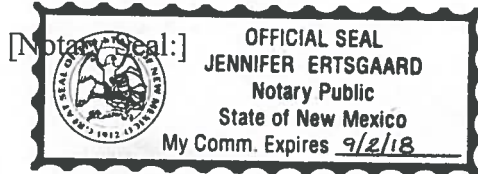
1. My name is Kersti Tyson and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Technology Leadership High School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New 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.

K-Tyson  
[Signature]  
Kersti Tyson  
[Print]

11/08/2016  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8<sup>th</sup> day of November, 2016.



J. Ertsgaard  
NOTARY PUBLIC

My commission expires: September 2, 2018.

## 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.

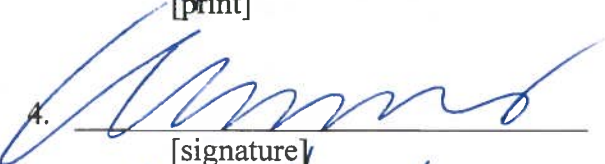
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

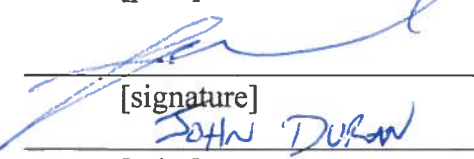
THE FOLLOWING MEMBERS OF THE Technology Leadership High School GIVE THE FOREGOING STATEMENT THIS 8th DAY OF November, 2016.

1.   
[signature]  
Kersti Tyson  
[print]

2.   
[signature]  
John Mierzwa  
[print]

3.   
[signature]  
Alfred Park  
[print]

4.   
[signature]  
Albino A. Hernandez  
[print]

5.   
[signature]  
John Duran  
[print]



## School Governance Change

### **Walatowa Charter High School**

On January 12, 2015, a vacancy was created on the Governing Board due to the resignation of Aaron Cajero. On March 25, 2015, a vacancy was created on the Governing Board due to the resignation of Valerie Todacheene. Although the vacancies were not filled in a timely manner, the first vacancy was filled on September 1, 2015, by the designation of Ryzcard Wasilewski. The second vacancy was filled on October 7, 2015 by the designation of Juanita Toledo. Documentation was received on August 1, 2016.

# 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Charter School: **Walatowa High Charter School**

Date submitted:

Contact Name: **Arrow Wilkinson**

Email: [arrowwilkinson@gmail.com](mailto:arrowwilkinson@gmail.com)

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Aaron Cajero	Resignation	1/12/2015	Mr. Cajero was appointed Jemez Pueblo Lieutenant Governor and his duties and responsibilities will not allow him to continue his services for the Walatowa High Charter School.	From: 5/1/2014 To: 1/12/2015
Valerie Todacheene	Resignation	3/25/2015	Due to increases in work-related travel, Ms. Todacheene decided that she could not continue to fulfill her duties as a WHCS Board Member.	From: 5/1/2014 To: 3/25/2015
Ryzcard Wasilewski	Designation	9/1/2015		From: 9/1/2015 To: 9/1/2018
Juanita C. Toledo	Designation	10/7/2015		From: 10/7/2015 To: 10/7/2018

Original Signature of Governing Council President or Designee: *Kenneth Orlando*

Date: *8/1/2016*

Printed Name of Governing Council President or Designee: *Kenneth Orlando*

## 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 signature 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.

From: <[vtodacheene10@comcast.net](mailto:vtodacheene10@comcast.net)>

Date: Wed, Mar 25, 2015 at 9:16 AM

Subject: School Board Membership Resignation

To: Arrow Wilkinson <[arrowwilkinson@gmail.com](mailto:arrowwilkinson@gmail.com)>

Cc: Kenneth Sando <[kensando2011@hotmail.com](mailto:kensando2011@hotmail.com)>, [schinana@walatowahcs.org](mailto:schinana@walatowahcs.org)

Mr. Wilkinson,

I regret to inform you that I have decided to resign my position as School Board Member from Walatowa Charter School. These past few months my work has increased which has included additional travel. As a result, I feel that the priority as school board member has fallen to the wayside. Therefore, I feel its best to resign my position and allow another individual an opportunity to serve. I believe in the work of Charter schools and commend you, your staff and the school board's effort in creating a quality education for students of the Jemez Pueblo community. I also want to thank you and the Pueblo of Jemez for allowing me to serve, I have learned so much in my short time in this position.

Best of luck and blessings,

Dr. Valerie Todacheene

**Walatowa High Charter School**

**147 Bearhead Canyon Road  
P.O. Box 669  
Jemez Pueblo, NM 87024**

**Voice: (505) 834-0443  
FAX: (505) 834-0449**

***Located on the Jemez Pueblo Indian Reservation***



***"Think Globally, Create Locally"***

To: WHCS Governing Board  
From: A. Wilkinson, WHCS Superintendent/Principal  
Date: January 12, 2015  
Re: Board Resignation

This memo serves as a notification that Aaron Cajero has resigned his position on the WHCS Governing Board.

Mr. Cajero was appointed as the Pueblo of Jemez 1<sup>st</sup> Lieutenant Governor and his duties and responsibilities will not allow him to continue his services for the Walatowa High Charter School.

# AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO )  
 )  
COUNTY OF SANDOVAL )

I, Ryszard Wasilewski after being duly sworn, state as follows:

1. My name is Ryszard Wasilewski, and I reside in Jemez Springs, New Mexico.
2. I am a member of the governing body of the Walatowa High Charter School located in Jemez Pueblo, 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.

R. Wasilewski  
[signature]

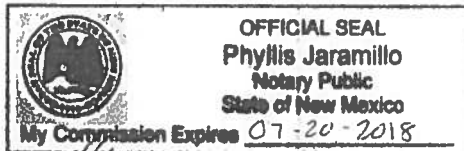
Ryszard Wasilewski, Member of Governing Body of Walatowa High Charter School

9/1/2015

Date

Subscribed and sworn to before me, this 10 day of 1, 2015.

[Notary Seal:]



Phyllis Jaramillo  
[signature of Notary]

Phyllis Jaramillo  
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 07, 20, 2018.

# AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO )  
 )  
COUNTY OF SANDOVAL )

I, Juanita C. Toledo after being duly sworn, state as follows:

1. My name is Juanita C. Toledo, and I reside in Jemez Pueblo, New Mexico.
2. I am a member of the governing body of the Walatowa High Charter School located in Jemez Pueblo, 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.

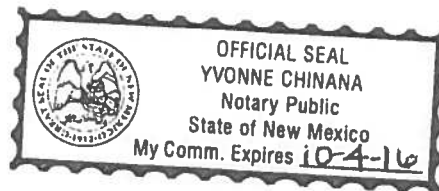
Juanita C. Toledo  
(signature)  
Juanita C. Toledo, Member of Governing Body of Walatowa High Charter School

10/07/15  
Date

Subscribed and sworn to before me, this 7 day of October, 2015.

[Notary Seal:]

Yvonne Chinana  
(signature of Notary)  
YVONNE CHINANA  
(typed name of Notary)



NOTARY PUBLIC

My commission expires: October 4, 2016.

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

We, the undersigned, make up the governing body of the Walatowa High Charter School in Jemez Pueblo, 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 Walatowa High Charter 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 60 days of a change in membership of our governing body.

Kenneth Sando  
(signature)  
Kenneth Sando, Member of Governing Body of Walatowa High Charter School

10/27/2015  
Date

Corrine Yepa  
(signature)  
Corrine Yepa, Member of Governing Body of Walatowa High Charter School

10/27/15  
Date

Stuart Gachupin  
(signature)  
Stuart Gachupin, Member of Governing Body of Walatowa High Charter School

10-30-15  
Date

Kay Liyanasuriya  
(signature)  
Kay Liyanasuriya, Member of Governing Body of Walatowa High Charter School

10.27.2015  
Date

Danielyn Hardy  
(signature)  
Danielyn Hardy, Member of Governing Body of Walatowa High Charter School

10.27.15  
Date

Juanita C. Toledo  
(signature)  
Juanita C. Toledo, Member of Governing Body of Walatowa High Charter School

10/27/15  
Date

R. Wasilewski  
(signature)  
Ryszard Wasilewski, Member of Governing Body of Walatowa High Charter School

10/27/2015  
Date

## C. Report on School Closures



## PUBLIC EDUCATION COMMISSION-CHARTER SCHOOL CLOSURE PLAN

### SCHOOL STUDENT/STAFF/PARENTS/DISTRICT/COMMUNITY ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
	<b>IMMEDIATE FUTURE STEPS</b>			
1	<b>Create “Charter School Closure: Frequently Asked Questions” Document</b>	PEC/PED Staff School Staff	March 1	N/A
2	<b>Establish Transition Team and Assign Roles</b> <u>Team to include but not limited to:</u> - Lead person from Authorizer(PEC/PED) Staff; --PED/CSD Attorney --Contract Business Official - School PED Budget Analyst; - Charter School Board chair; - Lead Administrator from the Charter School; - Lead Finance person from the Charter School; --School Attorney - Lead person from the Charter School Faculty; and, - Lead person from the Charter School Parent Organization -Representative from School District where school resides	PEC/PED Staff School Staff	February 1	Team at school level consists of Director, Office Manager, and Board President

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
3	<b>Assign Transition Team Action Item Responsibilities</b>	PEC/PED Staff School Staff	February 15	
4	<b>Initial Closure Notification Letter: Parents &amp; School</b> Distribute letter to faculty, staff and parents outlining: - Closure decision; - Timeline for transition; and, - Help Line information. School to provide copy to PEC and CSD	School Staff	Week of January 15	Letter was sent on 12-8-16
5	<b>Initial Closure Notification Letter: PED and School District</b>  School to provide copy to PEC and CSD	School Staff	Week of January 15	

	Action Item	Responsibility for Completing Action	Due Date	Status
6	<b>Talking Points/Notice to Community</b>  Create talking points for parents, faculty, community and press. School to provide copy to PEC and CSD	School Staff	Week of April 1	
7	<b>Press Release</b>  School to provide copy to PEC and CSD School to provide copy of notification to newspapers to PEC and CSD	PEC/PED Staff School Staff	Week of March 25	
8	<b>Continue Current Instruction</b>  Continue instruction under current education program per charter contract until end of school calendar for regular school year.	School Staff	Continuous until the end of classes.	3-7-17 School will continue instruction through the end of and scheduled school year. Last day of instruction 5-25-17
9	<b>Terminate Summer Instruction Program</b>  Take appropriate action to terminate any summer instruction, such as canceling teaching contracts.	School Staff	By May 14	No summer program was planned

	Action Item	Responsibility for Completing Action	Due Date	Status
10	<b>Secure Student Records</b> Ensure all student records are organized, up to date and maintained in a secure location.  -Need to organize school records -Review transfer process for legal requirements Includes: SBA/Report Cards, Cum Folders, Discipline/Medical Records, General Records, Special Ed/SAT records	School Staff  PEC/PED Staff for consultation on where records will be stored.	Before June 1	NMAC 1.20.2 instructs on the categories of education records and retention time required. School and BPS will need to review. CSD available for consultation.  3-7-17 Students records are being prepared for archival with the state. Communication continues with the district to attempt to transfer all student records to them prior to June 30, 2017
11	<b>Faculty Contact Information</b> <b>Create Faculty Contact List that includes:</b> - name; - position; - address;- telephone- email. School to provide copy to PEC and CSD.	School Staff	February 1	3-7-17 sent to Sandy Beery
2	<b>Parent Contact Information</b> <b>Create Parent Contact List to include:</b> - student name;- address;- telephone; and - email, if possible. School to provide copy to PEC and CSD	School Staff	February 1	3-7-17 Sent to Sandy Beery

	Action Item	Responsibility for Completing Action	Due Date	Status
13	<b>Convene Faculty/Staff Meeting</b> Communicate commitment to continuing coherent school operations throughout closure transition; - plan to assist students and staff by making closing as smooth as possible; School to provide PEC and CSD copies of all materials distributed at the Faculty/Staff Meeting.	PEC/PED Staff School Staff	March 15	12-8-16 Staff meeting held at the school
14	<b>Convene Parent Closure Meeting</b> Plan and convene a parent closure meeting.	School Staff	March 1	1-11-17 Parent meeting held at the school
15	<b>Maintenance of Location and Communication</b>  Lease status	School Staff	Ongoing until closure complete	3-7-17 Lease for property was sent to Sandy Beery. The lease expires June 30, 2017.

	Action Item	Responsibility for Completing Action	Due Date	Status
	<b>NOTIFICATIONS</b>			
16	<b>Parent/Guardian Closure Transition Letter</b> Distribute letter with detailed guidance regarding transition plan. School to provide copy to PEC and CSD.	School Staff	Week of April 1	3-7-17 This letter will be sent to parents closer to the end of the school year and will include final report cards as well as information regarding how to make records requests after June 30, 2017.
17	<b>Staff/Faculty Closure Transition/Termination Letter</b> Outline transition plans and timelines for staff  School to provide copy to PEC and CSD.	School Staff	Week of April 1	4-5-17 We are working with the Vigil Group on the contents of this letter to include information regarding final pay and benefits. In addition, all current staff will be given a copy of a letter from the school that can serve as a verification of employment  5-5-17 The employee verification letter is in all personnel files.

	Action Item	Responsibility for Completing Action	Due Date	Status
	<b>RECORDS</b>			
18	<b>Final Report Cards and Student Records Notice</b>  School to provide copy of notice to PEC and CSD.	School Staff	One week after end of classes.  STARS reporting complete before 6/30.	3-7-17 These records will be sent after the last day of school. 5-5-17 All students will receive their final report card on 5-23-17.
19	<b>Transfer of Student Records</b> As required by state statute, the school must transfer all student records to students' new school, state agency or other entity.	School Staff	Within one month after end of classes.	-Need to categorize and identify organization format for the storage of records  3-7-17 Students records are being prepared for archival with the state. Communication continues with the district to attempt to transfer all student records to them prior to June 30, 2017
20	<b>Documenting Transfer of Records</b>  School to provide copy of documentation to PEC and CSD  Spreadsheet with areas for receipt of records signature(s)	School Staff PEC/PED Staff	Within one month after end of classes.	3-7-17 Students records are being prepared for archival with the state. Communication continues with the district to attempt to transfer all student records to them prior to June 30, 2017

	<b>Action Item</b>	<b>Responsibility for Completing Action</b>	<b>Due Date</b>	<b>Status</b>
21	<p><b>Transfer of Testing Materials</b></p> <p>The school must determine state requirements regarding disposition of state assessment materials stored at the school and return as required.</p> <p>School to provide letter/documentation outlining transference of SBA testing materials (if applicable). Should be complete as of end of testing window.</p>	<p>School Staff</p> <p>PED/CSD</p>	<p>According to the PED Assessment Timeline</p>	<p>3-7-17 There are no testing materials to be transferred</p>



	Action Item	Responsibility for Completing Action	Due Date	Status
22	<b>Technology</b>  -Server Data-Electronic Records -Network -Backups  PEC/PED to contact Mike Archibeque: PED Chief Information Officer for protocols	PEC/PED Staff School Staff	June 1	3-7-17 The school is working with a tech provider and will have all the hard drives scrubbed before inventory is disposed of

School head administrator and CSD will provide closure status report to the Governing Board at each meeting.

**PUBLIC EDUCATION COMMISSION**  
**CHARTER SCHOOL CLOSURE PLAN**  
**FINANCIAL/OPERATIONAL ACTIONS**

	Action Item	Responsibility for Completing Action	Due Date	Status
23	<b>Secure Financial Records</b> Ensure all financial records are organized, up to date and maintained in a secure location.	School Staff PEC/PED Staff	Week of April 1 and ongoing updates	
24	<b>Establish Authorization for Bank Accounts and Financial Accounting System</b> Contact financial institutions to permit PEC to become signatory and have access to all bank accounts and provide access to PEC to computer accounting system.	PEC/PED Staff School Staff	TBD	

**PEC CHARTER SCHOOL**

**CLOSURE PROCESS**

**(PEC TEMPLATE APPROVAL 12/13/13)**

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
25	<b>Insurance</b> The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation and deterioration.	School Staff	Ongoing until all business related to closure is completed	
26	<b>Notification to Vendors/Creditors</b> School to provide copy of notification to PEC and CSD	School Staff	By May 1	

	Action Item	Responsibility for Completing Action	Due Date	Status
27	<b>Inventory</b> Need to get inventory list of assets and books to BPS asap.	School Staff	By May 15	
28	<b>Disposition of Inventory</b> Asset Inventory list to PED	School Staff	Final by 30 days after school closes	School needs to account for any assets over \$5k. Those assets need to be handled differently.
29	<b>Disposition of Federal Property</b> Check with PED regarding proper procedures for the disposition of property purchased with federal funds.-Title I, Special Ed-IDEA B, and other federal flow through grants	School Staff	Final by 30 days after school closes	

	Action Item	Responsibility for Completing Action	Due Date	Status
30	<b>Payment of Funds/Financial Status</b> The school should notify the authorizer (PEC/PED) to prioritize payment strategy considering state and local requirements.	School Staff	Plan complete by April 15 to close school and ongoing activity until completed	
31	<b>Facility</b> Determine lease status and notify landlord.	School Staff	By May 1	

	Action Item	Responsibility for Completing Action	Due Date	Status
32	<b>Notification of Employees and Benefit Providers</b>  School to provide copy to PEC and CSD	School Staff PEC/PED Staff	By March 1	
33	<b>Notification of Contractors Agreement</b>  The school must create a list of all contractors with contracts in effect.  School to provide documentation that this has occurred to PEC and CSD	School Staff	By April 15 and continuing until school operations are finished after closure.	

## PEC CHARTER SCHOOL

## CLOSURE PROCESS

## (PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
34	<b>Disposition of Records</b>  Business Records Storage (?) -Reports -MOUs -Contracts -Personnel Records -Other records (?)	School Staff	Within 2 months of the closing date and ongoing (Starting May 1)	
35	<b>Audit</b>  The school must perform final close out audit. Notify and schedule audit with independent auditors. School to provide copy to PEC and CSD.	School Staff	Within 1 month of year-end thru completion of audit	
36	<b>Itemized Financials</b>  School to prepare and provide report to PEC and PED/CSD with a Copy to BPS.	School Staff	Within 30 days of closure (year-end)	

	Action Item	Responsibility for Completing Action	Due Date	Status
37	<b>Payroll Reports</b> School to provide copies of all materials to PEC and CSD.	School Staff	Within 30 days of closure	
38	<b>List of Creditors and Debtors</b> Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor.  School to provide copy to PEC and PED/CSD and BPS.	School Staff	Monthly updates	
39	<b>IRS Status-Cancel/Update</b> -1099 and W2 -941 Final Report	School Staff	Jan/Feb. 2015	
40	<b>Legal Issue(s): (If applicable)</b>	School Staff NMPSIA PED/CSD	Ongoing	

## PEC CHARTER SCHOOL

## CLOSURE PROCESS

## (PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up



	Action Item	Responsibility for Completing Action	Due Date	Status
41	Utilization of Operational Budget approved by PED (if applicable)	School Staff PED/CSD	On going	
42	Notice to PED Divisions and Bureaus	CSD	60 Days prior to school closure	

**This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.**

**We strongly suggest you retain legal counsel to assist you in the closure process.**

**PED/CSD and PEC will provide oversight and monitoring for all applicable actions.**

## PUBLIC EDUCATION COMMISSION-CHARTER SCHOOL CLOSURE PLAN

### SCHOOL STUDENT/STAFF/PARENTS/DISTRICT/COMMUNITY ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
	<b>IMMEDIATE FUTURE STEPS</b>			
1	<b>Create “Charter School Closure: Frequently Asked Questions” Document</b>	PEC/PED Staff School Staff	March 1	
2	<b>Establish Transition Team and Assign Roles</b> <u>Team to include but not limited to:</u> - Lead person from Authorizer(PEC/PED) Staff; <b>Sandy Beery</b> --PED/CSD Attorney; --Contract Business Official; <b>The Vigil Group, LLC</b> - School PED Budget Analyst; <b>Sean Fry</b> - Charter School Board chair; <b>Ann Doucett</b> - Lead Administrator from the Charter School; <b>Alecs Mojica</b> - Lead Finance person from the Charter School; <b>Sean Fry</b> --School Attorney <b>Jennifer Henry</b> - Lead person from the Charter School Faculty <b>Deb Moya</b> ; and, - Lead person from the Charter School Parent Organization <b>Katrina Brown</b>	PEC/PED Staff School Staff	February 1	<b>Done Jan. 10, 2017 with GC (see names in bold under/ next to team)</b>

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	-Representative from School District where school resides <b>Rachel Rodriguez, Gallup McKinley County Scl</b>			
	Action Item	Responsibility for Completing Action	Due Date	Status
3	<b>Assign Transition Team Action Item Responsibilities</b>	PEC/PED Staff School Staff	February 15	<b>Done 2/2/2017</b>
4	<b>Initial Closure Notification Letter: Parents &amp; School</b> Distribute letter to faculty, staff and parents outlining: - Closure decision; - Timeline for transition; and, - Help Line information. School to provide copy to PEC and CSD	School Staff	Week of January 15	<b>Completed 1/20/2017 and emailed to PEC &amp; CSD on 1/25/2017</b>
5	<b>Initial Closure Notification Letter: PED and School District</b>  School to provide copy to PEC and CSD	School Staff	Week of January 15	<b>Completed 1/25/2017 and emailed to PEC &amp; CSD</b>

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
6	<b>Talking Points/Notice to Community</b>  Create talking points for parents, faculty, community and press. School to provide copy to PEC and CSD	School Staff	Week of April 1	
7	<b>Press Release</b> School to provide copy to PEC and CSD School to provide copy of notification to newspapers to PEC and CSD	PEC/PED Staff School Staff	Week of March 25	Independent article 2/28/17 copy emailed to PEC/CSD, S. Beery 3/6/17
8	<b>Continue Current Instruction</b> Continue instruction under current education program per charter contract until end of school calendar for regular school year.	School Staff	Continuous until the end of classes.	The school is continuing instruction through the end of the school year
9	<b>Terminate Summer Instruction Program</b> Take appropriate action to terminate any summer instruction, such as canceling teaching contracts.	School Staff	By May 14	Not applicable as no summer school session had been scheduled
	Action Item	Responsibility for Completing Action	Due Date	Status

10	<b>Secure Student Records</b> Ensure all student records are organized, up to date and maintained in a secure location.  -Need to organize school records -Review transfer process for legal requirements Includes: SBA/Report Cards, Cum Folders, Discipline/Medical Records, General Records, Special Ed/SAT records	School Staff  PEC/PED Staff for consultation on where records will be stored.	Before June 1	NMAC 1.20.2 instructs on the categories of education records and retention time required. School and BPS will need to review. CSD available for consultation.  <b>Met with PED Consultant, Sandy Beery, 1/30/17 and 3/2/17 to discuss. Met with GMCS Representative Rachel Rodriguez, to begin discussion on transfer of student records. The district and school are making arrangements to transfer all student records to the district after the end of the school year but before June 30, 2017</b>  <b>3-26-17 Second meeting with the district and a plan is in place for transfer of all student records prior to June 30, 2017</b>
11	<b>Faculty Contact Information</b> <b>Create Faculty Contact List that includes:</b> - name; - position; - address;- telephone- email. School to provide copy to PEC and CSD.	School Staff	February 1	<b>Completed 2/1/2017 and emailed to PEC &amp; CSD on 2/1/2017 at 2:53 pm</b>
2	<b>Parent Contact Information</b> <b>Create Parent Contact List to include:</b> - student name;- address;- telephone; and - email, if possible. School to provide copy to PEC and CSD	School Staff	February 1	<b>Completed 2/3/2017 and emailed to PEC &amp; CSD on 2/5/2017 @11:30 am</b>
Action Item		Responsibility for	Due Date	Status

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

		Completing Action		
13	<b>Convene Faculty/Staff Meeting</b> Communicate commitment to continuing coherent school operations throughout closure transition; - plan to assist students and staff by making closing as smooth as possible; School to provide PEC and CSD copies of all materials distributed at the Faculty/Staff Meeting.	PEC/PED Staff School Staff	March 15	<b>Included in Staff Agenda on January 13 &amp; 27, 2017.</b>  <b>Agendas emailed to PEC &amp; CSD on 2/2/2017</b>
14	<b>Convene Parent Closure Meeting</b> Plan and convene a parent closure meeting.	School Staff	March 1	<b>Conducted Parent Meetings on JAN 3, JAN 4 by Director</b>  <b>Conducted Parent Meeting on JAN 10 by GC</b>  <b>Agendas emailed to PEC &amp; CSD on 2/2/2017</b>
15	<b>Maintenance of Location and Communication</b>  Lease status	School Staff	Ongoing until closure complete	<b>Lease end date is June 30, 2017. An electronic copy of the lease has been sent to S Beery.</b>
	Action Item	Responsibility for Completing Action	Due Date	Status
	NOTIFICATIONS			
16	<b>Parent/Guardian Closure Transition Letter</b>			<b>This letter will be sent closer to the end</b>

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

242

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Distribute letter with detailed guidance regarding transition plan. School to provide copy to PEC and CSD.	School Staff	Week of April 1	of the school year and will indicate when parents can anticipate receiving final report cards and where requests for records may be sent after the close of the school.  4-20-17 Letter sent to parents
17	<b>Staff/Faculty Closure Transition/Termination Letter</b> Outline transition plans and timelines for staff  School to provide copy to PEC and CSD.	School Staff	Week of April 1	We are working with the Vigil Group on the contents of this letter to include information regarding final pay and benefits. In addition, all current staff will be given a copy of a letter from the school that can serve as a verification of employment.
Action Item		Responsibility for	Due Date	Status

## PEC CHARTER SCHOOL

## CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

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Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

		Completing Action		
	RECORDS			
18	<b>Final Report Cards and Student Records Notice</b>  School to provide copy of notice to PEC and CSD.	School Staff	One week after end of classes.  STARS reporting complete before 6/30.	Final reports cards will be given to parents on the final day of school. STARS EOY reporting will be complete before June 30, 2017.
19	<b>Transfer of Student Records</b> As required by state statute, the school must transfer all student records to students' new school, state agency or other entity.	School Staff	Within one month after end of classes.	-Need to categorize and identify organization format for the storage of records  We are working out the details of the transfer of all student records to the district. The process will include documentation of transfer of these records  3-26-17 Second meeting with the district and a plan is in place for transfer of all student records prior to June 30, 2017
20	<b>Documenting Transfer of Records</b>  School to provide copy of documentation to PEC and CSD  Spreadsheet with areas for receipt of records signature(s)	School Staff PEC/PED Staff	Within one month after end of classes.	See above



	Action Item	Responsibility for Completing Action	Due Date	Status
21	<p><b>Transfer of Testing Materials</b></p> <p>The school must determine state requirements regarding disposition of state assessment materials stored at the school and return as required.</p> <p>School to provide letter/documentation outlining transference of SBA testing materials (if applicable). Should be complete as of end of testing window.</p>	<p>School Staff</p> <p>PED/CSD</p>	<p>According to the PED Assessment Timeline</p>	<p>There are no testing materials to be transferred. All testing is done on-line.</p>

	Action Item	Responsibility for Completing Action	Due Date	Status
22	<b>Technology</b>  -Server Data-Electronic Records -Network -Backups  PEC/PED to contact Mike Archibeque: PED Chief Information Officer for protocols	PEC/PED Staff School Staff	June 1	<b>Met with Technology Consultant 2/1/17 to discuss process. OneServe Inc is POC for server, network, and backups.</b>  <b>4-3-17 Plans in place to complete electronic records back up and scrubbing of all hard drives and the server</b>

School head administrator and CSD will provide closure status report to the Governing Board at each meeting.

**PEC CHARTER SCHOOL**

Completed tasks

**CLOSURE PROCESS**

School Priority Tasks/Events

PEC/PED Follow-up

**(PEC TEMPLATE APPROVAL 12/13/13)**

District Follow-Up

**PUBLIC EDUCATION COMMISSION**  
**CHARTER SCHOOL CLOSURE PLAN**  
**FINANCIAL/OPERATIONAL ACTIONS**

	Action Item	Responsibility for Completing Action	Due Date	Status
23	<b>Secure Financial Records</b> Ensure all financial records are organized, up to date and maintained in a secure location.	School Staff PEC/PED Staff	Week of April 1 and ongoing updates	
24	<b>Establish Authorization for Bank Accounts and Financial Accounting System</b> Contact financial institutions to permit PEC to become signatory and have access to all bank accounts and provide access to PEC to computer accounting system.	PEC/PED Staff School Staff	TBD	

	Action Item	Responsibility for Completing Action	Due Date	Status
25	<b>Insurance</b> The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation and deterioration.	School Staff	Ongoing until all business related to closure is completed	
26	<b>Notification to Vendors/Creditors</b> School to provide copy of notification to PEC and CSD	School Staff	By May 1	

	Action Item	Responsibility for Completing Action	Due Date	Status
27	<b>Inventory</b> Need to get inventory list of assets and books to BPS asap.	School Staff	By May 15	The school is preparing inventory lists for discard and disposal to present to the GC for approval. The school does not own any assets valued over \$5,000
28	<b>Disposition of Inventory</b> Asset Inventory list to PED	School Staff	Final by 30 days after school closes	School needs to account for any assets over \$5k. Those assets need to be handled differently.  A process will be implemented to dispose of all inventory. This process will be overseen by the school and S Beery. All inventory will either be discarded or disposed of prior to June 30, 2017
29	<b>Disposition of Federal Property</b> Check with PED regarding proper procedures for the disposition of property purchased with federal funds.-Title I, Special Ed-IDEA B, and other federal flow through grants	School Staff	Final by 30 days after school closes	Any inventory purchased with Federal funds will be disposed of following the procedures indicated by PED.

	Action Item	Responsibility for Completing Action	Due Date	Status
30	<b>Payment of Funds/Financial Status</b> The school should notify the authorizer (PEC/PED) to prioritize payment strategy considering state and local requirements.	School Staff	Plan complete by April 15 to close school and ongoing activity until completed	
31	<b>Facility</b> Determine lease status and notify landlord.	School Staff	By May 1	The lease expires June 30, 2017 and the landlord has already been notified of the closure of the school.

	Action Item	Responsibility for Completing Action	Due Date	Status
32	<b>Notification of Employees and Benefit Providers</b>  School to provide copy to PEC and CSD	School Staff PEC/PED Staff	By March 1	Will work with the Vigil Group to prepare the letter for staff outlining final pay and benefits.  5-5-17 Letter to be sent 5-20-17
33	<b>Notification of Contractors Agreement</b>  The school must create a list of all contractors with contracts in effect.  School to provide documentation that this has occurred to PEC and CSD	School Staff	By April 15 and continuing until school operations are finished after closure.	5-5-17 Vigil Group will send out letters and notify UCS and S Beery when complete

## PEC CHARTER SCHOOL

## CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
34	<b>Disposition of Records</b>  Business Records Storage (?) -Reports -MOUs -Contracts -Personnel Records -Other records (?)	School Staff	Within 2 months of the closing date and ongoing (Starting May 1)	
35	<b>Audit</b>  The school must perform final close out audit. Notify and schedule audit with independent auditors. School to provide copy to PEC and CSD.	School Staff	Within 1 month of year-end thru completion of audit	
36	<b>Itemized Financials</b>  School to prepare and provide report to PEC and PED/CSD with a Copy to BPS.	School Staff	Within 30 days of closure (year-end)	



	Action Item	Responsibility for Completing Action	Due Date	Status
37	<b>Payroll Reports</b> School to provide copies of all materials to PEC and CSD.	School Staff	Within 30 days of closure	
38	<b>List of Creditors and Debtors</b> Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor.  School to provide copy to PEC and PED/CSD and BPS.	School Staff	Monthly updates	
39	<b>IRS Status-Cancel/Update</b> -1099 and W2 -941 Final Report	School Staff	Jan/Feb. 2017	W2/1099 sent out 1/27/17; mailed 1/30/17. 941 Reports sent 1/15/17 and quarterly, as required
40	<b>Legal Issue(s): (If applicable)</b>	School Staff NMPSIA PED/CSD	Ongoing	

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
41	Utilization of Operational Budget approved by PED (if applicable)	School Staff PED/CSD	On going	
42	Notice to PED Divisions and Bureaus	CSD	60 Days prior to school closure	

**This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.**

**We strongly suggest you retain legal counsel to assist you in the closure process.**

**PED/CSD and PEC will provide oversight and monitoring for all applicable actions.**