

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: July 19, 2017
- II. Item Title: Report From Options For Parents & The Charter School Division--Discussion And Possible Actions
 - A. Charter School Division Update
 - B. Report on Governance Changes
 - i. Albuquerque School of Excellence
 - ii. Aldo Leopold Charter High School
 - iii. Alma d/Arte Charter High School
 - iv. Anthony Charter School
 - v. Dzil Ditl'ool School of Empowerment, Action and Perseverance (DEAP)
 - vi. Sandoval Academy of Bilingual Education (SABE)
 - vii. South Valley Preparatory School
 - viii. New Mexico School for the Arts
 - ix. Cariños del Los Niños
 - C. Working with Public Impact on Revising Performance Frameworks
- III. Executive Summary and Proposed Motions:

A. Charter School Division Update

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

B. Report on Governance Changes

- i. Albuquerque School of Excellence
- ii. Aldo Leopold Charter High School
- iii. Alma d/Arte Charter High School
- iv. Anthony Charter School
- v. Dzil Ditl'ool School of Empowerment, Action and Perseverance (DEAP)
- vi. Sandoval Academy of Bilingual Education (SABE)
- vii. South Valley Preparatory School
- viii. New Mexico School for the Arts
- ix. Cariños del Los Niños

C. Working with Public Impact on Revising Performance Frameworks

Public Education Commission

On-going Actions and Monitoring as of July 13, 2017

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

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

Public Education Commission
On-going Actions and Monitoring as of July 13, 2017

			<ul style="list-style-type: none"> • An appeal hearing was scheduled for February 16, 2017. • The PEC filed a motion to continue the hearing. • The hearing was continued to March 2, 2017 at 1:30 PM. • On February 21, the PEC rescinded the non-approval and granted a 3 year conditional approval. • On February 27, the PED issued an Order Vacating the Hearing for March 2nd in the appeal. (attached) • EVCA filed an appeal (and associated pleadings) of the three year conditional renewal on April 14, April 18, and April 24. • A hearing was scheduled for May 10. • The PEC filed a brief in the matter on May 5. • The CSD filed a brief on May 8. • A pre-hearing conference was held on May 8 at the request of EVCA, who sought an extension of the date of hearing. • A hearing was held on June 9th. Commissioners Gipson, Armbruster, and Johnston were in attendance. • The hearing officer's report was submitted to the PED Secretary
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Public Education Commission
On-going Actions and Monitoring as of July 13, 2017

			<p>of Education dated June 21, 2017. The hearing officer's recommendation affirmed the CSD's initial recommendation of a five year approval with conditions and recommended the reversal of the PEC's decision.</p> <ul style="list-style-type: none"> • The hearing officer concluded the PEC did not act in accordance with the Open Meetings Act in the discussion of reasoning to vote against the CSD recommendation and instead approve EVCA for three years with conditions.
Dzil Ditl'ooi School of Empowerment, Action and Perseverance (DEAP)	Notice of Intent to Revoke DEAP Charter – July 7, 2017	<ul style="list-style-type: none"> • The PED presented a list of concerns about the school based on its audits findings and provided testimony to the PEC on June 15, 2017. • The Intent to Revoke is based on concerns about fiscal management, the implementation of generally accepted accounting procedures, and the performance of administrative functions by a non-licensed individual. 	<ul style="list-style-type: none"> • Notice of Intent to Revoke the DEAP Charter was emailed to the head administrator, board chair, and attorneys. • On July 12, 2017, the DEAP Governing Board President informed the CSD that a new Head Administrator started on July 11, 2017.

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

Charter School Name	Date of Commission Request	Matter	Next Report
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Public Education Commission
On-going Actions and Monitoring as of July 13, 2017

Southwest Learning Centers		Ongoing investigation.	
Coral Community Charter	December 7, 2016	<ul style="list-style-type: none"> • Academic Improvement Plan • Audit Corrective Action Plan 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Mission Achievement Success	December 7, 2016	<ul style="list-style-type: none"> • Audit Corrective Action Plan 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Southwest Aeronautics Mathematics and Sciences	December 8, 2016	<ul style="list-style-type: none"> • Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Southwest Primary Learning Center	December 8, 2016	<ul style="list-style-type: none"> • Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Southwest Secondary Learning Center	December 8, 2016	<ul style="list-style-type: none"> • Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Walatowa High Charter School	December 9, 2016	<ul style="list-style-type: none"> • Audit Corrective Action Plan • Corrective Action Plans <ul style="list-style-type: none"> ○ Timely STARS reporting ○ Governing board training 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Estancia Valley Classical Academy	February 21, 2017	<ul style="list-style-type: none"> • Complaints under ADA, Sect. 504, IDEA • Revised policies 	<ul style="list-style-type: none"> • April 1, 2017 in WebEPSS • Quarterly thereafter
La Promesa Early Learning Center	May 12, 2017	<ul style="list-style-type: none"> • Corrective Action Plan 	<ul style="list-style-type: none"> • August 15, 2017 (repeated annually) – assurances that the school has not hired Analee Maestas or family members • August 30, 2017 – completion of governance training by PED • October 4, 2017 – proposed training/professional development plan for school leader; report on NMDASH planning; submission of governance recruitment and selection plan and revised bylaws; submission of credentials of external board and principal evaluator; report on

Public Education Commission
On-going Actions and Monitoring as of July 13, 2017

			<ul style="list-style-type: none">compliance with FY16 audit CAP;• January 1, 2018 – report on training/professional development and report on NMDASH planning• April 1, 2018 – final report on training/professional development and report on NMDASH planning• Three days after WIDA testing – WIDA data• May 20, 2018 – NWEA data reporting• Date of Annual Audit – disclosures of foundation membership
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Public Education Commission
On-going Actions and Monitoring as of July 13, 2017

Status of Governing Body Resignations

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

Public Education Commission
On-going Actions and Monitoring as of July 13, 2017
 Schools Looking for a New Facility

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

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. This vacancy was filled on May 13, 2017 by the designation of Kathy Bustos-Garcia.

On June 7, 2017, a vacancy was created on the Governing Board by the resignation of Sayavur Bakhtiyarov. The school has received notification that this position must be filled by July 22, 2017 unless an extension request is received.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Albuquerque School of Excellence

Current Number of Governing Body Members: 7

Date submitted: 6/2/2017

Contact Name: Salih Aykac

E-mail: say@abqse.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Kathy Bustos-Garcia	13201 Lomas Blvd. NE Albuquerque NM 87123 5052509295	Designation	5/13/2017	Click here to enter Board Member name.	<i>From:</i> 5/13/2017 <i>To:</i> Click here to enter a date.
	kgarcia@abqse.org				
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.

Original Signature of Governing Council President or Designee: _____ Date: _____

Printed Name of Governing Council President or Designee: _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Kathleen Garcia, after being duly sworn, state:

1. My name is Kathleen Garcia and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Albuquerque School of Excellence 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.

Kathleen Garcia
[Signature]

5-16-17
Date

Kathleen Garcia
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16 day of May, 2017.

[Notary Seal:]

Wendy Myrick
NOTARY PUBLIC

My commission expires: 8-6, 2020.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

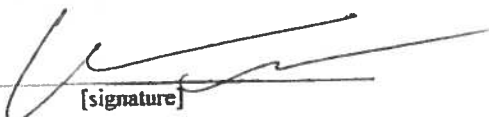
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Albuquerque School of Excellence'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 ALBUQUERQUE SCHOOL OF EXCELLENCE
GIVE THE FOREGOING STATEMENT THIS 15 DAY OF MAY, 2017.

1. 
[signature]

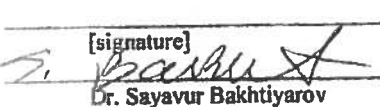
Dr. Osman Anderoglu

2. 
[signature]

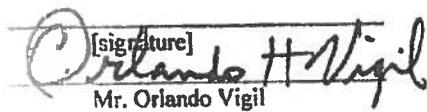
Dr. Eric Coontz

3. 
[signature]

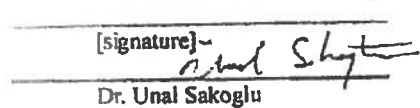
Dr. Mustafa Cetin

4. 
[signature]

Dr. Sayavur Bakhtiyarov

5. 
[signature]

Mr. Orlando Vigil

6. 
[signature]

Dr. Unal Sakoglu

Attach additional pages if membership exceeds five.

MEETING MINUTES
ALBUQUERQUE SCHOOL OF EXCELLENCE
GOVERNING COUNCIL MEETING
May 13, 2017

These are the minutes of the governing council meeting of Albuquerque School of Excellence. This meeting was held at 10:00 AM on May 13, 2017 at 13201 Lomas Blvd. NE Albuquerque, NM 87112.

I. Attendance

The meeting was called to order by Dr. Osman Anderoglu. The following members of the Governing Council were present; Dr. Anderoglu, Dr. Sakoglu, Dr. Cetin and Mr. Vigil. Following members were absent; Dr. Sayavur Bakhtiyarov and Dr. Eric Coontz.

II. Call to order, establishment of quorum

These persons listed above are named the governing council of the Albuquerque School of Excellence in the articles of incorporation and their attendance constituted a quorum.

III. Public Comments

No public comment.

IV. (Action) Approval of Current Agenda Items

- a. No removal/moving of any action item.
- b. No new item added.

Dr. Anderoglu made a motion to approve the agenda items.
Dr. Sakoglu seconded. It passed 4-0-0.

IV. (Action) Approval of previous GC meeting minutes

Dr. Anderoglu made a motion to approve the previous meeting minutes. Dr. Sakoglu seconded. Dr. Cetin abstained. It passed 3-0-1.

VI. (Discussion) Reports

- a. Our Business Manager, Sean Fry, provided brief report on financials.
- b. Mr. Aykac provided a written report regarding enrollment update, recruitment, job fair, testing, graduation, new 3D design and Printer program and Summer STEM Camp at UNM.

VII. (Action) Approval of BARs

Dr. Anderoglu motioned that we approve the BARs 11000-1617-0018-I, 27103-1617-0019-I, 24106-1617-0020-I. 11000-1617-0021D-I, 23000-1617-00200-I. Mr. Vigil seconded the motion. The motion passed 4-0-0.

VIII. (Action) Approval of Financial Report for March and April

Business Manager provided a report to GC members prior the meeting. Dr. Anderoglu moved that we approved the reports.
Dr.Cetin seconded the motion. It passed 4-0-0.

IX. (Action) Approval of Annual Open Meeting Act Resolution

MR. Vigil moved that we approved the resolutions. Dr. Sakoglu seconded the motion. It passed 4-0-0.

X. (Action) Approval of ASE Mentorship Program

Dr. Anderoglu moved to table the proposed Mentorship program for next meeting. Dr. Cetin seconded. Motion tabled 4-0-0

XI. (Action) Approval of JAnitorail Service Agreement for 2017-18 SY

Board presented three proposals. Dr. Anderoglu moved to approve the proposal from Jani King and Mr. Vigil seconded. Motion passed 4-0-0

XII. (Action) Approval of Contarct with Vigil Group for 2017-18 SY

Dr. Anderoglu moved to approve the contract with Vigil Group and Mr.Vigil seconded the motion. It passed 4-0-0.

XIII. (Action) Approval of Contract for Consulting Services with ACR for 2017-18 SY

Dr. Anderoglu moved to approve the contract with Vigil Group and Mr.Vigil seconded the motion. It passed 4-0-0.

XIV. (Action) Approval of Title-I and II Applications for 2017-18 SY

Mr.Vigil moved to approve the Title-I & Title-II applications.

Dr. Sakoglu seconded the motion. It passed 4-0-0.

XV. (Action) Approval of IDEA-B Applications for 2017-18 SY

IDEA-B application was not published by the state yet.

Dr. Anderoglu moved to table this item for next meeting. Dr.

Sakoglu seconded the motion. Motion tabled 4-0-0.

XVI. (Action) Selection of New GC Member

Dr.Anderoglu mentioned that we received two applications but one of the applicant was our current parent. Because of the limitation on number of parents could serve on GC , the applicant's application was not eligible. GC members voted for the second applicant. Mrs. Kathy Garcia- Bustos received full votes from all members presented. Dr. Anderosn moved to approve the election result. Mr. Vigil seconded. She was selected as 7th member of ASE GC.

XVII. Closing Remarks and Adjournment

Principal Aykac mentioned that CSD proposed to increase required training hours for new and current members.

Dr. Anderoglu adjourned the meeting.

Dr. Osman Anderoglu
ASE Governing Council President

Date

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Albuquerque School of Excellence

Current Number of Governing Body Members: 6

Date submitted: 6/27/2017

Contact Name: Salih Aykac

E-mail: say@abqse.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Sayavur Bakhtiyarov	9700 G Avenue, SE Kirtland AF, NM 87117 50584640458 Bakhtiyarov, Sayavur < sayavur.bakhtiyarov@nmt.edu >	Resignation	6/17/2017	Moving Out of Country	From: 2011 To: 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: 6/27/17

Printed Name of Governing Council President or Designee: _____

Salih Aykac

Form 10-12-17

June 7, 2017

To: Mr. Salih Aykac, Principal
Dr. Osman Anderoglu, Governing Council Chair
Albuquerque School of Excellence
13201 Lomas Blvd NE
From: Dr. Sayavur Bakhtiyarov, Governing Council Member
RE: Letter of Resignation from Governing Council

Dear Mr. Aykac and Dr. Anderoglu,

I will be out of the country for coming academic year. Please accept my resignation from the Governing Council of ASE. It was a great privilege and honor to serve at this council for several years. I wish GC and ASE a great success in future.

Sincerely,

S. Bakhtiyarov

Sayavur Bakhtiyarov

School Governance Change

Aldo Leopold Charter High School

On January 2, 2017, a vacancy was created on the Governing Board by the resignation of Jose Herrera. Although the vacancy was not filled in a timely fashion, this vacancy was filled on March 2, 2017 by the designation of Al Sandoval. Notice of these changes was received by the PED on June 14, 2017.

The PED was also notified of the designation of two additional board members, Christa Osborn and Martin Maxwell, on March 2, 2017. Notice of these changes was also received by the PED on June 14, 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: Aldo Leopold Charter School Current Number of Governing Body Members: Eight

Date submitted: 5/16/2017 Contact Name: Wayne Sherwood E-mail: wsherwood@aldocs.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
AJ Sandoval	4033 Fran Road 520-603-7260 ajsandoval@aldocs.org	Designation	5/11/2017	New Member	From: 5/11/2017 To: 6/11/2020
Christa Osborn	2014 N. Yucca Drive 928-606-2264 cosborn@aldocs.org	Designation	5/11/2017	New Member	From: 5/11/2017 To: 6/11/2020
Jose Herrera	507 N. California Silver City, NM 88061 660-349-9892 (Cell) jherrera9953@gmail.com	Resignation	5/11/2017	Moved out of town	From: 9/10/2015 To: 1/2/2017

Original Signature of Governing Council President or Designee: _____

Date: 5/24/17

Printed Name of Governing Council President or Designee: David Peck

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

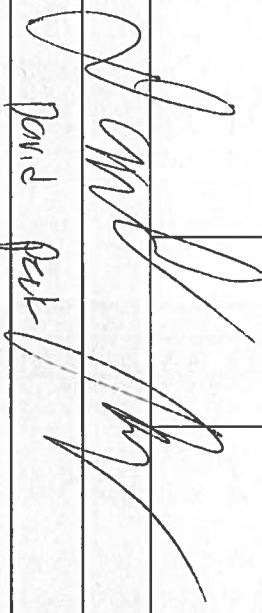
Name of State-Chartered School: Aldo Leopold Charter School Current Number of Governing Body Members: Eight

Date submitted: 5/23/2017 Contact Name: Wayne Sherwood E-mail: wsherwood@aldocs.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
Martin Maxwell	314 Bayard Street Silver City, NM 88061 505-249-7911 (cell) mmaxwell@aldocs.org	Designation	5/11/2017	New Member	From: 5/11/2017 To: 7/11/2020
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter email address. Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

 Date: 5/24/17
David Park

From: Jose Herrera [<mailto:Jose.Herrera@wnmu.edu>]

Sent: Wednesday, November 30, 2016 12:16 PM

To: David Peck <dpeck350@gmail.com>; Cathie Gomez <cgomez@aldocs.org>; Wayne Sherwood <wsherwood@aldocs.org>; Harry Browne <hbrowne@aldocs.org>; Ken Stone <kstone@aldocs.org>; Shauna McCosh <shauna.mccosh@gmail.com>; Andrea Sanchez <asanchez@aldocs.org>; Dave Chandler <dchandler@aldocs.org>; Dale Lane <dlane@aldocs.org>; Mary Gruszka <mgruszka@aldocs.org>; Jose Herrera <jherrera@aldocs.org>

Subject: moving on

Good morning beautiful Aldo people. This went out this morning, but unfortunately, the message also has some repercussions for my service on the board. I would be happy to help in the transition, and I wish I could have offered more than a couple of weeks' notice. Things happen very quickly in academia and this often means that you are left apologizing and offering regrets.

Please let me know if you would like for me to participate in any action or activities to facilitate the transition, otherwise, thank you for allowing the privilege and opportunity to oversee such a wonderful school, students and staff.

In apology,

Jose

Dear Friends and Colleagues,

A short note to let you know that I will be moving to Dobbs Ferry, NY where I have been offered a Provost's position at Mercy College beginning January 17th, 2017. Although I am excited about my new job, it is with mixed emotions that I leave Western and Silver City. I was truly blessed to serve and contribute to such a wonderful community and university. As I look back on my time here, I will take with me many wonderful memories and hope to continue the friendships I have developed.

All transitions and some opportunities rarely are well-timed and I realize that this is no different. I will work with Drs. Shepard, Crocker and Hoy to help in any way that I can to help make that transition as smooth as possible. There are still some loose strings that I hope I can tie in the coming weeks, including the need to fulfill my responsibilities to a couple research projects and I hope to resolve during the summer as well.

With gratitude and appreciation,

Jose Herrera

jherrera9953@gmail.com

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF GRANT)

I, Albert J. Sandora, after being duly sworn, state:

1. My name is Albert J. Sandora and I reside in Silver City, New Mexico.
2. I am a member of the governing body of the [Aldo Leopold Charter School] in Silver City, 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 [Aldo Leopold 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.

A.J. Sandora
[Signature]

5/23/17
Date

Albert J. Sandora
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 23 day of May, 2017.

[Notary Seal:]

Catherine Gony
NOTARY PUBLIC

My commission expires: Feb. 26, 20 20.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF GRANT)

I, Christa Osborn, after being duly sworn, state:

1. My name is Christa Osborn and I reside in Silver City, New Mexico.
2. I am a member of the governing body of the [Aldo Leopold Charter School] in Silver City, 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 [Aldo Leopold 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.

Christa Osborn
[Signature]

5/30/2017
Date

Christa Osborn
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 23 day of May, 2017.

[Notary Seal:]

Catherine Gomez
NOTARY PUBLIC

My commission expires: Feb. 26, 2020.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF GRANT)

I, Martin Maxwell, after being duly sworn, state:

1. My name is Martin Maxwell and I reside in Silver City, New Mexico.
2. I am a member of the governing body of the [Aldo Leopold Charter School] in Silver City, 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 [Aldo Leopold 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.

Martin Maxwell
[Signature]

5.23.17
Date

Martin Maxwell
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 23 day of May, 2017.

[Notary Seal:]

Catharine Gray
NOTARY PUBLIC

My commission expires: Feb. 26, 2020.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Aldo Leopold Charter School], located in Silver City, 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 [Aldo Leopold 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 [Aldo Leopold Charter School] GIVE THE FOREGOING STATEMENT THIS 23 DAY OF May, 2017.

1. Christa Osborn
[signature]
Christa Osborn, Member
[print]

2. Martin Maxwell
[signature]
Martin Maxwell, Member
[print]

3. A.J. Sandoval
[signature]
A.J. Sandoval, Member
[print]
[print]

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [insert name of school], located in Silver City, New Mexico.

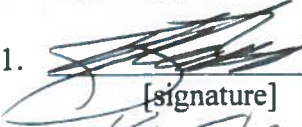
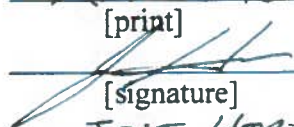
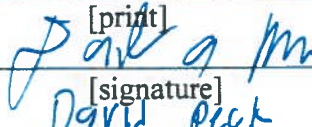
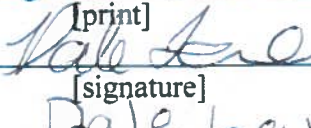
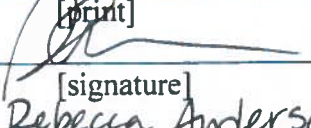
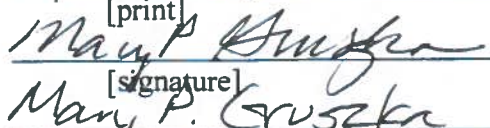
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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 **ALDO LEOPOLD CHARTER SCHOOL** GIVE THE FOREGOING STATEMENT THIS 11th DAY OF September, 2014.

1.  9-10-15
[signature]
Ken Stone
[print]
2. 
[signature]
JOSE HERRERA
[print]
3. 
[signature]
David Peck
[print]
4. 
[signature]
Dale Hane
[print]
5. 
[signature]
Rebecca Anderson
[print]
6. 
[signature]
Mary P. Gruszka
[print]

Attach additional pages if membership exceeds five.

Minutes of Governing council meeting of 9 March 2017

- I. Convene. Does this really need to be an agenda item?
- II. Agenda Approval. Done.
- III. Dale Lane did a bang-up job of reading our Vision and Mission.
- IV. Minutes Review & Approval from Feb. – Done.
- V. Student Council report. Lincoln Herrera-Brandsberg described VERY briefly the various trips that are going on. He was filling in for Student Council president Daniel Gruszka, who is on the Leadership Enhancement Workshop trip and therefore could not be here.
- VI. Public Comment. None.
- VII. Staff Reports.
 - a. David Boyce, IT Manager, gave a report about our proposed Acceptable (Internet) Use Policy. Changes were suggested by David Peck and Shauna McCosh. Policy Committee will consider final edits and present to the GC for approval next meeting.
 - b. Cheryl Head gave more details about the activities Lincoln had mentioned. She also described the 9th and 10th grade project presentations that happened this week at the Global Resource Center at WNMU. She discussed the planned senior trip to Moab, which she and Jim McIntosh will chaperone.
- VIII. Harry Browne gave a very brief Business Manager's report, consisting solely of the check register report for February. There were no questions.
- IX. Committee Reports
 - a. Naava Koenigsberg presented on behalf of the School Advisory Committee, which included work being done by an informal group calling itself the Parent Communication Group. They have been envisioning what can be done to make the website more useful and to discuss the frustrations they have felt about the multiple different technological platforms that are used by teachers and administrators to communicate with parents. She said that SAC really, really needs a Governing Council representative. Because Jose left the area, it doesn't currently have one. SAC has been working on the Strategic Plan also.

She then discussed SAC's efforts to understand the school's current committee structure. We have Governing Council committees and Administrative committees. Wayne assigns the chair of the latter kind, and the GC of the former. She said that, under Eric, the committees each had a green notebook describing its purpose and structure. She has updated them and will give one to each committee.
 - b. SHAC. Andrea read the minutes from the March 1 meeting. Next meeting will be April 4. Discussed Gay-Straight Alliance's interest in exploring having a unisex bathroom at the school, and so many other issues that your faithful notetaker couldn't keep up. Perhaps the minutes will be e-mailed out?
 - c. Finance Committee will meet April 6 at 4:30.
 - d. Curriculum Committee. Dave Chandler reported that a lot of work is being done by different subgroups, such as vertical alignment and Health.
 - e. Facilities Committee hasn't met.
 - f. Nominating Committee interviewed 4 excellent candidates. One had to withdraw, and the committee has sent a letter to the GC with recommendations to add three members to the Council: Martin Maxwell, Christa Osborne, and AJ Sandoval.

- g. Policy Committee. Members (Fiona, Shauna, and Harry) have been organizing existing and draft policies in a shared Dropbox folder. We met March 2 to discuss the School-Approved Activities Policy.
 - h. Development. Dave Chandler reported that the committee met to plan the Dragonfly Nights fundraiser. We raised \$8,016! Some of that is for the Senior Trip, some is for experiential education at the school, and some is for the Foundation (\$3,000). Dave also mentioned that the Ella, Michael, and Ella Scholarship is currently considering two applications. Should be decided by the end of March. The Foundation will be holding an input session on April 8 from 9-noon. Some people have been invited and others are welcome if they have something they want to contribute to the conversation.
 - i. Risk Management. Wayne reported that the committee did meet and discussed the School-Approved Activities Policy. There ensued a long discussion of the proposed School-Sponsored Activities Policy that is on tonight's action agenda. Council members asked many questions and suggested a clarification of one point: the distance from school that triggers the requirement for a trip to obtain special permission slips from parents rather than relying on the routine-activity permission slips we receive from all parents. We are also waiting to hear back from the lawyers about one or two small wording questions.
- X. Wayne gave his director's report. The small-school funding cut that had been in SB30 has been taken out (YAAAY!!). We have heard from WNMU that remodeling Regent's Row is "feasible," but we are concerned that we haven't had a response to our request to move forward on a lease agreement.
- XI. Old Business
- a. Strategic Plan. Progress has been made. Your notetaker is unclear about what that progress is.
 - b. GC Membership. Shauna repeated what she reported from the Nominating Committee. We will be losing Ken and Dale and maybe Mary. She recommends bringing on three now so they will have a few months under their belts before the departing members actually depart.
 - c. Future facility. Covered by Wayne during his report.
- XII. New Business. None.
- a. Executive Session. Ken moved and Dale seconded entering Executive Session to discuss the Director's evaluation. Shauna and Dave also voted in favor.
 - b. Ken moved and Dale seconded coming out of Executive Session and re-convening open session. Shauna and Dave also voted in favor.
- XIII.
- A. A.J. Sandoval was unanimously approved for membership on the Governing Council.
 - B. Christa Osborne was unanimously approved for membership on the Governing Council.
 - C. Martin Maxwell was unanimously approved for membership on the Governing Council.
 - D. Dale moved and Shauna seconded approval of the School-Approved Activities Policy as presented by the Policy Committee, the Risk Management Committee, and the Director, pending final review by the school's counsel.
- XIV. Dale moved and Ken seconded adjournment of the meeting. Unanimously approved.

School Governance Change

Alma d'Arte Charter High School

On June 12, 2017, William Brogan was designated as a Governing Board member. Mr. Brogan filled Position No. 2 on the board. The board has not had the required number of members (five) since at least September of 2016, but the addition of Mr. Brogan brings them into compliance. Documentation was received on July 5, 2017 except the board minutes. They will be provided as soon as they have been posted.



ALMA D'ARTE CHARTER HIGH SCHOOL GOVERNANCE COUNCIL

402 West Court Avenue, Las Cruces, NM 88005 575-541-0145

Charter School Division
NM Public Education Department
ATTN: Laurel Pierce
300 Don Gaspar, Rm 301
Santa Fe, NM 87501

June 28, 2017

RE: Governance Council Membership Change

Dear Ms. Pierce:

Please know that this letter and the attached documents are submitted to confirm the election of William H. (Bill) Brogan to Position No. 2 on the Alma d'arte Charter High School Governance Council, at a regular meeting on June 12, 2017.

The following are enclosed:

1. Change of Governing Body Membership Form for Bill Brogan, our new member
2. Copy of Original Signature Duplicate of Report sent to you via USPS June 14, 2017
3. Statement of Governing Body to Consult with PED
4. Affidavit of Governing Body Member for all members
5. Affidavit of Financial Record Custodian
6. Declaration or Certificate of Insurance
7. Alma d'arte Charter High School Governance Council Directory, June 13, 2017

Not included here:

Minutes not yet published for the regular GC meeting, June 12, 2017, at which Mr. Brogan was elected.
Minutes will be sent when published.

This should bring our record up to date and in compliance with PED rules. If not, please advise me as soon as possible. I have sent an email advising you that this record was being sent via USPS.

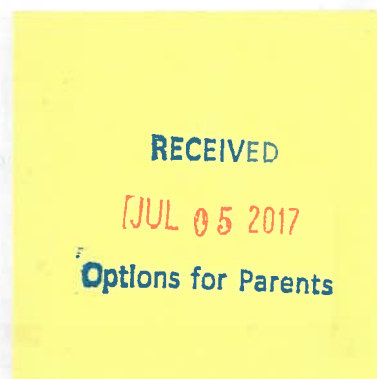
Thank you.

Sincerely,

Gene H. Elliott
President

GE/vg

Enc.



STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Alma d'arte Charter HS Current Number of Governing Body Members: (5) Five

Date submitted: June 25, 2017 Contact Name: Gene H. Elliott E-mail: gelliottcyc@aol.com

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
William H. (Bill) Brogan	5765 Vista Verde Rd., Las Cruces, NM 88005 575-927-1403 broganbill44@gmail.com	Elected to GC Position No. 2	June 12, 2017	N/A	From: Jun 12, 2017 To: Dec31, 2019
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: 6/28/17

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

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Alma d'arte Charter High School, located in Las Cruces, New Mexico.

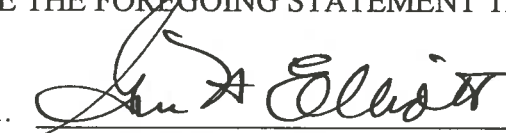
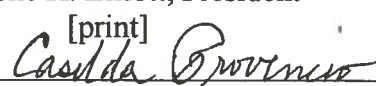
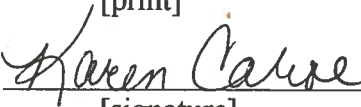
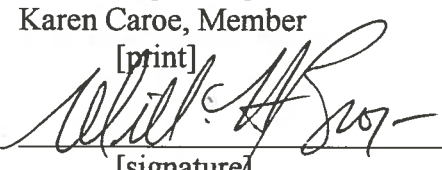
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [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 ALMA D'ARTER CHARTER HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 28th DAY OF JUNE, 2017.

1. 
[signature]
Gene H. Elliott, President
[print]
2. 
[signature]
Casilda Provencio, Vice Pres & Treasurer
[print]
3. _____
[signature]
Carolyn Williams, Secretary
[print]
4. 
[signature]
Karen Caroe, Member
[print]
5. 
[signature]
William H. (Bill) Brogan, Member
[print]

6/27
C. Williams out
← of state until
mid-July.
Signature provided
thereafter

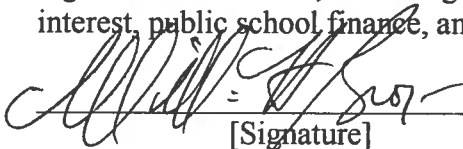
Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF DONA ANA)

I, William H. (Bill) Brogan, after being duly sworn, state:

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


[Signature]

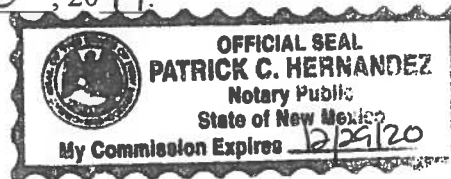
6/22/17
Date

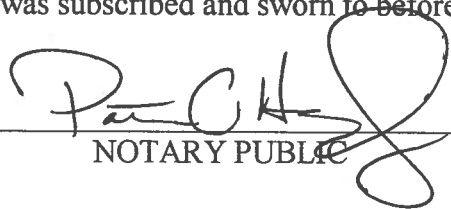
William H. (Bill) Brogan

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 27 day of June, 20 17.

[Notary Seal:]




NOTARY PUBLIC

My commission expires: December 29, 20 20.



ALMA D'ARTE CHARTER HIGH SCHOOL GOVERNANCE COUNCIL

402 W. Court Avenue, Las Cruces, NM 88005 / 575-541-0145

ORIGINAL SIGNATURE DUPLICATE OF REPORT SENT VIA EMAIL

June 14, 2017

TO: Charter Schools Division
NM Public Education Department
300 Don Gaspar, Rm 401
Santa Fe, NM 88005

FR: Governance Council
Alma d'arte Charter High School
402 W. Court Avenue
Las Cruces, NM 88005

RE: ELECTION OF ADDITIONAL GOVERNANCE COUNCIL MEMBER

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Due to difficulty with CSD on-line form, the following is a report of the data requested for a recent GC membership change:

Name of State-Chartered School: Alma d'arte Charter High School
Current Number of Governing Board Members: Five (5), including the change below
Date Submitted: June 14, 2017
Contact Name: Gene H. Elliott, GC President
Email: gelliottcvc@aol.com

Governing Board Member Name: William H. (Bill) Brogan
Current Personal Contact Information: Address: 5765 Vista Verde Rd., Las Cruces, NM 88005
Phone: 575-937-1403
Email: boganbill44@gmail.com

Action: Elected Unanimously to Position No. 2
Date of Action: June 12, 2017, Regular GC Meeting (Minutes to follow when published.)
Term of Service: June 12, 2017 through December 31, 2019

Original Signature of Governing Council President:

Printed Name of Governing Council President:

Gene H. Elliott

6/14/17

A current directory of all Alma d'arte Charter High School Governance Council members is attached for your reference.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF DONA ANA)

I, Gene H. Elliott, after being duly sworn, state:

1. My name is Gene H. Elliott and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the Alma d'arte Charter High School in Las Cruces, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [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.

Gene H. Elliott
[Signature]

6/26/17
Date

GENE H. ELLIOTT
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 27 day of June, 2017.

[Notary Seal:]



Patrick C. Hernandez
NOTARY PUBLIC

My commission expires: December 29, 2020.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF DONA ANA)

I, Casilda Provencio, after being duly sworn, state:

1. My name is Casilda Provencio and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the Alma d'arte Charter High School in Las Cruces, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [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.

Casilda Provencio
[Signature]

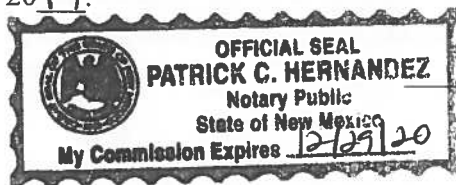
3/27/17
Date

Casilda Provencio
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 27 day of June, 2017.

[Notary Seal:]



Patrick C. Hernandez
NOTARY PUBLIC

My commission expires: December 29, 2020.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF DONA ANA)

I, Karen Caroe, after being duly sworn, state:

1. My name is Karen Caroe and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the Alma d'arte Charter High School in Las Cruces, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [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.

Karen Caroe
[Signature]

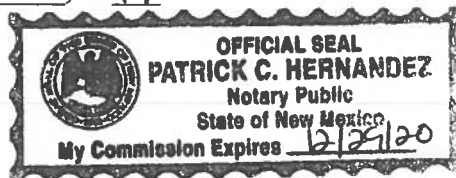
6-27-2017
Date

Karen Caroe
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 27 day of June, 2017.

[Notary Seal:]



Patrick Hernandez
NOTARY PUBLIC

My commission expires: December 29, 2020.

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Dona Ana)

I, Juliette Sanchez, [affiant] after being duly sworn, state:

1. I live in the City of Las Cruces, County of Dona Ana, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) Accounting Degree - WNMU
 - b) MASTERS Degree - NMSU
 - c) School Business Official Trainings - (yearly)
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
SBD - 303863	NMPED	7-1-2016	Yes
B.S.-Acct	WNMU	5/1990	Yes
MBA	NMSU	6/1995	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature of Affiant]

Juliette Sanchez

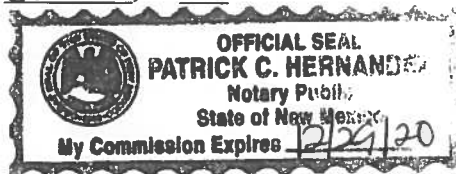
[Print Name of Affiant]

June 27, 2017
Date

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 27 day of June, 2017.

[Notary Seal:]



Patrick C. Hernandez
NOTARY PUBLIC

My commission expires: December 29, 2020.

DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian of Alma d'arte Charter High School is adequately bonded and that Alma d'arte Charter High School is insured through Public School Insurance Authority.

Attached:



Bonding Declaration from:

Poms + Associates

[Name of institution or agency]



Certificate of Insurance from:

[Name of institution or agency]

Governance Council Directory
ALMA D'ARTE CHARTER HIGH SCHOOL
June 13, 2017

Position No. 1

Term: 1/17-12/19 *

NAME
ADDRESS
PHONE
EMAIL:
OCCUPATION

Gene H. Elliott, President
P.O. Box 441, Dona Ana, NM 88032
HO 575-525-1575 CP 505-514-9753
gelliottcyc@aol.com
Retired Business Owner

Position No. 2

Term: 1/17-12/19

NAME
ADDRESS
PHONE
EMAIL
OCCUPATION

William H. (Bill) Brogan, Member
5765 Vista Verde Rd., Las Cruces, NM 88005
HO/CP/OF 575-937-1403
broganbill44@gmail.com
Attorney, Former District Judge

Position No 3

Term: 1/16-12/18

NAME
ADDRESS
PHONE
EMAIL
OCCUPATION

Carolyn J. Williams, Secretary
5064 Rock House Road, Las Cruces, NM 88011
HO 575-532-5052 CP 858-248-0057
cjoyce6570@hotmail.com
Retired Special Education Teacher

Position No 4

Term: 1/16-12/18

NAME
ADDRESS
PHONE
EMAIL
OCCUPATION

Karen Caroe
510 N. Park Dr., Las Cruces, NM 88005
WK: 575-571-7709 CP 575-571-7491
kkcaroe@gmail.com
Headmistress, Desert Springs Christian Academy

Position No 5

Term: 1/15-12/17

NAME
ADDRESS
PHONE
EMAIL
OCCUPATION

Casilda Provencio, Vice President & Treasurer
441 Yale Drive, Las Cruces, NM 88005
HO 575-527-1444 CP 575-642-1783
casprove@nmsu.edu
Retired Senior Research Assistant

Position No 6

Term: 1/15-12/17

NAME
ADDRESS
PHONE
EMAIL
OCCUPATION

(Vacant)

Position No 7

Authorized but not filled to date

Term: 1/15-12/17

Position No 8

Authorized but not filled to date

Term: 1/16-12/18

Position No 9

Authorized but not filled to date

Term: 1/17-12/19

* To maintain rotation of membership, terms are applied to position number and not to individuals.

School Governance Change

Anthony Charter School

On June 16, 2017 a vacancy was created by the resignation of Eustacio Olivas. All documentation was received on June 27, 2017 and the school was notified their contract requires the vacancy be filled by July 31, 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, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Anthony Charter School Current Number of Governing Body Members: 6
Date submitted: 6/16/2017 Contact Name: Mr. Jimmy Gonzalez E-mail: director@acsnm.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
Eustacio Olivas	1218 Onate Anthony Nm 88021 915-490-0363 Eustacio_olivas@msn.com	Designation	6/16/2017	Personal Resons for resignation	From: 2/13/2017 To: 6/16/2017
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number.	Designation	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter email address. Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: _____

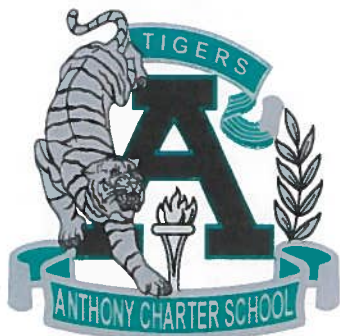
C. Wendler

Date: _____

6-16-17

Printed Name of Governing Council President or Designee: _____

Charles Wendler



ANTHONY CHARTER SCHOOL

Governing Council Meeting

Friday June 16th, 2017

At 6:15 pm

Anthony Charter School

780 Landers Rd

Anthony, New Mexico 88021

Ph: 575-882-0600 Fax: 575-882-2116

The mission of Anthony Charter School is to work with students and families to identify student abilities, both academically and social-emotionally, using a Personalized Education Plan as a pathway to ensure graduation.

Meeting Minutes

I. Call to Order

- a. GC President Wendler called the Governing Council Meeting to order at 6:15 pm.
- b. Introductory Comments
- c. Pledge of Allegiance- GC President Wendler
- d. Roll Call- Secretary Quinonez called roll of the GC members

In attendance were ACS Council Members:

Charles Wendler, GC President- Present

Rocio Rodriguez, GC Vice President- Present

Elsa Johnston, GC Member- Present

Barbie Garcia, GC Member- Present

Maria Delgado, GC Member- Present

Claudia Quinonez, Secretary- Present

Audit Committee

Ruben Valenzuela

ACS Council Members Absent:

Eustacio Olivas, GC Member- 2nd Absent

A quorum of the Council Members of Anthony Charter School was determined

ACS Charter School Staff Present

Denise Marmolejo- Minute Recorder

Jimmy Gonzalez

Dr. Kelly Aguilar

Public in Attendance

Mr. Rodriguez

Max Padilla

- E. Action Item: Approval of Agenda 06/16/2017-** President Wendler said "Reflecting on the Action Item under New Business, it seems appropriate to make some changes that should result in a better flow to tonight's meeting while allowing the GC to discharge its primary responsibilities – 1) Setting

policy and 2) hiring Director. President moved that the following changes be made 1.) #7 changed to #5, 2.) #12 changed to #7, 3.) #17 changed to #8, 4.) #16 changed to #9, 5.) Note: #6 remains the same. The action items re-numbered 10-17 are to be handed to the Interim Director for management. The Action Items #18 and #19 are to be considered information items at this time and so indicated under a Section III Labeled. Information Items. Add under Section III Information Items: 3.) Police Reports on Missing School property, 5.) ACS Re-Chartering Status. A motion was made by Vice President Rodriguez and second by GC Garcia that the following changes be made 1.) #7 changed to #5, 2.) #12 changed to #7, 3.) #17 changed to #8, 4.) #16 changed to #9, 5.) Note: #6 remains the same. The action items re-numbered 10-17 are to be handed to the Interim Director for management. The Action Items #18 and #19 are to be considered information items at this time and so indicated under a Section III Labeled. Information Items. Add under Section III Information Items: 3.) Police Reports on Missing School property, 5.) ACS Re-Chartering Status. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0.

I. Board Items – President Charles Wendler

A. New Business

- 1. Action Item: Approval of USDA FSMC Award** – A motion was made by GC Garcia and second by GC Johnston to approve the USDA FSMC Award letter. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0.
- 2. Action Item: Wells Fargo Check Signers** – A motion was made by GC Vice President Rodriguez and second by GC member Garcia to approve GC Secretary Quinonez and the Interim Director to be the two required Wells Fargo Check Signers for Anthony Charter School. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0.
- 3. Action Item: Provide a Grievance Policy in the Bylaws-** A motion was made by Vice President Rodriguez and second by GC Member Garcia that we approve a Grievance Procedure Policy in the Bylaws. Discussion: President Wendler noted that the Grievance policy does not have a final level which by the GC can hear an appeal. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0.
- 4. Action Item: Nepotism: Deleting Nepotism provisions in bylaws** – A motion was made by GC Vice President Rodriguez and second by GC member Garcia approved to delete Nepotism Provision in the Bylaws. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member

Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0.

5. **Action Item: Dr. Armendariz leave pay-** A motion was made by GC member Johnston and second by Vice President Rodriguez to approve Dr. Armendariz pay (which is reimbursement for his unused annual leave per contract-reference attachments). GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0.

6. **Action Item: Appointment of Interim Director/Head Administrator-** A motion was made by GC Garcia and second by Vice President Rodriguez to appoint Jimmy Gonzalez as Interim Director as of June 16, 2017 and contract ending June 30, 2018. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0.

7. **Action Item: Appoint Chair person for Council Development Committee-** A motion was made by Vice President Rodriguez and second by GC Member Garcia to appoint Dr. Kelly Aguilar as Chairperson for the Council Development Committee. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Secretary Quinonez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 6, No 0, abstain 0. Secretary Quinonez ended the meeting at 7:09 pm for personal commitments. President Wendler acknowledge Secretary Quinonez. Roll Call GC member Garcia present, GC member Johnston present, GC Vice President Rodriguez present, GC President Wendler present, and GC Member Delgado present. Quorum was established.

8. **Action Item: Advertise for Director's/Head Administrator Position-** A motion was made by GC member Johnston and second by Vice President member Rodriguez to advertise for the Director's position. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 5, No 0, abstain 0.

9. **Action Item: GC member Eustacio Olivas Resignation Letter-** A motion was made by GC member Johnston and second by GC Vice President Rodriguez to approve the acceptance of GC member Eustacio Olivas's Resignation Letter." GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 5, No 0, abstain 0.

President Wendler said "remember earlier, in approving the agenda in Item I.E. the remaining Action Items, Re-numbered 10-17 are to be handed to the Interim Director for management.

A motion was made by GC member Garcia and second by GC Vice President Rodriguez to approve handing to the Interim Director Action Items 10-17 for management. GC President Wendler-yes, GC Vice President Rodriguez-yes, GC Member Garcia-yes, GC Member Johnston-yes, GC Member Delgado-yes. The motion carried. Vote in; favor 5, No 0, abstain 0

10. Action item: RFI: Reduction of Force of Gifted & Talented Position – **handed over to the Interim Director**
11. Action Item: Compensation pay to person's preparing for re-chartering – **Handed over to the Interim Director**
12. Action Item: Modifying Community Coordinators Classroom Use – **Handed over to the Interim Director**
13. Action Item: Provide teachers a PO dollar amount for classroom supplies – **Handed over to the Interim Director**
14. Action Item: Provide space for teacher's launch- **Handed over to the Interim Director**
15. Action Item: Review Salary Schedule 2017-2018 for extra curricular activity- **Handed over to the Interim Director**
16. Action Item: Expansion of Library services- **Handed over to the Interim Director**
17. Action Item: Provision for science equipment purchase- **Handed over to the Interim Director**

II. Information Item: GC President

1. **Disposal of Un-needed, Obsolete or Unfit Personal Property-** GC members reviewed the disposition policy and process to dispose any school property.
2. **Disposal or return of items purchased from vendors: InstaCopy & PlanB.** GC members informed interim director Jimmy Gonzalez to see what teachers can use for the classroom and look for furniture that can be auction to recuperate money to buy student desk.
3. **Police Report and missing school property-** Interim Director will contact police officials for a report or update on any pending investigation.
4. **ACS Re-Chartering Status-** Interim Director Gonzalez informed the board that he will attend all the meeting to make sure that the Re-chartering process is running smoothly.

III. Public Input- Max of 3 minutes

Max Padilla- informed the board on other activities that he helped the previous administrator raise monies for.

Gilbert Garcia- Would like for the school to help the students with scholarship.

Adjournment:

A motion was made by President Wendler to adjourn the meeting by unanimous consent. The motion passed unanimously. President Wendler- aye, Vice President Rodriguez, GC Johnston- aye, GC Garcia-aye, GC Delgado-aye. The meeting was adjourned at 7:56 pm. Next GC regular meeting scheduled for July 27th, 2017 at 6:15 pm. Location: ACS Cafeteria.

(Date)

Claudia Quinonez, Governing Council
Secretary

(06/16/2016) Anthony Charter School Governing Council Minutes

Date Approved: _____

Signature: _____

Minutes Recorded by Denise Marmolejo

DRAFT

School Governance Change

Dzil Diti'ooi School of Empowerment, Action and Perseverance (DEAP)

On June 6, 2017, a vacancy was created on the Governance Board by the resignation of McKeon Dempsey on April 28, 2017. The school failed to notify the PEC of the resignation in a timely manner.

The PEC received no notification that Ms. Dempsey had been serving on the board since her acceptance as board member at the March 8, 2017 Governing Board meeting. No documentation has been submitted to the PED at this time.

At the March 8, 2017 Governing Board meeting, an additional board member, Regina Manygoats, was accepted. The school has submitted no documentation for Ms. Manygoats, although she continues to serve as a current member of the board. According to the agenda posted online, the Vice President position was to be filled on April 27, 2017. No minutes have been posted for this meeting, but the next month's agenda lists Ms. Manygoats as the Vice-President of the Governing Board.

Documentation for both Ms. McKeon and Ms. Manygoats has been requested by the PED.

While processing the sign-in sheets from the Leadership Conference held on June 21-22, 2017, it was noted that Gavin Sosa had attended sessions as a Governing Board Member for DEAP. The PED has not received any notification that a new member has been designated to the board.

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: Dzil Dit'ooi School of Empowerment, Action and Perseverance

Date submitted: 6/6/2017

Contact Name: Jennie Jimenez

E-mail: jjimenez@deapschool.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
McKeon Dempsey	Resignation	4/28/2017	Change in work commitment	From: 3/8/2017 To: 4/28/2017
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.

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Original Signature of Governing Council President or Designee:  Date: 6/6/2017

Printed Name of Governing Council President or Designee: Sheryl Yellowhair

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.

Fw: Letter of Resignation

McKeon Dempsey <mdempc@yahoo.com>
Reply-To: McKeon Dempsey <mdempc@yahoo.com>
To: Prestene Garnenez <pgarnenez@deapschool.org>

Wed, May 3, 2017 at 2:26 PM

Dear Prestene,

I wanted to thank you for your understanding with my decision. I believe DEAP will do very well and again, I wish I could be a part of the process and see it grow. I plan to be available in other ways to assist in future projects with DEAP if needed, as I had mentioned to my Kayla in my email. I wrote and addressed a letter of resignation to Shayla per Kayla's suggestion. My letter is a part of this email in which I sent on April 28, 2017.

Thank you again for the opportunity and many blessings to you all.

Respectfully,

McKeon K. Dempsey

On Friday, April 28, 2017 4:15 PM, McKeon Dempsey <mdempc@yahoo.com> wrote:

McKeon Dempsey
DEAP Governing Council Member
P.O. Box 4032
Window Rock, AZ 86515
(505)424-2328
mdempc@yahoo.com

Miss Shayla Yellowhair
DEAP Governing Council Member, President
Dzil Diti'ooi School of Empowerment, Action and Perseverance (DEAP)
P.O. Box 156
Navajo, NM 87328

Dear Ms. Shayla Yellowhair,

I am writing to inform you that I will be resigning from DEAP School as a Governing Council Member. My last day of work will be effective immediately.

I would like to thank you for having me as part of the Governing Council team. I am proud to have been associated and work for D.E.A.P. I appreciate the time and patience you have shown me. I have learned a lot about the ethics and morals of DEAP School in talking with the founders and listening to the goal of providing not only a quality education, but an in-depth curriculum based on culture to create student empowerment. The skills will serve current and future students well in their future.

Please acknowledge this letter as my official notice of resignation. I have been fortunate to have been a part of the DEAP School Governing Board Council, and I wish you continued success.

Sincerely,

McKeon K. Dempsey (*Diné*)
Interim Retention Specialist
Student Success Center
INSTITUTE OF AMERICAN INDIAN ARTS
83 Avan Nu Po Road, Santa Fe, NM 87508
P 505.424.2328
F 505.424.0909
E mdempsey@iaia.edu
www.iaia.edu

IAIA's Mission: To empower creativity and leadership in Native arts and cultures through higher education, lifelong learning and outreach.

 **MKD_DEAP_LOR2017.pdf**
152K



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

HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

June 8, 2017

Jennie Jimenez
Dzil Diti'ooi School of Empowerment, Action and Perseverance (DEAP)
PO Box 52
Navajo, NM 87328

Dear Dr. Jimenez:

The Public Education Commission has not received a timely notification of governing body designations dated March 8, 2017, in which Dzil Diti'ooi School of Empowerment, Action and Perseverance (DEAP) approved the governing body designations of Regina Manygoats and McKeon Dempsey.

The School Contract, Section 8.10 (b), states the following:

The School will notify the Authorizer within 30 (thirty) days of a member's resignation or designation of a new member and shall sign the appropriate forms to ensure that the governing body continues to qualify as a board of finance.

Due to this failure to timely notify the PEC of changes in governing body membership, DEAP is currently out of compliance with the above charter contract provision. Please also be aware, that this failure to provide timely notification may jeopardize the school's board of finance designation.

Please provide a Change of Governing Body Membership Form, Affidavits of Governing Body Member forms for both designees, a Statement of Governing Body to Consult with PED, and the minutes wherein the Governing Board approved the designations of Ms. Manygoats and Ms. Dempsey no later than June 18, 2017.

If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of governing body designations will be presented to the PEC at the meeting on July 19, 2017. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Laurel Pierce

Options for Parents and Families



DZIL DITŁ'OOÍ SCHOOL OF EMPOWERMENT, ACTION AND PERSEVERANCE (DEAP)

Empowering students and communities through education, culture, wellness and service

PO BOX 156 Navajo, NM 87328 • (505)777-2053 • deapschool.org

Dzil Ditt'ool School of Empowerment, Action & Perseverance (DEAP)
Governing Council Meeting
Wednesday, March 08, 2017
5:30 PM
Location: DEAP School

A. The meeting was called to order by President, Shayla Yellowhair at 5:44 PM.

B. Roll call of Governing Council members

1. Shayla Yellowhair, President	Present
2. Vacant, Vice-President	
3. Michaela Shirley, Secretary	Absent
4. Benita Litson, Treasurer	Present
5. Ryan Dennison, Member	Present via telephone

Others in attendance: Prestene Garnenez, Kayla Begay, Karen Mailman, Dr. Jennie Jimenez, Regina Manygoats, McKeon Dempsey (telephone), and Donna Overson (telephone joined at 6:11 PM).

C. Review & Approval of Agenda

A motion to approve the agenda as was made by Benita Litson and second by Ryan Dennison. The vote was 3-0-0.

D. Review & Approval of February 08, 2017 Meeting Minutes

A motion to approve the minutes as is was made by Benita Litson and second by Ryan Dennison. The vote was 3-0-0.

E. Discussion and possible Action Items:

- 1. Approval of 2017 Head Administrator Performance Evaluation Format**
The Governing Council had a brief discussion about the format and rubric of the Head Administrator's evaluation. Benita Litson made a motion to approve the first row of the rubric and a second by Ryan Dennison. The vote was 3-0-0. The rest of the evaluation would be discussed and approved upon at the next Governing Council meeting.
- 2. New GC membership—Regina Manygoats and McKeon Dempsey**
Two individuals, Regina Manygoats and McKeon Dempsey, submitted interest letters to the Governing Council. Mrs. Manygoats, a DEAP parent, and Ms.

Dempsey introduced themselves and talked about their interest in being on the Governing Council. Mr. Ryan Dennison made a motion to approve Mrs. Manygoats and Ms. Dempsey as new GC members and a second motion was made by Benita Litson. The vote was 3-0-0. New members were informed they were now voting members.

3. Approval of BAR \$6,820.00 for School Equipment Grant
 4. Approval of BAR \$9,000.00 (2nd Installment-First Nations Grant)
 5. Approval of BAR \$17,640.00 (NSLP Food Reimbursement)
- Prestene Garnenez offered a brief explanation of all three BARs and intended uses of the funds to the Governing Council. A motion to approve Items E3, E4 and E5 made by Regina Manygoats and second by Benita Litson. The vote was 5-0-0.

F. Reports from DEAP Management

1. Head Administrator's Report
Dr. Jimenez presented her report on 2016-2017 enrollment, absences, tardiness and short cycle assessment for NWEA Fall and Winter testing.
2. Finance Manager's Report
Donna Overson provided her financial report for 2016-17 and is preparing for the 2017-18 budget. Ms. Overson informed that three public meetings and board approval were required. A maintenance BAR for next month's meeting would be needed and she would like to coordinate a budget committee meeting before May 1, 2017. She also announced a Budget Workshop scheduled on April 12, 2017 and quickly reviewed the monthly financial report.
3. Director of Curriculum's Report
Ms. Begay demonstrated a data graph for NWEA testing coinciding with Dr. Jimenez's report. She relayed that student-led conferences will be held next week, March 17th. Ms. Begay showed various items the students had been working on including moccasins and student art. Other upcoming events for Spring include: Grandparent's Day on March 24, Open House on March 20 and 21, Hunter's Education Course (afterschool from March 23-25), PARCC testing, Community Clean up in April, Da'ango Behozho (Spring Is Beautiful) and the Planting Festival in May.
4. Director of Operations' Report
Ms. Garnenez reported on maintenance of various grants, purchases for events and preparation of 2017-18 school year. Student recruitment efforts are in place and the target is 60 students for enrollment of 6, 7, 8 and 9th grades. She will be occupied with securing and construction of additional facilities. Other items include meeting objectives in the Kinaalda curriculum, activities to support the school garden, plans for a summer bridge program with students and community, and coordinating the budget for 2017-18 school year. Ms. Garnenez informed new GC members of the annual five hour training requirement and a new training in the local area.

G. Public Comment

No Public Comment

Dzil Diti'ool School of Empowerment, Action and Perseverance:

Attest:



President of DEAP Governing Council



DEAP Governing Council Member

School Governance Change

Sandoval Academy of Bilingual Education

On April 13, 2017, Octavio Muñoz was designated as a board member in preparation for the resignation of Wayne Moosman. On May 12, 2017, Wayne Moosman's term expired and he was removed as board member. Notification of these changes was received on June 1, 2017, but complete documentation has not yet been received.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form for Charter Schools Division, Public Education Department,

, 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: 6/1/2017

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
Octavio Muñoz	1505 Canyon Trail SW Albuquerque, NM 87121 (505) 459-2950 omunoz1@unm.edu	Designation	4/28/2016	Replacement for Wayne Moosman	From: 4/13/2017 To: 6/1/2017
Wayne Moosman	6444 Grayson Hills Dr. Rio Rancho, NM 87144 (505) 321-1865 mozeys5@cableone.net	Removal	5/12/2017	End of term	From: 10/1/2014 To: 5/12/2017
		Designation	6/1/2017		From: 6/1/2017 To: 6/1/2017

Original Signature of Governing Council President or Designee:

Brennan Divett

Date:

6/1/2017

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

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Friday, May 12, 2017
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Date: TBD

I. Call to Order

Brennan called the meeting to order at 2:16 p.m.

The following board members were in attendance:

Brennan Divett

Jeff Stradling (phone)

Cristina Benitez de Luna (phone)

The following board members were not in attendance:

Octavio Muñoz

Chris Gallegos

II.

Action Items:

a. Board Member Changes

Brennan moves to remove Wayne Moosman as a board member, Jeff seconds. The motion passes by unanimous consent.

b. BAR 0021-I

c. BAR 0022-I

d. BAR 0023-I

Brennan moves to approve BARS 0021-I, 0022-I, and 0023-I, Cristina seconds. The motion passes by unanimous consent.

Brennan moves to approve future BARS for the remaining fiscal year, Cristina seconds. The motion passes by unanimous consent.

e. 2017-2018 Budget

Brennan moves to approve the Lease Assistance Application, Cristina seconds. The motion passes by unanimous consent.

2.

a. Lease Assistance Application

Brennan moves to approve the Lease Assistance Application, Cristina seconds. The motion passes by unanimous consent.

b. Title 1 Application

Brennan moves to approve the Lease Assistance Application, Cristina seconds. The motion passes by unanimous consent.

- c. Bilingual Education Application
- d. IDEA B Application

Jeff moves to acknowledge that the Bilingual Education and IDEA B applications were submitted by Pete, Cristina seconds. The motion passes by unanimous consent.

III. Go Into Executive Session

The Board went into Executive Session at 2:26 in order to discuss personnel matters and sensitive information.

IV. Go Back into Open Session

The Board went back into open session at 2:46.

V. Public Comment

Stephanie Quintana and Lorenza Sands addressed the Board.

VI. Adjourn

Attachments: Budget Documents

School Governance Change

South Valley Preparatory School

On May 23, 2017, a vacancy was created on the Governing Board by the resignation of Morry Roybal. The PED did not receive notification of this vacancy until June 30, 2017.

The school has received notification that this position must be filled by July 7, 2017 unless an extension request is received.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: South Valley Preparatory School Current Number of Governing Body Members: 5

Date submitted: 6/30/2017 Contact Name: Charlotte Alderete-Trujillo E-mail: 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
Morry Roybal	10137 Taft Ct. NW Albuquerque, NM 87114 Phone: 505-452-1789 morryroybal@yahoo.com	Choose an action.	5/23/2017	Resignation – personal, family obligations. Unable to commit to the time	<i>From:</i> 8/31/2009 <i>To:</i> 5/23/2017
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.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.

Original Signature of Governing Council President or Designee: _____ Date: _____

Printed Name of Governing Council President or Designee: _____



South Valley Prep Governing Council MINUTES
5.23.17 @ 6:00 p.m.
South Valley Preparatory School
2813 Gun Club Rd SW ABQ, NM 87105

[Handwritten signature in green ink]

Meeting called by: Bernadette Fietze

Members Present:

Quorum: Y

- AB Bernadette Fietze, Chair
- AB Morry Roybal, Member
- X Jess Wiltamuth, Member
- X Monica Aguilar, Member
- X Michaela Trujillo, Member
- X Bill Reed, Members

----- Agenda -----

- 1) Open Meeting Meeting is called to order at 4:00 accordance with the open meetings act
- 2) Approval of agenda* MAguilar calls for a review of the agenda for today's meeting. Hearing no questions or concerns MAguilar calls for a motion. BReed motions to approve the agenda. MTrujillo 2nds. Motion passes 4-0
- 3) Approval of minutes from 4.26.17 meeting* MAguilar calls for a review of the minutes for last month's meeting. Hearing no questions or concerns MAguilar calls for a motion. BReed motions to approve the meeting minutes. MTrujillo 2nds. Motion passes 4-0
- 4) Public Input (limited to 3 minutes per person) – No one present for public input
- 5) Financial Report and BARS Consideration*

- **May Finance Reports**

RCordova reviews the finance reports. Recent reallocations provides an increase in IDEA-B and overall carry over for next year. MAguilar calls for questions or concerns regarding the finance reports. Hearing no questions or concerns calls for a motion. BReed motions to approve the May Finance Reports as presented. MTrujillo 2nds. Motion passes 4-0

- **Bars***

BAR Doc. ID 515-000-1617-0032-I to increase IDEA-B by \$9,046. Motion to approve Bar ending in 0032-I by BReed. 2nd by MTrujillo. Motion passes 4-0

BAR Doc ID# 515-000-1617-0033-D to decrease the Pay for Performance Grant Individual Awards after final payouts. Motion to approve BAR ending in 0033-D by MTrujillo. 2nd by BReed. Motion passes 4-0

BAR Doc ID# 515-000-1617-0034-D to Decrease the Pay for Performance Grant Group Awards after final payouts. Motion to approve the Bar ending in 0034-D by BReed. 2nd by MAguilar. Motion passes 4-0

BAR Doc ID# 515-000-1617-0035-I to increase the Activities Account by \$10,000 from high

estimate on receipts for April and May still pending. Motion to approve BAR ending in 0035-I by MTrujillo. 2nd by BReed. Motion passes 4-0

6) AGENDA

\$ 30,020

- **2017-2018 IDEA-B Application*** - CTrujillo reviews the 17.18 IDEA-B application. Special education funding of \$30,020. All budget used to pay for Ancillary Services for Special Education Students. AZamora, parent, participated in the development of the application. MAguilar calls for questions, concerns. Hearing none, MAguilar calls for a motion to approve the 2017-2018 IDEA-B Application as presented. BReed motions to approve the 2017-2018 IDEA-B Application as presented. MTrujillo 2nds. Motion is approved 4-0
- **2017-2018 Title 2 Application*** CTrujillo reviews the 17.18 Title 2 application. Teacher Training funding. Title 2 budget used to pay for Teacher Professional Development. MAguilar calls for questions, concerns. Hearing none, MAguilar calls for a motion to approve the 2017-2018 Title 2 Application as presented. BReed motions to approve the 2017-2018 Title 2 Application as presented. MTrujillo 2nds. Motion is approved 4-0
- **Resignation – Morry Roybal*** - Due to extended responsibilities with family and career Morry Roybal states that he does not feel that he is meeting his obligation as a governing council member for SVP. Mr. Roybal has served on the board since the approval of the charter, an original member who's service is recognized and appreciated by the South Valley Prep community. MAguilar asks for questions, concerns...hearing none MAguilar asks for a motion to accept the resignation of Morry Roybal as a Governing Council Member for South Valley Preparatory School effective 5.23.17. MTrujillo motions to accept the resignation of Morry Roybal, BReed 2nds. Motion to accept the resignation of Morry Roybal as a Governing Council member of South Valley Preparatory School effective 5.23.17 passes 4-0.

7) Principal's Report

None at this time

8) Items for Future Agenda

- **Evaluation - Executive Director**
- **Contract - Executive Director**

June 22nd is the 4th Thursday of the month 6:00 p.m.

10) Adjournment - Meeting is adjourned 4:36

* 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.

Subject: Re: FW: 2016/2017 GC TRAINING

Date: Thursday, May 18, 2017 at 11:41:24 AM Mountain Daylight Time

From: Morry Roybal

To: Charlotte Trujillo

Charlotte,

I am not able to attend this training I will be on my way to Alaska on the 31st. I think it is time that I step away as I have not been able to devote the appropriate amount of time necessary as a GC Member. I have valued my time as a GC member and former Chair. but to assist the School to move forward I am now officially submitting my resignation as a GC Member effective immediately.

Morry Roybal

Financial Record Custodian Change

New Mexico School for the Arts

On January 9, 2017, the PED was notified that Elizabeth Romero was designated as the new Financial Record Custodian as of December 14, 2016. The documentation was incomplete.

On June 22, 2017, the PED was notified that Elizabeth Romero was leaving the position and a new Financial Record Custodian was designated to begin on July 1, 2017. All documentation was received on June 27, 2017.

New Mexico School for the Arts

June 22, 2017

Laurel Pierce
Public Education Department
300 Don Gaspar Ave.
Santa Fe, NM 87501

Dear Laurel:

Enclosed are the following documents:

- Statement of Governing Body to Consult with PED
- Affidavits of each of our Governing Council members
- Affidavit of Financial Record Custodian for Maria D. Fidalgo
- Declaration and copies of Certificate of Insurance
- Level Two Professional School Business Official License for Maria D. Fidalgo

Maria D. Fidalgo will be our Business Manager effective July 1, 2017.

Please do not hesitate to contact me if you have any questions.

Sincerely,



Gayle McGuinness

cc: Katie Poulos
Linda Olivas

T 505.310.4194 • F 505.820.3529

275 East Alameda Santa Fe, NM 87501 • nmschoolforthearts.org



AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Santa Fe)

I, MARIA D FIDALGO, [affiant] after being duly sworn, state:

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

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>CPA</u>	<u>NM Accountancy Board</u>	<u>2014</u>	<u>YES</u>
<u>Business official</u>	<u>PTD - Level II</u>	<u>2014</u>	<u>YES</u>
<u>MBA</u>	<u>UNM</u>	<u>2006</u>	

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature]
[Signature of Affiant]

6/13/17
Date

MARIA D. FIDALGO
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 13 day of June, 2017.

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

[Signature]
NOTARY PUBLIC

My commission expires: Feb. 9, 2020.

STATE OF NEW MEXICO



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

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

MARIA D. FIDALGO

Effective from July 1, 2014 to June 30, 2023

Licensure Number: 360857

Shanna Stander
Secretary of Education

DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian at New Mexico School for the Arts is adequately bonded and that New Mexico School for the Arts is insured through Public School Insurance Authority.

Attached:

- ☐ Bonding Declaration from: _____
[Name of institution or agency]
- ☒ Certificate of Insurance from: Poms + Associates
[Name of institution or agency]



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

9/26/2012

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

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Poms & Associates Insurance Brokers, Inc. CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	CONTACT NAME: Jackee Munoz PHONE (A/C No. Ext.): (800) 578-8802 FAX (A/C No.): (818) 449-9321 E-MAIL ADDRESS: jmunoz@pomsassoc.com PRODUCER CUSTOMER ID: 00000173
INSURED NMPSIA Member - New Mexico School for the Arts 410 Old Taos Highway Santa Fe NM 87501	INSURER(S) AFFORDING COVERAGE INSURER A NMPSIA IS REINSURED BY: INSURER B National Union Fire Ins Co of PA/AIG19445 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER NM School for the Arts

REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	PROPERTY				BUILDING	\$
	CAUSES OF LOSS				PERSONAL PROPERTY	\$
	BASIC				BUSINESS INCOME	\$
	BROAD				EXTRA EXPENSE	\$
	SPECIAL				RENTAL VALUE	\$
	EARTHQUAKE				BLANKET BUILDING	\$
	WIND				BLANKET PERS PROP	\$
	FLOOD				BLANKET BLDG & PP	\$
						\$
						\$
	INLAND MARINE	TYPE OF POLICY				\$
	CAUSES OF LOSS	POLICY NUMBER				\$
	NAMED PERILS					\$
						\$
A	<input checked="" type="checkbox"/> CRIME	MOC NO. P0015	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> Employee Dishonesty	\$ 1,250,000
	TYPE OF POLICY				<input checked="" type="checkbox"/> Depository Forgery	\$ 1,250,000
B	Deductible \$750.00	02-420-15-07	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> Money & Securities	\$ 1,250,000
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
						\$
						\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

NMPSIA'S SELF-INSURED RETENTION IS \$250,000 FOR CRIME. Evidence of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

New Mexico Public Education Department
Jerry Apodaca Education Bldg
300 Don Gaspar
Santa Fe, NM 87501

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

AUTHORIZED REPRESENTATIVE

Mary Hollenbeck/MARYH

ACORD 24 (2009/09)
INS024 (200909)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/26/2012

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

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

PRODUCER Poms & Associates Insurance Brokers, Inc. CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367		CONTACT NAME: Jackee Munoz PHONE (A/C No. Ext): (800) 578-8802 FAX (A/C No.): (818) 449-9321 E-MAIL ADDRESS: jmunoz@pomsassoc.com	
INSURED NMPSIA Member - New Mexico School for the Arts 410 Old Taos Highway Santa Fe NM 87501		INSURER(S) AFFORDING COVERAGE INSURER A: NMPSIA IS REINSURED BY: INSURER B: Selective Ins. Co. of New York INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: NM School for the Arts

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY					EACH OCCURRENCE \$ SEE
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ ATTACHED
B	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		MOC NO. L0015	7/1/2012	7/1/2013	MED EXP (Any one person) \$ FOR
			RATO-007-2012	7/1/2012	7/1/2013	PERSONAL & ADV INJURY \$ TORT
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ LIMITS
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
NMPSIA'S SELF-INSURED RETENTION IS \$750,000 FOR LIABILITY. Evidence of Insurance.

CERTIFICATE HOLDER

CANCELLATION

New Mexico Public Education Department
Jerry Apodaca Education Bldg
300 Don Gaspar
Santa Fe, NM 87501

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

AUTHORIZED REPRESENTATIVE

Jackee Munoz/MARYH

ACORD 25 (2010/05)

INS025 (2010/05) 01

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STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

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

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

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

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

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

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

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

I, Paula Tackett, after being duly sworn, state as follows:

1. My name is Paula Tackett 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.

Paula Tackett
PAULA TACKETT
Member of Governing Body of
New Mexico School for the Arts Charter School

6/13/17
DATE

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

[Notary Seal:]

Suzanne J. Santaella
NOTARY PUBLIC
My commission expires: 2/9/2020




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

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

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

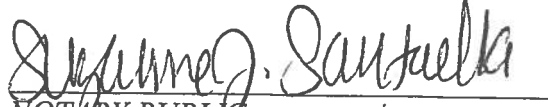
1. My name is Michael Kaplan and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of the New Mexico School for the Arts charter school located in Santa Fe, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a member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


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

6-13-17
DATE

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

[Notary Seal:]


NOTARY PUBLIC
My commission expires: 2/9/2020




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

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.

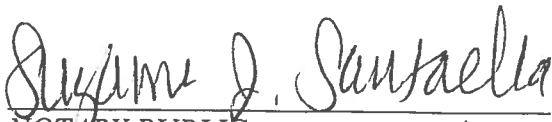


GREG HUNT
Member of Governing Body of
New Mexico School for the Arts Charter School


6-13-2017
DATE

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

[Notary Seal:]



NOTARY PUBLIC
My commission expires: 2/9/2020

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

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

)

COUNTY OF SANTA FE)

I, Bill Beacham, after being duly sworn, state as follows:

1. My name is Bill Beacham 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.

Bill Beacham

BILL BEACHAM

Member of Governing Body of

New Mexico School for the Arts Charter School

6/13/17

DATE

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

[Notary Seal:]

Suzanne J. Santaella

NOTARY PUBLIC

My commission expires: 2/9/2020



OFFICIAL SEAL
SUZANNE J. SANTAELLA

NOTARY PUBLIC - STATE OF NEW MEXICO

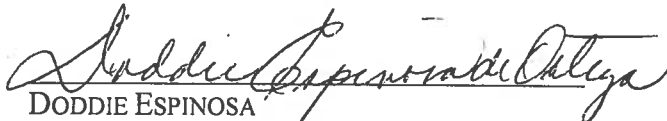
My Commission Expires: 2/9/2020

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Doddie Espinosa, after being duly sworn, state as follows:

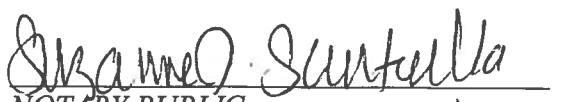
1. My name is Doddie Espinosa and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the New Mexico School for the Arts charter school located in Santa Fe, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a 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.


DODDIE ESPINOSA
Member of Governing Body of
New Mexico School for the Arts Charter School

6-13-17
DATE

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

[Notary Seal:]


NOTARY PUBLIC
My commission expires: 2/9/2020



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

Financial Record Custodian Change

Cariños de Los Niños Charter School

On June 30, 2017, the PED was notified that Corrine Teller was designated as the new Financial Record Custodian. On July 5, 2017, Vernon Jaramillo at Cariños de Los Niños was contacted by email and documentation regarding this change was requested. Mr. Jaramillo was provided with the packet including all necessary templates and instructions to complete the documentation. On July 11, 2017, the Affidavit from Ms. Teller was received and Mr. Jaramillo was notified of the documents that still needed to be provided. All documentation has not been received at this time.

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Corinne Teller, [affiant] after being duly sworn, state:

1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.

2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.

3. I have completed the following training in the maintenance of financial records:

- a) NMABSO Best Practices
- b) NMABSO Fall and Winter Conference
- c) NMABSO 2017 Spring Budget Conference

4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.

5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>Business Mgr</u>	<u>IED</u>	<u>7/1/12 - 6/30/15</u>	<u>Yes</u>
<u>CPA Cert.</u>	<u>IAA NMI</u>	<u>12/1/12</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature]
[Signature of Affiant]

7/8/17
Date

Corinne Teller
[Print Name of Affiant]

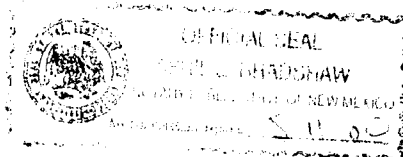
VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 8th day of July, 2017.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: May, 2020





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

CHRISTOPHER N. RUSZKOWSKI
ACTING SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

July 11, 2017

Vernon Jaramillo
Cariños de Los Niños Charter School
714 Calle Don Diego
Española, NM 87532

Dear Mr. Jaramillo:

Thank you for your notification of a governing body designation dated July 11, 2017 in which Cariños de Los Niños Charter School provided notification to the Public Education Commission (PEC) of the designation of Corrine Teller as the Financial Record Custodian. The notification did not contain all required information, please provide a Statement to Consult with PED form signed by all board members, a signed Affidavit from each Governing Body member, a letter from POMS and Associates verifying that the charter school is a participant in the public school insurance authority, and a cover letter seeking approval as a board of finance no later than July 21, 2017. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body designation will be presented to the PEC at the meeting on July 19, 2017. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laurel Pierce".

Laurel Pierce
Options for Parents and Families