

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: February 9, 2018
- II. Item Title: Report from Options for Parents & The Charter School Division—Discussion and Possible Actions
  - A. Charter School Division Update
  - B. Report on Governance Changes
    - a. ACE Leadership High School
    - b. Albuquerque Collegiate Charter School
    - c. Alma d’Arte Charter High School
    - d. Anthony Charter School
    - e. Cariños de los Niños Charter School
    - f. Coral Community Charter School
    - g. J. Paul Taylor Academy
    - h. New Mexico School for the Arts
    - i. Southwest Preparatory Learning Center
    - j. Southwest Secondary Learning Center
    - k. Taos Integrated School for the Arts
    - l. Taos International School
    - m. The ASK Academy
    - n. The GREAT Academy
    - o. Tierra Encantada Charter School

III. Executive Summary and Proposed Motions:

A. Charter School Division Update

Please find attached the Ongoing Actions Tracker and the Notice of Intent (NOI) Packet. The CSD may provide additional information.

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**  
**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
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"> <li>The PED presented a list of concerns about the school based on it audits findings and provided testimony to the PEC on June 15, 2017.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Intent to Revoke the DEAP Charter was emailed to the head administrator, board chair, and attorneys.</li> <li>On July 12, 2017, the DEAP Governing Board President informed the CSD that a new Head Administrator started on July 11, 2017.</li> <li>The date of the revocation hearing has been changed from October 12, 2017 to October 13, 2017.</li> <li>At the October 13, 2017 hearing, the PEC decided to conduct a second hearing scheduled for Tuesday, October 24, 2017.</li> <li>At the October 24<sup>th</sup> hearing, the PEC voted (6-3) not revoke DEAP but instead impose a Corrective Action Plan.</li> <li>On January 17, 2018, a CAP Negotiation meeting was held with the school, members of the PEC and CSD Director.</li> </ul>
Anthony Charter School	Non-renewal Decision on December 14, 2017	<p>Renewal denied due to the school's to following reasons:</p> <ul style="list-style-type: none"> <li>The school failed to meet and not demonstrate</li> </ul>	<ul style="list-style-type: none"> <li>Signed notice of PEC decision dated December 21, 2017 was received by the school</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

Charter School Name	Commission Action and Date	Alleged Violation	Status
		<p>substantial progress towards the Department's standards of excellence and the student performance standards identified in the charter contract.</p> <ul style="list-style-type: none"> <li>○ The school has earned three overall "D" grades on the State's A-through-F grading report in the last four years.</li> <li>○ The school was ranked in the bottom half in four of five academic categories of the most recent A-through-F school grading report when compared to similar schools across the state.</li> <li>○ The school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement.</li> <li>• The school has failed to provide evidence demonstrating it has met the five terms of conditions - condition in all years of its charter contract.</li> <li>• The school has failed to demonstrate the governing board is able to meet its governance responsibilities, such as complying with annual reporting and training requirements.</li> </ul>	<p>electronically on January 2, 2018.</p> <ul style="list-style-type: none"> <li>• No appeal has been received.</li> </ul>
New Mexico Connections Academy	Non-renewal Decision on December 15, 2017	<p>Renewal denied due to the school's to following reasons:</p> <ul style="list-style-type: none"> <li>• The school failed to meet and has not demonstrated substantial progress toward the Department's standards of excellence and the student performance standards identified in the charter contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018.</li> <li>• On January 19, 2018, the school submitted a letter of intent for</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

Charter School Name	Commission Action and Date	Alleged Violation	Status
		<ul style="list-style-type: none"> <li>○ The school earned a three-year average of "D" on the State's A-through-F school grading report, earning an overall grade of "F."</li> <li>○ Taos International School was ranked in the bottom 5 percent in three of four academic categories on the most recent A-through-F school grading report when compared to similar schools across the state.</li> <li>• The school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement.</li> <li>• And the school has failed to demonstrate that the governing board is able to meet its obligations to oversee financial oversight, including oversight of audit findings.</li> </ul>	<ul style="list-style-type: none"> <li>notice of appeal.</li> <li>• On February 2, 2018, the school submitted additional exhibits in support of its appeal.</li> </ul>
Taos International School	Non-renewal Decision December 14, 2017	<p>Renewal denied due to the school's to following reasons:</p> <ul style="list-style-type: none"> <li>• The school failed to meet the Department's standards for excellence. <ul style="list-style-type: none"> <li>○ The school earned a three-year average of "D" on the State A-through-F school grading report and earned an overall grade of "F" in the last two years.</li> <li>○ The school ranked in the bottom quartile in six of seven indicators: Current standing, school growth, highest performing, lowest performing, graduation, and college-and-career readiness on the most recent A-through-F school grading report when compared to similar schools across the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018.</li> <li>• On February 1, 2018, the school submitted a letter of intent for notice of appeal.</li> </ul>



**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

Charter School Name	Commission Action and Date	Alleged Violation	Status
		<p style="text-align: center;">state.</p> <ul style="list-style-type: none"> <li>And the school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement.</li> </ul>	

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

Charter School Name	Date of Commission Request	Matter	Next Report
La Promesa Early Learning Center	May 12, 2017	<ul style="list-style-type: none"> <li>Corrective Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>July 21, 2017 – PED’s PSB provides the school individual onsite NM DASH training.</li> <li>August 15, 2017 (repeated annually) – assurances that the school has not hired Analee Maestas or family members</li> <li>August 15-16, 2017 – PED provides 16 hours of GB training; not all members attend the training</li> <li>October 5, 2017 – 2<sup>nd</sup> NM DASH training provided – school team attended</li> <li>October 12, 2017 PEC Meeting – LPELC reported on its CAP progress related to several items: training/professional development plan for school leader; report on NMDASH planning; Submission of governance recruitment and selection plan and revised bylaws; submission of credentials of external board and principal evaluator; report on compliance with FY16 audit CAP;</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

Charter School Name	Date of Commission Request	Matter	Next Report
			<ul style="list-style-type: none"> <li>• October 12, 2017 PEC Meeting – The PEC unanimously voted on Shelly Cherrin as the external evaluator for head administrator.</li> <li>• October 20, 2017 – CSD conducted LPELC Site Visit. Compliance concerns have been reported in WebEPSS and were released to school.</li> <li>• November 8, 2017 – LPELC attended the 3<sup>rd</sup> NM DASH training on in Albuquerque. LPELC was informed it is required to submit its NM DASH plan for PSB review and receive plan approval before login credentials will be released to enter its plan using the online system.</li> <li>• January 26, 2018 – CSD conducted 2<sup>nd</sup> site visit, per CAP. Compliance concerns are reported in WebEPSS and will be released to the school for further action.</li> <li>• <i>April 1, 2018 – final report on training/professional development and report on NMDASH planning.</i></li> <li>• <i>Three days after WIDA testing – WIDA data</i></li> <li>• <i>May 20, 2018 – NWEA data reporting</i></li> <li>• <i>Date of Annual Audit – disclosures of foundation membership</i></li> </ul>
Sandoval Academy of Bilingual Education (SABE)	November 17, 2017	<ul style="list-style-type: none"> <li>• Discussion and possible action on Schools required to provide monthly Financial reporting</li> </ul>	<ul style="list-style-type: none"> <li>• The PEC unanimously voted to require SABE to create a plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reports, including training on public school finances, financial requirements, and</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>financial reports, specific actions by the finance committee and the old board and specific targets for financial service;</p> <ul style="list-style-type: none"> <li>• Develop a plan to better estimate school enrollment using best practices;</li> <li>• Submit monthly reporting to the PEC, including monthly reports on student enrollment, including updates on the number of withdrawals and enrollments, actions taken to improve financial management, budget adjustments required to adjust for growth that has not materialized, or repayments for prior-year repayments and updated year-end position forecasts.</li> <li>• On December 3, 2017, the notice of the decision was sent to the school.</li> <li>• On December 22, 2018, the school submitted various documents per the PEC's decision.</li> <li>• The school submitted a January report dated January 23, 2018.</li> </ul>
Roots and Wings Charter Academy	November 17, 2017	<ul style="list-style-type: none"> <li>• Discussion and possible action on Schools required to provide monthly Financial reporting</li> </ul>	<ul style="list-style-type: none"> <li>• The PEC voted unanimously voted to require Roots and Wings Charter School to monitor and oversee the school's monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports, specific actions by the finance committee and the whole board, and specific targets for financial reserves.</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

Charter School Name	Date of Commission Request	Matter	Next Report
			<ul style="list-style-type: none"> <li>• Submit monthly reporting to the PEC, including monthly reports on actions taken to improve financial management, budget adjustments required to adjust for decreased availability of funds, and updated year and position forecasts.</li> <li>• On December 3, 2017, the notice of the decision was sent to the school.</li> <li>• On December 21, the school submitted a financial oversight plan.</li> <li>• On January 2, 2018, the school submitted a January report, however, it does not include the specificity of details and documentation requested by the PEC as stated above.</li> <li>• A February monthly report dated January 31, 2018 was also received.</li> </ul>
Cariños de los Niños Charter School	November 17, 2017	<ul style="list-style-type: none"> <li>• Discussion and possible action on Schools required to provide monthly Financial reporting</li> </ul>	<ul style="list-style-type: none"> <li>• The PEC voted unanimously voted to require Cariños de los Niños to create a plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reporting, which should include specific training on public school finances, financial requirements and financial reports, specific actions by the financial committee and the whole board, and specific targets for financial reserves.</li> <li>• Develop a plan to better estimate school enrollment using best practices from other schools, which should include visiting the schools' enrollment processes,</li> </ul>

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>communications and recruitment strategies.</p> <ul style="list-style-type: none"> <li>• Submit monthly reporting to PEC, including monthly reports on student enrollment, including updates on the number of withdrawals, enrollments, action taken to improving financial management, budget adjustments required to adjust for growth that has not materialized, or repayments for prior year repayments, and updated year-end position forecasts.</li> <li>• On December 3, 2017, the notice of the decision was sent to the school.</li> <li>• On December 20, 2017, the school submitted an action plan.</li> <li>• Monthly reporting has not been received for January or February, as of this writing (2/2/18).</li> </ul>

**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

**Public Education Commission**  
**On-going Actions and Monitoring as of February 2, 2018**

La Academia Dolores Huerta	March 11, 2016
Explore Academy	March 11, 2016
Estancia Valley Classical Academy	September 24-25, 2016
Cesar Chavez Community School	October 31, 2016
Tierra Encantada Charter School	December 7, 2016
Aldo Leopold Charter School	August 17, 2017

### C. Notices of Intent

CSD has received 18 completed NOIs for the 2018 New Application cycle. The Notices are provided in the materials and a summary table is provided below.

CSD provided the first of the New Application training sessions on February 5, 2018. This training focused on the "Evidence of Support" section of the application. The training was intended to provide the new applicants the tools necessary to begin developing community support for their charter school application and an understanding of the evaluation criteria for that section of the application. The training also provided basic information about statutory requirements in the Charter School Act and training on how to navigate and use the NMSA and NMAC.

NAME OF PROPOSED SCHOOL	FOUNDER	INTENDED LOCATION	DATE SUBMITTED
Academy of Civics and Educational Sciences (ACES)	Jimmy Gonzalez	Gadsden Independent School District	1/9/18
Care Academy	Donald J. Heacox	Deming Public Schools	1/5/18
Catalyst Preparatory Charter School	Elisa Cundiff	Santa Fe Public Schools	1/6/18
Cayetana Romero Charter School	Shelly Cherrin	Albuquerque Public Schools	1/5/18
City Schools Charter School	Chris Jones	Albuquerque Public Schools	1/9/18
Eastern Navajo Nation Early College High School	Pamela Engstrom	Cuba Independent School District	1/9/18
Endless Sky Charter School for Boys	Paul Lockhart	Bernalillo Public Schools	1/9/18
Explore Academy-Las Cruces	Justin Baiardo	Las Cruces Public Schools	1/9/18
Foundations Learning Disabilities Center of New Mexico	Donna Wollmann	Rio Rancho Public Schools	1/8/18
International District Success Academy	Khadijah Bottom	Albuquerque Public Schools	1/9/18
Polaris Charter School	Michele Altherr	Los Alamos Public Schools	1/2/18
Raices del Saber Xinachtli Community School	Lucia V. Carmona	Las Cruces Public Schools	1/9/18
Res Primae Classical School	Tara Beam	Albuquerque Public Schools	1/9/18

Sandoval Institute for Math and Science @ UNM (SIMS@UNM)	Katharina Sandoval-Snider	Rio Rancho Public Schools	1/9/18
School of Innovation Academy	Aaron Lohman	Rio Rancho Public Schools	1/9/18
Solare Collegiate Charter School	Rachael Sowards	Albuquerque Public Schools	1/5/18
South Valley Innovation Academy	Alma Sanchez	Albuquerque Public Schools	1/2/18
Window of Hope Elementary School K-5	Rianne Herrera	Albuquerque Public Schools	1/2/18





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January.** Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

Academy of Civics and Educational Sciences (ACES)

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
7-12	90

- Primary Point of Contact

Name	Jimmy Gonzalez		
Mailing Address	780 Landers Rd		
City	Anthony	State	NM Zip 88021
Phone	575-882-0600		
Email	<a href="mailto:director@acsnm.org">director@acsnm.org</a>		

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Charles Wendler	Founder	B.S., M. Ed., retired teacher and administrator 40 years
Jimmy Gonzalez	Founder	B.M., M.Ed., teacher and administrator 15 years
Darroc Goolsby	Founder	Ph. D., Scientist, professor, lecturer, & educator 15 years
Kelli Aguilar	Founder	Ph. D., professor, lecturer, educator 20 years
Nathan Chavez	Founder	Pastor, First Baptist Church, Anthony NM, B.A. History
Jose Terrones	Founder	Superintendent, Anthony Sanitation Water District, B.E.

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

The school will focus on a classical education of the liberal arts and sciences. The curriculum will be content-rich and balanced across the core disciplines of math, science, literature and history. It emphasizes a thorough discourse into all aspects of American Civics that served as our Nation's founding cornerstone. By closely examining the teachings and ideals engrained within the compendium of collective documents, ideologies, and historical facets. Students will have the opportunity to develop as well-rounded, hardworking, self-sufficient, productive, and contributing members of our society.

The school will provide additional academically enhancing co-curricular and extracurricular activities that will build student abilities in the liberal arts and sciences. These venues will offer practical applications for the learning experiences they garner in the classroom setting. Such activities will include, but not solely limited to, debate, speech, academic decathlon, drama, music (with a drum and bugle corps focus), tentative chapters of the Future Educators of America, Future Business Leaders of America, a 4-H club, and a science club among others.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? Yes ☐ No ☒
- If YES, describe the entity and the role it will have in the school's operational plan.

5. Does the applicant team or any members of the team currently operate any other schools? ☒ Yes ☐ No

6. Vision/Mission statement (2-3 sentences)

The vision of the Academy of Civics and Educational Sciences (ACES) is that our students will become leaders in their communities. They will truly become trailblazers that others would willingly follow and emulate.

The mission of the Academy of Civics and Educational Sciences (ACES) is to provide an enriched learning environment whereby students can become productive members of society.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

The Academy of Civics and Educational Sciences will draw a significant portion of its students from the Gadsden Independent School District located in Dona Ana County, New Mexico and the students within the surrounding nearby Mexican border regions that decide to transfer within the district boundaries.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

The student population is comprised of 100% economically disadvantaged households where 13% of those students are in special education and 34% of those students are considered ELs. The student population that will likely attend the academy could be considered at-risk students for various reasons relating to their demographics and the situations they encounter in their homes; however, the school will not use this as an excuse to permit the status quo to continue and will actively seek to break the cycle of the adverse effects of economic and social disparity in order to create a paradigm shift and transformation that places these students into an "at-risk" category.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Prospective academy students currently receive their education through GISD and would likely choose the academy to meet their future educational needs through the proposed charter school due to its smaller sized classes and overall small school setting that reduces the potential for students to feel overwhelmed in excessively large educational settings as with GISD's secondary schools. Such an approach allows students to receive increased amounts of time to interact and confer with teachers individually in helping to clarify subject matter and complete work-related tasks more consistently.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).



See attached notice of support for charter school

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

The school will use an extended school day that allows instruction to begin at 8:00 AM and end at 4:30 PM Monday-Thursday and 8:00 AM to 12:00 PM on Fridays reserved for co-curricular organizations and targeted instructional support based on student opportunities for academic improvement.

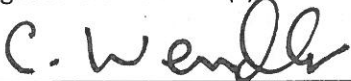
10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

Students at ACES face many challenges because they are considered as a Title I population. As indicated in Section 7, a smaller class size will provide for more student-teacher interaction and student-student interaction. Individual students, therefore, are more closely monitored and held to higher standards of accountability. Consequently, their time on task increases and creates an environment where higher student expectations become the norm. Progress is expected and the resultant successes create a climate of competitiveness within the individual and spreads throughout group.

With an appropriate supportive teaching culture, our projected student population would be in a more engaging setting. They would be able to write more, speak more, interact more, and create more through project-based learning. Teachers can employ more open-ended assessments that support the paradigm of logic, reasoning, and higher-order thinking development. There has been much debate on the efficacy of class size. Ronald G. Ehrenbert and others from the Cornell Higher Education Research Institute states, "the Coleman Report suggests that students from lower-social economic groups, at-risk students and English Language Learners (EL) benefit the most from smaller class size".

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

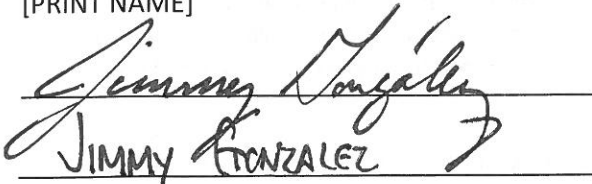
Signature of founder(s):



Date: 1/9/18

Charles Wendler

[PRINT NAME]

  
JIMMY GONZALEZ

Date: 1/09/2018

## 2. Petition of Support from Households

A certified petition in support of the charter school renewing its charter status signed by not less than 75 percent of the households whose children were enrolled in the charter school at Subsection J of 22-8B-12 NMSA 1978.

Include, as **Appendix C**, a certified affidavit of the household support petition of the charter school renewing its charter status from not less than 75 percent of the households whose children were enrolled in the charter school.

Following is a suggested form to certify the petition. This form may be attached to the petition. You **MUST** have signatures.

I am the head administrator of the Anthony Charter School and certify that: the attached petition in support of the Anthony Charter School renewing its charter was circulated to households whose children were enrolled in our charter school. It contains the signatures of 81 households which represents 87 percent of the households whose children were enrolled in the Anthony Charter School.

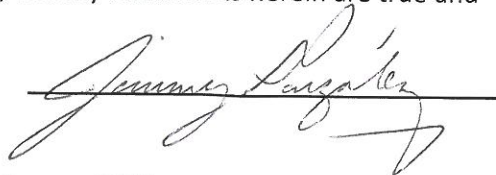
STATE OF NEW MEXICO)

ss.

COUNTY OF Dona Ana )

I, Jimmy Gonzalez, being first duly sworn, upon oath state:

That I have read the contents of the attached petition, and my statements herein are true and accurate to the best of my knowledge and belief.

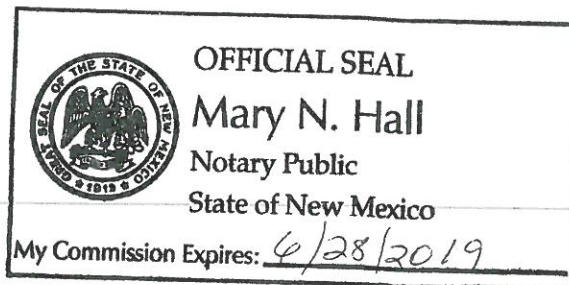


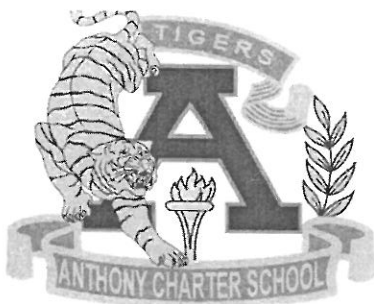
Subscribed and sworn to before me this 02 day of October 2017.

  
Notary Public

My Commission Expires:

June 28, 2019





# Anthony Charter School

Jimmy Gonzalez, Head Administrator

780 Landers Rd. Anthony, New Mexico 88021

(O) 575-882-0600 (F) 575-882-2116

www.anthonycharterschool.k12.nm.us

Denise Marmolejo, Administrative Assistant

Charles Wendler, Governance Council President

Melanie Beegle, Administrative Secretary

Claudia Quinonez, PASSO President

Juana Miramontez, Attendance Secretary

## Petition of Support from Households of Anthony Charter School Students to the Public Education Commission (PEC)

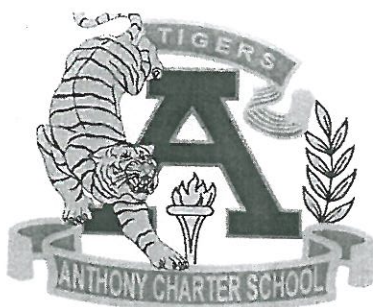
As per NMSA 22-8B-12 J (4) WE, the undersigned, are parents /students 18 years of age /legal guardians in *support of the charter renewal of Anthony Charter School* located at 780 Landers Rd., Anthony, NM 88021.

## Petición de apoyo de los hogares de los estudiantes de la Anthony Charter School a la Comisión de educación pública (PEC)

Según el NMSA 22-8B-12 J (4), los abajo firmantes, somos padres /estudiantes 18 años de edad/tutores en *apoyo a la renovación de la Anthony Charter School* ubicado en 780 Landers Rd., Anthony, NM 88021.

# Students Enrolled/ # Alumnos matriculados	Name/Nombre	Signature/Firma	Email and/or Phone Number Correo electrónico y/o número de teléfono	Date Fecha
2	ASCENCION J Soto	ASCENCION J Soto	(915) 703-0973	9-5-17
2	Sandra Carrasco	Sandra Carrasco	(575) 650-1132	9-5-17
2	Oscar Enriquez	Oscar Enriquez	(915) 216-2873	9-5-17
1	Veronica Ortiz	Veronica Ortiz	(575) 680-6704	9-5-17
1	Carmen L. Vargas	Juan Vargas	(915) 231-0293	9-5-17
1	Chris Paez	Chris Paez	575 882 5953	9-5-17
1	Crescencio Zubiate	Crescencio Zubiate	915 246 1366	9-5-17
2	Rocio M. Rodriguez	Rocio M. Rodriguez	(915) 282-4489	9-5-17
1	Teresa Romero	Teresa Romero	(915) 219-2445	9-5-17
1	Guillermo ALVAREZ	Guillermo Alvarez	575 618-9817	9-5-17
1	Gloria Dominguez	Gloria Dominguez	(575) 652-1046	9-6-17
1	Elton Johnston	Elton Johnston	(720) 309-5537	9-6-17
1	Jessica Cortez	Jessica Cortez	575-636-0445	9-6-17
1	Karla Uribe	Karla Ramos	575-201-8912	9-7-17
1	Laura Garcia G.	Laura Garcia G.	915 999-7122	9-6-17
2	Carolina Murillo	Carolina Murillo	575 619-0125	9-6-17
1	Gerardo Hernandez	Gerardo Hernandez	915 471 8862	9-6-17





# Anthony Charter School

Jimmy Gonzalez, Head Administrator

780 Landers Rd. Anthony, New Mexico 88021

(O) 575-882-0600 (F) 575-882-2116

www.anthonycharterschool.k12.nm.us

Denise Marmolejo, Administrative Assistant

Melanie Beegle, Administrative Secretary

Juana Miramontez, Attendance Secretary

Charles Wendler, Governance Council President

Claudia Quinonez, PASSO President

## Petition of Support from Households of Anthony Charter School Students to the Public Education Commission (PEC)

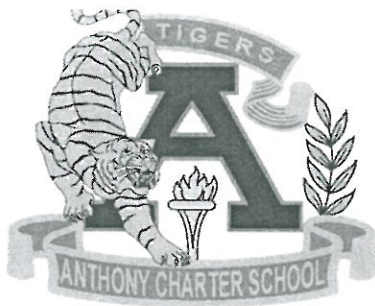
As per NMSA 22-8B-12 J (4) WE, the undersigned, are parents /students 18 years of age /legal guardians in **support of the charter renewal of Anthony Charter School** located at 780 Landers Rd., Anthony, NM 88021.

## Petición de apoyo de los hogares de los estudiantes de la Anthony Charter School a la Comisión de educación pública (PEC)

Según el NMSA 22-8B-12 J (4), los abajo firmantes, somos padres /estudiantes 18 años de edad/tutores en **apoyo a la renovación de la Anthony Charter School** ubicado en 780 Landers Rd., Anthony, NM 88021.

# Students Enrolled/ # Alumnos matriculados	Parent/ Student 18 yrs of age/Legal Guardian Padres /estudiantes 18 años de edad/tutores	Name/Nombre	Signature/Firma	Email and/or Phone Number Correo electrónico y/o número de teléfono	Date Fecha
18		Claudia Padilla	Chms Padilla	padillacya@yahoo.com	9/6/17
19		Lizbeth Sanguado			9-6-17
20		CLAUDE CAMACHO		ccamacho@swkey.org	9/6/17
21		Rachel Schlar		Schlar.titileplus27@gmail.com	9-6-17
22		Rosemary Favela	Rosemary Favela	rmfavela@gmail.com	9-7-17
23		Maria Dulgado	Maria Dulgado	915-314-9829	9-7-17
24		Rachel Mendez	Rachel Mendez	720.276.7862	9-7-17
25		ALICIA QUINTANA	Alicia Quintana	aquintana.terrazas@gmail.com	9-7-17
26		Rosalba Costa	Rosalba Costa		
27		Marina Cruz	Marina Cruz	marinacruz123@yahoo.com	9-7-17
28		OLGA SOLIS	Olga Solis	915 1305-01-64	9-8-17
29		EMILIO CONTRERAS	Emilio Contreras	915-330-45-23	9-8-17
30		Sonia Lopez	Lorena Lopez	915-702-6547	9-11-17
31		Veronica Agero	Veronica Agero	915-352-9727	9-11-17
32		Daniel Valdonado	Daniel Valdonado	915 240915	9-11-17
33		Christina Alvidrez		alvidrez-4@yahoo.com	9/11/17
34		Joanna Morales		joannamorales1320@gmail.com	9/11/17





# Anthony Charter School

Jimmy Gonzalez, Head Administrator

780 Landers Rd. Anthony, New Mexico 88021

(O) 575-882-0600 (F) 575-882-2116

www.anthonycharterschool.k12.nm.us

Denise Marmolejo, Administrative Assistant

Melanie Beegle, Administrative Secretary

Juana Miramontez, Attendance Secretary

Charles Wendler, Governance Council President

Claudia Quinonez, PASSO President

## Petition of Support from Households of Anthony Charter School Students to the Public Education Commission (PEC)

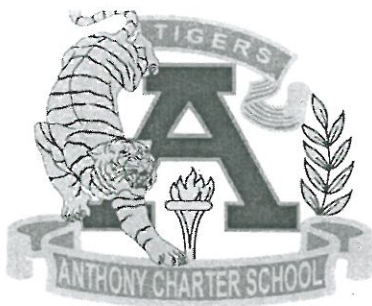
As per NMSA 22-8B-12 J (4) WE, the undersigned, are parents /students 18 years of age /legal guardians in *support of the charter renewal of Anthony Charter School* located at 780 Landers Rd., Anthony, NM 88021.

## Petición de apoyo de los hogares de los estudiantes de la Anthony Charter School a la Comisión de educación pública (PEC)

Según el NMSA 22-8B-12 J (4), los abajo firmantes, somos padres /estudiantes 18 años de edad/tutores en *apoyo a la renovación de la Anthony Charter School* ubicado en 780 Landers Rd., Anthony, NM 88021.

# Students Enrolled/ # Alumnos matriculados	Name/Nombre	Signature/Firma	Email and/or Phone Number Correo electrónico y/o número de teléfono	Date Fecha
35 2	Valerie Whitley	Valerie Whitley	915-305-8246	8-29-17
36 1	Gloria Falcon	Gloria Falcon	575-882-7621	
37 1	Elda Ibáñez	Elda Ibáñez	(575) 882-2183	8-29-17
38 1	Andrea Cardona	Andrea Cardona	915 504-9965	8/29/17
39 2	Nancy Morales	Nancy Morales	(575) 300-9914	8/29/17
40 1	Nimue Quevedo	Nimue Quevedo	(915) 943-4545	
41 1	Barbie Garcia	Barbie Garcia	(915) 588-0915	8/30/17
42 1	Dora Lizarraga	Dora Lizarraga	915-996-4189	8/30/17
43 1	Maria BEXRIVER	Maria BEXRIVER	915 345-3103	8-30-17
44 1	Michelle Mendez	Michelle Mendez	575 805 0023	8-30-17
45 2	Maria M Villegas	Maria M Villegas	915-230-2319	8-30-17
46 1	Maria Elena	Maria Elena	915-491-5004	8-31-17
47 2	Brenda Estrada	Brenda Estrada	(575)-680-6774	8-31-17
48 2	Veronica Lozano	Veronica Lozano	915) 694 6126	8/31/17
49 1	Karla (H) Ramos	Karla Ramos	515) 201-2912	8/31/17
50 4	Claudia Quinonez	Claudia Quinonez	915) 999-3469	8/31/17
51 1	Lizbeth Salgado	Lizbeth Salgado	915) 305-0882	9/1/17





# Anthony Charter School

Jimmy Gonzalez, Head Administrator

780 Landers Rd. Anthony, New Mexico 88021

(O) 575-882-0600 (F) 575-882-2116

www.anthonycharterschool.k12.nm.us

Denise Marmolejo, Administrative Assistant

Charles Wendler, Governance Council President

Melanie Beegle, Administrative Secretary

Claudia Quinonez, PASSO President

Juana Miramontez, Attendance Secretary

## Petition of Support from Households of Anthony Charter School Students to the Public Education Commission (PEC)

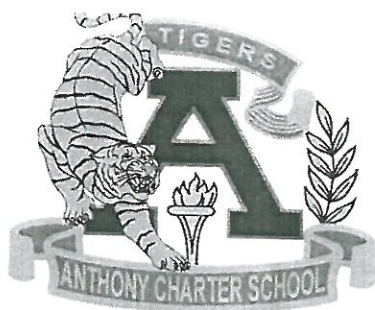
As per NMSA 22-8B-12 J (4) WE, the undersigned, are parents /students 18 years of age /legal guardians in *support of the charter renewal of Anthony Charter School* located at 780 Landers Rd., Anthony, NM 88021.

## Petición de apoyo de los hogares de los estudiantes de la Anthony Charter School a la Comisión de educación pública (PEC)

Según el NMSA 22-8B-12 J (4), los abajo firmantes, somos padres /estudiantes 18 años de edad/tutores en *apoyo a la renovación de la Anthony Charter School* ubicado en 780 Landers Rd., Anthony, NM 88021.

# Students Enrolled/ # Alumnos matriculados	Name/Nombre	Parent/ Student 18 yrs of age/Legal Guardian Padres /estudiantes 18 años de edad/tutores	Signature/Firma	Email and/or Phone Number Correo electrónico y/o número de teléfono	Date Fecha
52	2	Alfredo Landeros	Alfredo Landeros	(575) 882-2095	9-6-17
53	1	Maria Soto	Maria Soto	(915) 694-8125	9-6-17
54	1	Maribel Esquivel	Maribel Esquivel	(915) 694 9022	9-12-17
55	1	Guadalupe Aludo <sup>Jessia</sup>	Guadalupe Aludo	915 3462529	-
56	1	Jochevelis	Jochevelis	(915) 525-9228	9-14-17
57	1	Claudia Pereyra	Claudia Pereyra	(575) 642-4864	9-15-17
58	1	Sylvia Lopez	Sylvia Lopez	915) 704-9593	9-20-17
59	1	Nora Castillo	Nora Castillo	(915) 305-3453	9-20-17
60	1	Brianna Munoz	Brianna Munoz	(915) 472-9909	9-20-17
61	2	Susan Macias	Susan Macias	480-238-1928	9-20-17
62	1	Sara Alvarado	Sara Alvarado	(915) 315-5617	9-21-17
63	1	(Austria Davis) Lynette Ortiz	(Austria Davis) Lynette Ortiz	(915) 328-4236	9-25-17
64	1	Marina Perez	Marina Perez	915 206-0560	9-25-17
65	1	Julia Robles	Julia Robles	(915) 540-4216	9-25-17
66	1	Claudia Martinez	Claudia Martinez	(915) 241-9590	10-2-17
67	1	Jana Catur	Jana Catur		
68					





# Anthony Charter School

Jimmy Gonzalez, Head Administrator

780 Landers Rd. Anthony, New Mexico 88021

(O) 575-882-0600 (F) 575-882-2116

www.anthonycharterschool.k12.nm.us

Denise Marmolejo, Administrative Assistant

Melanie Beegle, Administrative Secretary

Juana Miramontez, Attendance Secretary

Charles Wendler, Governance Council President

Claudia Quinonez, PASSO President

## Petition of Support from Households of Anthony Charter School Students to the Public Education Commission (PEC)

As per NMSA 22-8B-12 J (4) WE, the undersigned, are parents /students 18 years of age /legal guardians in **support of the charter renewal of Anthony Charter School** located at 780 Landers Rd., Anthony, NM 88021.

## Petición de apoyo de los hogares de los estudiantes de la Anthony Charter School a la Comisión de educación pública (PEC)

Según el NMSA 22-8B-12 J (4), los abajo firmantes, somos padres /estudiantes 18 años de edad/tutores en **apoyo a la renovación de la Anthony Charter School** ubicado en 780 Landers Rd., Anthony, NM 88021.

# Students Enrolled/ # Alumnos matriculados	Parent/ Student 18 yrs of age/Legal Guardian Padres /estudiantes 18 años de edad/tutores		Email and/or Phone Number Correo electrónico y/o número de teléfono	Date Fecha
	Name/Nombre	Signature/Firma		
69	1	MARIO SOTO		
70	1	Lisa P. Aguilar	915-222-9472	9-11-17
71	1	Mauricia Lopez	915-433-0681	9-13-17
72	2	Mi Luisa Reyes	915-642-3267	9-13-17
73	1	Carlos Ramirez	915-502-1312	9-13-17
74	2	Maria C. Meza	(575) 882-5159	9-13-17
75	1	PERLA LOVAR	N/A	9-14-17
76	2	ANA M. AGUIRRE	(915) 422-3340	9-25-17
77	1	San Juana Gonzalez	(915) 260-2505	9/28/17
78	1	Priscilla Matice	(575) 300-9208	9/28/17
79	1	Miriam Hidalgo	(915) 820-6687	10-2-17
80			(575) 996-8536	10-2-17
81				
82				
83				
84				
85				



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

HANNA SKANDERA  
SECRETARY OF EDUCATION

SUSANA MARTINEZ  
Governor

OPTION FOR PARENTS  
CHARTER SCHOOLS DIVISION

**2017 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 10, 2017, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [Charter.Schools@state.nm.us](mailto:Charter.Schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

*Revised 11/13/2015*



1. General Information

- Name of Proposed School

Care Academy

- Grade levels to be offered and enrollment projections

Grade Levels to be Offered	Projected Total Enrollment
K-6	280*

- Primary Point of Contact

Name	Donald J Heacox				
Mailing Address	P.O.Box 1863				
City	Deming	State	New Mexico	Zip	88031
Phone	575-544-6836				
Email	frheacox@gmail.com				

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Name	Role on Team	Qualifications: Education, Employment, Experience
Donald J Heacox	Founder	* see attached document
T. Keith Harris	Founder	* see attached document
Ronald D Wolfe	Founder	* see attached document

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

Care Academy, by requiring parental and student contracts of behavior and involvement, creates an environment of disciplined and caring classrooms focusing on the educational basics of reading and writing in English and mathematics and not on tests and pretests so that by third grade, students will read in English and do math at or above grade level. Initial year target is 30 percent for both reading and math in third grade growing each year by 10 percent until more than 80 percent read and do math at grade level by third grade. Currently local reading is at 29 percent and math at 24 percent at grade level and these decline to 15 and 16 percent locally by sixth grade. Long term goal is for 90 percent of Care Academy students to graduate high school, positively influencing the graduation rate of Deming Public Schools as a whole.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? Yes: ☒ No: ☐

If YES, describe the entity and the role it will have in the school's operational plan.

The Care Academy is striving to be a district charter school in an effort to fully cooperative and be mutually supportive of the district schools. The expectations of Care Academy, deemed reasonable at the time of this letter, are to contract for space, transportation, food service, financial services, some human resources services with the district. This will minimize an adverse economic impact on the district and may result in some net gains.

Revised 11/13/2015

5. Does the applicant team or any members of the team currently operate any other schools? Yes: ☐ No: ☒.

6. Vision/Mission statement. (2-3 sentences)

Develop problem solving skills, reasoning ability, and creativity within children to enable them to:

- . become responsible citizens,
- . meet the demands of life's evolving occupations, and
- . pursue personal goals.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Student population will be a maximum of 20 per class, K-3, initially one class per grade each, growing by one class in grade 4 the following year, grade 5 the next year, and then grade 6 the following year. Additional growth will then be assessed based on results, needs, and opportunities at that time.

Applicants (parents and students) will need to sign a contract of agreement with participation and discipline standards. If applications exceed spaces, a lottery will be held. The school will be located within the DPS district. Students are generally expected to also be from within the DPS district.

- Describe the student population including key demographic data (academic performance, home languages, ELL, and special education populations in the location in which the school intends to locate.

The statistics below were extracted from the "2016-2017 School District Report Card" for DPS as produced by the New Mexico Education Department.

DPS has a total of 5452 students or 1.6% of New Mexico's total students with a district grade of "D".

Of the 10 schools in the district, 7 are Elementary schools, and 5 of these are rated in Priority, Focus, or Strategic status :

2 (20%) are in Priority status (Bell Elementary and Columbus Elementary),  
3 (30%) in Focus status (including Bataan Elementary and Ruben S Torres Elementary), and  
1 (10%) in Strategic status (Deming Intermediate - 6th grade),  
0 in reward status.

Of this total:

Female students comprised 49%, and Male students were 51%.  
Caucasian students were 13.5%, African-American were 1.4%, Hispanic 84.6%, Asian .3%, and  
American Indian .3%.  
SWD 13.1%, ELL 34.2%, Migrant 1.9%, and recently arrived 3.5%.

Proficiency at the Elementary level was indicated as:

3rd grade students were rated as 29% proficient in reading, and 24% in mathematics (NM 27% and 30%).  
4th grade students as 21% reading and 12% in mathematics (NM 26% and 23%)  
5th grade students as 18% reading and 18% in mathematics (NM 30% and 24%)  
6th grade students as 15% in reading and 16% in mathematics (NM 28% and 20%)



Proficiency Summaries by Subgroups, state percentages are within parenthesis:

Female - 35% reading (42%) math 13% (20%), Male - 25% (32%) reading, 13% (20%) math  
Caucasian - 39% (52%) reading 18% (33%) math, African-American 28% (34%) reading 9% (15%) math,  
Hispanic 28% (33%) reading 12% (18%) math, Asian 52% (61%) reading 21% (50%) math, and  
American Indian 25% (28%) reading ?% (11%) math  
Economically Disadvantaged - 30% (31%), Students with Disabilities 16% (9%), and ELL 24% (20%)

Deming Elementary schools vary, and the 6 schools are at: 49% reading / 20% math, 30% / <=5%, 39% / 16%,  
51% / 19%, 46% / 17%, and 30% / 25%.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Perspective students are otherwise expected to be enrolled within the DPS district or to be home educated. Many students and their parents, disappointed with the expectations and results of current district schools and who are willing to commit to participation and discipline standards, might well apply to Care Academy.

As indicated in the Elementary School status information, parents may want to enroll their students in a school that offers opportunity and promise of a better education than schools that may be in priority, focus, or strategic status.

Studies show that charter schools offering potentially improved education challenge the district schools to improve, which has the potential to help all district students. CARE offers higher expectations, higher standards, maximizing budgeted money to the classroom, ...

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

The priority, focus, and strategic status of our elementary schools, the relatively low high school graduation rate, and the relatively low level of academic achievement (need for college remedial classes and marginal workforce qualifications) have created anxiety and disappointment in many parents we have talked to (non-scientific study); or (general observation) indifference to educational standards, capabilities and results.

Many would prefer to school their children in an environment committed to learning rather than one diluted by those ignorant or indifferent to current educational levels, capabilities, and results.

Care Academy will employ both time tested and proven innovative techniques in curricula and instruction. Anecdotal evidence suggests significant interest in improved and caring education in an environment more disciplined than that of the DPS district.

Several school board members left the district to enroll their children in what they believe to be better schools. Informal feedback suggests a number of professionals and Border Patrol agents are unwilling to live in Deming with the perceived quality of the local schools reportedly a significant factor.

Public meetings and petitions are planned to document the interest and to explain the mission and plans for Care Academy.

We plan on much more serious and wide-ranging surveys to determine community interest once this Notice of Intent has been received.

9. Identify significant innovative features that the school will implement in order to help it realize its vision / mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

1. The core knowledge sequence in grades K-6): a planned grade by grade progression of specific knowledge focusing on reading, writing, and math fundamentals. Children learn by building on what they already know. This motivates students to learn and creates confidence by exposing them to a coherent core of challenging, interesting, interwoven knowledge and vocabulary vital for higher levels of learning; promotes community through a common thread of instruction and learning, including greater collaboration and communication in lesson planning that prevents gaps and redundancy; encourages parent involvement by providing a clear outline of what their children should learn in each grade.

2. Riggs Institute's The Writing & Spelling Road to Reading & Thinking: a multi-sensory, brain-based approach for teaching "explicit" phonics, reading and language arts; Riggs addresses virtually every student's learning style through four pathways to the brain sight, sound, voice, and writing; teachers can teach through each student's stronger learning modality while, simultaneously, remediating their weaker ones; accelerates the learning process, avoids discrimination against any student's individual learning style, and provides an optimal learning opportunity for each student.

3. 30-minute morning Reading Block in K-3 which includes small group reading instruction with parent volunteers in conjunction with up to two additional hours of whole group direct instruction in Riggs, reading, and ELA, with intervention for struggling readers.

4. Care Academy plans to employ the ORIGO Stepping Stones approach, the Award winning elementary math curriculum adopted by the State of New Mexico, May 24, 2016.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

The current situation requires significant improvement! We believe one factor in the district's relatively low ratings is a purported indifference to education by some students and their parents which has proven detrimental to classroom discipline and expectations. A former superintendent seemed to foster the beliefs that economically poor and fundamentally Spanish-speaking children could not be expected to learn as well as more prosperous English speaking students.

Care Academy will equip these students to excel by providing proven instruction in the rudiments of language which will establish a solid foundation for reading and the mastery of knowledge in core subjects across grade levels, as part of a coherent, rigorous, and complete K-6 educational experience. Care Academy's Riggs method will provide both a strong foundation for students who demonstrate academic progress, and an effective remedial program for pre-existing academic problems we anticipate many of our students have. History and research show that "explicit" phonics instruction, such as that provided in Riggs, significantly improves kindergarten and first grade children's word recognition and spelling, significantly improves children's reading comprehension, is effective for children from various socio-economic levels, and is particularly effective for children who have difficulty learning to read.

Care Academy also plans to employ the award-winning ORIGO Stepping Stones math curriculum adopted May 24, 2016, by the State of New Mexico.



Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.

Signature of founder(s)

Ronald J Heacox

DONALD J HEACOX

[PRINT NAME]

Truman K. Harris

Truman K. HARRIS

Ronald D. Wolfe

RONALD D. WOLFE

Date: January 2, 2018



## **Donald J. Heacox**

EDUCATION: Advanced studies in Defensive System Management, Logistics, MS Stanford University, BS US Air Force Academy

CURRENT EMPLOYMENT: Retired, Free Lance writer

QUALIFICATIONS: Professional: Diverse responsible management positions in USAF in intelligence and weapon systems acquisition, retiring as colonel (O-6). Director regional office of a defense services contractor. Executive Director (Deming) Economic Development Corporation. Freelance writer and 19+ years local columnist for Deming Headlight, Lay vicar, deacon pastor, vicar of St. Luke's Episcopal Church. Some volunteer teaching experience. Various community involvements: board of local arts council, board of former counseling organization, ministerial alliance. Currently founding vice president Deming Silver Linings 502 (c) (3) to ease homelessness.

## **T. Keith Harris**

EDUCATION: PHD in History from Cal Berkeley, Masters in History from Denver University, BA in Education from Pacific Union College.

CURRENT EMPLOYMENT: Retired

QUALIFICATIONS: Taught history for 4 years, Career in Real Estate, 15 years of community service in Deming such as Vice Chair of Republican Party.

## **Ronald D. Wolfe**

EDUCATION: MA in Mathematics from Western Michigan University on National Science Foundation Academic Year Institute; BS in Education with majors in Math and Physics from Slippery Rock University; attended St Peters College, Newark College of Engineering, Monmouth College, and Miami University on National Science grants.

CURRENT EMPLOYMENT: Retired, Author of several Photographic articles for Red River Paper Company

QUALIFICATIONS: High School Teacher of Mathematics, Employed and managed personnel in Computer Industry for 30+ years & taught many Industry Computer and Storage Courses, taught courses at Washington University and Florescent Valley Community College, taught Digital Photography Workshops on cruise boats.

Community service: participation on several community boards: Deming Performing Arts Center member and Vice President, Deming Art Center. Members Deming/Luna County Museum, Luna County/Deming Centennial Committee chairman, Main Street member and president, Deming District Schools School Board member, Secretary and President. Deming Photo Club member and President, Dona Ana Photo Club member and president. Serves as Photography Professional for Red River Paper Company.



**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission

statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

Catalyst Preparatory Charter School
-------------------------------------

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
4-8	396

- Primary Point of Contact

Name	Ms. Elisa Cundiff				
Mailing Address	2029 Kiva Road				
City	Santa Fe	State	NM	Zip	87505
Phone	575.649.7694				
Email	elisa.cundiff@catalystprep.org				

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Elisa Cundiff	Lead Founder	NYU (B.A.), BES Fellow, Computer Science Teacher for Las Cruces Public Schools
Melanie Brennand	Board Member	Harvard (A.B.), Harvard (M.Ed.), UWC Director of Admissions and College Counseling
Connor Browne	Board Member	Princeton (B.A.), Thornburg Investing Management Portfolio Manager
Gil Gallegos	Board Member	UC Davis (BSME), NMSU (Ph.D.), Department Chair of Computer and Mathematical Sciences at Highlands University
Gabrielle Gerholt	Board Member	NMHU (B.S.), Tulane University, (M.S), Temple University (J.D.), Attorney at Concho Industries
Christopher Purvis	Board Member	Hampshire College (B.A.), UNM School of Architecture(M.Arch), Architect at A. Christopher Purvis Architects

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

Catalyst Preparatory Charter School (“Catalyst Prep”) is a proposed, college preparatory, expanded middle school (grades 4-8) providing students with the education necessary to take challenging coursework in high school and ultimately to succeed in college.

Catalyst Prep incorporates proven best practices and relationships from the nation’s most successful public charter schools, New Mexico schools, and local educational initiatives, integrating operational systems, programmatic structures, and instructional strategies to prepare students to thrive in the colleges of their choice.

The Catalyst Prep Founding Team believes that every student can learn and achieve academically. The Founding Team believes that every student in Santa Fe deserves to attend a school that provides the individual support, opportunity, and challenge to reach their highest academic potential while honoring each student’s personal voice.

All academic choices at Catalyst Prep are backwards-planned with college preparedness in mind. This includes all students completing Algebra 1 in the eighth grade so that their senior high school schedule will allow for Calculus or Statistics coursework. Classes are backwards scaffolded to this goal, with additional time and support in literacy and math to ensure that students have the assistance necessary to achieve the high academic expectations required.

Parents are our partners, and we will build mission-aligned relationships with them early, continuously, and proactively. Families will receive information about how each grade level at Catalyst Prep is aligned to high school and college success as we prepare all students for college preparation, admission, enrollment, and persistence beginning in the fourth grade, and we will have frequent events throughout the year to work with our families on behalf of their children’s success.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school’s operation? ☐ Yes **X No**

If YES, describe the entity and the role it will have in the school’s operational plan.

5. Does the applicant team or any members of the team currently operate any other schools? ☐ Yes **X No**

6. Vision/Mission statement (2-3 sentences)

Through rigorous academics, high-quality instruction, and a values-based community, Catalyst Preparatory Charter School ensures that all fourth through eighth grade students achieve academic success, demonstrate ethical character, and are firmly on the path to the colleges of their choice and lives of opportunity.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Catalyst Preparatory Charter School is designed to address the specific community and academic needs of students and families residing in south Santa Fe. Primarily, the school will provide an

opportunity to those residing near or within the 87507 zip code as well as to students and families residing in the northwestern sections of 87508 and 87505.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

Currently, in south Santa Fe 85% of students identify as Hispanic, 34% identify as English Language Learners, 91% qualify for Free or Reduced Lunch, and 15% have been identified as eligible for Special Education services.

Currently, in south Santa Fe the average 4<sup>th</sup> grade math proficiency is 12.3% and the average 4<sup>th</sup> grade reading proficiency is 16.15%.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

The following 14 schools are currently enrolling students in south Santa Fe: Ramirez Thomas (PK-5), Cesar Chaves (PK-5), Kearny (PK-6), Salazar (K-6), E.J. Martinez (PK-6), Francis Nava (PK-6), Piñon (PK-6), Sweeney (PK-5), Chaparral (K-6), Salazar (K-6), El Camino Real (K-8), Nina Otero (K-8), Ortiz (6-8), and De Vargas (7-8). Of these schools, 5 achieved a grade of C or higher in the 2016-2017 school year as identified by the NM PED: Piñon( A), Sweeney (B), Chaparral (B), Kearny (C), and Francis Nava (C). The remaining 9 schools have earned a designation of D or F.

Academy of Technology and the Classics, a high-achieving charter school in 87508, currently has a waitlist of 1,400 students or more annually. This waitlist emphasizes the local demand for a high-quality option and indicates that families are eagerly and actively seeking opportunities to enroll their students in a college preparatory middle school.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

Lead Founder Elisa Cundiff and the Founding Board have held over 100 conversations with a variety of community stakeholders; these conversations have consistently indicated a persistent and strong desire for a high-achieving, college preparatory middle school for students in south Santa Fe. High school principals and other professional educational staff have indicated that incoming students frequently lack the academic and character preparation to access and fully engage in challenging high school coursework. Need for a high achieving middle school is additionally evidenced by the 2016 district high school graduation rate of 71.3%.

In conversations with 32 local employers, including but not limited to Sandia Labs and Los Alamos National Labs, industry leaders have expressed their inability to identify local talent for meaningful, high-paying, STEM career pathways. Discussions with both industry professionals and those deeply engaged in higher education have expressed the need for higher academic expectations to best prepare students for college success and to thrive in the local workforce.

As part of our community outreach, the Founding Team has held more than 20 meetings with parents to learn what they are looking for in education for their children. The team will continue to

hold a minimum of two information sessions with families each month to continue to listen to and learn from parents, and what they desire from a local school.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

The curriculum and instructional strategies of Catalyst Prep are informed directly by scientific research addressing brain development and learning and replicate evidenced-based practices implemented by high-poverty, high-performing charter schools delivering strong outcomes for student populations similar to our target demographic for Catalyst Prep.

Each year, Catalyst Prep will dedicate four weeks of extensive professional development for all staff before students arrive. Over the course of the school year, teachers will engage in weekly coaching and feedback meetings to drive their professional growth, students will benefit from an extended school day, and annual home visits will be made to engage all families in their students' progress and academic success. To compliment an intentional focus on literacy and mathematics, Catalyst Prep will uniquely incorporate computational thinking, digital literacy, and coding into our college preparatory curriculum. We will provide an expanded 4-8 academic program to remediate deficiencies from the early elementary grades and accelerate learning into a full middle school to ensure high school readiness for all students within a seamless school community.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.


The New Mexico Public Education Department's Equity Plan shows that minority students and low-income students in our state have less access to teachers who earn rankings of "Highly Effective" and "Exemplary" than either their non-minority or non-economically disadvantaged peers.<sup>1</sup>

Catalyst Prep's comprehensive and targeted professional development program ensures that mission-driven, high-capacity, and growth-minded teachers are developed, supported, and retained so that every student has access to a highly effective teacher able to provide rigorous instruction that supports students' academic growth to and beyond grade level proficiency.

Catalyst Prep incorporates a data-driven model that includes standards-based weekly, monthly, and trimester assessments. Upon collecting achievement data, with the support and guidance of school leadership, teachers will analyze and design action plans to ensure that all students' needs are accurately identified and swiftly addressed with intentional and individualized supports.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

\_\_\_\_\_

Date: 01/04/2018

Elisa Cundiff

<sup>1</sup> <http://ped.state.nm.us/ped/PolicyDocs/NM.Educator.Equity.Plan.FINAL.pdf>.



**CUSTOMER USE ONLY**

**FROM: (PLEASE PRINT)** **PHONE ( )**  
 Elisa Cundiff  
 2029 Kiva Road  
 Santa Fe, NM 87505

**PAYMENT BY ACCOUNT (if applicable)**  
 USPS® Corporate Acct. No. Federal Agency Acct. No. or Postal Service™ Acct. No.

**DELIVERY OPTIONS (Customer Use Only)**  
☒ **SIGNATURE REQUIRED** Note: The mailer must check the "Signature Required" box if the mailer: 1) Requires the addressee's signature; OR 2) Purchases additional insurance; OR 3) Purchases COD service; OR 4) Purchases Return Receipt service. If the box is not checked, the Postal Service will leave the item in the addressee's mail receptacle or other secure location without attempting to obtain the addressee's signature on delivery.  
**Delivery Options**  
☐ No Saturday Delivery (delivered next business day)  
☐ Sunday/Holiday Delivery Required (additional fee, where available)  
☐ 10:30 AM Delivery Required (additional fee, where available)  
 \*Refer to USPS.com® or local Post Office™ for availability.

**TO: (PLEASE PRINT)** **PHONE ( )**  
 Public Education Commission  
 c/o NM PED  
 Attn: Options for Parents & Enrichment/  
 Charter Schools Div.  
 300 San Geronimo, Rm 301  
 Santa Fe, NM  
 ZIP + 4® (U.S. ADDRESSES ONLY)  
 87501

■ For pickup or USPS Tracking™, visit USPS.com or call 800-222-1811.  
 ■ \$100.00 insurance included.



EM 020390937 US



**UNITED STATES  
POSTAL SERVICE®**

**PRIORITY  
★ MAIL ★  
EXPRESS™**

**ORIGIN (POSTAL SERVICE USE ONLY)**

☒ 1-Day ☐ 2-Day ☐ Military ☐ DPO

PO ZIP Code: 87594 Scheduled Delivery Date (MM/DD/YY): 1/6/18 Postage: \$23.75

Date Accepted (MM/DD/YY): 01-05-18 Scheduled Delivery Time: 10:30 AM ☐ 3:00 PM ☐ 12 NOON Insurance Fee: \$ COD Fee: \$

Time Accepted: 3:34 PM 10:30 AM Delivery Fee: \$ Return Receipt Fee: \$2.75 Live Animal Transportation Fee: \$

Special Handling/Fragile: \$ Sunday/Holiday Premium Fee: \$ Total Postage & Fees: \$26.50

Weight: 11.68 lbs. Flat Rate: \$ Acceptance Employee Initials: [Signature]

**DELIVERY (POSTAL SERVICE USE ONLY)**

Delivery Attempt (MM/DD/YY): Time: Employee Signature: [Signature]

Delivery Attempt (MM/DD/YY): Time: Employee Signature: [Signature]

LABEL 11-B, OCTOBER 2016 PSN 7690-02-000-9996 2-CUSTOMER COPY

**CUSTOMER USE ONLY**

**FROM: (PLEASE PRINT)** **PHONE ( )**  
 ELISA CUNDIFF  
 2029 KIVA ROAD  
 SANTA FE, NM 87505

**PAYMENT BY ACCOUNT (if applicable)**  
 USPS® Corporate Acct. No. Federal Agency Acct. No. or Postal Service™ Acct. No.

**DELIVERY OPTIONS (Customer Use Only)**  
☒ **SIGNATURE REQUIRED** Note: The mailer must check the "Signature Required" box if the mailer: 1) Requires the addressee's signature; OR 2) Purchases additional insurance; OR 3) Purchases COD service; OR 4) Purchases Return Receipt service. If the box is not checked, the Postal Service will leave the item in the addressee's mail receptacle or other secure location without attempting to obtain the addressee's signature on delivery.  
**Delivery Options**  
☒ No Saturday Delivery (delivered next business day)  
☐ Sunday/Holiday Delivery Required (additional fee, where available)  
☐ 10:30 AM Delivery Required (additional fee, where available)  
 \*Refer to USPS.com® or local Post Office™ for availability.

**TO: (PLEASE PRINT)** **PHONE ( )**  
 Dr. VERONICA GARCIA  
 Superintendent Santa Fe Public Schools  
 610 Alta Vista Street  
 Santa Fe, NM 87505  
 ZIP + 4® (U.S. ADDRESSES ONLY)

■ For pickup or USPS Tracking™, visit USPS.com or call 800-222-1811.  
 ■ \$100.00 insurance included.



EM 020390945 US



**UNITED STATES  
POSTAL SERVICE®**

**PRIORITY  
★ MAIL ★  
EXPRESS™**

**ORIGIN (POSTAL SERVICE USE ONLY)**

☒ 1-Day ☐ 2-Day ☐ Military ☐ DPO

PO ZIP Code: 87594 Scheduled Delivery Date (MM/DD/YY): 01-06-18 Postage: \$23.75

Date Accepted (MM/DD/YY): 01-05-18 Scheduled Delivery Time: 10:30 AM ☐ 3:00 PM ☐ 12 NOON Insurance Fee: \$ COD Fee: \$

Time Accepted: 3:36 PM 10:30 AM Delivery Fee: \$ Return Receipt Fee: \$2.75 Live Animal Transportation Fee: \$

Special Handling/Fragile: \$ Sunday/Holiday Premium Fee: \$ Total Postage & Fees: \$26.50

Weight: 2.60 lbs. Flat Rate: \$ Acceptance Employee Initials: [Signature]

**DELIVERY (POSTAL SERVICE USE ONLY)**

Delivery Attempt (MM/DD/YY): Time: Employee Signature: [Signature]

Delivery Attempt (MM/DD/YY): Time: Employee Signature: [Signature]

LABEL 11-B, OCTOBER 2016 PSN 7690-02-000-9996 2-CUSTOMER COPY



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).



1. General Information

- Name of Proposed School

Cayetana Romero Charter School

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
5 - 8	400 Students

- Primary Point of Contact

Name	Shelly Cherrin		
Mailing Address	7401 Boxwood Ave. NE		
City	Albuquerque	State	NM Zip 87113
Phone	(505)269-2837		
Email	Shellycherrin@gmail.com		

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Ambassador Edward Romero	Founder	US Ambassador to Spain during Clinton Administration
Jim Long	Consultant	CEO Heritage Hotels and Resorts
Shelly Cherrin	Founder	Advance New Mexico
Mike Chavez	Consultant	Hispanic Education Advisory Council
* To be confirmed	Consultant	UNM Department of Education
Vicki Chavez	Consultant	Director, SWREC, Business Manager

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

The school will align with enrichment and heritage models as it will focus on the rich culture of New Mexico, building on the cultural capital of our students and their families to develop a multicultural citizenry that can contribute and compete in local and global markets. Entrepreneurship, careers, financial literacy and 21<sup>st</sup> century skills will be a focus as well as developing social-emotional skills.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

5. Does the applicant team or any members of the team currently operate any other schools? ☐Yes ☒No

6. Vision/Mission statement (2-3 sentences)

Building upon the historical and cultural capital of our students and their families, the mission of the school is to prepare students from underserved communities for success in high school developing students with the academic, social and leadership characteristics to be successful. We will ensure that students experience real life 21<sup>st</sup> century learning experiences in an innovation school setting that will build a foundation that will enable students to contribute and compete in local and global markets.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Albuquerque - North Valley  
Students primarily from schools that feed into Valley, Cibola and Volcano Vista High Schools.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

Schools in the North Valley generally have lower proficiency rates in both math and reading as evidenced in the School Report Cards. Within the 6 mid-schools in the North Valley area, school grades range between C's and F's, and proficiency rates range between 15% - 28% in Reading and between 11% and 27% in math. A large number of students qualify for FRL. Approximately 2/3 of the students are Hispanic and 15% EL's.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Schools that service these students, currently, include Garfield, Taft, James Monroe, Taylor, LB Johnson and Tony Hillerman. Class sizes are generally larger, and many families feel their students would benefit from smaller, more personalized and individualized programs.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the

proposed educational program).

Discussion with APS officials and feedback from other organizations concerning the need for more options in this geographical area.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

We envision a longer school year for both staff and students, with a strong mentoring program utilizing community resources. The model will be a multi-age model for 5<sup>th</sup>/6<sup>th</sup> graders and 7<sup>th</sup>/8<sup>th</sup> graders in a multi-cultural environment focused on academic and personal excellence. We will offer an integrated curriculum that focuses on New Mexico history and culture, with multiple opportunities for students to engage in authentic projects and activities that will focus on career exploration/readiness including entrepreneurship, financial literacy, and 21<sup>st</sup> century skills such as team building, problem solving and critical thinking.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

Our school will offer smaller learning environments with individual and small group support and enrichment for all students. The curriculum will offer many opportunities for hands-on, experiential learning. We will follow the Principal Pursuing Excellence model for developing school-wide plans with goals for using student data and developing staff and student culture. This model has been utilized in districts throughout New Mexico with great success in improving student achievement. We will also look at other models that have proven to be successful with our targeted student population, such as the IDEA Public Schools in the Rio Grand Valley, and the Valor Collegiate Schools in Nashville with philosophies that align with ours.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

\_\_\_\_(sent in separate attachment) \_\_\_\_

Date: January 5, 2018

*Edward Romero / Shelly Cherrin*

[PRINT NAME]

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

Discussion with APS officials and feedback from other organizations concerning the need for more options in this geographical area:

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

We envision a longer school year for both staff and students, with a strong mentoring program utilizing community resources. The model will be a multi-age model for 5<sup>th</sup>/6<sup>th</sup> graders and 7<sup>th</sup>/8<sup>th</sup> graders in a multi-cultural environment focused on academic and personal excellence. We will offer an integrated curriculum with multiple opportunities for students to engage in authentic projects and activities.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

Our school will offer smaller learning environments with individual and small group support and enrichment for all students. The curriculum will offer many opportunities for hands-on, experiential learning. We will follow the Principal Pursuing Excellence model for developing school-wide plans with goals for using student data and developing staff and student culture. This model has been utilized in districts throughout New Mexico with great success in improving student achievement. We will also look at other models that have proven to be successful with our targeted student population, such as the IDEA Public Schools in the Rio Grand Valley, and the Valor Collegiate Schools in Nashville, and with philosophies that align with ours.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

  
Edward Romero  
Edward Romero / Shelly Cherrin  
[PRINT NAME]

  
Shelly Cherrin  
Shelly Cherrin

Date: January 5, 2018



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

City Schools Charter School

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
6-12	600

- Primary Point of Contact

Name	Chris Jones		
Mailing Address	4109 Ojos Prieto NW		
City	Albuquerque	State	NM Zip 87120
Phone	505-803-0812		
Email	Cjonesnm505@msn.com		

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Michael Vigil	Business Mgr.	<a href="http://www.vigilgroup.net/about-us">http://www.vigilgroup.net/about-us</a>
Chris Jones	Founder	<a href="http://www.lpelc.com/olc/teacher.aspx?s=54">http://www.lpelc.com/olc/teacher.aspx?s=54</a>
Debra Baca	Advisory Member	<a href="http://www.ydinm.org/parent-resource-manuals.aspx">http://www.ydinm.org/parent-resource-manuals.aspx</a>
Andrew Mathis	Advisory Member	<a href="https://www.linkedin.com/in/andrewmathisdenver">https://www.linkedin.com/in/andrewmathisdenver</a>

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

Vocational-technical education program focusing on college and career readiness, yielding industry certification for CSCS graduates. CSCS will implement a bilingual multicultural education program model that will further develop or maintain home language proficiency, so that graduates may develop the language and cultural competency to serve within their selected industries throughout Albuquerque.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

NA

5. Does the applicant team or any members of the team currently operate any other schools? ☒ Yes ☐ No

6. Vision/Mission statement (2-3 sentences)

City Schools aims to improve educational outcomes and aid in economic impact in the state of New Mexico through a grass roots approach to developing competent graduates prepared to transition to two and four year colleges or careers in high-need industry areas.

## 7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Northwest and Southwest quadrants of Albuquerque – Coors and Montano NW to Dennis Chavez and 118th SW.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

### 2016-2017 DEMOGRAPHIC DATA

Albuquerque Public Schools:

Student Demographics				
	LEA		State	
	Number	%	Number	%
All Students	90,752	27.0	336,326	100.0
Female	44,216	48.7	164,089	48.8
Male	46,536	51.3	172,237	51.2
Caucasian	20,663	22.8	81,394	24.2
African American	2,793	3.1	7,600	2.3
Hispanic	60,181	66.3	206,348	61.4
Asian	2,071	2.3	4,457	1.3
American Indian	4,887	5.4	35,884	10.7
ED	62,908	69.3	249,348	74.1
SWD	15,656	17.3	52,927	15.7
ELL	13,500	14.9	45,669	13.6
Migrant	0	0.0	428	0.1
Recently Arrived	4,702	5.2	16,801	5.0

Source: LEA 120th-day submission to the PED

School	Letter Grade	Graduation Rate ALL/SWD/ELL	Reading Proficiency ALL/SWD/ELL	Math Proficiency ALL/SWD/ELL
Albuquerque Public Schools (District)	C	NA	34%/13%/15%	20%/7%/9%
Ernie Pyle Middle School	F	NA	11%/8%/5%	5%/6%/2%
George I. Sanchez Middle School	F	NA	22%/5%/10%	8%/3%/5%
Harrison Middle School	F	NA	10%/<5%/%	6%/<5%/3%
Jimmy Carter Middle School	F	NA	11%/8%/5%	5%/7%/3%
John Adams Middle School	F	NA	18%/14%/10%	8%/7%/8%
LB Johnson Middle School	C	NA	27%/20%/17%	24%/15%/16%
Truman Middle School	D	NA	13%/5%/8%	6%/4%/3%
Atrisco Heritage Academy High School	C	70%/68%/64%	25%/5%/8%	9%/3%/4%
Rio Grande High School	C	66%/60%/62%	26%/8%/11%	8%/7%/5%
West Mesa High School	C	67%/65%/68%	24%/10%/12%	5%/6%/3%

CSCS anticipates demographics that are slightly higher than the Albuquerque Public Schools district and the state of New Mexico as a whole. The founding team is projecting the following demographics, which are based on the location in which the school intends to locate:

Economically Disadvantaged	SWD	ELL
70%	20%	50%

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Albuquerque Public Schools: Ernie Pyle Middle School, Harrison Middle School, Jimmy Carter Middle School, John Adams Middle School, LB Johnson Middle School, Truman Middle School, Atrisco Heritage Academy High School; Rio Grande High School; West Mesa High School. We believe that the large comprehensive school model is inappropriate for many students, and for that reason, CSCS will attract students from the identified 'comprehensive' middle and high schools located within the northwest and southwest quadrants of Albuquerque. There are many students that are interested in the professional teaching field, but do not have the opportunity to participate in an educational/vocational-technical program that aligns with their interest, but do not have such programs available. Families are also looking for safe smaller schools in which students can receive individualized attention and guidance through personalized learning pathways.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

#### EARLY CHILDHOOD EDUCATION (EDUCATIONAL SERVICES)

The Albuquerque Journal published an article titled, "New Mexico 2<sup>nd</sup>-Highest in Teacher Turnover" that shared startling statistics related to teacher turnover, within New Mexico having a turnover rate that is nine percent higher than the national average. The 2017 New Mexico Educator Vacancy Report published by the New Mexico State University College of Education STEM Outreach Alliance Research Lab noted there are 673 educator vacancies in New Mexico, with 266.5 of the vacancies being teacher vacancies in the Central Region of New Mexico (Trujillo, 2017). Trujillo goes on to provide as one of five recommendations, the support of "Grow Your Own Teachers" programs. A 2017 New Mexico Early Childhood Accountability Report found that NM Pre-K programs raised reading and math scores, while lowering special education and retention rates for students that participated in Pre-K. The report also showed the state's K-3 Plus program, when coupled with Pre-K participation, creates a recipe capable of closing the achievement gap for students (NMLFC, 2017). The drawbacks associated with this report provide the greatest and most relevant opportunity for CSCS. This comes in the form of Head Start teacher qualifications, with only 39 percent of New Mexico Head Start teachers possessing bachelor's degrees or higher in early-childhood education or related fields. CSCS, through early introduction to the field, dual credit and college preparatory components, has a chance to create grass roots "Grow Your Own" movement that will increase the number of highly qualified early childhood educators in New Mexico.

#### ACCOMMODATION & FOOD SERVICES

The New Mexico 2017 State of the Workforce Report indicated several key statistics that highlight the need to develop qualified workers employed in the accommodation and service industry. First, as a state, New Mexico is projected to grow employment by 7.7 percent by 2024, which represents an increase of 65,829 jobs from 2014. In 2016, Bernalillo County saw a two percent increase in employment. 2015, Accommodation & Food Services made up 11 percent of total employment in New Mexico. "Between 2011 and 2015 Accommodation and Food Services ranked second in terms of absolute growth. Employment expanded by 7,786, or 9.6 percent." This statistic was consistent across all quadrants of the state, with Accommodation & Food Services ranking in the densely populated Central region. "One in every two new jobs created between 2014 and 2024 is expected to be a personal care and service or food preparation and serving related job." Between 2014 and 2024, Accommodation & Food Services is expected to increase by 13,160 jobs, which is a 15.3% increase.

#### INFORMATION TECHNOLOGY

Programs such as the White House's TechHire program draw attention to the need to develop our IT workforce. Particular emphasis was placed on the expansion of this workforce in New Mexico, with a \$4 million dollar grant being awarded to New Mexico Workforce Connection who launched the TechHire New Mexico program that aims to build a tech talent pipeline to produce qualified IT professionals to employers in several counties, including Bernalillo. "Close to 40 percent of tech jobs don't require a four-year degree, according to the release, which also called out the metro area specifically, saying that "employers in cities like Albuquerque have been adopting new 'skills-based' hiring approaches that enable job seekers to demonstrate their skills to get hired even if they lack traditional qualifications like computer science degrees." (Cardillo, 2016). Certifications can yield high paying entry-level positions for New Mexico youth.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

City Schools will employ a community school model with the help of partner organizations located in the Albuquerque community. Our school will utilize a lab rotation blended learning model, leveraging a balance of digital content and face-to-face instruction as well as authentic learning experiences such as vocational technical education lab hours offered on and off-site.



10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

The implementation of a bilingual education model, incorporation of a vocational educational offering, project-based and blended learning programs, and a social and emotional learning emphasis will help CSCS staff to serve students with very diverse backgrounds and abilities. Furthermore, fidelity to an ongoing school improvement 90 day planning model will support students by helping school leaders and staff set and monitor annual goals in accordance with the performance framework and establish the critical actions that lead to attainment of academic and mission specific goals.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):



Date: 1/9/2018

Chris Jones

[PRINT NAME]

**From:** [Schools, Charter, PED](#)  
**To:** [Pierce, Laurel, PED](#)  
**Subject:** Fw: NOI for ENN  
**Date:** Tuesday, January 09, 2018 1:51:11 PM  
**Attachments:** [NOI.pdf](#)

---

**From:** Pamela Engstrom <thetorungroup@gmail.com>  
**Sent:** Monday, January 8, 2018 9:35 PM  
**To:** Schools, Charter, PED  
**Subject:** NOI for ENN

Please see attached.

--

Sincerely,

Pamela Engstrom, MA



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

Endless Sky Charter School for Boys
-------------------------------------

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
Grades 5-8 (Boys only)	264

- Primary Point of Contact

Name	Paul Lockhart				
Mailing Address	7205 Skagway NE				
City	Rio Rancho	State	NM	Zip	87144
Phone	505-362-7187				
Email	pa_lockhart@yahoo.com				

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
-------	--------------	---



Paul Lockhart	Founder	<p>Paul is a lifelong New Mexican who has been in education sixteen years. One year at the high school level, six years teaching seventh grade math, three years as a middle school assistant principal and six years as Director of Research, Assessment, Data, and Accountability (RADA) at Rio Rancho Public Schools District Office. His experiences in education have provided him the ability to attain the necessary skills in the areas of curriculum, assessment, and educational leadership, culminating in the opportunity to carry out the vision of Endless Sky Charter School for Boys. His licensure includes a Level 3A secondary teaching license and a Level 3B educational leadership license. He holds a Bachelors of Business Administration in Marketing and a Masters of Arts in Educational Leadership.</p> <p>As the Director of RADA, he focuses on understanding and supporting, implementation of state requirements for graduation. This includes primary pathways as well as alternative or secondary pathways. His extensive understanding of these requirements has allowed him to support district/school administration, teachers, students, and parents in understanding the expectations for gaining a diploma.</p> <p>During the fifteen years he has been with Rio Rancho Public Schools, he established strong relationships with district, school, and community leaders. These relationships have helped him with communication and implementation of his duties as District Testing Coordinator. As the requirements have increased at the federal and state level, the ability to condense and disseminate information has helped to relieve some of the burden on school administration. Additionally, the position as Director of RADA has given him the opportunity to communicate with departments at the state level and other school districts around New Mexico.</p>
---------------	---------	--

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

Endless Sky Charter School for Boys will provide a comprehensive educational program for male students who have not achieved the skills to keep up at grade level in a traditional school and classroom settings. These students are at risk to fall further behind with each passing school year and the parents want a setting where they are evaluated and a plan is put in place to provide them the skills to comprehend and flourish at their grade level. The driving force will be the identification of students who have not met learning outcomes, then Endless Sky will provide evidence-based interventions, adjust the intensity and nature of those interventions, depending on a student's responsiveness, and monitor their progress. This will be an educational setting where students are given the opportunity to fill gaps in their learning, prior to entering high school, and thus giving them opportunity to truly succeed in high school and make college a reality.

The goal is to give students strong foundational skills and strategies for using their knowledge in new and increasingly complex situations. Ultimately achieving the ability to score at proficient levels or higher on standardized tests. Students will be provided four core teachers in the areas of Math, ELA, Science, Social Studies. The core teachers will integrate AVID strategies during a 5th period. The school will hold a four-day school week, 7 ½ hours per day. The teachers will work on Fridays and focus on Professional Learning Communities and weekly communication with the parents which will include sharing student work and updates on classroom learning and student progress.

Following the same process as the medical field, students' needs will be evaluated and full disclosure with the families about the gaps and the course of action for filling the gaps will be provided. The founder believes that every students deserves quality intervention so that they have the skills to fully absorb what is being taught in the standards. This approach will provide students with the necessary skills to succeed in high school and beyond.

Parents will be provided with an environment that instills confidence in their child's learning through consistent and in-depth communication.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes X No

If YES, describe the entity and the role it will have in the school's operational plan.

5. Does the applicant team or any members of the team currently operate any other schools? ☐ Yes X No

6. Vision/Mission statement (2-3 sentences)

At Endless Sky Charter School for Boys students will be provided with both rigorous standards based teaching along with individualized intervention. Students will be given the opportunity to develop skills, not only meet expectations, but to excel at grade level. Students will then realize their academic capabilities and therefore have the confidence and ability to succeed in high school and on to the college of their choosing.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Endless Sky will be located in the town of Bernalillo, NM. We will serve 5-8 grade male students from Bernalillo, Placitas, and the surrounding areas.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

In the Bernalillo school district close to 50 % of students are Hispanic and over 40 % are Native American. 28% are English Language Learners and 16 % are identified as Students with Disabilities.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Endless Sky will be located in the town of Bernalillo, NM. Our qualified, dedicated staff will serve fifth grade students from Bernalillo Elementary, and 6-8 grade students from Bernalillo Middle School.

Endless Sky will increase a young man's access to higher education by providing the following:

- 1:20 teacher to student ratio (smaller class size)
- Identification of gaps in foundational skills to support success in core content
- Intense intervention (RTI)
- An all-boys environment will provide engaging presentation of subjects that are typically seen as female-oriented in co-ed schools.
- Educators will have the opportunity to focus on the way boys learn by embracing the fact that boys learn differently from girls, thus increasing engagement and overall learning.

- Parent participation through weekly detailed communication
- The opportunity for individualized RTI combined with a larger percentage of the school day dedicated to closing the students learning gaps.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

Bernalillo Elementary in 2017 received a grade of C from the NMPED; Bernalillo Middle School received an F in 2017. For the past three years, male students attending 5<sup>th</sup> grade at Bernalillo Elementary and 6-8 at Bernalillo Middle School have never achieved more than 21% proficient in reading and 22% proficient in math. In some years, these percentages fell below 10%.

See table below

	READING	MATHEMATICS
SY and GRADE	NOT PROFICIENT (%)	NOT PROFICIENT (%)
2015		
GRADE 5	79	78
GRADE 6	89	96
GRADE 7	91	92
GRADE 8	86	92
2016		
GRADE 5	80	79
GRADE 6	87	88
GRADE 7	92	92
GRADE 8	85	97
2017		
GRADE 5	90	85
GRADE 6	95	89
GRADE 7	89	89
GRADE 8	88	87

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).



- Continuous RTI to support instruction
  - Provide explicit and systematic instruction
  - Small groups of three to five students
  - Focus on foundational skills and structures
  - Close progress monitoring
- Extended school day
- NWEA maps program
  - Interim testing and progress monitoring
  - In depth use of reports and resources available in the program
- AVID Strategies: the improvement of college readiness targeting students underrepresented in higher education.
  - Carousel brainstorming
  - Concept mapping
  - Dialectical journal
  - Quick writes
  - Other AVID based strategies

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

Endless Sky will effectively target male students who need individualized intervention and low class sizes. Our goal is to fill in the gaps for students who are passed to the next grade level each year without learning the standards and skills they need to be successful. These are the students whose parents are currently paying out of pocket expenses for tutors and online programs to help their children catch up; also, parents who choose to home school their students, due to large class sizes and lack of communication and interventions; as well as the parents who are investing countless hours working with their children in the evening. These parents and students would benefit greatly from a school that would build individualized RTI into the curriculum, communicate regularly, and have a 1:20 student to teacher ratio.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

Date: 1/08/2017

---

*Paul Lockhart*  
[PRINT NAME]

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application (“NOI”) must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: **[charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school’s mission statement, the school’s focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

• Name of Proposed School

Explore Academy – Las Cruces

• Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
6-12	700

• Primary Point of Contact

Name	Justin Baiardo		
Mailing Address	2720 Avenida Corazon		
City	Rio Rancho	State	NM
Phone	505 306 5283		
Email	Baiardo@exploreacademy.org		

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Justin Baiardo	Founder/CEO	<p>Founder and Director of Explore Academy, charter school in Albuquerque</p> <p>Level III Instructional leader license – endorsement in science, 10 years teaching experience</p> <p>Level 3B administrator license</p> <p>National Board certified teacher</p>
Elisha Varela	Instructional Lead/COO	<p>Testing and Bilingual Coordinator and Data Coach – Rio Grande High School</p> <p>Level III Instructional leader license - endorsements in Language Arts, TESOL, Bilingual Education, Modern Native Classical Languages, 10 years teaching experience</p> <p>Masters of Education – Curriculum and Instruction</p>

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

The choice theory model of education, which underlies the philosophy of Explore Academy, is focused on turning each student into an active learner who will increasingly become responsible for his or her own

education. By allowing each student to choose and personalize his or her own educational pathway from an exceptionally diverse set of course offerings, they will be provided with that ability, and will thus create a more empowered, more successful student population.

The Explore Academy philosophy uses electives to a level previously unseen in public education by incorporating the idea of a differentiated curriculum to provide students with a diversity of educational choices from which they can create individualized, custom educational pathways.

Students are held to specific requirements which align to state standards, however, rather than learn objectives through longer, semester-based courses, Explore Academy uses month-long seminars to focus on fewer objectives. What was previously a semester or year-long class is now broken up into several smaller seminars which collectively cover the same academic standards.

The diversity of the school and its curriculum come in the manner in which these seminars are delivered. Rather than providing a single option (the traditional manner of teaching), Explore Academy teachers create different themes (“flavors”) which differentiate the way in the seminar may be offered to students. It is from this diversity that students can choose the manner in which they are educated.

Specific themes for the seminar flavors, and their prominent strategies, will be developed through the creativity of the school’s teachers and will advertised to students so that they may choose the themes through which they receive their education. As students move through their seminar requirements, they will come to create a unique and individualized education specific to their interests and passions.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school’s operation? Yes

If YES, describe the entity and the role it will have in the school’s operational plan.

Explore Academy – Las Cruces will contract with Explore Learning Network, a non-profit which guides and oversees the implementation of the Explore Learning curriculum, which Explore Academy will adopt. The Explore Learning team will oversee and manage the school’s operation, including oversight of student and institutional data, instructional design and implementation, tracking of academic progress, human resources, financial operation, organizational processes, support services (testing, etc.).

5. Does the applicant team or any members of the team currently operate any other schools? Yes, Explore Academy - Albuquerque

6. Vision/Mission statement (2-3 sentences)

Explore Academy will provide all students, regardless of background, with a personalized educational experience through the power of student choice, allowing each student to create a personalized and engaging educational pathway in preparation for college.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

The target area for the site is within the boundaries for Las Cruces Public Schools. The actual location of the school will depend on available facilities, but the site will ideally be located between the four main high schools – Mayfield, Las Cruces, Centennial, and Onate. We will search for a



facility that is accessible to a large amount of students who would otherwise not have access to free and innovative educational options outside their district school boundary. The four main high schools' boundaries divide the city of Las Cruces into four quadrants, similar to the quadrants formed by the interstates in Albuquerque. Explore Academy intends to locate in the center of these quadrants in order to serve the greatest amount of students possible.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

The Las Cruces Public Schools is comprised of about 25,000 students, 13,000 of whom are at the middle and high school level. The average percentage of ELs (English learners) in the middle schools is 8.8%, while the high school average for district schools is 7%. The district charter schools, however, report 0% ELs enrolled. Over 75% of students in the district are Hispanic, with smaller percentages of Caucasian, Native American, and Black reported. The graduation rate for Las Cruces Public Schools in 2017 was 80%. The percentage of students receiving special education services at the middle and high school level is about 15%. Students classified as FRL (free and reduced lunch) districtwide account for 77% of the total student population. The percentage is higher, 86%, in the middle schools, while the high schools report an average of 56%. There are several schools, however, which contain 100% FRL students, particularly in the elementary level.

PARCC achievement data released by PED from spring 2017 shows that in the Las Cruces district schools attended by the target population, only about 30% of students scored at proficient or higher in high school math (Algebra II, Geometry, or Integrated Math II). In English language arts 11, it was only slight higher with about 40% of students scored as proficient or higher.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Currently, most students in the heart of Las Cruces Public Schools attend the main district high schools. Of the total high school student population (6779 students), only 14%, 947 students, attend one of the three district charter schools. Of those, none are English language learners and only 7.7% are receiving special education services, compared to 14% students with disabilities in the district high schools collectively. Explore Academy's model provides a rigorous, individualized learning experience for all students, allowing students, especially those from underrepresented subgroups such as ELLs and students with disabilities, to receive a college-preparatory education in a small school setting that is focused on learning and student growth and accountability.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

The founding team has analyzed achievement and demographic data for the Las Cruces Public Schools to assess need related to college preparedness and overall academic achievement in the high school setting. We have also analyzed ELL and free and reduced lunch percentages in public schools as well as the college preparatory options for students in relation to their district schools. There is a need in Las Cruces for a rigorous, engaging, college preparatory education option for students who would otherwise have no access to this type of education. After speaking to educators

in the area, we are confident that the model currently implemented in Explore Academy Charter School – Albuquerque will be just as successful for the students in Las Cruces and provide them with a high quality education that is based on authentic learning through choice, engagement, and rigor.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

Explore Academy values individual attention, so class sizes are kept much lower than in public district counterparts (average of 14 students per class). The use of our majors, or focused areas of studies for upperclassmen, allows students to explore college-like majors, taught with college-level rigor, in order to better understand both the post-secondary educational system as well as their own personal interests and passions in various contents. This exposure to specialized content in various disciplines provides students with valuable growth and experience before ever entering college. Furthermore, the organization of the school year into eight 22-day terms allows for very targeted instruction of a small set of skills and standards, increasing both the teachers' ability to teach effectively, the students' ability to reach mastery in a manageable amount of standards, and the overall accountability of the educational system in which all students earn credit for a class, or seminar as they are called at Explore Academy, only when they are truly proficient in the content from the term.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

The central component of the Explore Academy model is the freedom for students to choose the manner in which they receive their education, thus shifting the focus from educating a large group in one particular manner to identifying each student as an individual, and thus allowing for a personalization of one's education based on each individual's unique academic strengths, passions, and interests. In essence, the Explore Academy system allows for student choice within the charter environment's choice-based system. This is crucial for Explore Academy's efficacy with student achievement, engagement, and growth when compared to traditional district schools.

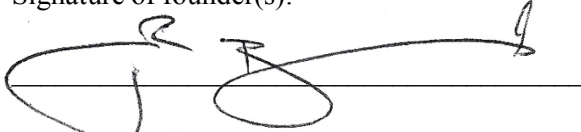
In contrast to the Explore Academy model is the local school district model, where students are provided very little choice in how they complete their educational requirements. With schools becoming increasingly large, and with classes increasing proportionally, the inflexibility of the traditional model for teaching and learning becomes vividly apparent when compared to more streamlined and efficient approaches found in other industries. Students from subgroups such as ELs and economically disadvantaged students needs more support and individualization which is offered with the Explore Academy model.

As stated in the school's mission, Explore Academy's core philosophy is based on the promotion of freedom for academic choice in how *all* students complete their required credits. Because Explore Academy utilizes shorter learning modules (seminars, one month in length), there is a significant increase in the amount of opportunities a student has to choose compared to students who are locked into a semester or year-long course in the traditional academic model.

Further, Explore Academy provides significant choice at each of these monthly junctions, allowing students to choose the "flavor" for the seminar credit they require as part of their larger graduation requirement set. In this case, the element of compounded probability essentially creates a mathematically infinite number of pathways through which students can pursue their education, vastly surpassing what a traditional school can offer. It is this difference that sets the Explore Academy model apart from other traditional educational models.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

A handwritten signature in black ink, appearing to read 'Justin Baiardo', is written over a horizontal line.

Justin Baiardo

[PRINT NAME]

Date: 1/7/18



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: **[charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).



1. General Information

- Name of Proposed School

<b>FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO</b>
---

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
Grades K-5 Year 1	324
Grades K-6 Year 2	378
Grades K-7 Year 3	432
Grades K-8 Year 4	486

- Primary Point of Contact

Name	Donna Wollmann				
Mailing Address	7516 Burke NE				
City	Albuquerque	State	NM	Zip	87144
Phone	505-450-3163				
Email	dlwollmann@msn.com				

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Donna Wollmann	Co-Founder Application Writing	Ms. Wollmann is a current Charter School Principal. In the past, she has served as a school district leader specializing in Title One. Ms. Wollman was a teacher at the Elementary grades for 22 years. She also served as a Dual Language teacher in a Bilingual Emersion program. Ms. Wollman holds a Bachelor's degree in Elementary Education and a Master's Degree in Educational leadership. She is licensed in the State of New Mexico as a school Admintrator and as a K-8 Teacher.
Michele Lucci	Superintendent Co-Founder Application Writing Special Education Administrator	Mrs. Lucci is a Current Charter School Director. She held positions as an Executive Director of Special Education, Elementary School Principal and District Special Education Administrator. Mrs. Lucci was a teacher of Students with Special Needs for twenty years before she became a school administrator. She holds a Masters Degree in Educational Leadership and a Bachelors Degree in Special Education. Mrs. Lucci is licensed as a New Mexico Level 3B Administrator and as a Pre K -12 Special Education/ K-8 General Education Teacher with TESOL Endorsement.

Deanna Gomez	Financial Planning Advisor	Ms. Gomes is a current Charter School Business Manager. She holds a New Mexico Level Two School Business Official licence. In the past Ms. Gomes has worked as a Business Manager for the New Mexico Coaliton for Charter Schools.
--------------	----------------------------	--

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

The **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO** will be a school with a focus on Meeting the special needs of students identified with Learing Disabilities.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

N/A

5. Does the applicant team or any members of the team currently operate any other schools? ☒ Yes ☐ No

6. Vision/Mission statement (2-3 sentences)

The Mission of The **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO**, is to provide an effective and appropriate learning environment for all students, to optimize a child's opportunity to reach their full potential, in a caring, nurturing environment. Students will be provided a learning environment where they will feel safe, respected, and successful. The **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW Mexico** will focus on academics, social skills, and executive functioning.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

**FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO** will be located In Rio Rancho NM., Sandoval County.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

The following information is based on Rio Rancho Public Schools 2016-17 information as reported to New Mexico's Public Education Department.

Rio Rancho Public School's total enrollment for 2016-17 was 17,117; 2,619 15.3%, of the student population received Special Education services; 1,069 15.2%, of the elementary student population received Special Education services; 587, 3.4% of the student population was economically disadvantaged; seven of the nine Rio Rancho Elementary schools are identified as Title I Schools; and 587, 3.4% of the student population were English Language Learners.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

The majority of our students are currently being educated in the Rio Rancho Public Schools. We project that due to the location, some students will come from Albuquerque Public Schools. Our students will receive specially designed instruction to meet their educational needs. We will help each student progress academically in preparation for transition to adulthood. Some of our services will include specific teaching methods and materials, technology devices and integration and related therapies.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

Rio Rancho Public Schools currently serves 2599 students with special needs, districtwide, with 1069 students at the elementary level. According to the 2016 report card, proficiency for the elementary grades is less than 25 percent in Reading and less than 25% in Math. This has shown to be consistent over a three year period. A minimum of 75% of students with special needs, in the Rio Rancho Public Schools, are not demonstrating academic proficiency in the areas of Reading and Math.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

The **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO** will be a year round school. The school will use research based instructional practices and materials, with structured, multisensory approaches to instruction, to meet the individual needs of learners. All instructional staff members will be trained in the Orton- Gillingham method to support reading instruction. Class sizes will be small with reading and math groups not to exceed six students per group. Students will receive daily individualized intervention, for a minimum of forty - five minutes per day, to target individual student skill needs. The **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO** will be a school focused on Individualized support and be adequately challenging for students.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

A learning disability is a neurological condition that interferes with an individual's ability to store, process, or produce information. Types of Learning Disabilities can include Auditory Processing Disorder, Dysgraphia, Language Processing Disorder, Dyscalculia, Visual Perceptual/Visual Motor Deficit, Non-Verbal Learning Disabilities, and Dyslexia.

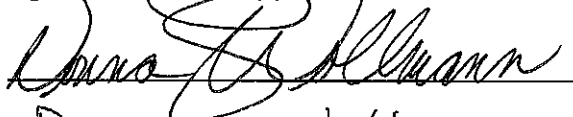
In local school districts, teachers of students with special needs are not required to be trained in methods to serve students with Specific Learning Disabilities. As a specialty school, all instructional staff members will be trained in specific method to address Student needs who are identified with Specific Learning Disabilities.

At **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO** students will not need to qualify for extended school year to have cosistent year long instruction and intervention programs. The school will be year round. Students will receive instruction from Highly Qualified, Licensed teachers, who have been trained in specific methods to address the needs of students with Specific Learning Disabilities. The **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW Mexico** will focus on academics, social skills, and executive functioning.

In the local school district, less than 25% of students with special needs demonstrate proficiency in the areas of reading and math. The current 2016-17 School District Report Card for Rio Rancho Public Schools, shows that 22% of students with special needs are proficient in Reading and 12% of students with special needs are proficient in Math. The 2015-16 report card showed 8% proficiency in Reading and 10% proficiency in Math of students with special needs. The 2014-15 report card showed 8.1% proficiency in Reading and 8.1% proficiency in Math of students with special needs. On Average over 80% of local students, with special needs, are not proficient in the areas of Reading and Math and require an alternate form of academic service in order to meet their unique needs. As a specialty school, **FOUNDATIONS LEARNING DISABILITIES CENTER OF NEW MEXICO** will be an option for these students.

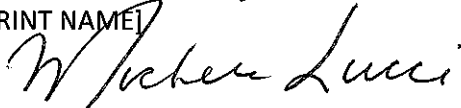
*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):



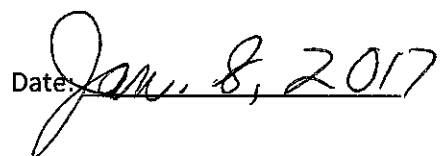
Donna L. Wollmann

[PRINT NAME]



Michele Lucci

Date:





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January.** Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).



## 2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION

1. **Name of Proposed School:** International District Success Academy  
**Grade levels to be offered:** K-8 and Special Education; **Enrollment projections:** 135

**Primary Point of Contact:** Khadijah Bottom  
1258 Ortiz SE, Suite 118  
Albuquerque, NM 87108  
505-832-7141  
[khadijahasili@vizionz.org](mailto:khadijahasili@vizionz.org)

2. **Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high quality charter school:**

**Emmanuel Ihechi Asonye, PhD...**Received his Doctorate from the University of Port Harcourt, Nigeria in the Department of Linguistics and Communications Studies. He is currently working in the Linguistic Dept at the University of New Mexico. He will bring to International District Success Academy his skills in Project Development, Speech and Communications, and Health.

**Bobbie Coleman, PhD.** Has created effective STEM program at various schools in New Mexico. She says her strongest asset is in teaching Math.

**Cynthia J. Wardlow-Sylvan** received her Master's Degree from the University of Missouri in Counseling Psychology. She is currently assisting in the restructuring of Whittier Elementary school. She brings to the International District Success Academy her expertise in career development and as a school counselor.

**Patrick Barrett** received his Bachelor's Degree from the University of New Mexico in Political Science and Criminology. Patrick is currently employed by the City of Albuquerque. He brings to the International District Success Academy a strong sense of community advocacy.

**Khadijah Bottom**, majored in Africana Studies at the University of New Mexico. She recently retired from NM Workforce Solutions. She is the former Governance Council President of Ralph J Bunche Academy Charter School where her insight and knowledge of charter schools grew. She comes with strong leadership skills.

3. **Model or focus of the proposed school:** We will develop a student support program, which will allow us to identify academic deficits and remediate these skills during a daily tutoring block.
4. **Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation?** YES

**If YES, describe the entity and the role it will have in the school's operational plan.**

The Association for Charter School Educational Services (ACES) will provide services, support and technical assistance in the realm of financial, business management, professional, food and transportation services.

5. **Does the applicant team or any members of the team currently operate any other schools?** NO

**6. Vision/Mission statement:**

The mission of the International District Success Academy is to provide a quality education in a safe learning environment for an ethnically and linguistically diverse student population. The vision for the International District Success Academy is to blend rigorously linguistics and academics with character building and cultural awareness to enable its students to thrive within a global society.

**7. Student population and geographical setting of the school:**

- The targeted geographical area of the proposed school will be the International District and adjacent communities located in the Southeast quadrant of Albuquerque, NM.
- The student population attends schools with failing grades and live in impoverished communities.
- The students are most likely being educated currently at LaMesa Elementary, Emerson Elementary, Hayes Middle School, Van Buren Middle School, Wilson Middle School and Highland High School. It is expected that they will choose International District Success Academy because the emphasis will be placed on teaching them from a cultural standpoint, i.e. focusing on their culture language to assist them with preparing for ESL and academics.

**8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application:** We undertook a demographic study of the population towards providing linguistic, literacy and capital development programs targeted at enhancing and harnessing their potentials for a long-term inclusion and community development. It is our take that the educational system and services being provided to this population creates a cultural and linguistic gap that translates to social stigma. We have also had numerous interactions with other agencies working with the target population, such as the Office of Immigrant and Refugees Affairs, Lutheran Family Services, UNM Refugees Wellness Project , Women Global Pathways and IRRVA.

**9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission:** The International District Success Academy will implement a linguistic literacy program which will run side by side with our computer literacy program. Most of our target population comes from marginalized homes where emphasize isn't laced on technology. We will work with Cultivating Coders to train some of our students.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption: The International District Success Academy will ascertain each and every student abilities to learn and create an Individual plan that ensures the best possible mode of education befitting the student. Our target is to educate them in the language and culture of their current environment and prepare them to fit into the educational system without attempting to take away the cultures of their home countries. Our social worker will meet with the families to ensure all possible resources for the betterment of the household is accessible. The IDSA will offer weekend classes geared toward enhancing the families ability to grasp the linguistic culture.

Signature of founder(s)

Emmanuel Asongye

Imphig 2.

Khadijah Asili Bottom

Khadijah Asili Bottom

Date: 01/09/2018

DEC 26 2017

Options for Parents

## 1. General Information

- Name of Proposed School

Polaris Charter School
------------------------

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
6, 7, 8	260

- Primary Point of Contact

Name	Michele Altherr				
Mailing Address	1900 Camino Redondo				
City	Los Alamos	State	NM	Zip	87544
Phone	505-661-4237				
Email	<a href="mailto:mjaltherr@gmail.com">mjaltherr@gmail.com</a>				

## 2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Michele Altherr	Member	Michele started her New Mexico teaching career in 1997 and has taught grades K-6. Currently, she teaches sixth grade science and implements best practices in inquiry, hands-on and project based learning while using a repertoire of instructional strategies to address individual student growth. She is currently serving as a New Mexico Public Education Department Teacher Leader School Liaison, the District Science Fair Site Coordinator, the Chairperson of the Site Data Team, and a representative on the Los Alamos Public Schools Foundation Teacher Advisory Committee. Other recent leadership experiences include serving on the New Mexico Literacy Dream Team and the LAPS XQ Grant Writing Team to Re-imagine High School. In the community, Michele served as a founding board member of the Pajarito Environmental Education Center, which 15 years later established the award-winning Los Alamos Nature Center. In 2017, she won the Dorothy Hoard Stewardship Award for her environmental education programs for children. She is a graduate of Leadership Los Alamos and has served on the Parks and Recreation Board. Michele received a B.S. degree in Biological Sciences from Florida Institute of Technology, a teaching certification from UNM, and a M.Ed. in Educational Leadership degree from Highland's University. She holds a NM Level 3B Pre K-12 Administrative License and a NM 3A Educational Leader K-8 Elementary License with an Endorsement in Gifted Education. Michele is a NM Exemplary teacher.
Bill Hargraves	Member	William Hargraves is currently an LAPS School Board Member but is working on this team as a private citizen to avoid conflict of interest concerns. Bill is a parent of two Los Alamos High School graduates. He is retired from Los Alamos National Laboratory. Bill earned undergraduate and graduate degrees in Aerospace Engineering from Georgia Institute Of Technology. He worked in academia, NM State



		Government, Federal Government, private sector, and Los Alamos National Laboratory.
Elizabeth Martineau	Member	Elizabeth has a M.Ed. in Instructional Leadership, a NM level 2 K-8 teaching license and recently earned her art endorsement. She has 12 years of experience teaching in public and private schools in NM and has spent the last 12 years working as an Education Specialist for LANL training scientists to speak with the public, providing professional development for teachers and teaching science programs to northern NM students. She is a Leadership Los Alamos graduate and is a past president of the Los Alamos Public Schools Foundation. Currently, she is faling retirement and operating the Mathamuseum LLC, collaborating with local communities and nonprofits to provide engaging STEAM activities and programs. She enjoys traveling, camping, and observing the night sky.
Branden Willman-Kozimor	Member	Branden Willman-Kozimor has eight years experience working as an informal educator in the fields of place-based and environmental education in California and New Mexico, and 2 years experience teaching courses in Nonprofit Management for San Juan College in Farmington. She was the program director at the Pajarito Environmental Education Center in Los Alamos from 2007-2010. She has served on the board of directors for several nonprofits including the Jemez Education Foundation in Jemez Springs. Branden holds a B.A. in Sociology and Human Services from Fort Lewis College and a Masters of Public Administration with a focus in Nonprofit Management from San Francisco State University. She will complete a NM teaching license in 2018. She is a proud mama of two boys in the Los Alamos school system and enjoys volunteering at their schools.
Amy Bartlett Gaunt	Member	Amy has been teaching 8th grade science and various levels of mathematics to 7th and 8th graders since 2003. Before then, she earned a BS in Physics from New Mexico Tech and then a K-8 NM teaching license with an endorsement in science. Since then, she added a secondary teaching license with an endorsement in mathematics. In 2017, she was presented with the New Mexico School Board Administration Excellence in Student Achievement Award for her work with a district-wide teacher survey highlighting the needs of teachers as they endeavor to create a relevant and enjoyable educational experience for students. Amy is currently the mathematics department chair of Los Alamos Middle School. She has also recently entered into participation with Los Alamos National Laboratory's Math Teacher Leader Network and is cherishing the rich collaboration with teacher colleagues of K-8 grade levels and from various public schools around northern NM.
Scott Johnson	Member	Scott B. Johnson received a B.A. in English from Ohio Wesleyan University and completed a teacher licensure program at New Mexico Highlands University. He is a Level 2 K-8 teacher. For 21 years Scott has been teaching Kindergartners, First, Second or Third graders in Los Alamos, NM. In 2008 he was selected as Los Alamos Public Schools' Teacher of the Year. Scott also facilitates young adult programs such as Restorative Justice and Boys Council.

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

Polaris Charter School, a 6-8-grade middle school, will adopt a Place-Based Learning model that leverages the local community and landscape as a framework for learning.

**Real-World Learning:** Students will engage in inquiry-based, interdisciplinary learning connected to the real world. They will tackle purposeful projects that positively impact their community and promote a broader understanding of the world.

**Student Centered:** Students will be encouraged to become more self-directed as they acquire skills and deeper learning competencies needed in the 21st century. The faculty will guide students in the shaping of their educational experience and meet regularly with small multi-grade groups of students to build community, support student progress and plan for the future. Through schoolwide participatory practices, students will develop their voice and agency.

**Design thinking:** The future requires individuals who can collaborate and tackle complex challenges. Using design thinking we will learn to embrace challenges, explore new strategies, value input from others, and innovate solutions. Our innovation driven learning culture will be supported by continuous iterative cycles of investigation, design, implementation, and evaluation.

**Social Emotional Learning:** Students will develop a sense of belonging through an inclusive learning culture based on mutual respect, dialogue, interdependence, and compassion. Students will be emotionally supported as they explore new horizons, make mistakes, and persevere through challenges. Through a "Pedagogy of Place" students become rooted in their community and discover their purpose is tangible and important.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

N/A

5. Does the applicant team or any members of the team currently operate any other schools? ☐ Yes ☒ No

6. Vision/Mission statement (2-3 sentences)

Polaris Charter School's mission is to provide an enriching and emotionally grounded learning environment that inspires global citizenship in an interdependent world through local, place-based resources and experiences.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Our targeted geographical area includes Los Alamos county and the surrounding communities of Jemez, Espanola, and Pojoaque. The school anticipates drawing a number of students from Los Alamos county, where the school plans to be located. Los Alamos has a population of about 18,000. In addition, about 3,600 employees commute from surrounding communities to work at Los Alamos National Laboratory. Currently, 17-18 % of LAPS students are from outside of the district, including Pojoaque, Espanola, Jemez, and San Ildefonso.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

Demographic data obtained from recent school report cards (<http://webed.ped.state.nm.us/sites/conference/2016%20District%20Report%20Cards/Forms/AllItems.aspx>) provide a guideline for the population that our school plans to serve.

Most of the student population will be from Los Alamos Public Schools (LAPS). Data for LAPS for the school year 2015-16 recorded the ethnicity of the population as 31% Hispanic, 2.7% American Indian, 5.6% Asian and 59% Caucasian.

Special populations for LAPS also include 12.3% economically disadvantaged, 2.4% English Language Learners, and 16.7% Students with Disabilities.

The most recent Los Alamos Middle School report card details academic performance for special populations in Reading Proficiency: White 53%, African American 46%, Hispanic 28%, Asian 69%, Native American (too few), Economically Disadvantaged 16%, Students with Disabilities 17%, and ELL (too few). Math Proficiency for special populations details are also provided: White 53%, African American 31%, Hispanic 23%, Asian 73%, Native American (too few) Economically Disadvantaged 19%, Students with Disabilities 17%, and ELL (too few).

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

This proposed charter school would provide an option for middle school students from Los Alamos and surrounding areas. According to the NM PED School Grading map, (<http://aae.ped.state.nm.us/>), the middle schools in our area have recently received Ds and Fs: Los Alamos Middle School received a D in 2017; Carlos F. Vigil Middle School in Espanola received an F in 2015, 2016, and 2017; Sixth Grade Academy in Pojoaque received an F in 2014, 2015, 2016, and a D in 2017; Pojoaque Middle School has received Ds in 2014, 2015, 2016, and an F in 2017; Jemez Valley Middle School received a D in 2016 and 2017. Parents wanting to exercise the option to transfer to a better school need another option, and our school can meet that need.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

Many students in Los Alamos come from families highly educated in STEM fields that hold high academic performance expectations, particularly in sciences and math. This sets up an experience of inadequacy for students who are intelligent but hold different interests and talents. A mental health survey in November of 2015 completed by 1,300 local students indicated 753 reported concerns of stress/anxiety; 610 depression; 335 self-harm behavior; 310 feeling suicidal.

For the past two years, members of the community and Los Alamos Public Schools have been in open dialogue about new educational options for its students. In 2015 a diverse team embarked on a nine-month journey to reimagine our high school and win a \$10 million grant from the XQ Foundation. As one of the top applications a film was made about the project (<https://www.usatoday.com/pages/interactives/sponsor-story/xq/>). A key to the team's success was its ability to engage the community, students, and staff in conversations about reimagining high school. The team hosted over two dozen events including broad community forums, school site discussions, multiple showings of the film "Most Likely to Succeed", an alumni forum and teen input sessions. It is estimated that a thousand people attended at least one event over the nine-month period. The community continues to be informed of research-based innovations in education through a Facebook page with over 300 followers, a weekly coffee conversation and blog with an email list of over 200 people.

An outgrowth of the XQ project was the formation of this team to establish a charter school based on similar beliefs about reimagining education. The Polaris Charter School team has presented to local groups including the Family Strengths Network, Informal Educators, and the Los Alamos Public Schools Foundation. A public launch event on December 1st attracted approximately 120 participants. Of those who completed a survey, 69% said that it is important for students in Los Alamos to have another middle school option, 24 % were undecided, and 7% said no. The number one reason that would cause a family to chose a different educational option for their child was "more engaging methods of instructions" at 64%. The message from our community is clear. They want another option for their children.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).
- In order to realize our mission/vision, Polaris Charter School will implement the following innovative features:

- Project-based learning
- Studio electives developed around student interests and passions
- Competency based learning
- Built-in teacher collaboration time
- Restorative Practices
- Advisory time
- Statewide leadership in educational innovations

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

We are creating Polaris Charter School to help improve what is generally accepted as an already successful school district. All components of our model and innovations were chosen with care to specifically promote the social-emotional needs of students. Nurturing social and emotional growth has been shown to lead to increased engagement and further academic success of all students.

Our Place-Based framework was chosen to help improve the academic proficiency of our students who are particularly motivated by real world experience. This framework has been shown to help foster a sense of belonging in the community. Studies have found that integrating the local environment as a context for learning improves student achievement in core subjects. According to *"Closing the Achievement Gap"* by Lieberman and Hoody, students, teachers and administrators report significant positive effects on problem solving skills, critical thinking and decision making. They also report an "increased enthusiasm and engagement in learning and gains in summative measures of educational achievement such as standardized test scores and grade point average." (Lieberman and Hoody, 1998)

The importance of self-confidence and how it impacts the capacity to learn cannot be overemphasized. In Los Alamos, many students feel like underachievers compared to their peers and on the Youth Risks and Resilience Survey, a greater number of students have admitted to thoughts of suicide than in the rest of the state. We believe that our model will help students "own" their learning and that their effort can lead to improvements in the community and our world.

There is an abundance of research that indicates a strong correlation between self-efficacy and academic achievement. According to Dale H. Schunk and Frank Pajares in their paper *Development of Academic Self-Efficacy* "Students' involvement and participation in school depend in part on how much the school environment contributes to their perceptions of autonomy and relatedness, which in turn influence self-efficacy and academic achievement." Our design is created to help raise academic achievement by paying close attention to the students' sense of belonging, self-worth and relevance of education to the real world. Our premise is that by creating an educational setting where this sense of self-worth is nourished, students will be able to envision themselves as academic performers and, in turn, be academic performers.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
[PRINT NAME]

Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.

Signature of founder(s)

Elizabeth Martineau  
Elizabeth Martineau  
[PRINT NAME]

Date: 12-10-17

William Ray Hargrave  
William Ray Hargrave  
[PRINT NAME]

Date: 10 Dec 2017

Scott B. Johnson  
Scott B. Johnson  
[PRINT NAME]

Date: 12-10-17

Branden Willman Kozimor  
Branden Willman Kozimor  
[PRINT NAME]

Date: 12-10-17

Amy BARTLETT-GAUNT  
[PRINT NAME]

Date: 12-10-17

Michelle Alt Herr  
MICHELLE ALTHERR  
[PRINT NAME]

Date: 12-10-2017



1. General Information

• Name of Proposed School

Raices del Saber Xinachtli Community School

• Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
K-5	265

• Primary Point of Contact

Name	Lucia V. Carmona				
Mailing Address	1565 5 <sup>th</sup> Street				
City	Las Cruces	State	NM	Zip	88005
Phone	(575) 571-2177				
Email	Luciavcarmona@gmail.com				

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Lucia V. Carmona	Project Coordinator and Co-founder	Lucia is a NACA Inspired School Network Fellow. She holds a B.A. in Sociology from NMSU, is a W.K. Kellogg Foundation Fellow Expert in Community Engagement, and has extensive employment experience in nonprofit work using her expertise in rural community development, leadership development and parent engagement.
Silvia Sierra	Co-founder and Board Member	Sylvia is a retired Director of Doña Ana County Health & Human Services Dept. She holds an M.A. in the Health Sciences from NMSU and a certificate from the US/Mexico Border Health Commission Leadership Training Program. She has extensive experience working in the nonprofit sector as an administrator of early childhood and family support programs with such organizations as AVANCE Inc., United Way, and La Clinica de Familia, Inc.
Wanda Bugler-Tamez	Co-founder and Curriculum Team Member	Wanda has over twenty years of experience as an educator. She holds a B.S in Elementary Education, an M.A. in Educational Administration from NMSU, a Ph.D. in Curriculum and Instruction from NMSU and National Board Teacher Certification in Early Adolescence Mathematics. As Project Director and Principal Investigator for the Mathematically Connected Communities Project at NMSU, she provides professional learning for K-12 teachers, principals, and administrators in 20 school districts across New Mexico.
Irene Oliver-Lewis	Co-founder and Board Member	Irene is a retired educator and artist who has 40 years of experience as an arts producer, teaching artist/scholar, and administrator and holds an M.A. from NMSU. Her expertise is in Latino/multicultural, arts, education, and humanities projects. In 1996 she became the Executive Artistic Producer for the non-profit Court Youth Center and founded an award-winning arts-based charter high school, Alma d' Arte in Las Cruces.
Olga Pedroza	Co-founder and Board Member	Olga is a retired teacher and lawyer and holds a B.A. in Sociology with Minors in Elementary Education and Theology, an M.A. in Education, and a Doctorate in Law from University of New Mexico. She has taught at the high school level in the U.S. and adult English classes in Mexico. She has also worked as a case worker for the Cook County Depart. of Public Aid and as a community organizer.
Nicholas Natividad	Co-founder and Board Member	Nicholas is an Assistant Professor in the Department of Criminal Justice at NMSU. He holds a Ph.D. in Justice Studies from Arizona State University with a concentration on issues of social justice in crime and law. His research and teaching interests include: borderland studies, race and identity studies, indigenous jurisprudence and immigration. He has expertise in working with first-generation college students, educators, students, and family members to establish a college-bound culture in the community.

Amanda Walden	Co-founder Curriculum Team Member	Amanda is a special education teacher at an elementary school in Las Cruces. She holds a B.A. in global studies and Spanish from the University of Minnesota and an M.A. in Spanish and Latin American Studies from Florida State University. She has worked with immigrant families in Florida and spent time with people in Ecuador and Peru learning about their way of life and education systems. In her current work in special education she focuses on highly engaging alternative ways for children to learn and construct knowledge.
Jane Asche	Co-founder Application Editor	Jane is a retired educator and community development specialist. She holds a B.S. in Chemistry and Mathematics from Ball State University, an M. A. in Elementary Education from Northern Arizona University and an Ed.D. in Adult Education from Virginia Polytechnic Institute and State University. She has been a national trainer and author for creating community-business-school education partnerships. Her focus in education has been on engaging the most at-risk students on a path to academic success.
Laura Flores	Co-founder Curriculum Team Member	Laura is Vice Principal at an elementary school in Las Cruces. She holds a B.S. in Science Education from NMSU with a specialization in Special Education, an M.A. in Elementary Mathematics, and an M.A. in Educational Administration. She has National Board Certification in Literacy: Reading-Language Arts (Early and Middle Childhood); level three K-8 NM Teaching License with endorsements in TESOL and Bilingual Education; level three PK-12 Special Education License; and a level 3 Pk-12 Administrative License.
Monika Tellez	Co-founder and Board Member	Monika has served as president of the Parent Teacher Organization for three years at the La Academia Dolores Huerta Charter School in Las Cruces. As PTO president, she was able to participate in several parent engagement workshops and learned how to become a parent advocate for her children as well as engage other parents in advocacy work.
Ray Reich	Co-founder and Board Member	Ray has been a resident of the New Mexico, Texas, and the Mexico border region for over 30 years. He is an artist and retired entrepreneur with 50 years' experience in business, manufacturing and international trade. He holds a B.S. in Science in Psychiatric Social Work and has 30 years of experience mentoring, consulting and counseling individuals and families in matters from employment to drug abuse.
Carlos Aceves	Co-founder and Author of the Xinachtli Indigenous Curriculum	Carlos is a retired certified elementary bilingual educator with 23 years' teaching experience and is the author of a Mesoamerican-based Curriculum. He developed the use of Mesoamerican myth, metaphors, and mathematics under the name of the <i>Xinachtli</i> (Sheen-ahchtlee) Project beginning in 1990 with the collaboration of three elementary school teachers. From 1995 to 2008 the project was an adjunct process in the bilingual program at Canutillo Elementary School. The success of the <i>Xinachtli</i> curriculum became known through presentations at conferences of organizations such as the National Association for Bilingual Education and publications in journals and textbook chapters. ( <a href="http://www.indigenoustcultures.org/documents/one_is_sun.pdf">http://www.indigenoustcultures.org/documents/one_is_sun.pdf</a> )

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

**Dual Language Two-way Immersion Model:** To achieve our goal of biliteracy we adopt an 80:20 dual language two-way immersion model for K-5. This model provides a gradual learning process of the second language for any given student while utilizing the student's first language (whether English or Spanish) to develop proficiency in other subjects such as Math, Science and Social Studies. Students in 4th and 5th grade are exposed to the 50:50 model allowing the students to become biliterate by the time they finish 5th grade. The Las Cruces Public Schools elementary student population is 76.4% Hispanic and of that group of students 15.9% are English Language Learners (ELL). The need for bilingual education is clear. There are currently no other 80:20 models being used in any elementary school of the three Doña Ana County school districts; yet, dual language immersion programs have been shown to be successful in student acquisition of the ability to speak, read, and write in more than one language through a rigorous and long-term process that not only enriches linguistic abilities but qualitatively enhances academic performance and mental function. Since biliteracy is our goal, we will assess the language proficiency of each student in both languages.

**Mesoamerican Indigenous Ways of Knowledge:** An essential component of the curriculum are the concepts of the Xinachtli (Sheen-ach-tlee) pedagogy which facilitate and enrich academic learning. Indigenous pedagogy has been used in

a variety of educational settings in the United States. The following are examples of indigenous pedagogy applications: the Mexican American Studies (MAS) program in the Tucson, Arizona, public schools; the Semillas Community Charter School in Los Angeles, California; and the Canutillo Elementary School in El Paso County, Texas, with all schools reporting positive results. During the academic year 2017-2018 Xinachtli is part of the Bill Childress Elementary School's "Friday Enrichment" program for all grade levels in the Canutillo Independent School District. The usage of Mesoamerican mathematics is currently part of the University of Texas (San Antonio Campus) teacher education program.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? Yes ☐ No

If YES, describe the entity and the role it will have in the school's operational plan.

NA

5. Does the applicant team or any members of the team currently operate any other schools? Yes ☐ No

6. Vision/Mission statement (2-3 sentences)

Raíces del Saber Xinachtli Community School implements a rigorous, developmentally appropriate academic program where knowledge construction across the curriculum is participatory, biliterate, child-centered, and culturally responsive. Raíces creates an environment where students, as well as parents, feel valued as participants in the construction of knowledge and the formation of a learning community. Our students learn Spanish and English, achieving academic proficiency in all subjects in both languages and develop critical and creative thinking skills through an interdisciplinary and experiential curriculum. Xinachtli, a Mesoamerican (indigenous) pedagogy, is integrated into the curriculum to enrich and strengthen students' learning, identity formation, and the reclaiming of their cultural heritage.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

The school will be located in Las Cruces, NM, one of the five municipalities of Doña Ana County, with a population of more than 100,000 residents and the third largest city in New Mexico. The population of Las Cruces is 56.8% Hispanic or Latino, 80% of which is of Mexican origin according to the most recent U.S. Census Data (<http://www.census.gov/>).

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

The targeted student population will be the Las Cruces Metropolitan Area located in the center of Doña Ana County, 45 miles from the Mexican border. The Las Cruces Public School District is the second largest school district in the state of New Mexico and serves a majority population of 75.1% Hispanic students according to the Las Cruces Public Schools Website (<http://lcps.k12.nm.us/>). The home languages of the students are English (50.5%) Spanish (29.5%). According to the NMPED [2016-17 Report Card](#) Las Cruces Public Schools earned an overall grade of "C". Student achievement results on the PARCC show proficiency levels in ELA and math are quite low for students in the 3rd, 4th, and 5th grades. The tables below provide specific numbers and illustrate the need for academic improvement.

Demographic data according to the Las Cruces Public School District (based on data certified with the NM Public Education Department for the [December 2017 reporting period](#)).

LCPS 2016-2017 enrollment	Hispanic	Economically Disadvantaged	English Language Learners	Special Education
Total elementary enrollment	76.4%	87%	15.9%	16.4%
Total enrollment (all grades)	75.1%	77%	11.8%	15.7%

**NMPED Accountability Data: iStation ELA Results All Las Cruces Public Schools 2017**

Grade Level	Level 1	Level 2	Level 3
Kindergarten	17%	22%	61%
Grade 1	18%	24%	59%
Grade 2	15%	19%	66%

**NMPED Accountability Data: PARCC ELA and Math Results Las Cruces Public Schools 2016-2017**

Grade Level	LCPS % ELA proficient Level 4	LCPS % Math proficient Level 4
Grade 3	26%	23%
Grade 4	24%	24%
Grade 5	27%	22%

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

In Las Cruces there are 24 LCPS elementary schools, two parochial schools, and one charter school that serves elementary students. The elementary charter school, J. Paul Taylor Academy, provides Spanish language acquisition, serves approximately 200 students, and has a waiting list of over 250 students. Clearly, there is a strong demand for elementary school options in the community. Currently in Las Cruces, no school offers ongoing indigenous heritage learning. In fact, Raíces' pedagogy will be one of a kind in New Mexico. Raíces will appeal to families that want access to bilingual language learning and opportunities to explore their indigenous heritage. During the Raíces' Team Outreach sessions, parents from the Las Cruces area have described the desire for bilingual learning opportunities, more engagement with the school, and development of their knowledge and skills in supporting their children in achieving academic success; and they are drawn to a school that welcomes them as partners in the educational process. Most of our students will come from pre-K and early childhood development programs throughout the LCPS and surrounding areas. Raíces expects to start the first year with K-1 students. The Raíces' Team is preparing an outreach plan to establish a relationship with parents through workshops, circles of dialogue, and public gatherings where families will have the opportunity to experience concepts, curriculum content, and core principles of our proposed school. Based on outreach that has already been carried out, we expect Raíces to have a much larger English Language Learner population of students than the traditional public schools. Parents have expressed a great desire for their child to be in a setting that is very welcoming to Spanish speakers while at the same time nurturing their language development in English. Parents also believe that they will be able to participate more effectively in their children's education with this kind of bilingual school setting, benefitting both the child and the parent.

- Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

Data from Head Start Programs and community workshop sessions document the strong need that parents see for alternative options to the traditional school setting. The Raíces' Team has engaged in a significant number of conversations with parents, potential partners, interested organizations, and community leaders in the development of the projected school, including local indigenous communities (Piro-Manzo, Tortugas and Raramuris), where participants were exposed to examples of the Mesoamerican components of the curriculum and expressed an enthusiastic response. For example, NMSU is looking to develop an Ethnic Studies Bachelor's and Master's degree program offering in the College of Education that would foster a critical, historical, and locally-relevant practice and approach to community engagement. The NMSU College of Education sees our proposed school as an opportunity to contribute to their process for restructuring how teachers are educated to draw on indigenous pedagogy to improve educational outcomes for children. The Raíces' Team has held discussions with NMSU about a partnership with them for implementing a community schools approach and are continuing discussions with the Dean's office in the College of Education. Over the past 8 months the Raíces Lead Coordinator has

organized 5 parent gatherings with a total of 45 participants and 10 workshops and focus group sessions from different areas of the community to introduce the content of this future school and explore the level of interest. The Coordinator has conducted many individual interviews with stakeholders and members of other community sectors and institutions including: the Las Cruces City Council, the Doña Ana County Commission, NM State Legislators, the Hispanic Chamber of Commerce, Green Chamber of Commerce, educators, executive team of the local chapter of NEA, members of LCPS School Board, faith based community organizations, Early Childhood Las Cruces Head Start Program Team and Policy Council, La Clinica de Familia Healthy Start Program Director, Healthy Kids Las Cruces Coalition of the NM Department of Health, Las Semillas Food Center, and representatives of the arts and culture sector for a total of 120 key community leaders.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

The innovative features of Raíces are laid out in the Four Core Principles of the school:

- 1) **Biliteracy through an 80/20 dual Language two-way immersion model** - This model will provide a gradual learning process of English and Spanish utilizing the students' first language to acquire a proficient level in other subjects such as Math, Science and Social Studies while they learn the second language. Gradually moving to the 50:50 model will allow the students to become biliterate by the end of 5th grade.
- 2) **Identity Formation** - This will be an integral part of the school through exploration, analysis, and dialogue about personal and circumstantial elements that create personal character. Students will be involved in a process through which they will discover and critically think about who they are in relation to parents, neighborhood, community, nationality, and ethnic group.
- 3) **Mesoamerican Indigenous Ways of Knowledge** - The Xinachtli (Sheen-ach-tee) concepts are essential to facilitate and enrich academic learning. Through the Xinachtli pedagogy students will discover the roots of ancestral Mesoamerican culture in the areas of mathematics, language, oral history, and community building that creates an engaging and natural learning environment.
- 4) **Community Led Model** - The Raíces' Team in collaboration with parents, students, administrators, and faculty will create an open school environment within a U.S.-Mexico Border cultural context. Raíces will create the space and opportunities for parents to be considered essential partners, exercise leadership, and grow in their advocacy skills for navigating the educational systems throughout their children's lives.

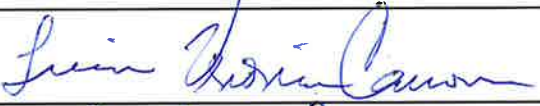


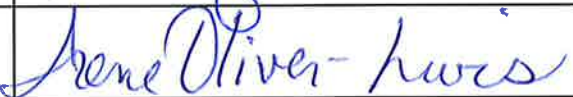
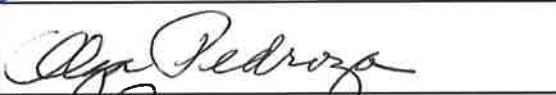


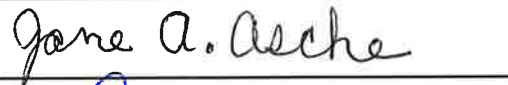

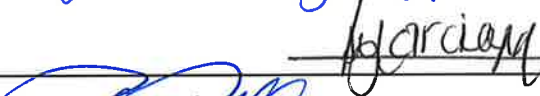


10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

Bilingualism and biliteracy are proven methods that lead to a valuable, enriching learning environment. A partnership of parents, community, faculty, administrators, and students will create a bilingual and biliterate atmosphere where both languages are used, cherished, and promoted campus wide. The Raíces curriculum will align with the New Mexico Standards with one hour of English language instruction per day for all students as mandated. Student biliteracy will be assessed at the beginning, middle, and end of the academic year with the goal of 80% of the population achieving literacy goals as set by the New Mexico Public Education Department bilingual standards. Learning in all subjects will be through activities that integrate exploration, dialogue, critical analysis, and practice rather than rely exclusively on direct instruction. To insure a child centered, student participatory pedagogy, Raíces will use a process of instruction that relies on small group cooperative learning centers or stations where whole class lessons are explored, extended, and reinforced. Student work and products at these learning centers are used as part of the ongoing assessment of academic performance and calculated as 50% of a student's grade.

The Raíces Team in collaboration with parents, students, administrators, and faculty will create an open school environment that embraces bilingual and biliteracy transformative life experiences that propel students toward a successful transition to any middle school in the United States. The extensive work of the Search Foundation documents that parents' ability to articulate their children's learning needs is a proven asset which increases the child's resiliency and capacity for academic achievement. The role of parents will be imbedded through the parent advisory council as a mechanism for parents to participate in designing the activities to implement the core principles of Raíces del Saber Xinachtli Community School.



Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico Signature of founder(s):

Printed Name	Signature	Date
Lucia V. Carmona		1-7-18
Silvia Sierra		1-8-18
Wanda Bugler-Tamez		1-8-18
Irene Oliver-Lewis		1-8-18
Olga Pedroza		1-8-18
Nicholas Natividad		1-7-18
Amanda Walden		1-8-18
Jane Asche		1-7-18
Laura Flores		1-8-18
Monika Tellez		01/08/18
Ray Reich		1-7-18
Carlos Aceves		1-7-18



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages)



## 1. General Information

- Name of Proposed School

### ***RES PRIMAE CLASSICAL SCHOOL***

- Grade levels to be offered and enrollment projections

Grade Levels to be Offered	Projected Total Enrollment
K-12*	500

\*The school will open K-8 with two classes in each grade level and will grow one grade per academic year into K-12. The projected class size for Kindergarten is 20 students. The projected class size for grades 1-6 is 23. The projected class size for grades 7-12 is 21. The school will open with roughly 416 students and will grow to roughly 500 students by year five. These projections anticipate only one class per high school grade due to the trend of students leaving charter/private schools when they enter high school to attend larger public schools with more extra-curricular activity resources and options.

- Primary Point of Contact

Name	Tara Beam			
Mailing Address	3200 La Paz Lane			
City	Santa Fe	State	NM	Zip 87507
Phone	505-290-2640			
Email	tarabeam.rpcs@gmail.com			

- ## 2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

### Tara Beam, MA - Chair/ Director of Educational Plan

EDUCATION: MA in Politics, Hillsdale College. BA in Politics, Minor in Economics, Hillsdale College.

CURRENT EMPLOYMENT: Charter School Consultant and Grant Writer

QUALIFICATIONS: Prior research assistant on the Constitution for Hillsdale President and Academic Mentor; Intern for Senator Pete Domenici in Washington D.C. (2008); Wrote plan for a civics curriculum for students and adults; Interned for the Allan P. Kirby, Center for Constitutional Studies and Citizenship in D.C. (2010); Founder of the Estancia Valley Classical Academy (EVCA); Teacher of history, government, economics, and social dance at EVCA from 2012-2014; Research associate in Hillsdale's Barney Charter School Initiative (BCSI) from 2014-2016, where she developed syllabi and course materials in history, and civics, and helped to build BCSI's academic program guide and to facilitate BCSI's annual school founders and teacher training; Substitute Teacher for APS 2016-2017.

### Jason Beam, PhD - Educational Plan/ Information Technology

EDUCATION: PhD in Physical Education, Sports, and Exercise Science, University of New Mexico; MS in Health and Exercise Science, Louisiana Tech University; BS in Mathematics, Louisiana Tech University

CURRENT EMPLOYMENT: Asst. Professor in Fitness Education, Santa Fe Community College, Santa Fe, NM

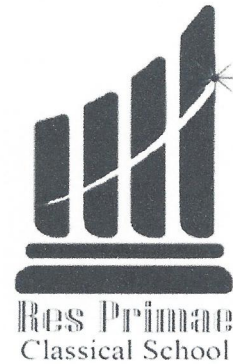
QUALIFICATIONS: Professor who daily engages with students in his classes who are poorly prepared for college. Dr. Beam sees first hand that students and parents in NM deserve better educational options. Substitute teacher for APS between December 2013 and May 2014.

### Joel Adelstone, CPA - Treasurer/ Financial Plan/ Management Plan

EDUCATION: BBA, Accounting and Finance, Georgia State University

CURRENT EMPLOYMENT: Owner and President Joel R Adelstone Co CPAS September 1985 – Present

QUALIFICATIONS: Successfully owned and operated businesses in the fields of public accounting, retail spirits, vending, software sales, human development, real estate leasing, restaurant and brewery, and human nutrition; taught small business classes for the Internal Revenue Service to assist small businesses to comply with the myriad of tax laws and regulations; taught classes to restaurateurs covering operational techniques to save costs and maximize revenue; has been a CPA advisor for two NM companies' public offerings; wrote monthly articles relating to restaurant operations and taxation for a Santa Fe business weekly; spent two terms on the Board of a private school





and was their treasurer during the first term; one of the first five CPAs in NM to receive the Certificate of Achievement in Tax Planning and Advising Closely-held Businesses.

**Victor Bruno, BA - Facilities Plan**

EDUCATION: BA, University Studies, concentrations in Economics, Psychology, and Business Administration, University of New Mexico

CURRENT EMPLOYMENT: Commercial Real Estate Consultant

Qualifying Broker License, NM Real Estate Commission, 1976 –2016

QUALIFICATIONS: Over 40 years' experience as a provider of Industrial, Office & Commercial Real Estate Consulting, Advisory, Managerial, and Transactional Services for Corporate America; Vic has been both a student and teacher of real estate ethics since the late 1970s; Co-Author of the Code of Ethical Principles and Standards of Professional Practice of the Society of Industrial and Office REALTORS® (SIOR) and Co-Author of that organization's Ethics Curriculum; Prior Senior Instructor in the U.S. and Canada on behalf of the Society; Past national chair of SIOR's Professional Standards Committee, served three terms on their Board of Directors, as a Regional Vice President, and as a Trustee of the Society's Educational Foundation. Recently certified by NM Real Estate Commission as an instructor of the state's new mandatory CORE Course for the 9500 real estate licensees.

**3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):**

Res Primae Classical School (RPCS) is a Core Knowledge, American classical, liberal arts school that aims to undergird its content-rich, balanced, rigorous, and integrated curriculum with a warm, cohesive school community, moral and intelligent teachers/support staff, and a culture of discipline, decorum, and order to provide a first-class educational experience for all students. RPCS's academic program combines cutting-edge, researched-based programs, each of which involves an organized and sequential continuum of learning, with the robust and integrated study of core subjects in the liberal arts and sciences tradition. The K-8 curriculum is comprised of 1) the Core Knowledge Sequence — a content-rich, coherent and specific, grade-by-grade core curriculum of common learning; 2) Riggs— a multi-sensory, brain-based approach for teaching “explicit” phonics, reading and language arts; and 3) Singapore Math — a cohesive, conceptual approach to mathematical skill building and problem solving. The upper school curriculum consists of a traditional liberal arts and sciences sequence, with the primary focus on literature, history, mathematics, and science, and the integration of these subjects where possible. The fine arts, geography, civics, and Latin are also key components of the school's overall academic program.

\*RPCS seeks to be a public educational institution and has no religious or political affiliations.

**4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation?** Yes: ☐ No: ☒

*If YES, describe the entity and the role it will have in the school's operational plan.*

Res Primae will collaborate with Hillsdale College's Barney Charter School Initiative, which works with classical charter schools around the country. The relationship is fully voluntary and includes no financial obligations.

**5. Does the applicant team or any members of the team currently operate any other schools?** Yes: ☐ No: ☒

**6. Vision/Mission statement. (2-3 sentences)**

“Res Primae Classical School seeks to train the minds and improve the hearts of young people through a rigorous, American classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.”

**7. Student population and geographical setting of the school**

- *Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.*

The anticipated location of the school is the Northwest region of Albuquerque, preferably located in the area between Edith and 4<sup>th</sup> street, and between Alameda and Ranchitos. This constitutes an area that is easily accessible and centralized, standing at the intersection of the Taylor, Taft, LBJ, and James Monroe middle schools, and simultaneously at the intersection of the Valley, Cibola, Del Norte, and Cibola high schools. That said, we hope and expect to draw children from all of Albuquerque.

- *Describe the student population including key demographic data (academic performance, home languages, ELL, and special education populations in the location in which the school intends to locate.)*

RPCA will serve all K-12 students, regardless of personal circumstance. RPCA envisions serving students from the entire Albuquerque and Rio Rancho metro area, but primarily is focused on attracting students in the underserved area in the Northwest



region of Albuquerque. Students in the Northwest region of Albuquerque most likely attend Alameda, Los Ranchos, or Alvarado Elementary Schools / Garfield, Taft, or Taylor Middle Schools/ or Valley or Cibola High Schools.

As of 2016, Albuquerque Public Schools serves a total of 76,655 students. Alarming, the most recent (2015-2016) NMPED District Report Cards, show that well over half of all students in APS are not proficient in three core subject areas. 63.4% of APS students test below proficient in reading, 79.3% test below proficient in math, and 54.8% test below proficient in science. Extensive analysis by our team of the scores of the eight public schools in our target area reveal dismal performance. Data from 2016 NMPED Report Cards show that the average performance of the 4,178 students attending Alameda, Los Ranchos, and Alvarado Elementary Schools, Garfield, Taft, and Taylor Middle Schools, and Valley and Cibola High Schools is lower than overall APS performance in reading and math. Of these students, 67.7% test below proficient in reading, 84.4% test below proficient in math, and 54.1% test below proficient in science. It is recognized that scores plummeted state wide in reading and math with the introduction of PAARC in 2015-2016. Nevertheless, even under the SBA in 2014, 49.9%, 61.7%, and 57.4% of students in these schools tested below proficient in reading, math, and science, respectively.

In addition, an in-depth analysis of the Report Cards from 2005-2014 reveals that student performance in these schools has seen little or no improvement since 2005. Between 2005 and 2014, the average percentage of students proficient in reading decreased by .087% per year, the average percentage of students proficient in math increased by 1% per year, and the average percentage of students proficient in science decreased by .019% per year.<sup>1</sup> Of all APS students, 16.8% are English language learners, 14.4% are classified as having disabilities, and 69.9% come from low income households. Of the students attending the above-mentioned schools in the NW region of Albuquerque, 10.4% are English Language Learners. Data suggests that about 90% of these students are raised in English speaking homes, while 10% live in homes in which another language, most likely Spanish, is the predominant language. Also, 15.5% are classified as having disabilities and 65.9% come from low income households.

- *Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.*

RPCS will serve students likely being educated in Alameda, Los Ranchos, or Alvarado Elementary Schools, Garfield, Taft, or Taylor Middle Schools, or Valley or Cibola High Schools. Families are likely to choose RPCS for its 1) effective elementary English language and math programs, 2) cohesive, rigorous, and content-rich K-12 curriculum, 3) high standards of behavior and learning, and its 4) warm, orderly, and studious campus. Parents of students in other Barney Charter School Initiative schools around the country boast that their young children understand mathematical concepts, and know more about the English language than they do. They also boast that dinner table conversation has changed because of the rich content (stories, biographies, history, science etc.) their students are learning. They especially appreciate the CK Sequence, which informs of the content their children will learn in each grade, and ensures their students will avoid gaps in their learning. Finally, parents love the close-knit/warm school community and orderly campus that supports and holds their students accountable to high standards of behavior and academic performance.

8. *Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).*

Per the 2015-16 NMPED District Report Card, 16% of parents surveyed at Alvarado Elementary School, 19% at Taylor Middle School, and 28% at Valley High School disagree that their child's school holds high expectations for academic achievement. RPCS will hold high expectations. Also, our team has assessed community demand for a charter school such as RPCS by sharing the message about the school's mission/philosophy with parents and community members/leaders and requesting feedback through different methods. First, Tara Beam has given talks specifically about classical education and the RPCS or described the school tangentially in the context of other presentations at seven separate public events in the last year directly reaching at least 250 people. She also set up a table at a major convention and has collected signatures of support for the school. To date we have built an RPCS contact list of supporters with over 100 contacts. This list includes leaders from several statewide and regional organizations including civic groups, political groups, military groups, and church groups. Many of these leaders have offered to disseminate information about the school to their email lists and to have Tara speak at their public events in the coming weeks and months. The team also created a Facebook Page last year describing the school and created an opinion poll to determine if friends and relatives here in Albuquerque are interested in having a school like RPCS. In less than two days, 75 people responded. All 75 respondents (100%) believe that RPCS will be an asset in the Albuquerque community, and that they were seriously interested in learning more about the school as a viable possibility for their children. Many said they would send their kids. Since then, the Facebook page has garnered over 100 "likes" from New Mexico residents and 72 of those live in the Albuquerque/Rio Rancho metro area where the

<sup>1</sup> <http://www.ped.state.nm.us/ped/DistrictReportCards.html> .



school will be located. Many of those who follow the page have requested to be on the RPCS contact list to receive information about the school and how they can volunteer their time, energy, and resources to ensure the opening of this school. We have plans for more serious and wide-ranging surveys to determine interest once the Notice of Intent has been received.

9. *Identify significant innovative features that the school will implement in order to help it realize its vision / mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).*

RPCS will use several innovative features to ensure all students meet their potential.

1. *The Core Knowledge Sequence* in grades K-8 (except math): a planned grade by grade progression of specific knowledge in world and American history and geography, mathematics, science, language arts, visual arts and music that has been proven to lift student scores and close the gap between more and less advantaged students. Children learn by building on what they already know. CK motivates students to learn and creates confidence by exposing them to a coherent core of challenging, interesting, interwoven knowledge and vocabulary vital for higher levels of learning; promotes community through a common thread of instruction and learning, including greater collaboration and communication in lesson planning that prevents gaps and redundancy; encourages parent involvement by providing a clear outline of what their children should learn in each grade.
  2. *Riggs Institute's The Writing & Spelling Road to Reading & Thinking*: a multi-sensory, brain-based approach for teaching "explicit" phonics, reading and language arts; Riggs addresses virtually every student's learning style through four pathways to the brain sight, sound, voice, and writing; teachers can teach through each student's stronger learning modality while, simultaneously, remediating their weaker ones; Riggs accelerates the learning process, avoids discrimination against any student's individual learning style, and provides an optimal learning opportunity for each student.
  3. *30-minute morning Reading Block in K-3* which includes small group reading instruction with parent volunteers in conjunction with up to two additional hours of whole group direct instruction in Riggs, reading, and English Language Arts, with intervention for struggling readers.
  4. *Singapore Math*: a cohesive, deep, and focused mathematics curriculum, for K-7 that develops capacity for algebraic thinking, which requires strong numeracy, procedural fluency, and an ability to abstract; presents math problems first concretely, then pictorially, and only after these steps in abstract terms i.e. an algorithm; saves instructional time by focusing on mastery of essential math skills, not on re-teaching skills that should have been mastered prior; detailed instruction, questions, problem solving, and visual and hands-on aids.
  5. *A common Math Block across all elementary grades* permits ability grouping of the students; ideally, students do not move on until they have thoroughly learned a topic.
  6. *Traditional liberal arts and sciences sequence in the upper school*, with an integrated approach to teaching literature, history, mathematics, and science where possible.
  7. *A "Great Books" program*: Students, especially in upper grades, will conduct in-depth studies of great literature using Socratic seminars, which foster intelligent, logical, and independent thinking, and the ability to clearly and persuasively articulate ideas. Primary source documents will be the focus in the study of history and sometimes employed in the study of science.
  8. *Math treated as a tool of practical utility, reason, and logic and a biographical and hands-on approach to scientific inquiry* with emphasis on mastering fundamentals and inspiring wonder.
  9. *Latin*: Research shows that learning Latin increases students' knowledge of grammar and English vocabulary, improves reading comprehension, and sharpens students' analytical skills and ability to excel in other areas of study such as math, history, and geography.
  10. *Senior Thesis*: Seniors will be required to compose and defend a 15-20-page Senior Thesis as a capstone to their academic experience at RPCA.
  11. *A Culture of Excellence, Mutual-Respect, and Learning*: virtue, decorum, respect, discipline, and studiousness will be expected among students and faculty.
  12. *A Warm and Cohesive School Community*: Part of our vision is to build relationships and to create a true partnership among student, parent, and school so that all stakeholders share an appreciation of the pursuit of knowledge and an understanding of the student's strengths and weaknesses so families are empowered to effectively support their students. This will occur through school open houses, award ceremonies, family style dances, informational meetings, etc.
10. *Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.*

The current situation is unacceptable. Per the statistics above, well over half the students in the K-12 public schools in the NW region of Albuquerque are performing far below their potential in at least three core subject areas and there are no signs of improvement. As a substitute teacher in some of these schools, Mrs. Beam observed a severe lack of order, discipline, content, and



enthusiasm for learning in the classroom. The lack of effective instruction in language in the elementary schools and the poor quality of literature in classrooms across grade-levels is particularly alarming. Reading is the gateway to learning in every subject and nearly 2,900 students in these schools cannot read at a proficient level, let alone write or speak intelligently about what they read.

RPCS will equip these students to excel by providing proven instruction in the rudiments of language which will establish a solid foundation for reading and the mastery of knowledge in core subjects across grade levels, as part of a coherent, rigorous, and complete K-12 educational experience. RPCS's Riggs method will provide both a strong foundation for students who demonstrate academic progress, and an effective remedial program for pre-existing academic problems we anticipate many of our students have. History and research show that "explicit" phonics instruction, such as that provided in Riggs, significantly improves kindergarten and first grade children's word recognition and spelling, significantly improves children's reading comprehension, is effective for children from various socio-economic levels, and is particularly effective for children who have difficulty learning to read. RPCS's CK Sequence will build on this foundation of literacy by exposing all students to a common, broad base of grade-specific knowledge and vocabulary, which research has shown to lift student scores and to close the gap between more and less disadvantaged students. Finally, the classical liberal arts approach has many award-winning documented successes within a broad range of school settings, including inner city schools (Westside Preparatory School and Decatur Classical School in Chicago) and more "suburban" schools (Ridgeview Classical School in Fort Collins, Colorado), despite the academic disabilities and disadvantages of its students. RPCS is working in collaboration with Hillsdale College's Barney Charter School Initiative (BCSI), which supports the opening and running of classical charter schools across the country. There are currently 16 classical charter schools in 10 states that have been established under the guidance of BCSI. Each of these schools represents a broad range of demographics and is growing. RPCS's academic program is proven, and when implemented in the context of a warm, cohesive, community, will kindle a love of learning in the students in the NW region of Albuquerque and provide the support and opportunity they need to reach their full potential.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s)

Tara Beam

Date: 1-9-18

- Tara Beam

[PRINT NAME]

Signature of founder(s)

Victor S. Bruno

Date: 1-9-18

- Victor S. Bruno

[PRINT NAME]

Signature of founder(s)

JOEL R. ADELSTONE

Date: 1-9-18

[PRINT NAME]

Signature of founder(s)

Jason Beam

Date: 1-9-18

Jason Beam

[PRINT NAME]



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School  
Sandoval Institute for Math and Science @ UNM (SIMS@UNM)

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
6-12	360

- Primary Point of Contact

Name	Katharina Sandoval-Snider			
Mailing Address	6428 Glen Oak NE			
City	Albuquerque	State	NM	Zip 87111
Phone	505-459-2860			
Email	Koelsnersnider62@gmail.com			

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Katharina Sandoval-Snider	Founder	<p>Kathy is a thirty one-year educator that began her career in the Albuquerque Public School system as a science and math teacher. She became the assistant principal and later the principal of the Career Enrichment Center in 1998, where she founded the Early College Academy. For the past eleven years she has been the Principal of the Albuquerque Institute of Math and Science at UNM, a state authorized charter School. Kathy and her team at AIMS@UNM were recognized by the US Department of Education by being awarded the National Blue Ribbon-a distinct honor bestowed to only 329 schools throughout the nation. Currently AIMS is recognized as the highest performing school in New Mexico, earning an "A" letter grade from the Public Education Department each year since the letter grade system was implemented. Under her leadership, AIMS has been rated among America's top school by the Washington Post, Newsweek and U.S. News and World Report.</p> <p>She is also an appointee of the Governors "Effective Teaching Taskforce", as well a founding member of Excellent Schools New Mexico and a member of the Secretary of Education's Charter School Advisory Committee.</p> <p>Kathy holds a BS in Biology and Chemistry, an MA in Educational Leadership and educator and administrator credential in New Mexico.</p>

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

College Prep: It is the intent to replicate the AIMS@UNM very successful model to the University of New Mexico campus in Rio Rancho.

SIMS@UNM's strategy is to provide students an accelerated curriculum that would engage and challenge them intellectually; with a common goal of college preparation and participation prior to graduation. With its college readiness focus and unique location, SIMS@UNM will be able to do more to develop the full range of capabilities and skills necessary to succeed in college, while providing a seamless transition between high school and college. In addition to challenging academic content, SIMS@UNM will also provide a climate and environment of college readiness necessary for successful college preparation. At the SIMS@UNM, the consistent message will be that every student will work to meet the same high expectations to meet rigorous content standards, participate in dual enrollment, graduate with university credits and be accepted to college.

SIMS@UNM will create a highly structured school environment that sets high academic and behavioral expectations for its students. With an emphasis on mathematics and science, and a requirement for "Critical Language" (Chinese or Japanese) study, the mission is to prepare students, grades six through twelve, for college, community, and beyond through a rigorous focus on math and science and an emphasis global participation. Beginning in the sixth grade and continuing through their graduation, all students will enjoy a common culture of college preparation. The curriculum follows the New Mexico State Standards curriculum framework.

One of the hallmarks of the SIMS program will be the Dual Credit requirement. In order to graduate, students must have a total of at least 30 college credits; seven college credits in math and science. Students begin enrolling in dual credit classes during their sophomore year and continue on through graduation. Although there is a minimum requirement of 30 credits, students may take as many University credits as they wish, providing a tremendous economic advantage to its students and families. It is the expectation that SIMS students will mirror the performance of AIMS students. It is not unusual for students of AIMS to have 50 or more college credits upon graduating; essentially allowing them to enter college as a junior. A number of the AIMS students have earned their Associates Degree even before graduating from high school. The close relationship with the University of New Mexico as well as the placement of the SIMS campus on the UNM West campus will facilitate this goal.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

N/A

5. Does the applicant team or any members of the team currently operate any other schools? X Yes ☐ No

6. Vision/Mission statement (2-3 sentences)

The Sandoval Institute for Math and Science @UNM is committed to preparing its students for college through a rigorous focus on math and science, and a requirement for Dual Credit coursework.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

SIMS@UNM will be located within the Rio Rancho School District, within Sandoval County. The District currently serves approximately 17,117 students, grades k-12. The targeted geographical area is inclusive of the entire Rio Rancho School District, grades 6-12.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

The Rio Rancho School District currently has a student population consisting of 51.5% male and 48.5% female. 33.8% are Caucasian, 3.6% are African American, 55.5% are Hispanic 2% are Asian and 4.9% are American Indian. 43.4% are ED, 15.3% are SWD, and 3.4% are ELL. 74% of sixth graders are not performing on grade level for Reading, 80% are not performing on grade level for Mathematics. 73% of 7<sup>th</sup> graders are not performing at grade level in Reading, 83% are not performing at grade level in Mathematics and 55% are not performing at grade level in Science. 71% of 8<sup>th</sup> graders are not performing at grade level in Reading and 79% are not performing at grade level in Mathematics. 74% of 9<sup>th</sup> graders are not performing at grade level in Reading and 83% are not performing at grade level in Mathematics. 56% of 10<sup>th</sup> graders are not performing at grade level in Reading and 75 % are not performing at grade level in Mathematics. 33% of 11<sup>th</sup> graders are not performing at grade level in Reading and 89% are not performing at grade level in Mathematics. 42% of 11<sup>th</sup> graders are not performing at grade level in Science.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

In the Rio Rancho School District, there are four middle schools (Eagle Ridge, Lincoln, Rio Rancho and Mountain View) and three high schools (V Sue Cleveland, Independence, Rio Rancho Cyber Academy and Rio Rancho High). Although the four middle schools have state grades of A or B, a closer look demonstrates many are falling by the way side. At many of the schools, 70% of the student population are not performing on grade level for Reading, Math and Science.

The model for SIMS@UNM is the very successful model utilized by AIMS@UNM, now entering its 13<sup>th</sup> year of operation. The school, which has maintained a letter grade of A since the school letter grades were implemented, has an 86% proficiency in Reading, 84% proficiency in Mathematics and 96% proficiency in Science. 100% of the graduates go to college, with a college requirement of 30 credit hours at a post-secondary institution for graduation. Many of the AIMS@UNM students far exceed the 30 credit hour minimum, with many of them having 50-80 credit hours, all at the expense of the school. This past year, the savings to parents for post-secondary attendance was close to \$40,000.00 per student. In many instances, the program provided the only chance a family had to send their child to a College or University. At no time during it's thirteen years of operation, has a student taken a remedial post-secondary class.

Beyond just offering an alternative to a traditional comprehensive school, SIMS@UNM focuses on a comprehensive skill development necessary for successful entry and completion of a post-secondary college education. Families and students will be offered a tried and true rigorous structure which has a proven model for academic success. AIMS@UNM recently ranked 42 in the United States for high schools as well as also recognized by the Washington Post, ranking 45th in the nation, as one of the most challenging high schools. Recently, AIMS students participated in the PISA, Program for International Student Assessment, exam taken by 540,000 15-year-olds in 72 countries. Asian education systems dominate the upper reaches of the results - accounting for the top seven places for math. AIMS scored higher than the average of these countries in all areas tested. In 2013 it was honored as a National Blue Ribbon School.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

In 2013 AIMS@UNM asked for, and received a waiver from the NM Secretary of Education to replicate the AIMS@UNM model in the Rio Rancho School District. The support for the school was overwhelming. The sixth grade class was filled on the first lottery draw. The District responded by suing AIMS@UNM, on the basis that the Secretary of Education exceeded her authority by granting the school a waiver. In February of 2017, that suit was decided in AIMS@UNM's favor, with the District responding by appealing the decision. This process has been long and arduous, to say nothing of expensive, yet has had broad support by the citizens of Rio Rancho. In April of 2014, the City Council of Rio Rancho issued a resolution in support of the school.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

**Mission/Vision:** The Sandoval Institute for Mathematics and Science at UNM is devoted to the education of mathematics and science students. Our mission is to educate an intellectual blend of culturally, ethnically and economically diverse students in a culture of rigor and strength of fortitude; driven by motivation, fueled by innovation and guided by a public service. The vision of SIMS@UNM is to provide students with rigorous, relevant academic and workplace skills supported by an impressive technology infrastructure. SIMS@UNM will provide college bound students with a rigorous mathematics and science education, allowing them to get a head start on their college careers by concurrently enrolling in the University of New Mexico, allowing them to earn both high school and college credits simultaneously. To this end, SIMS@UNM will implement the following innovative features:

1. Establishment of a "House" system and Disciplinary Data.
2. Proficiency Scores: All student scores and progression will be kept longitudinally throughout their career at SIMS
3. All students will participate in community based learning, project learning and demonstration assessment.
4. Science Fair:
5. All students will prepare for College
6. College Readiness Benchmarks (The PLAN and ACT)-student benchmarks will be kept longitudinally throughout their career at SIMS
7. Dual Enrollment:
8. Provide a personalized learning community for all Albuquerque Institute for Mathematics and Science @UNM students: Parent communication and contact, utilization of parent portal system, utilization of student success seminar
9. Completion of Critical Language Requirement: 2 years of Chinese or Japanese
10. Extended School Day: SIMS@UNM will have an extended school day, from 7:30 am to 3:30.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

The staff and faculty of SIMS is filled with adults who believe in the purpose and mission of the school and are deeply committed to that mission. There is an extensive coherence about the purpose and goals of the school. To that end, all decisions, including those surrounding professional development, are in alignment with the mission of the school. Additionally, Professional Development Standard C of the National Science Education Standards recommends that professional development activities for teachers "provide opportunities to learn and use the skills of research to generate new knowledge about science and the teaching and learning of science". The SIMS embraces this recommendation as the cornerstone of professional development for faculty and staff. Upon receiving their PARCC data, disaggregated by student and teacher, teachers will meet vertically as departments, and horizontally by grade level, to develop their PDP's departmentally and by grade level, as well as develop personal goals for their professional growth. All goals are student performance based, data driven and must be tied directly to student achievement. Together, teachers ask themselves essential questions concerning their classrooms and student success. From this introspection, teachers develop potential interventions and classroom strategies, which are then immediately applied in the classroom and the results reported back to the group. Through this process, teachers have identified "bright spots" of their practice and can fine tune their teaching to replicate these areas of success, while at the same time identifying techniques that do not work as well, and altering or eradicating them from their classroom craft as appropriate. The results of their work are presented at the end of each school year during "Teacher Research Day". The presentations are open to the community and parents as well. This year for the first time, individual teacher projects will be published.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):



Katharina Sandoval-Snyder

Date: January 9, 2018





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

School of Innovation Academy

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
9-12	200

- Primary Point of Contact

Name	Aaron Lohman		
Mailing Address	49 Garden Park Cir NW		
City	Albuquerque	State	N.M.
Phone	505-977-9260		
Email	Aaron.lohmann@gmail.com		

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Robert Baade	Consultant	CEO RFK Charter School
Aaron Lohman	Developer	UNM, Business owner, Developer
Martin A. Suazo	Developer	BA, New Mexico Highlands, Business Owner

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

**STEMH -**

School of Innovation Academy in Rio Rancho, NM is an independent, non-profit academy for 9th-12th Grades that teaches through a hands on research based program. It emphasises all the components of a stem school with an additional health care component designed to take advantage of a growing field.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

5. Does the applicant team or any members of the team currently operate any other schools? ☒ Yes ☐ No

6. Vision/Mission statement (2-3 sentences)

The mission of School of Innovation is to develop a highly skilled STEMH curriculum and a group of socially responsible learners, who can analyze, synthesize, evaluate and execute information while taking responsibility for their own learning ....

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Hispanic	60% (Numbers based on well accepted Data from the District)
White	32%
Native American	4%
Black	3%
Two or more races	1%

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

Total Enrollment: 200  
Male 60%  
Female 40%  
Total Minority Enrollment 68%  
Total Economically Disadvantaged 51%  
Test Scores from the District:  
English is under 60%  
Math is about 20%

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

School will be located in a large suburban area, in a high visibility location. These factors along with our unique vision for a STEMH School, should allow for us to reach our target of 200 students for our first year.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

The Rio Rancho School District in general is overcrowded. That compounded with our unique vision for a STEMH curriculum should make our year 1 goals attainable'

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).
10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

NEW MEXICO'S EDUCATION SYSTEM is a key component of the state's economy in at least two ways. Each school district is typically one of the largest employers in its county. In addition, the quality of education that the system provides is fundamental in developing the basic skills essential to a healthy local workforce.

In recent years, New Mexico has made strides in early-year and elementary education, achieving notable gains among minority and economically disadvantaged students who had lagged in achievement. Education experts have noted, however, that the gains tended to plateau or even subside as students reached middle school and went on to high school.

The overall picture isn't always pretty, but throughout New Mexico there are pockets of excellence and innovation where local educators haven't been afraid to experiment with the system in the interest of better serving students.

**STEMH** - We ultimately see this as perhaps an Early College High School Grades 9-12 with concurrent enrollment.

**Science**

**Technology** (such as New Mapping)

**Engineering** (working with NMSU and NM Tech)

**Math**

**Health** (Nurses, Technicians, First Responders, EMT's)

**Partners**

ARTEM Technologies

Boeing

Intel

Facebook (our friends in Los Lunas)

KAFB (Drone Program)

LANL

UNM Health Sciences

NMSU & NM Tech (Co-Op extension Agencies based out of NMSU)

Sandia Base

NM Casinos

**Working with Development Team on a Mission:**

Mission Objectives could include: Traditional STEM initiatives, as well as, more "out of the box" objectives such as:

Smart Equipment and tech smart curriculum: (Science and Math)

1.) App Innovation and Gamification (MIT App Inventor eg)

2.) Digital Literacy

3.) Library Media Specialists

Innovation and Proto types: (Science and Engineering)

1.) Robotics (i.e. Drones)

2.) Micro Technology

3.) New Mapping

Health:

1.) Problem Gaming

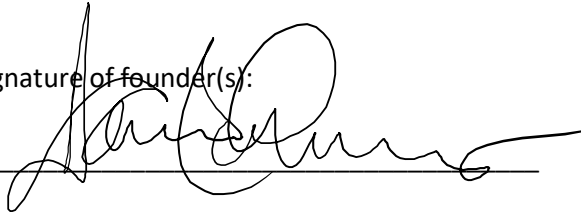
Math:

1.) Personal Finance

2.) Research



*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):  


Date: 1/9/2018

Aaron Lohmann  
[PRINT NAME]



RECEIVED

JAN - 8 2018

Options for Parents

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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January.** Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [\*\*charter.schools@state.nm.us\*\*](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

Solare Collegiate Charter School
----------------------------------

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
Grades 4-8	390

- Primary Point of Contact

Name	Rachael Sowards				
Mailing Address	1623 La Vega Dr. SW				
City	Albuquerque	State	New Mexico	Zip	87105
Phone	505-917-6442				
Email	rsowards@solarecollegiate.org				

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Rachael Sowards	Lead Founder; proposed Principal	Education: MA, Teaching Middle Grades; MA, International Affairs; BA, Psychology & Sociology Current Employment: Fellow, Building Excellent Schools – Nationally renowned training program focused on the development of leaders for high-performing charter schools
Norma Binder	Founding Board Member	Education: MA, Education Administration, University of Denver; MBA, Drexel University; BA, Penn State Current Employment: Retired, most recently Deputy Superintendent of Bernalillo Public Schools
Veronica Gonzales-Zamora	Founding Board Member	Education: JD, UNM; BA, University of the Southwest Current Employment: Attorney, Brownstein, Hyatt, Faber, & Schreck, LLC
Janice Honeycutt	Founding Board Member	Education: MA, Organizational Learning & Instructional Technologies, UNM; BBA, UNM Current Employment: Vistage International, Board Chair for Peer Advisory Groups
Subramanian Iyer	Founding Board Member	Education: PhD, Finance, University of Oklahoma; MBA, University of Kerala; BS, Mahatma Ghandi University Current Employment: Assistant Professor, University of New Mexico
Peter Lorenz	Founding Board Member	Education: MBA, Harvard; BA, Middlesex University Current Employment: CEO & President, UNIRAC

Amber Macias-Mayo	Founding Board Member	Education: JD, UNM; BA, UNM Current Employment: Partner, Walther, Bennett, Mayo, Honeycutt, PC.
Luis Olivas	Founding Board Member	Education: BA, Sociology, UNM Current Employment: HR Consultant
Camille Vasquez	Founding Board Member	Education: BA, Chicana Studies, UNM Current Employment: Program Director, ACCESS NM
Michael Wallace	Founding Board Member	Education: MS, Health Administration, UNM; BA, University of Southern California Current Employment: Director of Special Projects, DaVita

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

Solare Collegiate Charter School is a college-preparatory, extended grade middle school (grades 4-8), with an innovative focus on development of student voice and identity. Literacy and connection to one's personal identity is a core part of all curriculum and instructional design.

Solare Collegiate is guided by six core beliefs:

1. Literacy is foundational.
2. Data drives decisions.
3. Character is critical.
4. Instruction is rigorous.
5. Structure supports learning.
6. Voice strengthens identity.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

5. Does the applicant team or any members of the team currently operate any other schools? ☐ Yes ☒ No

6. Vision/Mission statement (2-3 sentences)

Mission: Through academic rigor, individualized supports, and character development, Solare Collegiate Charter School equips all students in grades four through eight with the academic and personal skills to excel in the high schools and colleges of their choice.

Vision: Solare Collegiate Charter School believes that all students, regardless of race, socio-economic status, or family educational attainment can pursue and succeed on a path towards college enrollment and graduation. To that end, every minute and every decision is one that aligns with preparing students for academic success in high school, admission to and enrollment in college, and attainment of a post-secondary degree. We do so by delivering rigorous, grade-level academics balanced with purposeful interventions and a focus on the development of personal identity and character.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

The target area for Solare Collegiate will be communities in the 87121 zip code - the fastest growing zip code in the greater Albuquerque area. From 2000 to 2015, the population within this zip code doubled in size to 78,626<sup>1</sup>, with significant additional growth anticipated over the next 10 years, and with the 4,000 acre Santolina affordable housing development approved by Bernalillo County.<sup>2</sup> Currently, 76.85% of local residents identify as Hispanic and 50.4% of residents report that Spanish is the primary language spoken at home. Within this community, 70.72% of adults have a high school diploma and 8.28% of have earned a bachelor's degree. Average adjusted gross income in the 87121 zip code is \$33,370, with an unemployment rate of 11.8%.<sup>3</sup> All of the schools in the 87121 zip code are Title I schools, indicating a high percentage of students who, as determined by household income, are eligible for free or reduced lunch.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

A key factor in the decision to situate Solare Collegiate in the 87121 zip code is due to the historical and current academic performance of surrounding schools. The proficiency rates for middle school students in Albuquerque Public Schools are lower than the state average, and the average rate of proficiency for middle school students in the 87121 district is lower than state and district averages, as detailed in **Figure 1**.

**Figure 1 - 2017 Middle School PARCC Proficiency Rates<sup>4</sup>**

	Proficient or Higher in ELA	Proficient or Higher in Math
State	29%	21%
Albuquerque Public Schools	27%	19%
87121 (APS)	11%	6%
Economically Disadvantaged in 87121	11%	5%
Students with Special Needs in 87121	7%	6%
English Learners in 87121	7%	3%

In the 87121 zip code, 90.2% of public school students qualify for free or reduced lunch, with 100% of schools in 87121 qualifying as Title I schools. Middle school students identified as "economically disadvantaged" performed similarly on the PARCC assessment, with 11% of students economically disadvantaged students proficient in English Language Arts, and 5% proficient in math.

The academic performance of English Language Learners and students with special needs is even lower than the 87121 zip code as a whole, as referenced in **Figure 1**. Specifically, 17% of elementary students and 24% of middle school students in 87121 were identified as having special needs, while 36% of elementary students and 25% of middle school students in 87121 are classified as English Learners.<sup>5</sup> Spanish is identified as the primary home language for 50.4% of families.<sup>6</sup>

<sup>1</sup> <http://www.city-data.com/zips/87121.html>.

<sup>2</sup> <http://www.bernco.gov/planning/proposed-santolina-level-a-master-plan.aspx>.

<sup>3</sup> <http://www.city-data.com/zips/87121.html>.

<sup>4</sup> New Mexico Public Education Department. (2017). PARCC Proficiencies 2017.

<sup>5</sup> New Mexico Public Education Department. (2017). Inspection of Public Records Request.

<sup>6</sup> <http://www.city-data.com/zips/87121.html>.



- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Solare Collegiate proposes to enroll an inaugural cohort of 60 fourth graders and 60 fifth graders in the fall of 2019. We expect that our students are currently enrolled in one of the five elementary schools serving upper elementary in 87121: Alamosa, Carlos Rey, Ed Gonzalez, Maryann Binford, or Rudolfo Anaya. Of these, only Carlos Rey earned a C rating; all others earned a D or F letter grade. We believe that families in our community will attend Solare Collegiate because of our focus on college preparation, through increased literacy and math instruction, as well as the dedicated individualized tutoring component of our school day. Incorporating a small school design desired by many parents, at full capacity, our student-to-teacher ratio will be 15:1.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

The applicant team has met with hundreds of community stakeholders, including community leaders and families in the South Valley among others throughout the City of Albuquerque. Solare Collegiate has developed relationships with multiple South Valley community organizations, including ACCESS NM, South Valley Economic Development Center's Taza, the Atrisco Heritage Foundation, and the Rio Grande Educational Collaborative. To date, conversations share a common theme: a pointed concern about the access to quality education for students in the 87121 zip code and surrounding communities and the social and economic implications of this lack of quality education access at scale. Families and stakeholders want a college preparatory option in their community to ensure that children in 87121 have access to a strong middle school education that prepares them for attending the high schools and colleges of their choice.

According to the 2017 Public Education Department School Report Cards, only one school in the 87121 zip code has a grade higher than a C - Helen Cordero Primary, currently serving grades K-2. All middle school options in 87121 were rated D or F for the 2016-2017 school year. Atrisco Heritage and West Mesa High Schools earned school grades of a C, and had 2016 graduation rates of 70% and 67%, respectively. This data reveals that families living in the 87121 zip code do not have easy access to a high performing middle school in their own community, and local discussions continue to demonstrate strong dissatisfaction with local options that do not provide a program tailored to students' needs, families' desires, and aligned with high ambitions for every child's success.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

Innovative components of Solare Collegiate begin with our grade span of fourth through eighth grade as a stand-alone middle school with teacher subject-specialization consistent with traditional middle school models. Our college preparatory design with extended school calendars and intensive focus on math and literacy differentiates Solare Collegiate from the three charter schools in 87121. Solare Collegiate's design replicates evidenced-based practices of high-achieving charter schools educating students from low-income communities nationally.

At Solare Collegiate, it is our mission to prepare students for attending the high schools and colleges of their choice through rigorous academics, individualized supports, and character development. Inherent to that mission is a powerful and comprehensive focus on literacy. All courses will be taught

through the lens of literacy. Oral literacy is a vital component to a balanced literacy program. Therefore, we emphasize the development of student voice—both the literal voice and the internalized voice—as a core belief of Solare Collegiate. Coupled with voice is a purposeful focus on identity. The following elements of identity will be woven into advisories, core classes, and service learning projects: 4<sup>th</sup> grade - self, 5<sup>th</sup> grade - the South Valley, 6<sup>th</sup> grade - New Mexico, 7<sup>th</sup> grade - the United States of America, and 8<sup>th</sup> grade - the World. Students will examine how their own identity is shaped by their participation in each of these increasingly wide communities. Subject area coursework will align to our voice and identity focus, and students will also take a Heritage Spanish and New Mexico Culture course as a part of their regular academic programming. This course is designed to support the unique needs of students in our community, preparing them for advanced study of the Spanish language and New Mexican culture in high school and college.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

Solare Collegiate's Lead Founder and proposed Principal Rachael Sowards is a teacher of 10 years, the most recent 7 of which were in New Mexico. Most recently, she was rated Exemplary on the rigorous NMTEACH evaluation system. Additionally, through her work with the Building Excellent Schools (BES) Fellowship, Ms. Sowards has visited more than 30 high-poverty, high-achieving charter schools across the country, while also receiving training and support in organizational leadership, school finance, curriculum, and school culture. In January 2018, Ms. Sowards will complete a leadership residency at Excel Academy, in Chelsea, MA. Excel Chelsea's performance on the PARCC assessment ranked the school among the top 15 middle schools in the State of Massachusetts. Excel Chelsea boasted 37% of their students with special needs and 31% of their English Language Learners as proficient on the PARCC assessment, significantly higher than the state average, and higher than the New Mexico average for all students.<sup>7</sup> Solare Collegiate's design is based on proven methods of school design, as well as partnerships built with high-performing charter schools in New Mexico and across the country, creating a foundation for building a school of high expectations and high support of students and teachers for student in the 87121 zip code, improving the academic expectations and outcomes in our community.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

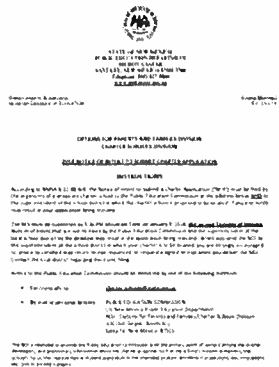
  
Rachael Sowards (Jan 4, 2018)

Date: January 4, 2018

Rachael Sowards

[PRINT NAME]

<sup>7</sup> <http://www.excelacademy.org/impact/>.







# NOI

Adobe Sign Document History

01/04/2018

Created: 01/04/2018  
By: Rachael Sowards (rsowards@buildingexcellentschools.org)  
Status: Signed  
Transaction ID: CBJCHBCAABAAMJmLG90fhp5q33Oy28J3mRh5XbwWV\_j

## "NOI" History

-  Document uploaded by Rachael Sowards (rsowards@buildingexcellentschools.org) from Acrobat  
01/04/2018 - 4:22:24 PM PST- IP address: 76.119.237.2
-  Document emailed to Rachael Sowards (rsowards@solarecollegiate.org) for signature  
01/04/2018 - 4:23:21 PM PST
-  Document viewed by Rachael Sowards (rsowards@solarecollegiate.org)  
01/04/2018 - 4:23:31 PM PST- IP address: 66.102.8.35
-  Document e-signed by Rachael Sowards (rsowards@solarecollegiate.org)  
Signature Date: 01/04/2018 - 4:26:26 PM PST - Time Source: server- IP address: 107.77.226.191



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the

school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

South Valley Innovation Academy

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
Kindergarten – 8 <sup>th</sup>	400

- Primary Point of Contact

Name	Alma Sanchez			
Mailing Address	PO Box 72190			
City	Albuquerque	State	NM	Zip 87195
Phone	505-610-2422			
Email	Chacon_alma@hotmail.com			

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Alma Sanchez	Lead	<b>Education:</b> Master of Business Administration (MBA) <b>Employment:</b> Albuquerque public schools <b>Experience:</b> 11 years teaching Pre-K through 3 <sup>rd</sup> grade/ 2 years PreK-8 <sup>th</sup> grade administration experience. Reading endorsed / Business endorsed / Reading Intervention / Student Assistance Team (SAT) chair / grade level chair / Baldrige Chair / Instructional Leadership Team (ILT) chair
Joann Romero-Lopez	Teacher	<b>Education:</b> Bachelor of Arts (BA) + 60 additional hours <b>Employment:</b> Albuquerque public schools <b>Experience:</b> 35.5 years teaching elementary through middle school. TESOL endorsed / Dual Language Teacher/ Bilingual Coordinator / SFA Math Facilitator / Testing Coordinator / SAT Chair
Joella Galindo	Teacher	<b>Education:</b> Master of Arts (MA) <b>Employment:</b> Albuquerque public schools <b>Experience:</b> 18 years teaching elementary through middle school with a focus on technology/GenYes

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

The focus of South Valley Innovation Academy is to create personalized learning paths for individual scholars in a blended environment utilizing the rotational model. Personalized learning paths means that scholars get the instruction they need when they need it to maximize their learning and close their achievement gap.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes \* No

If YES, describe the entity and the role it will have in the school's operational plan.

5. Does the applicant team or any members of the team currently operate any other schools?  
☐ Yes \* No

6. Vision/Mission statement (2-3 sentences)

**Mission:**

South Valley Innovation Academy will challenge scholars to continually advance their academic performance by providing personalized learning paths that are rigorous and targeted to their specific needs in a safe and caring blended learning environment supported through innovative technology, family path planning, and partnerships for project based learning.

**Vision:**

South Valley Innovation Academy will be a community of lifelong learners that continually challenge themselves to exceed their goals and excel in their future.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

The targeted geographical area is the South Valley of Albuquerque, New Mexico. It is a town in Bernalillo County. According to the 2011-2015 American Community Survey (ACS) the 5-year population estimate is 41,660. The median age is 37.8 and there are approximately 2,423 companies operating out of the South Valley. The student population will be Kindergarten through 8th grade.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

**KEY DEMOGRAPHIC DATA:** Families living in the South Valley are made up of the following: White alone 27,258 / Black or African American Alone 481 / American Indian and Alaska Native Alone 694 / Asian alone 175 / Native Hawaiian and other Pacific Islander alone 0 / some other race alone 12,040 / two or more races 1,012 / Hispanic or Latino 33,738 / White alone, Not Hispanic or Latino 6,809.

**ACADEMIC PERFORMANCE:** Math exam performance in Bernalillo county in elementary schools is 23% proficient and 18% in middle schools. The average math proficiency in New Mexico for elementary is 22% and middle school 18%.

Reading/Language Arts performance in Bernalillo county in elementary schools is 27% proficient and 23% in middle schools. The average reading/language arts in New Mexico for elementary is 25% and 21% for middle schools.

The graduation rates in Bernalillo county are 60%, lower than the state average of 68%. This is also lower than the Albuquerque Metro average which is 64%. Students with limited English graduate at a lower rate than average for New Mexico. The percentage is 52% in Bernalillo vs. 64% in New Mexico. However, students with learning disabilities have a higher graduation rate in Bernalillo county (60.2%) vs. the State (59.3%).



There are proportionally fewer elementary school students who were held back a grade in Bernalillo county than average for New Mexico. Bernalillo county shows .2%, Albuquerque Metro .5%, and New Mexico 1.7%.

**HOME LANGUAGES:** Households that only speak English equal 46.0%. Households that speak a language other than English equal 54.0%. The most dominant language spoken other than English is Spanish. Spanish speaking students between the ages of 5 and 17 equal 10.5%.

**ELL:** There are proportionally more elementary school students whose ability to speak English does not meet the state's standard of level achievement in Bernalillo county than average for New Mexico. Bernalillo county has 22.4% students with limited English proficiency while Albuquerque Metro has 20% and New Mexico 20.6%.

There is an average proportion of middle school students whose ability to speak English does not meet the state's standard level of achievement in Bernalillo County compared to New Mexico. Bernalillo County shows 14.7%, Albuquerque Metro 14.3%, and New Mexico 14.8%.

**SPECIAL EDUCATION POPULATIONS:** There are proportionally fewer elementary students who are classified as learning disabled under IDEA or Section 504 in Bernalillo county than average for New Mexico. Bernalillo County shows 12.5%, Albuquerque Metro 13.2%, and New Mexico 14.2%. However there are proportionally more middle school students who are classified as learning disabled under IDEA or Section 504 in Bernalillo county than average for New Mexico. Bernalillo County shows 18.6%, Albuquerque Metro 17.7%, and New Mexico 15.2%. There are proportionally more elementary school students who participate in a Gifted & Talented education program in Bernalillo county than average for New Mexico. Bernalillo county has 5.7%, Albuquerque metro 4.8%, and New Mexico 3.4%. There are proportionally more middle school students who participate in a Gifted & Talented education program in Bernalillo county than average for New Mexico. Bernalillo county has 11.2%, Albuquerque metro 9.5%, and New Mexico 7.2%.

*\*Data obtained from Start Class which populates results from: Economic Policy Institute, Office of Civil Rights, National Center for Education Statistics, Forecast Package, Bureau of Labor Statistics, Office of Post-Secondary Education, American Community Survey, United States Census Bureau, and Dun & Bradstreet)*

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Most students in Bernalillo county (89%) are attending public schools. Most students in the public school system don't have a choice as to which school they attend. They must attend a school within their home zone.

Families are expected to choose South Valley Innovation Academy (SVIA) because of the personalized learning paths that will be developed for their child(ren) specifically. SVIA will also appeal to families that have multi-aged children in Kindergarten through 8th grade and only needing to transition once, into high school. The small class sizes, family involvement, blended learning environment, engaging and rigorous project based learning will also be reasons families will choose SVIA.

*\*Data obtained from Town Charts which include both Census Designated Places (CDP) and Census County Divisions (CCD) which are defined by the Census Bureau along with local authorities*

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

An objective survey was conducted both in person and online. Community members were asked "Do you feel there is a need for school choices in the South Valley?" 81.7% responded "yes", 9.2% responded "no", and 9.2% responded "maybe". Community members were also asked "Would you enroll your child in a K-8 charter school that offered personalized learning paths?" 85.3% responded "yes", 5.2% responded "no", and 9.5% responded "maybe". Overall the majority of respondents felt there was a need for school choices in the South Valley and they would enroll their children in a charter school that offered personalized learning paths.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.). South Valley Innovation Academy will feature personalized learning paths for each individual scholar. These learning paths will be evaluated and adjusted every six weeks by the academic advisor and/or learning facilitator (teacher), family member, and scholar. Based on the outcomes the scholar will be offered new personal learning challenges.
- We will also partner with organizations as part of the project based learning, presentations, and feedback. For example if students are presenting a project on energy conservation, they might be in contact with PNM during the research phase and a member of PNM will then attend the presentation and offer feedback to the team.
- The Kindergarten through 8th grade schedule is also innovative with scholars only needing to transition once into high school. The daily schedule will be based on the community survey. The majority of respondents would like to see a longer school day Monday through Thursday with ½ day Fridays.

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

South Valley Innovation Academy will be more effective than the schools currently serving the targeted student population because of the personalized learning paths that will be developed for each individual scholar in a blended learning environment. Scholars will excel through their learning based on their individual needs. Evaluating and revising their path every 6 weeks assures they are continually meeting and/or exceeding their academic performance standards and their individual needs are being met.

The advantage of offering Kindergarten through 8th grade is that students only have to transition once, into high school. Students will be better prepared both academically and socially for high school.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

Date: 12-20-2017

  
Alma Sanchez Joann Romero-Lopez Joella Galindo  
[PRINT NAME]



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

**OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION**

**2018 NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application ("NOI") must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time on January 9, 2018, **the second Tuesday of January.** Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: **[charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school's mission statement, the school's focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

Window of Hope Elementary School K-5

- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment
K-5 with the hope to add MS and HS grades at later dates	270 enrollment cap

- Primary Point of Contact

Name	Rianne Herrera			
Mailing Address	26 Armin RD			
City	Tijeras	State	NM	Zip 87059
Phone	505.480.1860			
Email	awindowofhopeelementaryschool@gmail.com			

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience
Rianne Herrera MA, NBCT	Founder	MA. Special Education emphasis in Gifted Education; B.A. Dual Certification General Education K-8; B.A., Special Education K-12 emphasis Social Studies; National Board Certified Teacher 2007-Current- Mild to Moderate Disabilities Birth-21; Recertified National Boards November 2017; Highly Qualified in Math, English Language Arts, and Social Studies K-12, Apple Vanguard Foundation Coach 2015; Albuquerque Public Schools 2001- current
Sara Trujillo MA	Founder	MA. Special Education K-12 emphasis Math and Learning Disabilities; B.A. History and Religious Studies; Highly Qualified in Math, English Language Arts, and Social Studies; Apple Vanguard Foundation Coach 2015; Albuquerque Public Schools 2003-current
Felicia Mondragon MA	Founder	M.A Educational Administration; B.A. Dual Certification General Education K-8 Special Education K-12; Highly Qualified Language Arts; Public Education 2006-current

Jennifer Ventura-Trujillo MA	Founder	MA Degree, Security Management; BA Degree in Criminology / Minor in Business; over 15 years experience in Operations Management and Human Resources. Over 12 years experience in financial management/ budgeting and project management.

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

The focus of Window of Hope Elementary School is to offer small-group, full-inclusion learning settings providing support for academics with a level of high expectation for all learners. Window of Hope will be built on the 4C framework (Creativity, Communication, Critical Thinking and Collaboration) and will utilize collaborative strategies to support that framework. Thus, by providing early intervention services through STEAM and utilizing research-based strategies, our school will focus on providing small group, fully inclusive settings. Curriculum will utilize the principles of Universal Design for Learning to meet the needs of students in all academic areas, including: Social-emotional development, limited English proficiency needs, and additional ancillary support as needed. With a partnership with the Coalition for Community Schools, we plan to provide family and community connections and resources.

4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school's operation? ☐ Yes ☒ No

If YES, describe the entity and the role it will have in the school's operational plan.

5. Does the applicant team or any members of the team currently operate any other schools? ☐ Yes ☒ No

6. Vision/Mission statement (2-3 sentences)

**Our Vision:** create lifelong learners, compassion for each other's differences, and have strong family involvement.

**Our Mission:** create access to high-academic achievement and social-emotional development by providing unique learning environments within inclusive learning settings.

**Our Values:** We are driven to academic excellence and devoted to a whole child philosophy in an

inclusion setting.

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

Albuquerque Metropolitan area

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

Current demographics (APS, 2017):

70% students who qualify for free or reduced lunch

67% Hispanic

21% Caucasian

5% Native American

3% African American

2% Asian

15% English Language Learners

16% Students identified with disabilities

Our school will reflect the demographics of the Albuquerque Metropolitan area, but will emphasize a higher percentage of students identified with disabilities, ELL and low socio-economics status.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

Most students in the Albuquerque area attend the district's public schools or district- authorized charter schools, with a smaller, but increasing portion enrolled in state-authorized charter schools or local area private schools. Based on the school mission, our desire is to recruit a diverse population of learners



and employ faculty members who are Highly Qualified (i.e.- Nationally Board Certified, PhD, Master level teachers, etc.). Families will choose our school based on the educational opportunities being provided along with the ongoing commitment to provide high quality academics and social-emotional well being. By choosing our school, families will acknowledge the ongoing community building opportunities that will open a window for students becoming contributing members of society.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the proposed educational program).

Founding members have assessed the need through conversations with community members, parents/families, teachers and ancillary support personnel, regarding opportunities and needs for this type of establishment. Currently there are 35 state charter schools and 19 Albuquerque Public School charter schools in the Albuquerque and surrounding area. 9% of those are K-5 schools in the immediate Albuquerque Metropolitan area thus limiting parents the choice of schools. Of these schools, the majorities reside in the farthest southwest or northwest parts of town, which limits families the means for opportunity and access to their child's education. The Founding members are community members within major school districts and understand this type of educational model is not currently available. Community feedback continues to be overwhelmingly in support of this endeavor. The founding members will continue to collect data to support the need for this educational opportunity.

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.). Our school culture will move beyond the typical boundaries of traditional education by practicing strategies, which will support a fully collaborative learning environment among faculty, students and family and community members. Through the implementation of the Universal Design for Learning Framework, we will better meet the needs of multiple intelligences as well as encourage expansion of community based learning. Students will demonstrate and develop a deeper level of understanding while maintaining academic rigor. These key features will be supported through a year-round school calendar, extended school day for enrichment or intervention purposes, before and afterschool therapies/programs, i.e. expand education to stakeholders and community for GED, ELL, technology classes, etc. Plans include serveral partnership with community stakeholders to provide family education and supports as described above.
10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

We will provide student centered learning through: collaborative strategies, multi-modal and

multisensory academic learning. The student to teacher ratio will be optimal for a successful inclusive learning environment. By implementing the Universal Design for Learning Framework that incorporates multiple intelligences, students will have equal access to high quality instruction with a rigorous academic curriculum. In addition, students will have access to educators who exceed the state standards for highly qualified educational professionals.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

Signature of founder(s):

Rianne Herrera

Date: Jan. 2, 2018

Rianne Herrera

[PRINT NAME]

Sara E. Trujillo

Sara E Trujillo

Jan 2, 2018

Felicia Mondragon

Felicia Mondragon

Jan 2, 2018

Jennifer Ventura-Trujillo

1.2.2018

Jennifer Ventura-Trujillo

B. Report on Governance Changes

- a. ACE Leadership High School
- b. Albuquerque Collegiate Charter School
- c. Alma d'Arte Charter High School
- d. Anthony Charter School
- e. Cariños de los Niños Charter School
- f. Coral Community Charter School
- g. J. Paul Taylor Academy
- h. New Mexico School for the Arts
- i. Southwest Preparatory Learning Center
- j. Southwest Secondary Learning Center
- k. Taos Integrated School for the Arts
- l. Taos International School
- m. The ASK Academy
- n. The GREAT Academy
- o. Tierra Encantada Charter School

## School Governance Change

### **Architecture Construction and Engineering Leadership High School**

On September 1, 2017, the PED received an email from Stefan Chacon stating that he was no longer serving on the governing board. On November 27, 2017, the PED received a governance change form indicating Mr. Chacon had resigned as of September 19, 2017. On October 17, 2017, the position was filled by the designation of Bernardino Franco, Jr. Although the resignation was not reported in a timely fashion and the documentation was incomplete, the position was filled and reported in a timely fashion. All documentation has not been received for the designation.

On November 27, 2017, the PED received a governance change form indicating Clark Cagle had resigned as of September 19, 2017. On October 17, 2017, the position was filled by the designation of Kari Juvera. Although the resignation was not reported in a timely fashion and the documentation was incomplete, the position was filled and reported in a timely fashion. All documentation has not been received for the designation.

The school currently has five seated board members and is in compliance with statute. The board submitted an Annual Report stating a range of numbers. When contacted regarding this submission, the head administrator, Ms. Tori Stephens-Shauger stated they would continue to operate under the range agreed upon in the school's contract and not comply with the PEC policy made in February 2017 that requires a set number of board members to be designated at the beginning of each school year.

## School Governance Change

### **Architecture Construction and Engineering Leadership High School**

On September 1, 2017, the PED received an email from Stefan Chacon stating that he was no longer serving on the governing board. On November 27, 2017, the PED received a governance change form indicating Mr. Chacon had resigned as of September 19, 2017. On October 17, 2017, the position was filled by the designation of Bernardino Franco, Jr. Although the resignation was not reported in a timely fashion and the documentation was incomplete, the position was filled and reported in a timely fashion. All documentation has not been received for the designation.

On November 27, 2017, the PED received a governance change form indicating Clark Cagle had resigned as of September 19, 2017. On October 17, 2017, the position was filled by the designation of Kari Juvera. Although the resignation was not reported in a timely fashion and the documentation was incomplete, the position was filled and reported in a timely fashion. All documentation has not been received for the designation.

The school currently has five seated board members and is in compliance with statute. The board submitted an Annual Report stating a range of numbers. When contacted regarding this submission, the head administrator, Ms. Tori Stephens-Shauger stated they would continue to operate under the range agreed upon in the school's contract and not comply with the PEC policy made in February 2017 that requires a set number of board members to be designated at the beginning of each school year.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: ACE Leadership High School Current Number of Governing Body Members: 6

Date submitted: 11/27/2017 Contact Name: Tori Stephens-Shauger E-mail: [tori@aceleadership.org](mailto:tori@aceleadership.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
Clark Cagle	505-943-1690 ccagle@atkinsoncpa.com	Resignation	9/19/2017	Personal time constraints and term ending.	From: 2015 To: 2018
<del>Stephen</del> Chacon <i>Steven</i>	stefanchacon@gmail.com	Resignation	9/19/2017	Term ending	From: 2015 To: 2018
					From: To:

Original Signature of Governing Council President or Designee:



Date: 11-27-17

Printed Name of Governing Council President or Designee:

Tori Stephens-Shauger



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, Kari M. Juvera, after being duly sworn, state:

1. My name is Kari M. Juvera and I reside in Rio Rancho, New Mexico.

2. I am a member of the governing body of the [insert name of school] in ACE Leadership Academy, 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.

Kari M. Juvera  
[Signature]  
Kari M. Juvera  
[Print]

10/17/17  
Date

**VERIFICATION**

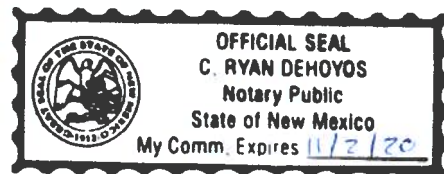
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 17 day of October, 2017.

[Notary Seal:]

[Signature]

NOTARY PUBLIC

My commission expires: November 2, 2020.



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, BERNARDINO FRANCO JR., after being duly sworn, state:

1. My name is BERNARDINO 'DINO' FRANCO JR. and I reside in ALBUQUERQUE, New Mexico.

2. I am a member of the governing body of the [insert name of school] in ACE LEADERSHIP HIGH 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.

B. Franco Jr.  
[Signature]

10/17/2017  
Date

BERNARDINO FRANCO JR.  
[Print]

**VERIFICATION**

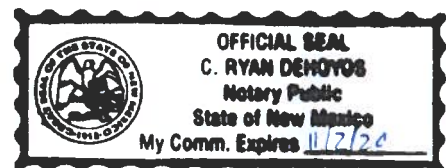
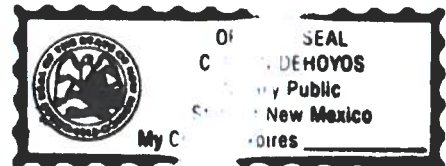
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 17<sup>th</sup> day of October, 2017.

[Notary Seal:]

C. Ryan Denoyos

NOTARY PUBLIC

My commission expires: November 2, 2020.



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

We, the undersigned, make up the governing body of the <sup>ACE Leadership</sup> ~~[insert name of school]~~, located in Albuquerque, New Mexico.


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

We make this statement as part of <sup>ACE Leadership</sup> ~~[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.

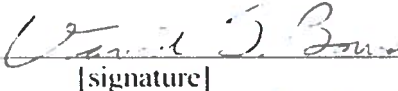
THE FOLLOWING MEMBERS OF THE <sup>ACE Leadership</sup> ~~[INSERT NAME OF SCHOOL]~~ GIVE THE FOREGOING STATEMENT THIS 17<sup>th</sup> DAY OF October, 2017.

1.   
[signature]

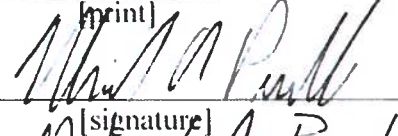
SAMUEL HATCHELL  
[print]

2.   
[signature]

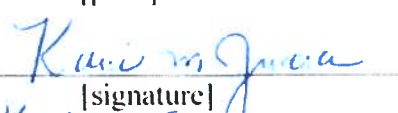
BERNARDINO FRANCO JR.  
[print]

3.   
[signature]

DAVID F. BOWER  
[print]

4.   
[signature]

Michael A. Puelle  
[print]

5.   
[signature]

Kari M. Juarez  
[print]

ACE Leadership High School Governing Council will host a Board Meeting – Sept 19th, 2017 at 7:30am and will be held at ACE Leadership High School 1240 Bellamah Ave., Albuquerque.

\*\*\*\*\*AGENDA\*\*\*\*\*

*The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical, and emotional well-being as students.*

**Board Members Present: Mike P, Sam H, David B, Kari J**

**Board Members Absent: Keith H, Crystalin M**

**ACE staff and guests present: Abby L., Wendell L., Rob S, Tori S, Lesley L**

**Meeting called to order at: 7:34am**

**OPENING ITEMS:**

**VOTE – Approve Agenda for Meeting**

Motion to approve with the addition of the date of the meeting by: Mike P

Second David B

Unanimous approval

**VOTE – Approve minutes from previous board meeting(s) - August**

Motion to approve by: Mike P

Second David B

Unanimous approval

**ACTION ITEMS:**

**VOTE – Budget Adjustment Request (BAR) - none**

Motion to approve by:

Second:

**VOTE – Permanent Cash Transfers**

Motion to approve by: #1 of \$0.52 Mike P

Second: David B

Unanimous approval

Motion to approve by: #2 of \$2085.00 Mike P

Second: David B

Unanimous approval

**VOTE – Charter Renewal Draft – Action Required**

Motion to approve the general content of the draft with the understanding that the Executive Committee will review final edits prior to submission by: Mike P

Second: David B

Unanimous approval

**VOTE – New Board Members – Action Required**

Motion to approve Kari Juvera to the board by: Mike P

Second: David B

Unanimous approval

**DISCUSSION ITEMS:**

**TREASURER'S REPORT**

**EXECUTIVE REPORT**

- Executive Report Review/Follow-up Questions
  - Charter Renewal
- Alternative report card communication update

**BOARD GOVERNANCE**

- Happenings in Education Affecting Charter Schools
- Recognition of Board Members stepping down – Stefan Chacon and Clarke Cagle

**Next board meeting: 10/17/17**

**ADJOURN: 8:30am**

ACE Leadership High School Governing Council will host a Board Meeting – Oct.17 , 2017 at 7:30am and will be held at ACE Leadership High School 1240 Bellamah Ave., Albuquerque.

\*\*\*\*\*MINUTES\*\*\*\*\*

*The Mission of ACE Leadership High School is to equip young people who love to design and build things to become leaders in the construction profession. We will serve young people who have limited means to have successful careers by caring for their intellectual, physical, and emotional well-being as students.*

**Board Members Present: Sam H., Kari J., Mike P, David B, Dino F.**

**Board Members Absent: Crystalin M., Keith H.**

**ACE staff and guests present: Wendell L, Sean, Abby L, Tori S, Leslie L.**

**Meeting called to order at: 7:30am**

**OPENING ITEMS:**

**VOTE – Approve Agenda for Meeting**

Motion to approve by: Mike P

Second David B

Unanimous approval

**VOTE – Approve minutes from previous board meeting(s) September – with Kari corrected in the board members present line**

Motion to approve by: Mike P

Second David B

Unanimous approval

**ACTION ITEMS:**

**VOTE – Budget Adjustment Request (BAR) - none**

Motion to approve by:

Second:

**VOTE – New Board Members – Dino Franco**

Motion to approve by: Mike P

Second: David B

Unanimous approval

**VOTE – Staff Handbook 2018 – with change to clarify bereavement language**

Motion to approve by: David B

Second: Kari J

Unanimous approval

**VOTE – Cash Transfer Request – with reasoning added in**

Motion to approve by: Kari J

Second: David B

Unanimous approval

**DISCUSSION ITEMS:**

**TREASURER’S REPORT**

**EXECUTIVE REPORT**

- Executive Report Review/Follow-up Questions
  - Charter Renewal and Dates – Site visit is 11/6, public hearing is 11/24 at APS, meeting with APS to hear recommendations 12/6, APS board meeting for discussion 12/13, vote by APS board 12/15
- Alternative report card communication update – see executive report

**BOARD GOVERNANCE**

- Happenings in Education Affecting Charter Schools – update given by Abby L.
- Review Board Strategic Performance Indicators – see executive report

**Next board meeting: 11/21/17**

- **ADJOURN: 8:53am**





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

November 27, 2017

Tori Stephens-Shauger  
ACE Leadership High School  
1240 Bellamah Avenue, NW  
Albuquerque, NM 87104

Dear Ms. Stephens-Shauger:

Thank you for your notification of a governing body resignation and a governing body designation dated November 27, 2017 in which ACE Leadership High School provided notification to the Public Education Commission (PEC) of the resignations of Clark Cagle and Stefan Chacon and the designations of Bernardino Franco, Jr. and Kari Juvera.

The notification did not contain all required information; please provide a Governing Board Membership Change form for the designations of Ms. Juvera and Mr. Franco, the letters of resignation for Mr. Cagle and Mr. Chacon, and the minutes wherein the governing board accepted the designations of Ms. Juvera and Mr. Franco no later than December 7, 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 will be presented to the PEC at the meeting on December 14-15, 2017. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **Albuquerque Collegiate Charter School**

On November 17, 2017, a vacancy was created by the resignation of Katie Rarick. Notification and all documentation were received in a timely fashion. The school was notified this vacancy needed to be filled by January 2, 2018, or an extension filed. An extension was filed and granted. The school was notified the new deadline to fill the vacancy was January 31, 2018.

On January 31, 2018, the school contacted the Charter Schools Division to notify them that a candidate for membership had been found. The board would be voting on the designation at their next board meeting on February 10, 2018. All documentation will be submitted for the new board member directly following the meeting.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Albuquerque Collegiate Charter School Current Number of Governing Body Members: 7

Date submitted: 12/15/2017 Contact Name: Jade Rivera E-mail: [jrivera@abqcollegiate.org](mailto:jrivera@abqcollegiate.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
Katie Rarick	10709 Tourmaline Dr NW, Albuquerque, NM 87114 Click here to enter phone number. Click here to enter email address.	Resignation	11/17/2017	Resignation	From: 10/1/2017 To: 10/1/2019
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

*[Handwritten Signature]*

Date: 12/17/2017

Printed Name of Governing Council President or Designee:

SEOTT D. HUBERTS

**From:** Rarick, Katie  
**To:** [Jade Rivera](#); [Scott Hughes \(scottd.hughes.nm@gmail.com\)](#)  
**Cc:** [Beverly Cruz](#); [Brandon Meyers \(Brandon.michael.meyers@gmail.com\)](#); [Cindy Al-Aghbary](#); [jgall014 \(jgall014@unm.edu\)](#); [Rosa Rosas Valdez](#); [Tomas J. Garcia \(tig@modrall.com\)](#)  
**Subject:** Bittersweet News  
**Date:** Friday, November 17, 2017 9:15:30 AM

---

Hi All,

I wanted to let y'all know that I have to resign from the board. I just accepted a position with EdTec to work with schools in New Mexico. I have immensely enjoyed my time on the board and getting to know all of you. I will be at the December 2<sup>nd</sup> meeting, to help answer any questions anyone has about the EdTec contract that y'all will be voting on.

Talk to y'all soon,  
Katie

Katie Rarick  
Senior Managing Director Planning & Analysis  
Teach For America  
505-917-4023

*One day, all children in this nation will have the opportunity to attain an excellent education.*



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 15, 2017

Jade Rivera  
Albuquerque Collegiate Charter School  
1017 Forrester, NW  
Albuquerque, NM 87102

Dear Ms. Rivera:

Thank you for your notification of a governing body resignation dated December 1, 2017, in which Albuquerque Collegiate Charter School provided notification to the Public Education Commission (PEC) of the resignation of Katie Rarick. The notification did not contain all required information; please provide a Governing Board Membership Change Form no later than December 26, 2017.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, Albuquerque Collegiate Charter School must designate a new member to fill the vacancy created by the resignation of Katie Rarick, or request an extension, no later than January 2, 2018. If the vacancy is not filled or the school does not request an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 18, 2017

Jade Rivera  
Albuquerque Collegiate Charter School  
1017 Forrester, NW  
Albuquerque, NM 87102

Dear Ms. Rivera:

Thank you for your email of December 17, 2017 in which Albuquerque Collegiate Charter School requested an extension to designate Board Members to fill vacancies on the Albuquerque Collegiate Charter School Governing Body. The school's contract with the Public Education Commission (PEC) requires that the school fill any vacancy on its governing body no later than 45 days from the vacancy or seek an extension for such appointment from the Authorizer in writing.

Albuquerque Collegiate Charter School has been granted an extension until January 31, 2018 to designate a new member to fill the vacancy created by the resignation of Katie Rarick. If the vacancy is not filled within the time granted as an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

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

Sincerely,

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

Laurel Pierce  
Options for Parents and Families





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 18, 2017

Jade Rivera  
Albuquerque Collegiate Charter School  
1017 Forrester, NW  
Albuquerque, NM 87102

Dear Ms. Rivera:

Thank you for your notification of a governing body resignation dated December 1, 2017 in which Albuquerque Collegiate Charter School provided notification to the Public Education Commission (PEC) of the resignation of Katie Rarick. The notification contained all required information.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, Albuquerque Collegiate Charter School must designate a new member to fill the vacancy created by the resignation of Ms. Rarick, or request an extension, no later than January 2, 2018. If the vacancy is not filled or the school does not request an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **Alma d'Arte Charter High School**

On August 14, 2017, a vacancy was created on the board by the resignation of William Brogan. All documentation was received in a timely fashion. The resignation of Mr. Brogan decreased the number of seated members to four.

On December 11, 2017, the vacancy was filled by the designation of Dr. Godfrey Crane. All documentation was not received and was requested of the governing board president on December 13, 2017. All documentation has still not been received.

The board currently has five seated members. The Annual Report was not submitted by the school, although board minutes reflecting a vote to have five members were provided.

## STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

**Name of State-Chartered School:** Alma d'arte Charter High School    **Current Number of Governing Body Members:** Click here to enter current number of active governing board members.

**Date submitted:** 12/12/17 Click here to enter a date.

**Contact Name:** Gene H. Elliott, GC President Click here to enter contact name.

**E-mail:** gelliottcyc@aol.com Click here to enter contact email.

<b>Governing Board Member Name</b>	<b>Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address</b>	<b>Action</b>	<b>Date of Action</b>	<b>Reason for removal or resignation</b>	<b>Term of Service</b>
Godfrey A. Crane Click here to enter Board Member name.	1151 Old West Way Las Cruces, NM 88005-2749 Click here to enter address.  HO: 575-527-8575 CP: 575-644-4986 Click here to enter phone number.  geofreyjohanna@msn.com Click here to enter email address.	Elected to fill vacancy in GC Position No. 2	12/11/17 Click here to enter a date.	N/A Click here to enter Board Member name.	<i>From:</i> - 1/1/17 Click here to enter a date. <i>To:</i> 12/31/19 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.
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.

## STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

### Instructions:

- Please complete and submit this form to: Charter Schools Division, Public Education Department, [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501
- Complete **ALL** fields about the school. Incomplete forms will be rejected.
- Complete **ALL** fields for each board member for whom action was taken. Incomplete forms will be rejected.
- will be rejected.  
Include all required attachments as described below. Submissions not containing all required materials

### Required Attachments:

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

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

**STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM**

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

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



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, December 11, 2017

### COUNCIL MEMBERS

Gene Elliott | Casilda Provencio | Carolyn Williams | Karen Caroe |

#### I. Introduction

- A. Call to Order – Chairman Elliott called the meeting to order at 6:10pm
- B. Roll Call of Members – All members are present except, C. Williams.
- C. Approval of Agenda – C. Provencio made a motion to approve the agenda as published, K. Caroe seconded the motion, all voted in favor, agenda accepted.
- D. Approval of Minutes – November – Members agreed that the approval of the November minutes would be postponed until next meeting.
- E. Announcements – None

#### II. Public Comment -- None

### ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

#### III. Current Business (Items with action needed to meet deadlines or other requirements)

- A. Election of New Member – G. Elliott welcomed Godfrey Crane Ph.D, as a potential member of the Alma Governance Council. After a review of Dr. Crane's nomination data, C. Provencio made a motion to approve Dr. Crane as a member of the Governance Council. K. Caroe seconded the motion, all voted in favor. Dr. Crane was welcomed as a new Governance Council member in Position No. 2.
- B. Monthly GC Briefing (A)
  - 1. Orchestra and Winter Arts Showcase Events – M. Hartshorne informed the council that our orchestra performed their first concert together with the Southern NM music academy on Monday December 4<sup>th</sup>, and The Alma Winter Showcase was held on December 8<sup>th</sup>.
  - 2. Fall Assessment Re-takes – All seniors needing to complete attempted testing requirements for ADC have done so. It is now up to them to finish strong and complete the rest of their academic requirements.
  - 3. Power School Implementation – Principal Hartshorne reported that Alma is in process of submitting templates to Power School in preparation for a complete rollover to the Power School information system. Power School will combine and integrate student and academic data that is now kept in several unconnected files. It will make analysis and reporting much more accurate and convenient.
- C. Faculty Appreciation Event (G) – G. Elliott reminded the council about the faculty appreciation lunch on Wednesday December 13, 2017 at 11:30am. After review of the GC members who cannot attend, it was decided to cancel any special GC activities at the luncheon.
- D. Report on General Meetings, NMCCS Conference (G) – G. Elliott asked the council members to give their opinions on the overall experience of the conference. Council members reported their experiences at different sessions within the conference including those set aside as GC training.
- E. Report on NMCCS Specific Sessions (G) - Postponed until next meeting.
- F. Response to PED Regarding New Membership – G. Elliott will contact the PED and get determination on the procedure for filing as a board of finance due to the acquisition of a fifth member of the governance council. G. Elliott has a concern about getting all proper signatures until C. Williams returns from her holiday trip.



**IV. Past Business** (Review and routine approval/acceptance of actions taken, reports compiled, funds received/expended, audit and program results, etc.)

- A. (No business was considered)
- B.

**III. Future Business** (Research/discussion/plans for long-term directions of Alma. To include modification of mission, goals, academic programs, budgets, etc.)

DISCUSSION OF THESE ITEMS WAS POSTPONED UNTIL THE NEXT REGULAR MEETING.

- A. Review of Strategic Plans – Selected States (G)
- B. Thoughts/Observations/Time Frame (G)
- C. Process Timetable/Agenda (G)

**VI. Next Meeting Agenda Items**

- A. Future Business
- B. Current Business
- C. Past Business

**VII. Adjournment** – Chairman Elliott adjourned the meeting at 7:31pm

**\*\* (A) – Administrative Item; (F) – Finance Item; (G) – Governance Council Item**



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 13, 2017

Gene Elliott  
Alma d'Arte Charter High School  
402 W. Court Avenue  
Las Cruces, NM 88005

Dear Mr. Elliott:

Thank you for your notification of a governing body designation dated December 12, 2017 in which Alma d'Arte Charter High School provided notification to the Public Education Commission (PEC) of the designation of Godfrey A. Crane. The notification did not contain all required information; please provide a signed and notarized Affidavit and a Statement to Consult with PED signed by all currently seated board members no later than January 2, 2018. Please also provide the approved board minutes as soon as they are available. 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 December 14, 2017. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **Anthony Charter School**

On November 6, 2017, a vacancy was created on the governing board by the resignation of Elsa Johnston. All documentation has been received. The school was granted an extension to fill the vacancy until January 20, 2018.

On January 21, 2018, the vacancy was filled by the designation of Veronica Rojas. The school has submitted all documentation.

The school currently has seven seated members and is in compliance with their annual report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Anthony Charter School Current Number of Governing Body Members: 6

Date submitted: 12/6/2017 Contact Name: 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
Elsa Johnston	720-309-5537 Elsaortega99@hotmail.com	Resignation	11/6/2017	personal	From: 2/13/2016 To: 11/6/2017
	Click here to enter address.	Resignation	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
	Click here to enter email address.				
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. 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: Jimmy Gonzalez

Date: 12-6-17

Printed Name of Governing Council President or Designee: Jimmy Gonzalez

## STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

### Instructions:

- Please complete and submit this form to: Charter Schools Division, Public Education Department, [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501
- Complete ALL fields about the school. Incomplete forms will be rejected.
- Complete ALL fields for each board member for whom action was taken. Incomplete forms will be rejected.
- Include all required attachments as described below. Submissions not containing all required materials will be rejected.

### Required Attachments:

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

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

September 05, 2017

Mr. Charles Wendler  
President of GC at ACS

Dear Mr. Wendler

I am writing to notify you that I am resigning from my position as Government Counsel Member (GC) at Anthony Charter School (ACS). I appreciate the opportunity I have been given during my time as a GC at ACS, as well as your guidance and support.

I wish the GC and ACS the best of success in the future.

Very sincerely,

Elsa Johnston





## ANTHONY CHARTER SCHOOL

Governing Council Meeting  
Monday November 06<sup>th</sup>, 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- by GC Secretary Quinonez called roll of the GC members

#### **In attendance were ACS Council Members:**

Charles Wendler, GC President- Present

Barbie Garcia, GC Member- Present

Claudia Quinonez, GC Secretary- Present

#### **Audit Committee**

#### **ACS Council Members Absent:**

Elsa Johnston, GC Member- 3<sup>rd</sup> Absence

Maria Delgado, GC Member- 2<sup>nd</sup> Absence

Marina Perez, GC Member- 1<sup>st</sup> Absence

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

#### **ACS Charter School Staff Present**

Denise Marmolejo- Minute Recorder

Jimmy Gonzalez

#### **Public in Attendance**

NONE

- e. **Action Item: Approval of Agenda 11/06/2017-** A motion was made by Unanimous Consent to approve the agenda for 11/06/2017.  
Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Vice President Rodriguez –aye, GC Secretary Quinonez- aye. Roll call  
Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.

#### I. Board Items – President Charles Wendler

##### A. New Business

1. **Action Item: Approval of Minutes 10/02/2017-**A motion was made by GC Member Garcia and second by GC Vice President Rodriguez to approve the minutes for 10/02/2017. Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Vice President Rodriguez –aye, GC Secretary Quinonez- aye. Roll call Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.
2. **Action Item: Approval of Financial Report for 09.30.2017 & 10.31.2017-** A motion was made by GC Secretary Quinonez and second by GC Member Garcia to approve the financial reports for 09.30.2017 and 10.31.2017. Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Vice President Rodriguez –aye, GC Secretary Quinonez- aye. Roll call Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.
3. **Action Item: Approval of BAR's 1718-001-IB-31200, 0002-IB-27103, 0003-I-21400, 0004-I-27107-** A motion was made by GC Vice President Rodriguez and second by GC Member Garcia to approve the BARS 1718-001-IB-31200, 0002-IB-27103, 0003-I-21400, 0004-I-27107. Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Vice President Rodriguez –aye, GC Secretary Quinonez- aye. Roll call Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.
4. **Action Item: Approval of GC Member Elsa Johnston Resignation-** A motion was made by GC Vice President Rodriguez and second by GC Secretary Quinonez to approve Ms. Elsa Johnston Resignation. Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Vice President Rodriguez –aye, GC Secretary Quinonez- aye. Roll call Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.

## II. **Information Item: Jimmy Gonzalez**

1. Principal's Report for the Month of October- Mr. Gonzalez informed the board on the student cellphone policy, SB9 and the new technology investment for the Math Department (Carnige) to help the student improve their math skills. These are efforts to help raise student test scores.

## III. **Public Input- Max of 3 minutes**

### **Adjournment:**

President Wendler announced the next GC meeting schedule for December 04, 2017 at 6:15 pm location at Anthony Charter School Cafeteria.


A motion was made by President Wendler to adjourn the meeting by unanimous consent. Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Vice President Rodriguez –aye, GC Secretary Quinonez- aye. The motion carried. Votes: Favor 4, opposed 0 abstain 0. The meeting was adjourned at 7:55 pm.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Claudia Quinonez, Governing Council  
Secretary

(11/06/2017) Anthony Charter School Governing Council Minutes

Date Approved: 12/4/17

Signature:   
Charles Wendler, Governance Council  
President

Minutes Recorded by Denise Marmolejo

# 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: 7  
 Date submitted: 1/21/2018      Contact Name: Jimmy Gonzalez      E-mail: director@acsnm.org

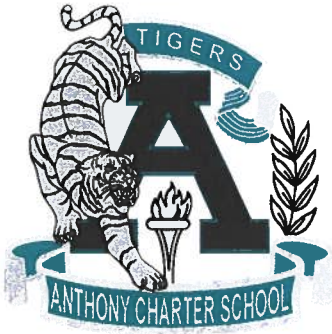
Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Veronica Rojas	5402 S Highway 27 Anthony NM 88021 915-227-3633 Verorojaslozano91@gmail.com	Designation	1/21/2018	New Member	From: 1/21/2018 To: 5/25/2018
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Resignation	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: 1-21-18

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

Charles W Endler



## ANTHONY CHARTER SCHOOL

Governing Council Meeting

Sunday January 21<sup>st</sup>, 2018

At 9:00 am

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 9:06 am.
- b. Introductory Comments
- c. Pledge of Allegiance- GC President Wendler
- d. Roll Call- by GC Secretary Quinonez called roll of the GC members

#### **In attendance were ACS Council Members:**

Charles Wendler, GC President- Present

Barbie Garcia, GC Member- Present

Claudia Quinonez, GC Secretary- Present

Marina Perez, GC Member- Present

#### **Audit Committee**

#### **ACS Council Members Absent:**

Rocio Rodriguez, GC Vice President- 1<sup>st</sup> Absent

Maria Delgado, GC Member- 1<sup>st</sup> Absent

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

#### **ACS Charter School Staff Present**

Denise Marmolejo- Minute Recorder

Jimmy Gonzalez

#### **Public in Attendance**

Veronica Rojas

- e. **Action Item: Approval of Agenda 01/21/2018-** A motion was made by Unanimous Consent to approve the agenda for 01/21/2018. Discussion: NA. President Wendler- aye, GC Garcia-aye, , GC Secretary Quinonez- aye, GC Member Perez- aye. Roll call Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.



**I. Board Items – President Charles Wendler**

**A. New Business**

**1. Action Item: Approval of Minutes for 12/04/2017, 12/09/2017, 12/22/2017, & 01/08/2018-** A motion was made by GC Secretary Quinonez and second by GC Member Perez to approve the minutes for 12/04/2017, 12/09/2017, 12/22/2017 and 01/08/2018. Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Secretary Quinonez- aye, GC Member Perez- aye. Roll call Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.

**2. Action Item: Approval of New Governance Council Member Veronica Rojas-** A motion was made by GC Member Garcia and second by Perez to approve the New GC member Veronica Rojas. Discussion: NA. President Wendler- aye, GC Garcia-aye, GC Secretary Quinonez- aye, GC Member Perez- aye. Roll call Vote: in favor 4, Opposed 0, Abstain 0. The motion carried.

**II. Information Item: Jimmy Gonzalez**

**1.** Mr. Gonzalez informed the board on closing procedures. ACS is still exploring other options with Gadsden District to keep the school open.

**III. Public Input- Max of 3 minutes**

**Adjournment:**

President Wendler announced the next GC meeting schedule for February 05, 2018 at 6:15 pm location at Anthony Charter School Cafeteria.

A motion was made by President Wendler to adjourn the meeting by unanimous consent. The motion passed unanimously. President Wendler- aye, GC Garcia-aye, GC Vice President Perez- aye, GC Secretary Quinonez- aye and GC Member Rojas. Roll call Vote: in favor 5, Opposed 0, Abstain 0. The motion carried. The motion carried. Votes: Favor 5, opposed 0 abstain 0. The meeting was adjourned 9:46 am.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Claudia Quinonez, Governing Council  
Secretary

(01/21/2018) Anthony Charter School Governing Council Minutes

Date Approved: \_\_\_\_\_

Signature: \_\_\_\_\_  
Charles Wendler, Governance Council  
President

Minutes Recorded by Denise Marmolejo



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 13, 2017

Denise Marmolejo  
Anthony Charter School  
780 Landers Road  
Anthony, NM 88021

Dear Ms. Marmolejo:

Thank you for your notification of a governing body resignation dated December 6, 2017 in which Anthony Charter School provided notification to the Public Education Commission (PEC) of the resignation of Elsa Johnston. The notification did not contain all required information; please provide the letter of resignation no later than December 26, 2017.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, Anthony Charter School must designate a new member to fill the vacancy created by the resignation of Elsa Johnston, or request an extension, no later than December 21, 2017. If the vacancy is not filled or the school does not request an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on January 11, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 13, 2017

Denise Marmolejo  
Anthony Charter School  
780 Landers Road  
Anthony, NM 88021

Dear Ms. Marmolejo:

Thank you for your letter of December 6, 2017 in which Anthony Charter School requested an extension to designate Board Members to fill vacancies on the Anthony Charter School Governing Body. The school's contract with the Public Education Commission (PEC) requires that the school fill any vacancy on its governing body no later than 45 days from the vacancy or seek an extension for such appointment from the Authorizer in writing.

Anthony Charter School has been granted an extension until January 20, 2018 to designate a new member to fill the vacancy created by the resignation of Elsa Johnston. If the vacancy is not filled within the time granted as an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

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

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 12, 2018

Denise Marmolejo  
Anthony Charter School  
780 Landers Road  
Anthony, NM 88021

Dear Ms. Marmolejo:

Thank you for your notification of a governing body resignation dated December 6, 2018 in which Anthony Charter School provided notification to the Public Education Commission (PEC) of the resignation of Elsa Johnston. All documentation has been received. This notification of a governing body resignation will be presented to the PEC at the meeting on February 9, 2018.

Thank you for your request for an extension to fill a governing body extension dated December 6, 2018. This letter is a reminder that the deadline extension for filling the vacancy created by the resignation of Elsa Johnston is approaching.

As you are aware, the school was granted an extension until January 20, 2018 to fill the vacancy on its governing body. If the vacancy is not filled by the date identified above, the school will be added to the PEC's agenda for consideration and potential corrective action.

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

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 22, 2018

Denise Marmolejo  
Anthony Charter School  
780 Landers Road  
Anthony, NM 88021

Dear Ms. Marmolejo:

Thank you for your notification of a governing body designation dated January 21, 2018 in which Anthony Charter School provided notification to the Public Education Commission (PEC) of the designation of Veronica Rojas. The notification did not contain all required information; please provide a Statement to Consult with PED no later than February 1, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body designation will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **Cariños De Los Niños Charter School**

On January 23, 2018, a vacancy was created on the board by the resignation of Glenda Sanchez. All documentation has been received.

On January 31, 2018, the vacancy was filled by the designation of Father Terrance Brennan. The designation occurred in a timely fashion, but all documentation has not yet been received.

The school currently has 5 seated board members and is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Cariños Charter School Current Number of Governing Body Members: 5

Date submitted: 1/31/2018 Contact Name: Vernon Jaramillo, Chancellor E-mail: [vernon\\_jaramillo@hotmail.com](mailto:vernon_jaramillo@hotmail.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
Glenda Sanchez	Espanola , New Mexico 505-670-9152 <a href="mailto:glenda.sanchez@gmail.com">glenda.sanchez@gmail.com</a>	Resignation	1/31/2018	Career Change – Needs more time with her new job.	From: 11/9/2016 To: 1/31/2018
Fr. Terrance Brennan	Roy, New Mexico 505-927-6286 <a href="mailto:fterrybrennan@gmail.com">fterrybrennan@gmail.com</a>	Designation	1/31/2018		From: 1/31/2018 To: 1/31/2022

Original Signature of Governing Council President or Designee: *Juanita O. Cate* Date: 1-31-18

Printed Name of Governing Council President or Designee: Juanita O. Cate

From: Glenda Sanchez <sanchez.glenda71@gmail.com>

Sent: Tuesday, January 23, 2018 2:54 PM

To: Vernon Jaramillo; Juanita Cata; Marquez, Leo,

Subject: Glenda Sanchez Board Resignation

Dear Chancellor Jaramillo, President Cata, Vice-President Leo Marquez

It has been my pleasure to serve with you on the board of Cariños Charter School. I've enjoyed working with you and am hopeful that the goals we have set will be easily attained by the dedicated and talented members of this board.

That said, I feel that it is time for me to resign my position, and focus on some other areas of my career.

Please consider my resignation effective on January 31, 2018.

Best wishes,

Glenda Sanchez

Vernon Jaramillo and  
School Board Members  
Cariños Charter School  
Espanola, New Mexico

Sent via e-mail

January 26, 2018

Dear Friends,

I learned that there may be an opening on the Board of your school. I am writing to express my interest in serving on your Board. It was with great regret that I left the Board that I served on for many years, but I was leaving New Mexico for a year and the Espanola area as well for a longer time. I have kept informed with the developments of the school and am proud of all that has been accomplished.

My situation is allowing me more time to devote to those interests that are near to my heart. I have strived to improve educational opportunities for our youth and I see this as a chance to reconnect with the area that I have been happily involved over the years.

I include my resume with this transmittal. If I may attend your next meeting on Wednesday, January 31, it would be a pleasure.

Sincerely,

Fr. Terry Brennan



## FR. TERRENCE PATRICK BRENNAN

PERSONAL: ftrerrybrennan@gmail.com

Address: P.O. Box 37  
Roy, New Mexico 87743

Phone: 575-485-9559

### ACADEMIC:

Ohio State University	1973-1977	B.A. Business Admin
Columbus, O		B.A. English

American U	1977-1980	Juris Doctor
Washington, D.C.		

North American College	1995-1999	B.A. Theology
Rome, Italy		

### CAREER:

U.S. Dept of Commerce	1980-1982	Law Clerk for Admin. Judges
Washington, D.C.		

Light and Harrison, P.C.	1982-1983	Associate Trial Lawyer
McClean, Virginia		

Chicago Title Insurance	1983-1985	Corporate Attorney
Washington, D.C.		

O'Friel Law Firm	1986-1989	Associate Trial Attorney
Santa Fe, New Mexico		

County of Santa Fe	1990-1994	County Attorney
--------------------	-----------	-----------------

Parish Priest	1999-present	Archdiocese of Santa Fe
---------------	--------------	-------------------------

### OUTSIDE INTERESTS:

Carinos Charter School	Espanola, New Mexico	2002-2009
I organized this elementary school and was its Board President		

Interfaith LEAP, Inc.	Chimayo, New Mexico	2001-present
I served on the Board and participated in its activities in serving the poor of New Mexico		

Sangre de Cristo House Pena	Blanca, New Mexico	2013-present
I organized the establishment of a women's drug and alcohol rehab treatment home		

Inside-Out	Espanola, New Mexico	2009- present
I sit on the Board and help to oversee its financial operations		

Santa Fe Housing Trust	Santa Fe, New Mexico	2013- present
I sit on the Board and one of its operations committees		
Shrine of the North American Martyrs	Aurisville, NY	2015- present
I sit on the Board		



**AGENDA**  
**CARIÑOS CHARTER SCHOOL**  
**Regular Governance Board Meeting**  
**Wednesday, January 31, 2018 at 1:00 p.m.**

The Regular Board Meeting for Cariños de los Niño's for the Month of January is scheduled to take place on Wednesday, January 31, 2018. Notices have been timely posted on the Cariños information bulletin board, on the Cariños Website and Meeting date will also be announced on KDCE Radio. Location: the Rio Arriba County Training Room –1122 Industrial Park Road - Espanola, New Mexico.

Notation: However, The Cariños' appointed Finance and Audit Committee composed of Dr. Juanita Cata, Board President and Mr. Vernon Jaramillo, Chancellor and Principal; Mr. Leo R. Marquez II, Vice President, Ms. Corrine Teller, Business Manager, Ms. Jennifer Lucero, Office Manager and will meet at 12:00 p.m. to 1:00 p.m. at the same location on Wednesday, January 31, 2018 for the purpose of discussing and reviewing Revenue Reports, Expenditure Reports and Financial Reports for the Months of September/October/November/December of 2017 pursuant to N.M. - HEC/HB227 & 251; and an over view of the Budget for 2017-2018; and to provide explanation of the Budget Adjustments Requests (BARS), if any.

**I. OPENING BUSINESS AT 1:00 P.M. ON WEDNESDAY, JANUARY 31, 2018:**

- |                           |                                       |
|---------------------------|---------------------------------------|
| A. Call to Order          | Dr. Juanita Cata, President           |
| B. Pledge of Allegiance   | Dr. Juanita Cata, President and Board |
| C. Roll Call              | Mr. Leo R. Marquez II, Vice President |
| D. Approval of Agenda     | Dr. Juanita Cata, President and Board |
| E. Introduction of Guests | Dr. Juanita Cata, President           |

**II. FINANCIAL REPORT(S) FOR 2017-2018 SCHOOL YEAR: (For Information Purpose/Non Audited Reports)**

A. Report from Cariños Finance Committee and Ms. Corrine Teller, Business Manager regarding the review and acceptance of the following Financial Balanced Reports for the months of September /October/November/December of 2017 and a general overview of Cariños Budget for 2017-2018 School Year, in compliance with NM HEC/HB227 & 251 - and explanation of BARS, if any.

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

1. Presentation by Ms. Bernice Life, Vice Principal –Educational Updates, Reports and Reply to NMPED Site Visit.
2. Presentation/ Update -RE: Status of Appraisal of Cariños Building and Property- By Vernon Jaramillo, Chancellor
3. Presentation/ Update by Mr. Vernon Jaramillo, Chancellor – Ref: All five (5) Cariños Board members have registered with NMPED to take 10 clock hours of required topics inclusive in the topic of Finances for their Board Training before June 30, 2018.
4. Presentation by Father Terrance Brennan- Ref: Introduction and Brief Presentation on Topic: "Continue to support efforts of improving educational opportunities through a Dual Language Program or other Programs for our youth in the Espanola Valley".

**IV. BOARD ACTION AGENDA ITEMS:**

1. Approval of School Board Governance Member Resignation effective January 25, 2018.
2. Approval of New Board Member effective January 31, 2018 for a 4 Year Term (Jan. 31, 2018 to Jan. 31, 2022).

3. Approval to Authorize the Administration of Oath of Office/ Affidavit for the newly appointed Board member.
4. Approval for Cariños Governance Board to appoint a Board Secretary, due to resignation of a Board Member.

**V. BOARD ACTION CONSENT AGENDA ITEMS:**

1. Approval of Board Minutes for Regular Board Meeting of December 20 2017 for the Month of December. - By Dr. Juanita Cata, Board President
2. Ratification for Mr. Roger Gonzales, Lobbyist to request Legislative Financial Assistance for Capital Outlay Funds for Cariños improvement priorities, technology and security cameras for safety- At No Cost to Cariños.
3. Approval of Plan B Network-Inc. ( Brian Ainsworth) Espanola, NM –GSA Price- To provide IT Services/ Maintenance to all Cariños computers and lap tops, inclusive of providing support, training and assist with the implementations of required State Tests, during testing cycle- Not to exceed \$5,000.00.
4. Approval of Cariños Governance Board Strategic Plan for 2017-2018 and 2018 -2019 school years. – By Dr. Juanita Cata, Board President and Governance Board.
5. Approval of Goals for Mr. Vernon Jaramillo, Chancellor for the remainder of 2017- 2018 School Year. – By Dr. Juanita Cata, Board President and Governance Board.
6. Approval to submit K-3 and Reads to Lead - Grant Applicants for Cariños Charter School for 2018-2019 SY.
7. Approval to submit applications for Title I , Title II ,Title III IDEA-B, Homeless, Bilingual, Fine Arts, LANL Grants , Other NMPED Grants, After School Gants, Other State and Federal Grants and Private Foundation Grants.
8. Approval of Charter School Change of Governance Body Membership Forms, due to change of Board members.
9. Approval of Statement of Governing Body to Consult with NMPED in Compliance with 6.80.4.16 NMAC, due to change of Board members.
10. Approval of Reponeses to Questions - Ref: NMPED Financial Performance Framework (1 thru 8) for NMPED Site Visit Report.

**VI. OTHER BOARD ACTION AGENDA ITEMS:**

1. Approval of Budget Adjustment Requests (BARS), if any -By Ms. Corrine Teller , Business Manager
2. Approval of Amendment - NMPEC/NMPED - Cariños Charter Application -Re: Combined Classes- By Mr. Vernon Jaramillo, Chancellor
3. Approval of \$1,000.00 Donation to Cariños Charter School by the Jemez Mountain Electric Cooperative, Inc. - By Dr. Juanita Cata, Board President and Mr. Leo R. Marquez II, Vice President.
4. Evaluation of Chancellor/Chief Executive Officer – By Dr. Juanita Cata, Board President and Governance Board.

**VII. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 and H7 -OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:**

1. H-2 - Limited to Personnel Matters – Chancellor’s Performance/ Evaluation.

**VIII. BOARD CONCERNS, IF ANY:**

1. Need to Recruit Teachers and Students for 2018- 2019 School Year.
2. Status of Current Finances / Budget for 2017-2018; and Proposed Budget for 2018-2019 SY.
3. Need a Special Board Meeting regarding “Interpretation and Explanation of Results of all Assessments”.

**IX. ROUTINE MATTERS/INFORMATIVE REPORTS/ ENROLLMENT -BY MR. VERNON JARAMILLO, CHANCELLOR:**

1. Informative Reports and Hires - by Mr. Vernon Jaramillo, Chancellor.
2. Personnel Action: A. Resignations B. New Hires

**X. ANNOUNCEMENT(S):**

1. February 28, 2018 (Wednesday) - Cariños Regular Board Meeting – Location – Rio Arriba County Training Room –Time: 2:00 p.m.
2. 2018 NMPED Budget Workshop at the Hotel Albuquerque, in Albuquerque, NM – April 4, 5 and 6 of 2018.
3. NMPED Training sessions for Governance Board and Administration.

**XI. ADJOURNMENT:**

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF RIO ARriba )

I, Fr. Terrance Patrick Brennan, after being duly sworn, state:

1. My name is Fr. Terrance Patrick Brennan and I reside in Roy, New Mexico.
2. I am a member of the governing body of the Cariños De Los Niño's Charter School in Espanola, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Cariños De Los Niño's Charter'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.
6. I understand that the term of this four year appointment as a Cariños Board Member is from January 31, 2018 to January 31, 2022.

Fr. Terrance Patrick Brennan  
[Signature]

1-31-18  
Date

Fr. Terrance Patrick Brennan  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 31st day of January, 2018.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 9/19, 2020.



OFFICIAL SEAL  
Delilah N. Jaramillo  
NOTARY PUBLIC - STATE OF NEW MEXICO  
My Commission Expires: 9/19/2020

### Cariños School Board Member Oath of Office

I, Fr. Terrance Patrick Brennan, solemnly swear that as an appointed School Board Member to the Cariños Governance Board, I will uphold the Constitution and Statutes of the United States of America and the Constitution Federal Laws, the Law of the State of New Mexico, the Cariños Charter By-Laws and Operation Guide, School Board Policies, Rules, and Rules and Regulations of the Cariños Governance Board, inclusive of NMPED and NMPEC rules and regulations, and I will faithfully execute the office to which I have been appointed from ~~November 8, 2017 to November 8, 2021~~ January 31, 2018 to January 31, 2022.

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

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

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

**Statement by** Delilah N. Jaramillo, **New Mexico Notary Public:** By the authority vested in me from the citizens of New Mexico, I declare this Board member, Fr. Terrance Patrick Brennan to be duly appointed to the Cariños Governance Board for a four year Period –January 31, 2018 to January 31, 2022.

This "Oath of Office" has been sworn to on this, the 31th day of January of 2018.

Fr. Terrance Patrick Brennan 1-31-18  
Signature of Board Member Date

Justina L. Cuta 1-31-18  
Signature of Chancellor or Board President (Witness) Date

State of New Mexico  
County of Rio Arriba

Subscribed and sworn to affirm before me this 31<sup>th</sup> day of January of 2018, by

Seal



OFFICIAL SEAL  
Delilah N. Jaramillo  
NOTARY PUBLIC - STATE OF NEW MEXICO  
My Commission Expires: 9/19/2020

Delilah N. Jaramillo  
Notary Public  
My Commission Expires 9/19/2020

### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Cariños De Los Niño's Charter School, located in Espanola, New Mexico.

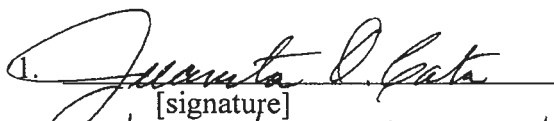
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

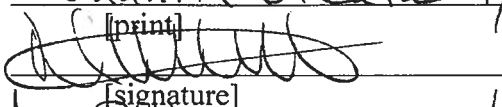
We make this statement as part of Cariños De Los Niño's Charter School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

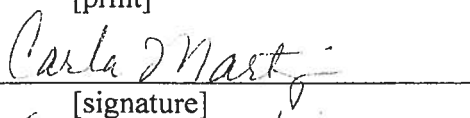
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

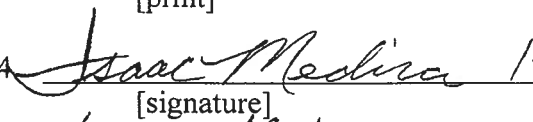
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

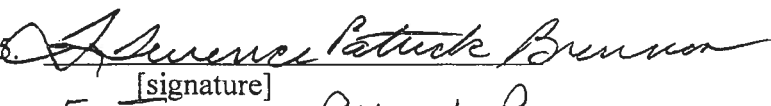
THE FOLLOWING FIVE (5) MEMBERS OF THE CARINOS DE LOS NINOS CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 31<sup>st</sup> DAY OF JANUARY, 2018.

1.   
[signature]  
Juanita O. Cata 1/31/18  
[print]

2.   
[signature]  
Leo R. Marquez, II 1/31/18  
[print]

3.  1/31/18  
[signature]  
Carla Martinez  
[print]

4.  1-31-18  
[signature]  
Isaac Medina  
[print]

5.  1-31-18  
[signature]  
Fr Terrence Patrick Brennan  
[print]





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

February 1, 2018

Dr. Juanita Cata  
Cariños De Los Niños Charter School  
714 Calle Don Diego  
Española, NM 87532

Dear Dr. Cata:

Thank you for your notification of a governing body resignation and a governing body designation dated January 31, 2018 in which Cariños De Los Niños Charter School provided notification to the Public Education Commission (PEC) of the resignation of Glenda Sanchez and the designation of Father Terrance Brennan.

The notification did not contain all required information; please provide a copy of the governing board minutes wherein Fr. Brennan's designation was accepted no later than February 12, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **Coral Community Charter School**

On October 24, 2017, a vacancy was created on the governing board by the resignation of Kimberlee Brazell. Although the resignation was not reported in a timely fashion, all documentation has been received.

On November 28, 2017, the vacancy was filled by the designation of Denise Brissey-Cohen. The designation was reported in a timely fashion and all documentation has been received.

The board currently has 11 seated members and is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, Charter Schools @ State and US, Room 301, 300 Don Gaspar, Santa Fe, NM 87501


Name of State-Chartered School: Coral Community Charter School Current Number of Governing Body Members: 11

Date submitted: Click here to enter a date. 12/1/17

Contact Name: Lori Bachman

E-mail:

lbachman@coralcharter.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
Kimberlee Brazell	9624 Andesite Dr. NW; Albuquerque, NM 87114 505-889-6722	Resignation	10/24/2017	Time constraints	From: 9/27/2016 To: 10/24/2017
	kimberlee.brazell@aon.com				
Denise Brissey-Cohen	1732 Blueberry Dr. NE Rio Rancho, NM 87144 505-249-5342	Designation	11/28/2017	Click here to enter Board Member name.	From: 11/28/2017 To: 9/30/2019
	Delruby88@msn.com				
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.		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: 11/30/17

Printed Name of Governing Council President or Designee:

Karen Henderson

**Coral Community Charter School**

**Governance Council Minutes**

**10-24-17 Regular Meeting**

**4401 Silver Ave SE**

**Albuquerque, NM 87108**

**Members Present:**

In person: Ashley Sarracino; Patrick Correa; Mary Merchant; Krista Martinez

Attending via phone: Michael Reeves; Katherine Begaye; Fawn Turner

Guests: Ms. Bachman; Ms. Lerner; Mrs. Eldredge; Susan Fox, School Attorney

**Absent:** Tania Triolo; Freeman Leaming; Keren Fenderson

---

**I. Opening Items**

Call the meeting to order @ 5:38 p.m. by Patrick Correa.

Mission of the charter school read.

Move to review each item in the consent Agenda:

Upon Motion and second, the motion was approved

**Minutes:**

Mary moves to accept the minutes as written for 10.10.17 Special Meeting; 2<sup>nd</sup>, Krista

Roll Call Vote all in the affirmative

Krista and Ashley abstained as they had not attended the meeting.

**II. Budget and Finance**

Mike Reeves reviewed the finances on Saturday and there is nothing of any significance that came up. Bank recs were reviewed. The PO with Art Hirsch needs to be approved, but the PO was \$15,600 which typically go through CES. Mike reviewed the contract and nothing was out of the ordinary.

All other financial reports are trending as expected.

Krista move and Ashley 2<sup>nd</sup> to approve financials for August & September 2017.

Roll Call Vote: motion carries

Ms. Lerner:

**BARS:**

13-M Moving 3k out of salaries to a stipend for a teacher to work in the NM Reads to Leads Requirements, the balance is moved to software.

Ashley moves, Mary 2<sup>nd</sup>

Roll Call Vote:

Motion carries.

27-I – Go Bond puts 2790 towards purchase of library and A/V which will be used for purchasing chrome-books

Krista moves, Ashley 2<sup>nd</sup>

Roll Call Vote:

Motion carries.

28 IB – disallowed prior approval because the code was wrong due to a system glitch. As a result Ms. Lerner had to recreate the least assistance to cover costs for rent.

Mary moves to approve 28-IB, Ashley 2<sup>nd</sup>

Roll Call Vote:

Motion carries.

**Lease Purchase:**

Ms. Bachman notified the GC last week of the lease purchase agreement for review. The Foundation approved the agreement as it reads in dropbox and we've been working with Fox Matthews, Attny.

Ms. Bachman asked Ms. Eldredge to be in attendance as she is currently working on the Foundation side and Ms. Bachman was on the Foundation side.

Susan Fox: reviews the summary document prepared and distributed to GC members

Ms. Fox has been asked to help prepare the document and is using the form that the PED requires in accordance with Lease Purchase Act. All items the act requires are included in the document. When the draft document is submitted for review, Ms. Fox will also prepare a certified letter noting that it does comply with NM law.

GC members are reviewing in the draft form.

Guest: Denise Brissey-Cohen arriving

Ms. Fox reviews summary of lease:

The fee includes the mortgage including the interest

- This Lease Purchase Arrangement ("LPA") is prepared in accordance with the New Mexico Public School Lease Purchase Act and directives of the New Mexico Public Education Department.
- The initial purchase price amortized on Exhibit C to the LPA is \$2,794,225.00. The interest rate charged on the balance of the purchase price is 5%. The initial purchase price will be amortized over 30 years. There is no prepayment penalty. The School can exercise its option and proceed to close the purchase of the property on any option date, starting in February of 2018, at the price given on Exhibit C to the LPA as of that closing date.
- Exhibit C to the LPA shows the break out of principal and interest and the total monthly payments. The Base Rent payments will remain at \$15,000 per month over the 30 year term. The school is responsible for all maintenance and repairs, and the landlord will be passing its costs of operating/owning/administering the property back to the school as additional rent over and above the base rent amounts.
- The total amount of interest the School will pay over the 30 year term is \$2,605,776.44.
- The Lease Purchase Arrangement must be approved by the New Mexico Public Education Department prior to the Council's execution, which means no money is paid to Coral Foundation for Excellence in Education under the Lease Purchase Arrangement unless and until the NMPED approve the Lease Purchase Arrangement. The amortization schedule reflects a start date of February, 2018, to allow time for PED review and approval of the LPA.
- Upon execution by the parties, the Lease Purchase Arrangement will supersede and replace the current Lease between the parties.
- The length of the contract is for 30 years, commencing as of the date of execution – the commencement date of the LPA is contingent on the NMPED's approval of the LPA.
- Exhibit D describes the sources of funding and illustrates how the School has determined it can pay for the monthly obligations under the Agreement.
- Upon approval of the NMPED, the GC will need to meet again to authorize execution of the approved LPA. Once the LPA is executed, the facility is deemed a "public facility". According to law, the School may use mil levy proceeds from SB9 and HB33 to supplement the PSFA lease reimbursement money to pay rents.
- The School can cancel the LPA and has no obligation to continue the lease from year to year, although it is a 30 year term.

Nothing in the lease prevents the landlord to make repairs/improvements to the property and is one of the main reasons for entering into the arrangement.

Ms. Lerner added that our current rent rate is the same as the rate in the LPA for the school. Ms. Fox advised there was no down-side.

Questions: Fawn – If the school decided to change facilities, what would happen? Susan Fox: The school wouldn't move forward with the purchase and the school wouldn't be liable. The LPA has the built-in flexibility.

Why does the school need to purchase?

It allows the school to access public funds we can't currently access for improvements/maintenance of the property SB 9, HB33, or any other operational or legislative funds. Currently the school is prohibited by law to make improvements because it's privately own. Because of the LPA, the facility becomes publically owned, not privately owned. The state 2015 deadline statute will be in compliance and PFSA lease reimbursement requirements and satisfied any requirements that the PED or the legislature have with regard to appropriations or public funds. It's also beneficial when the school renews and takes the steps to own the building. There are legislative requirements .

2015 statute says- by July 1, 2015, you have to satisfy the statute in 1 of 4 ways: 1) Owns the property outright 2) LPA 3) Leasing the property from a private landlord and the landlord is contracted to maintain the property to meet state standards 5) leasing from a non-profit and there are no public facilities available.

Currently the school meets #3, but the school misses out on thousands of dollars from HB-33 and other funds. On renewal, while one portion is satisfied one part of the statute, it is more preferable to the PEC that the school be in a LPA because of the benefits vs. a straight lease.

Currently, the school has been awarded HB-33 fund in the amount of \$250,000 that we would be allowed to access under an LPA. With SB-9, there's roughly \$50-\$60k. In addition to the \$250k under HB-33, an additional \$125k would be available to the school each fiscal year.

Ashley also noted that the charter was written for this area and we had outgrown the space at Balloon Park.

Patrick:

"This is a regular meeting of the Coral Community Charter School's Governing Council for the purpose of considering the acquisition of the school's current facility located at 4401 Silver Avenue SE, Albuquerque, New Mexico, from the Coral Foundation for Excellence in Education through a lease purchase arrangement as defined by the New Mexico Public Schools Lease Purchase Act. You have all been provided a copy of the Lease Purchase Arrangement and exhibits prepared by our attorneys, a Summary of the Lease Purchase Arrangement terms and conditions, the document specifying the source of funds for the facility payments pursuant to the Lease Purchase Agreement which is an exhibit to the Lease Purchase Agreement, and a copy of the proposed Resolution concerning the Lease Purchase Agreement, which states



Is there a motion regarding Resolution concerning the Lease Purchase Arrangement?

Motion made by Krista Martinez: I move to approve the Resolution for Coral Community Charter School Governing Council to enter into the proposed Lease Purchase Arrangement with Coral Foundation For Excellence in Education and to submit the proposed Lease Purchase Arrangement to the New Mexico Public Education Department for approval.

Second: Mary Merchant

**ANY DISCUSSION? No Discussion**

BEFORE WE VOTE, ARE THERE ANY QUESTIONS OR COMMENTS FROM THE STAFF OR THE PUBLIC REGARDING THE LPA?

Patrick Correa: I am going to call for a Roll Call Vote on this issue:

Katherine Begaye – NO

Ashley Sarracino - YES

Mary Merchant - YES

Michael Reeves - YES

Fawn Turner – YES

Krista Martinez - YES

5 yes

1 No

No Abstentions

The motion carries.

### **III. Audit Committee**

Exit conference will take place on November 1.

**IV. Academic Committee**

A meeting time has been set to meet for November.

**V. Executive Director Support Committee**

The committee will schedule the meeting for November.

**VI. Facility**

Once the LPA is returned from PED, work will be done.

**VII. Governance**

The governance committee will schedule a meeting.

Krista moves that we accept Kim Brazel's resignation.

Ashley 2<sup>nd</sup>

Roll Call:

Motion carries unanimously

New Member Vote – Tabled so all GC members can review the candidate's information which will be sent out by Ms. Bachman

Committee assignments are tabled until November Meeting.

**Executive Director Report**

Ms. Bachman reviewed highlights.

**VIII. Technology Committee**

Members will schedule a future meeting.

**IX. New Business/Happenings**

Next meeting on November 28<sup>th</sup> at 5:30 pm.

**X. Adjournment**

Krista Moves to adjourn Ashley 2<sup>nd</sup>; the motion carries unanimously.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, DENISE BRISSEY-COEN, after being duly sworn, state:

1. My name is DENISE BRISSEY-COEN and I reside in RIO RANCHO, New Mexico.

2. I am a member of the governing body of the CORAL COMMUNITY CHARTER [insert name of school] in ABQ, New Mexico.

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

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

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

[Signature]  
[Signature]

12.8.2017  
Date

DB COEN  
[Print]

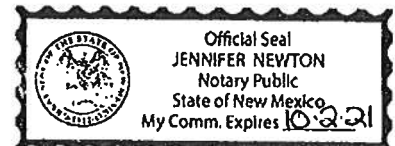
**VERIFICATION**

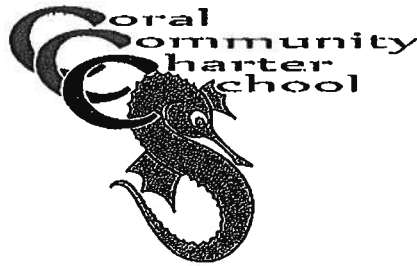
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8<sup>th</sup> day of Dec., 2017.

[Notary Seal:]

Jennifer Newton  
NOTARY PUBLIC 1119710

My commission expires: October 2nd, 2021.





Coral Community Charter School

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

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


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

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

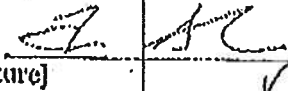
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

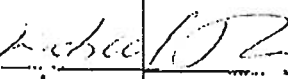
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

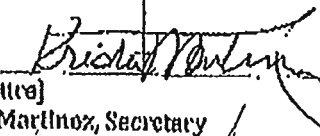
THE FOLLOWING MEMBERS OF THE CORAL COMMUNITY CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 24 DAY OF Nov., 2017.

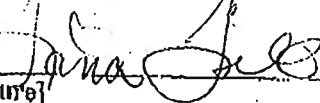
1.   
[signature]  
Keren Fenderson, Chair

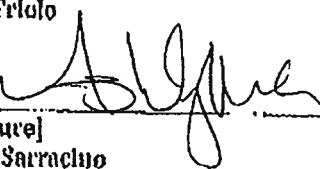
4401 Silver Ave. SE  
Albuquerque, New Mexico 87108  
(505)292-6725  
lbachman@coralcharter.com  
www.coralcharter.com

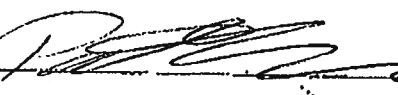
2.   
[signature]  
Freeman Learning, Vice Chair

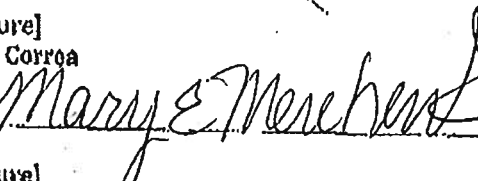
3.   
[signature]  
Michael Reeves, Treasurer

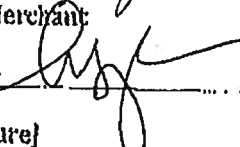
4.   
[signature]  
Krista Martine, Secretary

5.   
[signature]  
Tania Trifolo

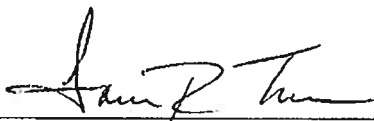
6.   
[signature]  
Ashley Sarracino

7.   
[signature]  
Patrick Correa


8.   
[signature]  
Mary Merchant

9.   
[signature]  
Catharina Regaye

4401 Silver Ave. SE  
Albuquerque, New Mexico 87108  
(505) 292-6725  
lbachman@coralcharter.com  
www.coralcharter.com

10. 

[signature]  
Fawn Turner

11. 

[signature]  
Denise Brissey-Cohen

4401 Silver Ave. SE  
Albuquerque, New Mexico 87108  
(505)292-6725  
lbachman@coralcharter.com  
www.coralcharter.com

Coral Community Charter  
4401 Silver Ave SE  
Albuquerque, NM 87108

Governing Council Meeting Minute  
November 28, 2017

---

**GC Members Present:** Freeman Leaming, Tania Triolo, Keren Fenderson, Patrick Correa, Michael Reeves, Ashley Sarracino (via phone) Fawn Turner (via phone), Mary Merchant

**Absent:** Krsta Martinez, Catherine Begaye

**Guests Present:** Lori Bachman; Angela Lerner; Susan Fox, Attorney; Cathy Cavin (Scribe)

---

A regular meeting of the Governance Council of Coral Community Charter School (CCCS) was held on Nov 28, 2017 and called to order at 5:31 p.m.

The meeting began with the reading of the mission, and an introduction of guests.

**OPENING ITEMS**

**AGENDA**

Motion to approve agenda by Tania Tiolo was seconded by Michael Reeves. The agenda was approved with 8 votes.

**MINUTES**

A correction to the minutes of Oct 24 should reflect the LPA interest rate at 5%.

A Motion to approve minutes with amendment to take out "varies" by Mary Merchant.; Mike Reeves second. Freeman Leaming, Tania Triolo and Keren Fenderson abstained. The motion carries with 5 votes and 3 abstaining.

**FINANCIALS**

A motion by Tania Triolo to approve Financial documents; Mike Reeves seconded; financials were approved unanimously by roll call vote with 8 votes.

**BUDGET/FINANCE**

**LEASE PURCHASE**

Further discussion to be conducted with the Foundation and Facilities committee for potentially revising the Agreement.



## **BUDGET ADJUSTMENT REQUESTS**

Angela Lerner gave the itemized overview of BARS; 27-I as approved last month was disallowed by PED; 30-I will be submitted in its place following receipt of previous request.

Mike Reeves moved to approve Budget Adjustment Requests as presented; seconded by Patrick Correa; BARS were approved unanimously by roll call with 8 votes.

Budget/Finance committee update: Mike Reeves reported that all documents were reviewed, and any issues were addressed,

## **AUDIT COMMITTEE**

Angela Lerner reported that the Audit Exit meeting was conducted on Nov 1; no discussion will be allowed until it's final release.

## **ACADEMIC COMMITTEE**

Mary Merchant reported that a phone meeting occurred to discuss setting up a regularly scheduled meeting. Ms. Bachman reminded committees to inform her of all committee meeting dates and times.

## **EXECUTIVE DIRECTOR SUPPORT COMMITTEE**

Keren Fenderson reported the committee is to meet Nov 30 to discuss a mini evaluation of ED for January.

Ms. Bachman provided the ED report and asked for questions.

## **FACILITY COMMITTEE**

No update. Meeting will be scheduled for next week.

## **GOVERNANCE COMMITTEE**

Tania Triolo reported plans for a training for GC parliamentary procedure aligned with bylaws, as well as further plans to sustain and encourage members' attendance and participation.

Committee Assignments: Establish a goal and a chair for each committee by next meeting

Background checks on members on GC was recommended by Mary Merchant.

Trainings: Coalition Conference Dec 8-9

PED webpage lists training locations for Dec/Jan

A motion by Mary Merchant to accept new member Brissey Cohen was seconded by Tania Triolo. Motion approved unanimously by roll call 8 votes.

**TECHNOLOGY COMMITTEE**

No update

**NEW BUSINESS**

A motion to move the regular meeting for 12.26.17 to 12.12.17 was made by Mary Merchant; Freeman Learning seconded; motion approved.

**ADJOURNMENT**

Motion to adjourn was made by Mike Reeves; Mary Merchant seconded. Motion carried with 8 votes. Meeting adjourned at 7:18 p.m.

Respectfully submitted,

Krista Martinez 12/12/17  
Krista Martinez, Secretary



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 13, 2017

Lori Bachman  
Coral Community Charter School  
4401 Silver Avenue, SE  
Albuquerque, NM 87108

Dear Ms. Bachman:

Thank you for your notification of a governing body resignation and a governing body designation dated December 8, 2017 in which Coral Community Charter School provided notification to the Public Education Commission (PEC) of the resignation of Kimberlee Brazell and the designation of Denise Brissey-Cohen.

The notification did not contain all required information, please provide Ms. Brazell's letter of resignation, a Statement to Consult with PED signed by all currently seated board members, and the minutes wherein Ms. Brissey-Cohen's designation was accepted no later than December 26, 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 will be presented to the PEC at the meeting on January 12, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 8, 2018

Lori Bachman  
Coral Community Charter School  
4401 Silver Avenue, SE  
Albuquerque, NM 87108

Dear Ms. Bachman:

Thank you for your notification of a governing body resignation and a governing body designation dated December 8, 2017 in which Coral Community Charter School provided notification to the Public Education Commission (PEC) of the resignation of Kimberlee Brazell and the designation of Denise Brissey-Cohen.

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

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

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

The school currently has 9 seated members, but will not be out of compliance unless the vacancy fails to be filled.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

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

Date submitted: 1/16/2018 Contact Name: Richard Hernandez E-mail: ric.hernandez@jpaultayloracademy.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Dolores Connor	4092 Demos Ave Las Cruces, NM 88011 575-649-4784 dolores.connor@jpaultayloracademy.org	Resignation	12/31/2017	Live change / Unable to meet time commitment	From: 7/1/2017 To: 12/31/2017
					From:
					To:
					From:
					To:

Original Signature of Governing Council President or Designee: Richard Hernandez Date: 1-16-2018

Printed Name of Governing Council President or Designee: Richard Hernandez

**From the Desk of Dolores Connor  
4092 Demos Ave  
Las Cruces, NM 88011  
575.649.4784**

November 13, 2017

Dear Board of Directors,

I am so humbled and thankful with the appointment to the J. Paul Taylor Academy Governance Board. I have truly enjoyed my time and am impressed with how hard working and committed this board is.

It is with a huge regret that I must resign from the J. Paul Taylor Academy Governance Board and my resignation is effective December 31st, 2017. My life has taken a different direction and I am no longer able to dedicate the time needed to serve this board in an effective manner.

Please let me know if there is anything else I can do with this resignation and again mil gracias for the opportunity.

Respectfully,

***Dolores Connor***





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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 23, 2018

Richard Hernandez  
J. Paul Taylor Academy  
402 W. Court Avenue, Bldg. 2  
Las Cruces, NM 88005

Dear Mr. Hernandez:

Thank you for your notification of a governing body resignation dated January 22, 2018 in which J. Paul Taylor Academy provided notification to the Public Education Commission (PEC) of the resignation of Dolores Conner. The notification contained all required information.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, J. Paul Taylor Academy must designate a new member to fill the vacancy created by the resignation of Dolores Conner, or request an extension, no later than February 14, 2018. If the vacancy is not filled or the school does not request an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## Financial Record Custodian Change

### **New Mexico School for the Arts**

On January 17, 2018, the school reported Don Moya had replaced Maria Fidalgo as the Financial Custodian for the school. All documentation was reported in a timely fashion.

## New Mexico School for the Arts

January 17, 2018

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

Dear Laurel:

Enclosed are the following documents:

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

Don Moya is our Business Manager as of December 12, 2018

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

Sincerely,



Gayle McGuinness  
Asst. Business Manager

T 505.310.4194 • F 505.820.3529

275 East Alameda Santa Fe, NM 87501 • [nmschoolforthearts.org](http://nmschoolforthearts.org)



### 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.



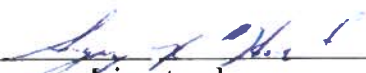
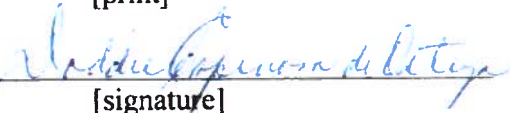
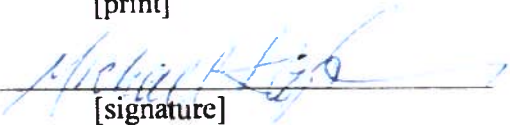
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of <sup>New Mexico School for the Arts</sup> ~~[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.   
[signature]  
Bill Beacham  
[print]
2.   
[signature]  
Paula Tackett  
[print]
3.   
[signature]  
Greg Hunt  
[print]
4.   
[signature]  
Doddie Espinosa  
[print]
5.   
[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, 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.

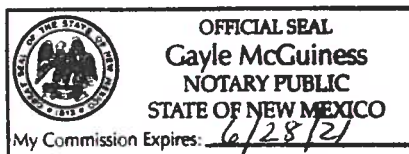
Bill Beacham  
BILL BEACHAM  
Member of Governing Body of  
New Mexico School for the Arts Charter School

1/5/18  
DATE

Subscribed and sworn to before me, this 5 day of January, 2017.

[Notary Seal:]

Gayle McGuiness  
NOTARY PUBLIC  
My commission expires: 6-28-21

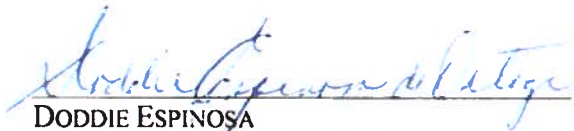


**AFFIDAVIT OF GOVERNING BODY MEMBER**

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

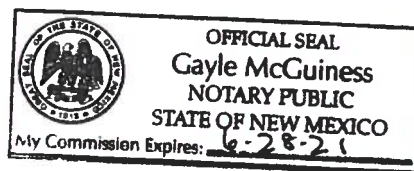
1-9-18  
DATE

Subscribed and sworn to before me, this 9 day of JANUARY, 2017.

[Notary Seal:]

  
NOTARY PUBLIC

My commission expires: 6-28-21

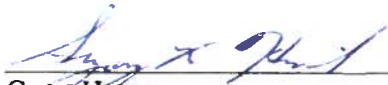


**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF SANTA FE)

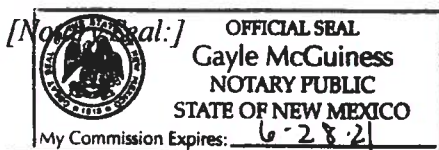
I, Greg Hunt, after being duly sworn, state as follows:

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

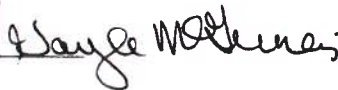
12-12-2017  
DATE

Subscribed and sworn to before me, this 12 day of December, 2017.



NOTARY PUBLIC

My commission expires: 6-28-21



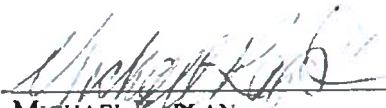


**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF SANTA FE)

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


1. My name is Dr. 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

12-12-17  
DATE

Subscribed and sworn to before me, this 12 day of December, 2017.

[Notary Seal:]


 OFFICIAL SEAL  
Gayle McGuiness  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
My Commission Expires: 6-28-21  
*Gayle McGuiness*

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO   )  
  )  
COUNTY OF SANTA FE   )

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

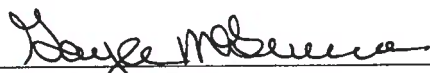
1. My name is Paula Tackett and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of the New Mexico School for the Arts charter school located in Santa Fe, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a member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

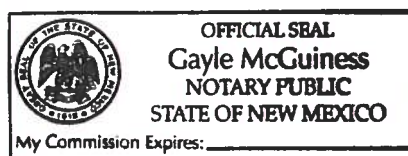
  
\_\_\_\_\_  
PAULA TACKETT  
Member of Governing Body of  
New Mexico School for the Arts Charter School

12-12-17  
DATE

Subscribed and sworn to before me, this 12 day of December, 2017.

[Notary Seal:]

  
\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires: 6-28-24



## AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO )

COUNTY OF SANTA FE )

I, Don D. MOYA, [affiant] after being duly sworn, state:

1. I live in the City of Santa Fe, County of Santa Fe, 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) NM ASBO
- 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>Degree</u>	<u>College of Santa Fe</u>	<u>May 1992</u>	<u>yes</u>
<u>License</u>	<u>State of NM PED</u>	<u>July 1, 2013 to June 30, 2017</u>	<u>yes #340702</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Don Moya  
[Signature of Affiant]

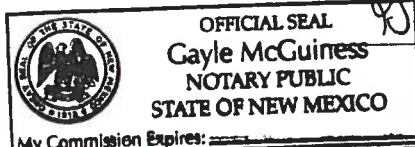
1-17-18  
Date

Don MOYA  
[Print Name of Affiant]

### VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 17 day of Jan., 20 18.

[Notary Seal:]



Gayle McGuinness  
NOTARY PUBLIC

My commission expires: 6/28/21, 20 21.

# 140646

# 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

**DONALD DAN MOYA**

Effective from July 1, 2013 to June 30, 2022

Licensure Number: 340702

*Shanna Hernandez*  
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: P O M S & 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.

<b>PRODUCER</b> Poms & Associates Insurance Brokers, Inc. CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	<b>CONTACT NAME:</b> Jackie Munoz <b>PHONE (A/C No. Ext.):</b> (800) 578-8802 <b>FAX (A/C No.):</b> (818) 449-9321 <b>E-MAIL ADDRESS:</b> jmunoz@pomsassoc.com <b>PRODUCER CUSTOMER ID:</b> 00000173
<b>INSURED</b> NMPSIA Member - New Mexico School for the Arts 410 Old Taos Highway  Santa Fe NM 87501	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A NMPSIA IS REINSURED BY:</b> <b>INSURER B National Union Fire Ins Co of PA/AIC19445</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**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
	<b>PROPERTY</b>				<b>BUILDING</b>	\$
	<b>CAUSES OF LOSS</b>	<b>DEDUCTIBLES</b>			<b>PERSONAL PROPERTY</b>	\$
	<b>BASIC</b>	<b>BUILDING</b>			<b>BUSINESS INCOME</b>	\$
	<b>BROAD</b>	<b>CONTENTS</b>			<b>EXTRA EXPENSE</b>	\$
	<b>SPECIAL</b>				<b>RENTAL VALUE</b>	\$
	<b>EARTHQUAKE</b>				<b>BLANKET BUILDING</b>	\$
	<b>WIND</b>				<b>BLANKET PERS PROP</b>	\$
	<b>FLOOD</b>				<b>BLANKET BLDG &amp; PP</b>	\$
						\$
	<b>INLAND MARINE</b>	<b>TYPE OF POLICY</b>				\$
	<b>CAUSES OF LOSS</b>	<b>POLICY NUMBER</b>				\$
	<b>NAMED PERILS</b>					\$
						\$
A	<b>CRIME</b>	MOC NO. P0015	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> Employee Dishonesty	\$ 1,250,000
	<b>TYPE OF POLICY</b>				<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
	<b>BOILER &amp; MACHINERY / EQUIPMENT BREAKDOWN</b>					\$
						\$
						\$
						\$

**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 *Mary Hollenbeck*

ACORD 24 (2009/09)  
INS024 (200909)

The ACORD name and logo are registered marks of ACORD

© 1995-2009 ACORD CORPORATION. All rights reserved.





# 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).

<b>PRODUCER</b> Poms & Associates Insurance Brokers, Inc. CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	<b>CONTACT</b> Jackie Munoz <b>PHONE</b> (800) 578-8802 <b>FAX</b> (818) 449-9321 <b>E-MAIL</b> jmunoz@pomsassoc.com <b>ADDRESS</b> jmunoz@pomsassoc.com
<b>INSURED</b> NMPSIA Member - New Mexico School for the Arts 410 Old Taos Highway Santa Fe NM 87501	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A</b> NMPSIA IS REINSURED BY: <b>INSURER B</b> Selective Ins. Co. of New York <b>INSURER C</b> <b>INSURER D</b> <b>INSURER E</b> <b>INSURER F</b>

## 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 INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		MOC NO. 10015	7/1/2012	7/1/2013	EACH OCCURRENCE \$ SEE DAMAGE TO RENTED PREMISES (EA occurrence) \$ ATTACHED MED EXP (Any one person) \$ FOR PERSONAL & ADV INJURY \$ TORT
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		RATO-007-2012	7/1/2012	7/1/2013	GENERAL AGGREGATE \$ LIMITS PRODUCTS - COMP/PROP AGG \$ \$ \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NM) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 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 (01/05/11)

© 1988-2010 ACORD CORPORATION. All rights reserved.  
The ACORD name and logo are registered marks of ACORD



**NEW MEXICO SCHOOL FOR THE ARTS**  
**Governing Council Meeting**  
**Tuesday, December 12, 2017, from 4:00 – 6:00 pm Meeting**  
**New Mexico School for the Arts—High School**  
**275 E. Alameda**  
**Santa Fe, NM 87501**

**Meeting Minutes - Approved**

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

- I. Call to Order Dr. Michael Kaplan

Dr. Michael Kaplan called the meeting to order at 4:06 pm.

- II. Reading of Mission Statement Dr. Michael Kaplan

The Mission Statement was read by Dr. Michael Kaplan.

- III. Governing Council Attendance as Indicated on Sign-In Sheet Dr. Michael Kaplan

**NMSA Council Members Present:**

Bill Beacham, Chair Excused  
Dr. Michael Kaplan, Vice Chair  
Paula Tackett, Secretary  
Greg Hunt, Treasurer  
Doddie Espinosa, Member via phone

**NMSA High School Staff Present:**

Eric Crites, Head of School  
Don Moya, Business Manager  
Gayle McGuinness, Assistant Business Manager

- IV. Approval of Agenda Dr. Michael Kaplan

Greg Hunt made a motion to approve the Agenda as corrected. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. The Council unanimously approved the motion.

- V. Public Forum Dr. Michael Kaplan

Dr. Kaplan asked if there were any individuals requesting a Public Forum.

No one from the public was in attendance

- VI. Approval of Meeting Minutes from November 14, 2017 Dr. Michael Kaplan

Greg Hunt made a motion to approve the November 14, 2017 Meeting Minutes. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

VII. Business Manager's Report

Greg Hunt

a. Consent Agenda: Approval of BARs

<u>BARs</u>	<u>BAR #</u>	<u>Fund</u>	<u>Description</u>	<u>Type</u>	<u>Amount</u>
-------------	--------------	-------------	--------------------	-------------	---------------

There were no BARs to approve at this time.

b. Approval of Payroll October and November, 2017

Greg Hunt made a motion to approve payroll for October and November, 2017. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

c. Approval of Accounts Payable Payment Vouchers (Disbursements) September & October, 2017

Paula Tackett made a motion to approve Accounts Payable Payment Voucher (Disbursements) for September and October, 2017. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

d. Financial Statement Reports – as of September 30 and October 31, 2017

i. Financial Analysis & Bank Reconciliations

There are three outstanding checks that will be stale dated. One in the amount of \$.01 will not be reissued, but the other two will be.

e. Remaining Balances on all capital Outlay

No discussion at this time.

f. Quarterly & Monthly Reports

Greg reported that all State and Federal taxes for the second and third quarter were paid on time. Don will provide all necessary report at the January meeting.

State and Federal taxes have been taken care of, but each of them was filed late and not done until November 11.

The PED report in OBMS was not taken care of until November 11.

Don Moya, our new Business Manager as of December 11, 2017, assured the Council that all future reporting will be taken care of in a timely manner.

The NM Department of Workforce Solutions report was done for June, but not September. The

Council requested that Don take care of that as well.

**g. Update on Revised Tyler Invoice**

Eric Crites reported that Tyler Technologies have yet to be paid. Gayle McGuinness reached out to Tyler earlier in the day. She received copies of all outstanding invoices and they have been processed for payment.

**h. Discussion and Action Item: 403b/457 Voluntary Retirement Plans**

Gayle will reach out to Mario Torres at Legacy Financial to inquire about any paperwork that may still be outstanding to them.

**VIII. Approval of Amended HR Handbook Dr. Michael Kaplan**

Paula Tackett made a motion to approve the amendments to the HR Handbook. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

**IX. Approval of Special GC Meeting date/time by end of September, 2018 Dr. Michael Kaplan**

Paula Tackett made a motion to approve a Special Governing Council Meeting before the end of September, 2018 at a time/date to be determined. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

**X. Approval of Amended Financial Management Policy Greg Hunt**

Greg Hunt made a motion to approve the Amended Financial Management Policy. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

**XI. Action Item: Approval to Seek Reauthorization of Severance Bonds Paula Tackett**

Paula Tackett made a motion to approve seeking Reauthorization of Severance Bonds. Greg Hunt seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

**XII. Approval of Contract for Karen Ehlert in Amount of \$7,500 for Budget Years '18 & '19 Dr. Michael Kaplan**

Paula Tackett made a motion to approve a contract for Karen Ehlert in the amount of \$7,500 for budget years '18 & '19, paid in equal parts. Doddie Espinosa seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

XIII. Follow-up Discussion: Recognition of Council & Board Members Cindy Montoya

This item was tabled until a later date. It was noted by Eric that Cindy continues to work on this project.

XII. Head of School Report Eric Crites

Eric touched on all points that are reflected in his Head of School report, which is part of the Council packet.

XIII. Admissions Report Eric Crites

Eric Crites touched briefly on the Admissions Report, indicating that the December 2 was very well attended. The Admissions Report is part of the Council packet.

XIV. President's Report Eric Crites for Cindy Montoya

Speaking on Cindy's behalf, Eric mentioned that the Capital Campaign is near at its goal, making it possible to proceed to our construction phase in the near future.

He also reported that Cindy believes that the January 2018 State Legislative Session will be challenging.

XV. Executive Session Bill Beacham  
a. Personnel  
b. Facilities

**Paula Tackett made a motion to go into Executive Session. Greg Hunt seconded the motion. The Council unanimously approved the motion.**

A roll call was taken by Gayle McGuiness:

Greg Hunt	<u>  X  </u> Yes	<u>      </u> No
Paula Tackett	<u>  X  </u> Yes	<u>      </u> No
Dr. Michael Kaplan	<u>  X  </u> Yes	<u>      </u> No
Doddie Espinosa	<u>  X  </u> Yes	<u>      </u> No

The Governing Council moved into Executive Session at 5:31 pm in order to discuss Personnel and Facilities.

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

A roll call was taken by Eric Crites:

Greg Hunt	<u>  X  </u> Yes	<u>      </u> No
Paula Tackett	<u>  X  </u> Yes	<u>      </u> No
Dr. Michael Kaplan	<u>  X  </u> Yes	<u>      </u> No
Doddie Espinosa	<u>  X  </u> Yes	<u>      </u> No



Discussion in Executive Session concluded at 5:59 pm with only Personnel and Facilities being discussed. No action was taken.

**XVI. Adjournment**

**Bill Beacham**

Greg Hunt made a motion to adjourn the meeting. Paula Tackett seconded the motion. Dr. Kaplan asked if there was any further discussion needed on the motion. No further discussion was necessary. The Council unanimously approved the motion.

Dr. Kaplan declared the meeting adjourned at 6:01 pm.

	
Gayle McGuinness, Secretary/Date	Paula Tackett, Governing Council, Secretary/Date

December 12, 2017 NMSA Charter School Governing Council Meeting Minutes

## School Governance Change

### **Southwest Preparatory Learning Center**

On November 16, 2017, a vacancy was created on the governing board by the resignation of Ken Chapman. On November 16, 2017, this vacancy was filled by the designation of Alissa Mavridis. All documentation was received in a timely manner.

On December 14, 2017, a vacancy was created on the governing board by the resignation of Meredith Winters. On December 14, 2017, this vacancy was filled by the designation of Aaron Redd. All documentation was received in a timely manner.

The board currently has five seated members and is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Southwest Preparatory Learning Center Current Number of Governing Body Members: 5

Date submitted: 12/15/2017 Contact Name: Tonya McCullough E-mail: [tmccullough@slc-nm.com](mailto:tmccullough@slc-nm.com)

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Ken Chapman	3809 Calle Castano NE Albuquerque, NM 87111-4365 505-291-0929	Resignation	11/16/2017	Voluntary resignation	From: 4/24/2007 To: 11/16/2017
Meredith Winters	<a href="mailto:kchapman@splc-nm.com">kchapman@splc-nm.com</a> 1115 Amman Ave. NE Albuquerque, NM 87122-3376 505-858-0298	Resignation	12/14/2017	Voluntary resignation	From: 2/2/2010 To: 12/14/2017
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.

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

Printed Name of Governing Council President or Designee: Tonya McCullough



November 16, 2017

Southwest Preparatory Learning Center (SPLC)

To: Leah Graham – President

Cc: Robert Pasztor – Head Administrator

Re: Ken Chapman, SPLC Governing Body Member – resignation

Leah,

Please accept my letter of resignation from the SPLC Governing Body, effective November 16, 2017.

It has been a pleasure serving on this specific Governing Body and serving with truly dedicated, motivated, and determined fellow members who are focused in making SPLC (both Primary and Preparatory) a positive and proactive learning center for students. I am fortunate to have worked with fellow members who believe in proactive governance, measurable accountability, and administrative effectivity and efficiency.

These past ten years have certainly been interesting and challenging. I believe that many of the Governing Body members have seen both the good and bad side of leadership. Fortunately, these Governing Body members were resilient and steadfast in demanding the best for SPLC.

I wish the current SPLC Governing Body members, SPLC Administration, and Staff the very best as you pursue this positive task of governance and educating the SPLC students.

Sincerely,  
Ken Chapman

Meredith Winters  
mwinters@splc-nm.com  
12/14/2017

Leah Graham  
President  
Southwest Preparatory Learning Center  
10301 Candelaria Blvd. NE  
Albuquerque, NM 87112


Dear Mrs. Graham

I would like to inform you that I am resigning from my position as a member of the Southwest Preparatory Governing Council effective December 14, 2017.

I have truly enjoyed my tenure with the SPLC board and am appreciative of the opportunities and support that I have been given over the years. I am excited to see the direction that the school is headed under the current leadership and wish SPLC the best of luck in the future!

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Sincerely,

  
Meredith Winters

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Southwest Preparatory Learning Center Current Number of Governing Body Members: 5

Date submitted: 12/15/2017 Contact Name: Tonya McCullough E-mail: [tmccullough@sslc-nm.com](mailto:tmccullough@sslc-nm.com)

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Alissa Mavridis	36 Westlake Drive NE Albuquerque, NM 87112-4262 505-507-7441 <a href="mailto:amavridis@splc-nm.com">amavridis@splc-nm.com</a>	Designation	11/16/2017	(New Member)	From: 11/16/2017 To: Click here to enter a date.
Aaron Redd	5707 Klondike St. NE Albuquerque, NM 87111-5931 914-336-6897 <a href="mailto:aredd@splc-nm.com">aredd@splc-nm.com</a>	Designation	12/14/2017	(New Member)	From: 12/14/2017 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.	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.

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

Date: \_\_\_\_\_

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

*Tonya McCullough*

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF BERNALILLO)

I, Alissa Mavridis, after being duly sworn, state:

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

  
[Signature]

1-16-18  
Date

ALISSA MAVRIDIS  
[Print]

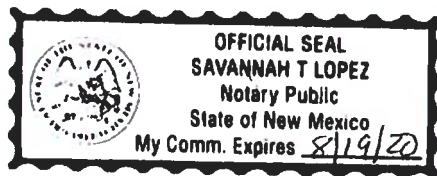
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16<sup>th</sup> day of January, 2018.

[Notary Seal:]

  
NOTARY PUBLIC

My commission expires: 8/19, 2020

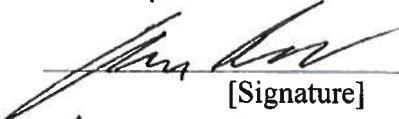


**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF BERNALILLO)

I, Aaron Redd, after being duly sworn, state:

1. My name is Aaron Redd and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Southwest Preparatory Learning Center in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Southwest Preparatory Learning Center'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.

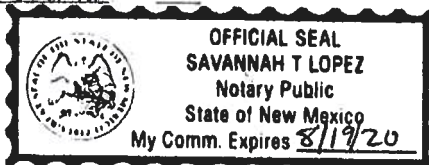
  
\_\_\_\_\_  
[Signature]  
  
AARON REDD  
\_\_\_\_\_  
[Print]

12/15/17  
\_\_\_\_\_  
Date

**VERIFICATION**

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

[Notary Seal:]



  
\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: 8/19, 2020.

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

We, the undersigned, make up the governing body of the Southwest Preparatory Learning Center, located in Albuquerque, New Mexico.

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

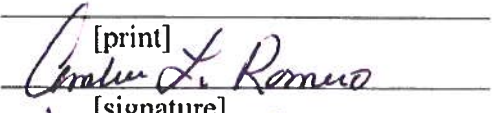
We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

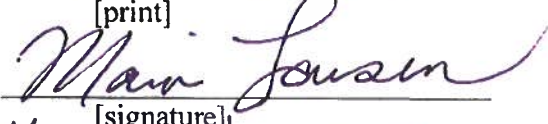
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

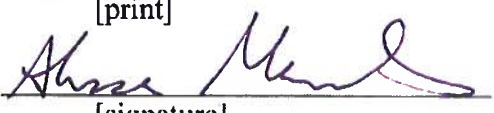
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

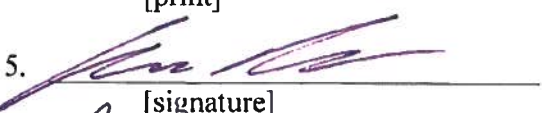
THE FOLLOWING MEMBERS OF THE SOUTHWEST PREPARATORY LEARNING CENTER GIVE THE FOREGOING STATEMENT THIS FOURTEENTH DAY OF DECEMBER, 2017.

1.   
[signature]

2.   
[signature]  
Amber L. Romero  
[print]

3.   
[signature]  
Marvin Larsen  
[print]

4.   
[signature]  
ALISSA MAVRIOLO  
[print]

5.   
[signature]  
AARON KEDD  
[print]

Attach additional pages if membership exceeds five.

Revised 10-5-2011



**GOVERNING COUNCIL**

Special Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, November 16, 2017

**BOARD MEMBERS PRESENT**

Ken Chapman, Leah Graham, Marvin Larsen, Amber Romero, Meredith Winters

**BOARD MEMBERS ABSENT**

(All present)

**ALSO IN ATTENDANCE**

Robert Pasztor, Maria Foster, Renee Morgan, Sean Fry

**PUBLIC**

Alissa Mavridis, Aaron Redd

These minutes were approved on \_\_\_\_\_

By a vote of \_\_\_ yes \_\_\_ no \_\_\_ absent \_\_\_ abstained

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

Prepared By: Tonya McCullough



## **I. Call to Order**

by Leah Graham

**Thursday, November 16, 2017 at 5:02 PM**

Special Meeting of the Governing Council for Southwest Preparatory Learning Center

Southwest Learning Centers Smart Lab

10301 Candelaria Road NE, Albuquerque, NM 87112

### **A. Roll Call**

Tonya called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero, and Meredith Winters.

### **B. Pledge of Allegiance**

Led by Leah

### **C. Adoption of the Agenda\***

**Motion** by Amber Romero that we approve the agenda.

**Seconded** by Meredith Winters

**Carried All in Favor**

### **D. Review / Approval of Minutes from October 26, 2017 Regular Meeting\***

**Motion** by Amber Romero that we approve the minutes with the change on Section II.E to change "going to find all" to "specifically seeking" in front of the word fraud.

**Seconded** by Meredith Winters

**Carried All in Favor**

## **II. Financial Update**

### **A. Finance Committee Report (Committee met November 16, 2017)**

Ken: Meeting today included Ken Chapman, Maria Foster, Renee Morgan, Robert Pasztor, Meredith Winters and Sean Fry. Revenues are on target at 38.4% of the budget. Expenditures are good and at 73% of the budget, most of which is salary. We looked at bank activity and key activities.

### **B. Business Office Operations Update**

Sean: Nothing new to add.

### **C. Approval of October Financials including vouchers\***

Ken: We didn't see any issues.

**Motion** by Amber Romero that we approve the check register for October.

**Seconded** by Ken Chapman

**Carried All in Favor**

### **D. Budget Adjustment Requests (BAR's) \***

Sean: We have five Budget Adjustment Requests tonight. They all have to deal with reconciling the current budgeted carryover cash against what we actually carry over. - First BAR, 9-I is an increase for operational. We currently have budgeted authority for \$112,016 in carryover cash and we actually had \$182,884. The difference of \$70,868 is what we're using to justify the increase in budget authority. We will hit two negative functions: student support services and legal costs. Both functions will be made positive.

**Motion** by Meredith Winters that we approve BAR 9-I.

**Seconded** by Amber Romero

**Carried All in Favor**

- Second BAR, 10-I is for instructional materials. We projected our carryover cash would be \$2,521. The balance says we actually carried over \$4,968 so we have \$2,447 more in instructional materials cash, which will be added to software.

**Motion** by Meredith Winters that we approve BAR 10-I.

**Seconded** by Amber Romero

**Carried All in Favor**

- Third BAR, 11-IB is for our activities funds. Currently we have no budgeted authority for the activities account. We have \$14,257 carried over from last year to this year. We are requesting budgeting authority that will go towards general supplies and materials.

**Motion** by Meredith Winters that we approve BAR 11-IB.

**Seconded** by Amber Romero

**Carried All in Favor**

- Fourth BAR, 12-D is a decrease. Based on money we got from property taxes, we didn't receive all the revenue we should have (because not everyone pays their taxes on time). We will reduce our budget authority by \$4,915.

**Motion** by Meredith Winters that we approve BAR 12-D.

**Seconded** by Amber Romero

**Carried All in Favor**

- Fifth BAR, 13-D is the Senate Bill 9 property tax money. We projected available cash of \$67,584 and we actually had \$67,063. The difference is \$521, and we are reducing it through lease purchase.

**Motion** by Meredith Winters that we approve BAR 13-D.

**Seconded** by Amber Romero

**Carried All in Favor**

**E. Permanent Cash Transfer\***

Sean: We just finished Budget Adjustment Requests. In order to move actual cash into other funds, we have to do a cash transfer. In 2015, the school didn't request reimbursement for their lease assistance for the first quarter of FY15, but reflected that they spent the money. We are currently negative in cash by that amount of money, and have been carrying this over for the past three years. This cash transfer will correct it.

- First part, #31200: \$19,423.75 from the lease agreement, will be taken from other operational funds.

- Second part, #29102: \$983.79 from a parent donation, will be taken out of operational funds.

**Motion** by Meredith Winters that we approve the permanent cash transfer.

**Seconded** by Amber Romero

**Carried All in Favor**

**F. Name Change on Official Documents\***

Sean: School name change. We have turned this over to payroll. We change it through our local agency first, and then it will be changed through the IRS.

**Motion** by Leah Graham to change our name from Southwest Primary Learning Center to Southwest Preparatory Learning Center on official documents.

**Seconded** by Ken Chapman

**Carried All in Favor**

**III. Closed discussion and possible action regarding pending litigation: Matters subject to the attorney-client**

- *This item moved to after "VI: Ongoing Governing Body Business Matters: Revision of Conflict Policy" to wait for visiting lawyer to arrive*

**Motion** by Meredith Winters that Southwest Preparatory move into closed session and that only matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which

the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7) will be discussed. Meredith invited our attorney Matt Jackson and Robert.

**Seconded** by Amber Romero

**Carried All in Favor**

**Roll Call**

- Tonya called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero, Meredith Winters and Alissa Mavrides

**Closed Session began at 5:34 pm**

**IV. Open Session\***

**Motion** by Meredith Winters to go back into session and that only matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7) were discussed.

**Seconded** by Amber Romero

**Carried All in Favor**

**Roll Call**

- Tonya called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero, Meredith Winters, Alissa Mavrides

**Open Session began at 6:12 pm**

**V. Public Comment (5 minutes per individual with the right to allow more time from Governing Council President)**

- Amber Romero: What you did on the newsletter was perfect with the situation of the cars trying to get in at pickup time. Some people are observing it and others are not observing it. I don't know who pulled the gate over the other day but it was brilliant. I would like to say that I'm in favor of that happening again as a parent, and as a person who sits in line. I am not in favor of seeing kids walking out to the parking lot and getting into cars that are in the line. I think that's dangerous as well. I just wanted to say those things as a parent.

**VI. Ongoing Governing Body Business Matters**

**A. Governing Body Recruitment**

Leah: Aaron Redd is observing tonight as a prospective member. Alissa is also with us tonight and has brought her resume and application. Alissa gave a brief statement about her job (legal assistant with the Department of Interior) and qualifications. She has two children at Southwest Preparatory. Alissa has already done her training.

**1. Board Members**

**a. Current: Leah, Ken, Meredith, Amber, Marvin**

**2. Election of New Board Member: Alissa Mavridis\***

**Motion** by Amber Romero to vote Alissa Mavridis onto the Board for Southwest Preparatory.

**Seconded** by Meredith Winters

**Carried All in Favor**

Task: Robert will let Tim know Alissa needs a school email.

Task: Alissa will contact Tim for a school email.

Task: Tonya will take care of new/resigning member paperwork for Alissa and Ken.

### **3. Resignation of Ken Chapman**

Leah: Effective November 16, 2017. Leah read Ken's resignation letter to the Board. Ken contributed greatly and will be missed by all on the Board.

### **B. Revision of Conflict Policy**

Leah: Barry let her know he is reviewing samples of conflict policies and is working on getting it done for us.

### **C. Approval of MOU with SSLC\***

Leah: Barry negotiated changes with Southwest Secondary and they approved them. Tonight we need to approve it in our meeting. These changes have already been reviewed. There was one question about the actual list of costs and origin but Robert verified they were correct.

**Motion** by Meredith Winters that we approve the MOU Cost Sharing Agreement between Southwest Secondary Learning Center and Southwest Preparatory Learning Center.

**Seconded** by Amber Romero

**Carried All in Favor**

### **D. Head Administrator Succession Plan**

Leah: We don't want Robert to leave, but need to have a plan for when he does.

Robert: There are numerous things in play. Renee is in her internship but will still need to work for three years in Level Two when she finishes, and before she can be licensed.

Chris Lutz is nearing the end of her schooling and is most likely the next person in line to be the Southwest Secondary administrator. Jonas Cossey was considering a change of career but after talking to Robert, decided to return to school to finish his administration license, and within a year and a half will be licensed. The Board may be interested in speaking to him. Meredith questioned the process of hiring a new administrator. The job can be posted, but the Board has the ultimate decision. Robert stated he is currently very happy with his position.

### **E. Transgender – Changes to Policies\***

Robert: Robert needs approval from the Board to change "gender" to "gender identity and/or expression" within the transgender policy. This was recommended by Barry.

**Motion** by Meredith Winters that we change the language in the policy to "gender identity and/or expression."

**Seconded** by Amber Romero

**Carried All in Favor**

## **VII. SPLC Administrative Reports**

### **A. Head Administrator Report and Summary**

#### **1. Fall Ball**

Robert: It was a lot of fun for the 7<sup>th</sup> and 8<sup>th</sup> graders. Many kids told Robert that it was so much fun and wanted to do it more often. It doesn't cost Southwest Learning Centers any money because the kids pay for it through their tickets.

#### **2. UNM Work Study Update**

Robert: One position is still available on Wednesdays and Fridays. We have one possible person interested, but will only be available to work Wednesdays next semester because she has student teaching. Robert told her to keep things open and we may be able to work it out. The engineer that was interested only stayed one day and decided he needed something more.

**3. Thanksgiving and Winter Break Dates**

Robert: Thanksgiving we are off Wednesday-Friday. Winter Break is December 18<sup>th</sup> through January 2<sup>nd</sup>. Teachers have an In-Service on the 2<sup>nd</sup> and students return on the 3<sup>rd</sup>.

**4. Mrs. Bachechi – 6<sup>th</sup> Grade Math Update**

Robert: Mrs. Bachechi got out of the hospital today. The surgery was successful. We are hoping she will be back to school December 4<sup>th</sup> but we don't know yet for sure. The substitute filling in is doing very well.

**B. Academic, Operations and Data Updates**

**1. Annual/90-Day Plan Update and Timeline**

Robert: Robert went to a workshop on this on October 30<sup>th</sup>, and staff worked on this during their last In-Service day. Robert is now calibrated to approve the school's plan. The teachers have had open discussions on the school's focus areas, which will be revisited at the January In-Service. The main focus will be to improve student scores in reading and math, through changes in adult behavior.

**2. IT Report**

Robert: We have received new computers and will try and replace during Christmas break. We are still waiting on approval on the quote for repair and refresh of Chromebooks. We need assistance from staff cleaning up the SSLC website to see what needs to go or be changed. Special Education module in PowerSchool has been installed (TieNet). A part time special education teacher has been hired and will start December 1<sup>st</sup>. They had a meeting with InfoSnap to look at Letter of Intent, which will go out the first of the year.

**3. 80 Day Reporting – December 1, 2017**

Robert: This begins on December 1<sup>st</sup>. Veronique will be doing this again and it should be easier for her because she completed the 40 Day Report. Marie stated she is working with the library grants with the teachers and also the budget. Our population fluctuates but remains around 190.

**VIII. New Business Matters**

**A. Date for next Regular SPLC Governing Council Meeting – Scheduled for December 28, 2017 at 5:00 pm**

Leah: We need to reschedule our December 28<sup>th</sup> meeting. The Board agreed to have it December 14<sup>th</sup>, before the break, as it will be about one month from tonight's meeting.

**1. Date change\***

**Motion** by Meredith Winters that we change the December meeting to Thursday, December 14<sup>th</sup>.

**Seconded** by Amber Romero

**Carried All in Favor**

**IX. Adjournment**

**Motion** by Meredith Winters we adjourn.

**Seconded** by Amber Romero

**Carried All in Favor**

Meeting adjourned at 6:39 PM

Note: \* Indicates Action / Approval Item

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Tonya McCullough at [tmccullough@sslc-nm.com](mailto:tmccullough@sslc-nm.com) or (505) 296-7677 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.



# SOUTHWEST PREPARATORY LEARNING CENTER

## **GOVERNING COUNCIL**

Special Meeting of the Southwest Preparatory Learning Center Governing Council on  
Thursday, December 14, 2017

### **BOARD MEMBERS PRESENT**

Leah Graham, Marvin Larsen, Amber Romero, Meredith Winters, Alissa Mavridis

### **BOARD MEMBERS ABSENT**

(All present)

### **ALSO IN ATTENDANCE**

Robert Pasztor, Maria Foster, Sean Fry

### **PUBLIC**

Aaron Redd

These minutes were approved on \_\_\_\_\_

By a vote of \_\_\_ yes \_\_\_ no \_\_\_ absent \_\_\_ abstained

\_\_\_\_\_ President

\_\_\_\_\_ Secretary



## **I. Call to Order**

by Leah Graham

**Thursday, December 14, 2017 at 5:01 PM**

Special Meeting of the Governing Council for Southwest Preparatory Learning Center

Southwest Learning Centers Smart Lab

10301 Candelaria Road NE

Albuquerque, NM 87112

### **A. Roll Call**

Tonya called Leah Graham, Marvin Larsen (*arrived at 5:14 PM*), Amber Romero, Meredith Winters and Alissa Mavridis

### **B. Pledge of Allegiance**

Led by Leah

### **C. Adoption of the Agenda\***

Leah: In Section II.C. it should read November, not October.

**Motion** by Amber Romero that we ADOPT the agenda with the change.

**Seconded** by Meredith Winters

**Carried All in Favor**

### **D. Review / Approval of Minutes from November 16, 2017 Special Meeting\***

**Motion** by Meredith Winters that we APPROVE the minutes from the November 16th meeting.

**Seconded** by Amber Romero

**Carried All in Favor**

## **II. Financial Update**

### **A. Finance Committee Report (Committee met December 14, 2017 at 4:00 PM)**

Meredith: Attending were Robert, Sean, Maria, Renee and Meredith. Meredith said she'd let Sean talk about it.

### **B. Business Office Operations Update**

Sean: Not much has happened since the last meeting. Revenue is at 38.35% to budget for the year. This is slightly under for the year. A number of funds are reimbursement based. We need to spend the money first, then request reimbursement from the state. We got a check today for lease assistance for \$74,000 for July through December. Others are Title 1 and Title 2. We will continue to submit reimbursement requests. Expenditures are 72% to budget, 1% less than last month. Budget Adjustment Requests are still being approved through PED. We have spent \$600 for five employees through the UNM Work Study program, well under budget. Revenues are exceeding expenditures each month by roughly \$11,000. We will have more carryover next year than we did this year. Bank balance is \$753,000.

### **C. Approval of November Financials including vouchers\***

Meredith: She looked at the check registers and is good with everything.

Sean: Everything is routine, normal charges and payrolls.

**Motion** by Meredith Winters that we APPROVE the November vouchers check register.

**Seconded** by Amber Romero

**Carried All in Favor**

### **D. Budget Adjustment Requests (BAR's) \***

Sean: BAR 14-D; This reduces our Budget Operational Authority by \$20,408. It has to do with the permanent cash transfers that were approved at the last meeting. That money

was moved out of Operational into the negative funds. We can no longer have that budget authority to spend in Operational.

**Motion** by Meredith Winters that we APPROVE BAR 14-D.

**Seconded** by Amber Romero

**Carried All in Favor**

**E. Rescinding of Corrective Action January 1<sup>st</sup>**

Sean: Last week Sean spoke with David Craig. He would like to get the schools off his plate. David has drafted a letter releasing the schools from corrective action, and has the mailing addresses for the Board presidents. We are waiting on approval from the secretary, which will happen soon. The schools should be back to normal status in January. This means our Board will be able to vote on contracts, sign checks, etc. We will gain control back. The Board discussed a new Finance Committee, along with training that will be needed, and new controls. A Special Meeting in January will need to be held to discuss all of this.

**F. Phone and Internet Spending Using Capital Funds Approval\***

Robert: Last year around this time we were working on a new phone system, internet wiring and camera systems. Expenditures were extensive, and this project got tabled due to lease purchase conversations between the schools. Southwest Secondary and Southwest Preparatory have agreed to divide the remaining expenses on the project, and are now ready to move forward to complete the project. Robert asked for Board approval to use capital money to fund the project. Meredith questioned what would happen to our investment if we must move buildings in the future. After discussion regarding lease purchase and new building options, the Board agreed to table this item.

**Motion** by Meredith Winters that we TABLE the phone and internet spending, use of capital funds approval.

**Seconded** by Amber Romero

**Carried All in Favor**

**III. Public Comment (5 minutes per individual with the right to allow more time from Governing Council President)**

No public comment.

**IV. Ongoing Governing Body Business Matters**

**A. Governing Body Recruitment**

Leah: Leah got an inquiry from Leslie Dozzo, a licensed psychologist. They may ask her to be on a committee, and then later on have the option to vote her onto the Board.

**Task:** Leah will talk to her about being on the Finance Committee and possibly joining the Board next year.

**1. Board Members**

**a. Current:** Leah, Alissa, Meredith, Amber, Marvin

**2. Election of New Board Member: Aaron Redd\***

Aaron: Aaron gave a brief overview of his experience. He currently works for PNM as manager for Operations Technology. Aaron served on our Audit Committee, and has completed his Board training.

**Motion** by Amber Romero that we TAKE ON Mr. Aaron Redd as a Board member.

**Seconded** by Marvin Larsen

**Carried All in Favor**

Task: Aaron will get with Robert and Eric to set up a SSLC email, and then email Leah and Tonya so they can send him emails.

Task: Robert and Leah will email current Board policies, the Charter and Contract to all members.

**3. Resignation of Meredith Winters**

Leah: Effective December 14, 2017, Meredith will retire from the Board.

**4. Appointment of new Finance Committee members**

Leah: We need two Finance Committee members. The current meetings are held at 4:00 PM before the School Board meetings, and Meredith discussed her role on the committee. Amber and Marvin volunteered to be on the committee. Gabe did not attend the meeting today. The Board would like to find a replacement for him. Not all members are receiving the finance packet

Task: Tonya will get with Sean and coordinate who should print packets, and who should forward copies to all Finance Committee members.

**a. Current: Meredith, Gabe, Jennifer**

**B. Revision of Conflict Policy\***

Leah: It is currently being worked on.

**Motion** by Amber Romero that we TABLE the Revision of the Conflict Policy.

**Seconded** by Aaron Redd

**Carried All in Favor**

**C. Lease and Lease Purchase of Building\***

Robert: If we don't buy the building, it will most likely be purchased by Southwest Secondary this year. We would then rent a percentage of the building through them, depending on its legality. Abby and Barry are looking into specifics. We would pay via monthly payments, through our Operational budget, and continue to receive lease reimbursement. Leah mentioned that we could lease from them, but they could eventually end our lease. A second option would be to find our own building, which would also mean replacing technology we don't share. It has been advised that we combine into one school in order to survive financially, with one administrator and one assistant administrator. This option also enables the schools to benefit each other (ie. The Preparatory school acts as a natural feeder school for the high school.). A third option would be to open a grade 4-12 school on our own.

**Motion** by Amber Romero that we TABLE the Lease and Lease Purchase discussion for next month.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

**D. Advertising before Lottery\***

Robert: Letters of Intent for the lottery for the 2018-2019 school year will open on January 4th. The lottery is scheduled to happen on March 12th. We may want to do some advertising. Robert has been talking to a company that specializes in advertising for charter schools. They will come back with a proposal. Robert would like Board agreement to do some sort of advertising. Leah reminded the Board that we have been in the position before in which we did not have enough students and we lost money. The Board agreed that we should do some sort of advertising. Leah asked if we had done any research about effective advertising. Robert said he did do some research, and that's where he found NM-ACES. He will send an email to the Board members with the information he gets.

**Motion** by Alissa Mavridis to APPROVE advertising in the future for the lottery.

Seconded by Amber Romero

Carried All in Favor

#### **E. School Safety Plan and Assurances\***

Robert: The plan is sent to schools. It was time to revise it. The new version had “animal in the building,” and “infectious and communicable diseases.” Robert added those policies and they are in the binder at Veronique’s desk. Safety drill information is also posted on every door in the building, and students know where to go during drills. Marvin asked what the Lock-Down procedures were, and the Board and Robert had a discussion about specific procedures for Fire Drills and Lock-Down drills. It was decided that procedures should be reviewed with staff, especially since we have so many new faculty members. This information is always discussed during In-Service meetings, and Robert will address it again during the upcoming In-Service in January.

Motion by Amber Romero to APPROVE the School Safety Plan and Assurances

Seconded by Marvin Larsen

Carried All in Favor

#### **V. SPLC Administrative Reports**

##### **A. Head Administrator Report and Summary**

Robert: He went over everything earlier in the meeting.

##### **B. Academic, Operations and Data Update**

###### **1. January in-service and 90-day plan update**

Robert: During the January In-Service, teachers will be going through student goals one at a time. They will be going over the 90-day plan. They have already done their goals and there will be some discussion on mission and vision, and teacher focus areas. Robert is now trained and calibrated to evaluate the school’s 90-day plan. Marvin asked if Robert had made any changes after he was trained, and Robert stated yes, he had. He realized that the plan needed to include only the teachers and EA's, because they work directly with the students (not administrative personnel). He also revised each teacher and EA biography to be more specific and include their strengths and experience.

###### **2. IT Report**

Robert: Tim said they will start replacing teacher computers over Winter Break, and finish after. They are still waiting on approval on the Chromebook repair purchase order. They still need assistance to update and improve the SSLC websites. Leah mentioned that teacher websites should be updated and, in some cases, added.

#### **VI. New Business Matters**

Marvin: He would like a discussion in a Board meeting regarding best practices while using technology in education. For example, he would not like student names listed on websites. Leah reminded the Board that if anyone wanted an item added to the agenda, they should email her with the topic and she will add it to the agenda. She will add this topic to the next agenda.

##### **A. Date for next Regular SPLC Governing Council Meeting – Scheduled for January 25, 2018 at 5:00 pm**

#### **VII. Adjournment**

Motion by Meredith Winters that we ADJOURN.

Seconded by Amber Romero

Carried All in Favor

Meeting adjourned at 6:45 PM

Note: \* Indicates Action / Approval Item

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Tonya McCullough at [tmccullough@sslc-nm.com](mailto:tmccullough@sslc-nm.com) or (505) 296-7677 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 9, 2018

Tonya McCullough  
Southwest Preparatory Learning Center  
10301 Candelaria Rd., NE  
Albuquerque, NM 87112

Dear Ms. McCullough:

Thank you for your notification of a governing body resignation and a governing body designation dated December 15, 2017 in which Southwest Preparatory Learning Center provided notification to the Public Education Commission (PEC) of the resignations of Ken Chapman and Meredith Winters and the designations of Alissa Mavridis and Aaron Redd.

The notification did not contain all required information; please provide a signed and notarized Affidavit of Governing Body Member for Ms. Mavridis, and the governing board minutes wherein Mr. Redd's designation was accepted no later than January 19, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 18, 2018

Tonya McCullough  
Southwest Preparatory Learning Center  
10301 Candelaria Rd., NE  
Albuquerque, NM 87112

Dear Ms. McCullough:

Thank you for your notification of governing body resignations and governing body designations dated December 15, 2017 in which Southwest Preparatory Learning Center provided notification to the Public Education Commission (PEC) of the resignations of Ken Chapman and Meredith Winters and the designations of Alissa Mavridis and Aaron Redd. All documentation has now been received

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



## School Governance Change

### **Southwest Secondary Learning Center**

On December 12, 2017 a vacancy was created on the governing board by the resignation of Vic Fantozi. All documentation has been received in a timely fashion.

On December 12, 2017, the vacancy was filled by the designation of Laura Saunders. All documentation has been received in a timely fashion.

The board currently has five governing board members. The Annual Report states there will be six members, but the minutes accompanying the report state there was a vote for seven. Clarification has been requested.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Southwest Secondary Learning Center      Current Number of Governing Body Members: 5

Date submitted: 12/13/2017      Contact Name: Savannah Lopez      E-mail: slopez@sslc-nm.com

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Vic Fantozzi	10205 San Gabriel NE ABQ, NM 87111 505-228-5895	Resignation	12/12/2017	Resignation - Personal	From: 6/1/2015 To: 12/31/2017
	Click here to enter email address.				
Laura Saunders	5307 Avenida Cuesta NE Abq NM 217-622-2609	Designation	12/12/2017	Designation	From: 12/12/2017 To: Click here to enter a date.
	Lsaunders6@gmail.com				
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: Cheryl Brody      Date: 12/12/17

Printed Name of Governing Council President or Designee: Cheryl Brody

**From:** Vic Fantozzi <[vic@vfantozzi.com](mailto:vic@vfantozzi.com)>  
**Sent:** Tuesday, December 5, 2017 9:59 AM  
**To:** Cheryle Brody  
**Subject:** resignation

I am humbled and honored to have had the pleasure to have served on the board of Southwest Secondary Learning Center for the past 2 and ½ years, but the time has come for the new generation to continue their excellent work and leadership without the old man. Therefor, please accept this note as my resignation as of Dec. 31st., 2017.

Vic Fantozzi

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Laura Sanders, after being duly sworn, state as follows:

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

[Signature]  
[Signature]

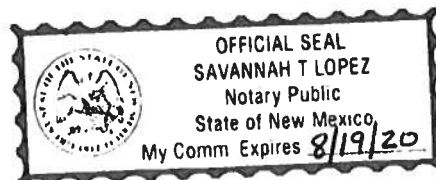
12/12/17  
Date

SSLC, Governing Body Member of SSLC  
Charter School

Subscribed and sworn to before me, this 12 day of Dec, 20 17

[Notary Seal:]

[Signature]  
[signature of Notary]  
Savannah Lopez  
[typed name of Notary]



NOTARY PUBLIC

My commission expires: 8/19, 2020.

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

We, the undersigned, make up the governing body of the Southwest Secondary Learning Center located in Albuquerque, New Mexico.

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

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

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

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

THE FOLLOWING MEMBERS OF Southwest Secondary Learning Center GIVE THE FOREGOING STATEMENT THIS 12 DAY OF December, 2017.

1. [signature]  
[signature]

Krista Keay  
[print]

2. [signature]  
[signature]  
Sean L. Hendrickson  
[print]

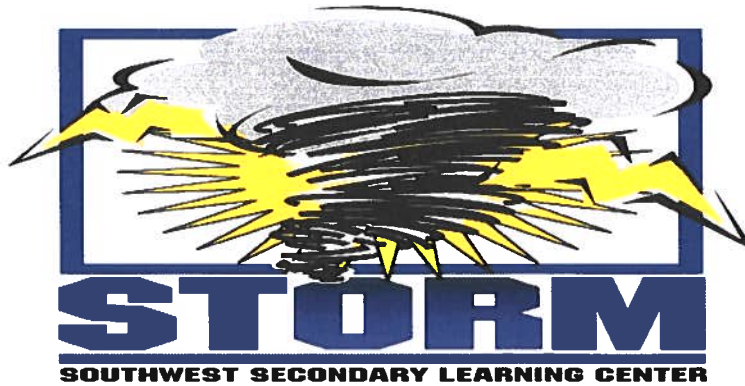
3. [signature]  
[signature]  
DEBORAH J. LANSDALE  
[print]

4. [signature]  
[signature]

Cheryle Brady  
[print]

5. [signature]  
[signature]

Laura Sanders  
[print]



Regular Governance Council  
Board Meeting Minutes of  
Tuesday, December 12<sup>th</sup>, 2017

**Board Members Present**

Vic Fantozzi, Cheryle Brody,  
Sean Hendrickson, Deborah Lansdell,  
Krista Keay, Laura Sanders

**Board Members Absent**

None

**Also in Attendance**

Walter Feldman  
Abby Lewis, Chris Lutz,  
Sean Fry

**Public in Attendance**

Rick Saylor, Matt Jackson

These minutes were approved on \_\_\_\_\_

By a vote of \_\_\_ yes \_\_\_ no \_\_\_ absent \_\_\_ abstained

\_\_\_\_\_ President

\_\_\_\_\_ Board Secretary

**Submitted by  
Savannah Lopez  
Secretary to the Board**

*(\*Items up for approval during this meeting are in RED)*

*\*All policies are available to the public, please e-mail the Secretary to the Board (Savannah Lopez) if you would like a copy of the policies discussed in this document.*

## **CALL TO ORDER**

Ms. Brody called the Southwest Secondary Learning Center (SSLC) Regular Governing Council meeting to order on Tuesday, December 12<sup>th</sup> at 5:07 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

## **ROLL CALL**

Ms. Brody asked Savannah to call roll. Savannah called Mr. Fantozzi, here; Mr. Hendrickson, here; Ms. Brody, here; Ms. Lansdell, here; Ms. Keay, here. All present.

## **PLEDGE OF ALLEGIANCE**

Ms. Brody asked everyone to stand and join her in the Pledge of Allegiance.

## **ADOPTION OF THE AGENDA**

Ms. Brody asked for a motion to adopt the agenda. Ms. Lansdell made the motion to adopt the agenda and Mr. Hendrickson seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## **REVIEW / APPROVAL OF MINUTES**

Ms. Brody asked for a motion to approve the minutes from November 8<sup>th</sup>, 2017. Ms. Lansdell made the motion to approve the minutes and Ms. Keay seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## **CLOSED SESSION**

Ms. Keay moved for the SSLC Governing Council to precede Closed Session Pursuant to Section 10-15-1 (H)(2) and (H)(7) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters regarding the Head Administrator, as well as litigation in which the public body is a participant, and invites Mr. Feldman, Ms. Lewis, and Mr. Jackson to join, and Mr. Hendrickson seconded the motion. Ms. Brody asked Savannah to take a roll call vote. Savannah called Mr. Fantozzi, yes; Ms. Brody, yes; Mr. Hendrickson, yes; Ms. Keay, yes; and Ms. Lansdell, yes. Ms. Brody closed the SSLC Governing Council Meeting.



## OPEN SESSION

Mr. Hendrickson moved for the SSLC Governing Council to go back into an open session and Ms. Keay seconded. Ms. Brody stated that no action was taken, only matters discussed where matters on the agenda. Ms. Brody asked Savannah to take a roll call vote. Savannah called Mr. Fantozzi, yes; Ms. Brody, yes; Mr. Hendrickson, yes; Ms. Keay, yes; and Ms. Lansdell, yes. Ms. Brody opened the SSLC Governing Council meeting.

### Action:

Mr. Hendrickson made a motion to approve the discharge of Mr. Kirk Hartom as Head Administrator and Ms. Lansdell seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## PUBLIC COMMENT

*None.*

### ACTION ITEMS:

#### *\*Potential New Board Member*

Ms. Brody and Mr. Fantozzi introduced Ms. Laura Sanders. After Laura introduced herself and spoke on her goals as a new board member the Council voted. Ms. Brody asked for a motion to accept Ms. Laura Sanders as a new board member. Mr. Hendrickson made the motion and Ms. Keay seconded. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

**Mr. Fry presented the finance packet to the Council.**

## VOUCHER APPROVALS

Ms. Brody asked for a motion to approve the Check Register/Voucher Approvals for December. Ms. Keay made the motion and Ms. Lansdell seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## NOVEMBER BANK RECONCILIATION

Ms. Brody asked for a motion to approve the November Bank Reconciliation. Ms. Keay made the motion and Mr. Hendrickson seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## BUDGET ADJUSTMENT REQUESTS

Mr. Fry explained the BAR's to the Council and asked for a motion to approve the following BAR's:

- BAR 7-I

- BAR 8-I
- BAR 3-IB
- BAR 9-I
- BAR 10-D

Ms. Keay made the motion to approve all BAR's listed above and Mr. Fantozzi seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **PERMANENT CASH TRANSFER**

Mr. Fry explained the Permanent Cash Transfer and asked for a motion to approve. Ms. Keay made a motion to approve the Permanent Cash Transfer and Ms. Lansdell seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **WELLNESS POLICY/SAFE SCHOOL PLAN**

Mr. Feldman presented the Safe School Plan. Ms. Brody asked for a motion to approve the Safe School Plan as presented. Ms. Keay made the motion and Mr. Fantozzi seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **CREATION OF LEASE PURCHASE AGREEMENT NEGOTIATION SUBCOMMITTEE**

Ms. Lewis suggested that SSLC Governing Council create a subcommittee to discuss Lease Purchase business. The council stated that the goal is for SSLC to buy the building alone and not purchase with SPLC. Ms. Brody asked Council members who would agree to join, along with herself. The subcommittee contains Ms. Brody, Ms. Keay, Ms. Lewis, and Mr. Feldman. Mr. Hendrickson made a motion to approve the subcommittee and Ms. Keay seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **INFORMATION ITEMS**

#### **REPORT FROM SCHOOL ADMINISTRATION**

Mr. Feldman updated the Council on how the students and staff are doing and presented to the board a Telephone quote and Internet/Computer quote. Tim presented the quotes to the Council and explained why the school needs these updates in order to function properly.

Mr. Feldman made the board aware that Ms. Sawayda (counselor) has resigned and SSLC has an add out and is looking to hire a full time counselor as soon as possible.

Mr. Feldman let the Council know that all fire drills have been complete at this time.

Mr. Feldman informed the Council of the upcoming in-service for teachers and staff.

Ms. Lopez informed the Council that SSLC administration would like to do some advertising with the Wyatt Company – she informed the Council that she would present them with the company’s proposal as soon as she receives it.

#### **ACADEMIC COACH REPORT**

Ms. Lutz informed the Council that she has completed a few evaluations and how EOC testing is going. Ms. Lutz also informed the Council that SSLC’s Student Council will be sending a letter to Aztec High to show support and condolences.

#### **IT REPORT:**

Mr. Walsh made the Council aware that he is working on E-Rate at this time and also asked the Council about updating the website. The Council confirmed that all changes to the website should come from administration.

#### **COST SHARING MOU:**

Ms. Lewis presented the signed MOU (signed by both SPLC and SSLC Councils) and stated that it is complete. Mr. Pasztor is now able to create a PO to begin payment.

#### ***DISCUSSION ITEMS***

##### **Board Member Resignation**

Ms. Brody stated that Mr. Fantozzi is resigning from the SSLC Governing Council. *Mr. Fantozzi gave his thanks to board members and staff.*

#### **CLOSING BUSINESS**

#### **ANNOUNCEMENTS**

-SSLC Christmas Gathering Reminder

#### **NEXT SCHEDULED MEETING**

*January 10, 2018 at 5:00 PM in the SSLC Conference Room.*

#### **ADJOURNMENT**

Ms. Brody asked for a motion to adjourn today’s regular SSLC Governing Council meeting. Mr. Fantozzi made the motion and Ms. Keay seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed. Ms. Brody adjourned the meeting at 7:52 PM.



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 18, 2017

Savannah Lopez  
Southwest Secondary Learning Center  
10301 Candelaria, NE  
Albuquerque, NM 87112

Dear Ms. Lopez:

Thank you for your notification of a governing body resignation and a governing body designation dated December 13, 2017 in which Southwest Secondary Learning Center provided notification to the Public Education Commission (PEC) of the resignation of Vic Fantozzi and the designation of Laura Saunders.

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 13, 2017

Savannah Lopez  
Southwest Secondary Learning Center  
10301 Candelaria, NE  
Albuquerque, NM 87112

Dear Ms. Lopez:

Thank you for your notification of a governing body resignation and a governing body designation dated December 13, 2017 in which Southwest Secondary Learning Center provided notification to the Public Education Commission (PEC) of the resignation of Vic Fantozzi and the designation of Laura Saunders.

The notification did not contain all required information; please provide the minutes wherein Laura Saunder's designation was accepted no later than December 26, 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 will be presented to the PEC at the meeting on January 11, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **Taos Integrated School of the Arts**

On April 18, 2017, a vacancy on the governing board was created by the resignation of Ernest Ortega as his term had expired. Mr. Ortega wished to serve a further term, but needed approval from his place of business to accept another term. On May 3, the school declared Mr. Ortega would be allowed to return to the board, but formal acceptance was delayed.

On September 26, 2017, Aileen Godat filled the vacancy created by Mr. Ortega. Notification did not occur until December 2017. Documentation was not received before she left the board.

On October 23, 2017, a vacancy was created on the governing board by the resignation of Chris Pieper. This vacancy was filled on the same date by the formal acceptance of Ernest Ortega's return to the board. Also at this board meeting, the board designated Karen Paull to be a governing board member starting in December and in anticipation of the resignation of Jill Cline at that same point.

On November 29, 2017, a vacancy was created on the board by the resignation of Aileen Godat.

On December 19, 2017, Karen Paull informed the school she would be unable to accept the position of governing board member. Jill Cline also resigned as planned. Also on December 19, 2017, the vacancies caused by the resignation of Aileen Godat and Jill Cline were filled by the designations of Pennie Herrera Wardlow and Pam Harris.

All documentation has been received at this point. The board currently has five seated members and is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Taos Integrated School of the Arts

Current Number of Governing Body Members: 5

Date submitted: 12/5/2017

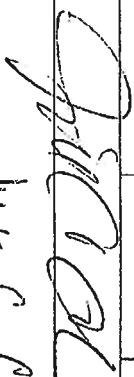
Contact Name: Rich Greywolf

E-mail: [rgreywolf@tisataos.org](mailto:rgreywolf@tisataos.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
Chris Pieper	PO Box 102 Arroyo Seco, NM 87571 575-751-9100	Resignation	10/23/2017	Took on the role of President for local acequia association	From: 10/10/2012 To: 10/23/2017
	<a href="mailto:mudnfllood@gmail.com">mudnfllood@gmail.com</a>				
Aileen Godat	El Prado NM 87529 575-770-1005	Resignation	11/29/2017	Aileen left to take care of ill brother back East	From: 9/26/2017 To: 11/29/2017
	<a href="mailto:aileengodat@gmail.com">aileengodat@gmail.com</a>				
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.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

 Date: 12/15/17  
Rich C. Lane, President



# 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: Taos Integrated School of the Arts

Current Number of Governing Body Members: 5

Date submitted: 10/23/2017

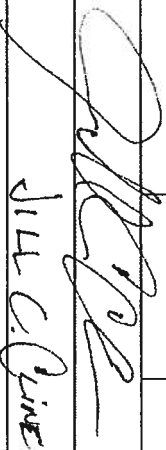
Contact Name: Rich Greywolf

E-mail: rgreywolf@tisataos.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
Ernest Ortega	PO Box 2003 505-670-3038 taomelo@nmcourts.gov	Designation	10/23/2017	NA	From: 10/23/2017 To: Current
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

 Date: 10/23/17  
Jill C. Givne, President

# 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

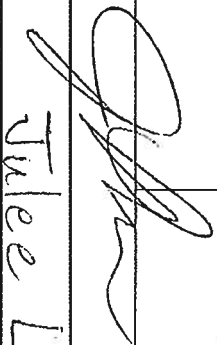
Name of State-Chartered School: Taos Integrated School of the Arts | Current Number of Governing Body Members: 5

Date submitted: 12/5/2017 | Contact Name: Rich Greywolf | E-mail: rgreywolf@tisataos.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
Karen Paul	El Prado, NM 87529 213-718-1804 karenjpaul@gmail.com	Resignation	12/19/2017	Unable to commit to time	From: 10/23/2017 To: 12/19/2017
Jill Cline	HC 71 Box 45 Taos, NM 87571 575-770-1327 jcline@cybermesa.com	Resignation	12/19/2017	Family and other community obligations	From: 8/13/2014 To: 12/19/2017
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.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

  
Julie LaMure

Date: 12/21/17

# 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: Taos Integrated School of the Arts | Current Number of Governing Body Members: 5

Date submitted: 12/20/2017 | Contact Name: Rich Greywolf | E-mail: rgreywolf@tisataos.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
Pam Harris	109 Hondo Seco Rd Arroyo Hondo, NM 87513 213-718-1804	Designation	12/19/2017	Click here to enter Board Member name	From: 1/16/2018 To: Current
Pennie Herrera Wardlow	114 Dona Luz St Taos, NM 87571 575-741-1444 575-758-0080	Designation	12/19/2017	Click here to enter Board Member name	From: 1/16/2018 To: Current
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:



Date: 12/21/17

Printed Name of Governing Council President or Designee:

Julie LaMure



Richard Greywolf <[rgreywolf@tisataos.org](mailto:rgreywolf@tisataos.org)>

GC

elana & chris <muddnflood@gmail.com>

Tue, Dec 19, 2017 at 10:24 AM

To: Richard Greywolf <[rgreywolf@tisataos.org](mailto:rgreywolf@tisataos.org)>

Director Greywolf and Board - thank you for all the work you have done to provide a safe and supportive educational experience for the children and families attending TISA. Your efforts have undoubtedly made our community a better place!

My time on the board has come to an end, but my involvement with TISA has not. I wish to continue to volunteer my time to this wonderful school.

Please accept my resignation and may your year be blessed with peace and prosperity,

Chris Pieper

[Quoted text hidden]

Elana Lombard  
Mudd N Flood Mountain Shop  
103A Bent St  
Taos, NM 87571  
575-751-9100

12/19/2017

TISA Mail - resignation



Richard Greywolf <rgreywolf@tisataos.org>

---

## resignation

1 message

---

**Aileen Godat** <aileengodat@gmail.com>

Tue, Dec 19, 2017 at 10:36 AM

To: Richard Greywolf <rgreywolf@tisataos.org>

I'm so sorry due to a illness in my family I an unable to be on the board committee at this time.

Thank You Aileen Godat



## The letter of resignation

Tue, Dec 19, 2017 at 11:03 AM

**Karen Paull**

—

PO Box 668  
Taos, NM 87571

**Karen Paull**  
Executive Producer  
The Marijuana Show  
Karenjpaul@gmail.com  
213-718-1804  
themarijuanashow.com

# JILL CACY CLINE

December 7, 2017

Taos Integrated School of the Arts  
118 Toalne Street  
Taos, NM 87571

Re: Resignation from TISA Governing Council

Dear Mr. Greywolf:

I have been with the TISA Governing Council since the summer of 2014. It has been my pleasure to be part of this school for the last 3 ½ years. We have accomplished much in this period of time, including the three biggest: seeing the charter renewed; getting to a new campus!!; and you and your staff pulling up the school grade to a B.

It has been a great run!

However, I have been overextended in my family and community obligations for a very long time. My biggest goal was to stay involved with TISA until all grades were consolidated onto one campus. Having seen our team accomplish this goal, it is time for me to let go of my involvement with TISA and focus on my family and another youth project, which I have been spearheading for the last several months.

I know that our policy requires a 30-day notice of resignation. Therefore, please accept this resignation effective on the date of our next regularly scheduled GC meeting, knowing then, that my last meeting to participate as a member will be the January 2018 meeting.

It has truly been my pleasure to be part of the TISA team, and I am so proud of what we have accomplished. I will remain a community ally for as long as you need one!

All the best to you, the Governing Council, and the TISA team.



Jill Cline  
TISA Governing Council, President



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, Pennie Wardlow, after being duly sworn, state as follows:

1. My name is Pennie Wardlow and I reside in Valdez, New Mexico.
2. I am a member of the governing body of the TISA charter school located in Taos, 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.

Pennie Wardlow  
[Signature]

Jun 25, 2018  
Date

TISA, Governing Body Member of TISA Charter School

Subscribed and sworn to before me, this 25 day of January, 2018

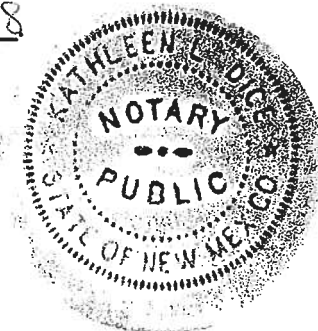
[Notary Seal:]

Kathleen L Dice  
[signature of Notary]

Kathleen L Dice  
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 11-14-2018



Revised 5-1-09

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, ERNEST ORTEGA, after being duly sworn, state:

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

[Signature]  
[Signature]

01.26.18  
Date

ERNEST ORTEGA  
[Print]

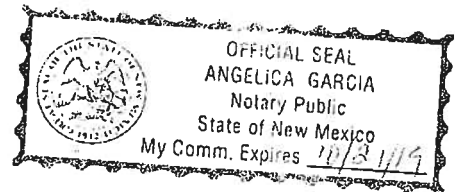
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26<sup>th</sup> day of January, 2018.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 10/21, 2019.



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
COUNTY OF Taos )

I, Pamela D. Harris, after being duly sworn, state as follows:

1. My name is Pamela Harris and I reside in Arroyo Hondo NM, New Mexico.
2. I am a member of the governing body of the TISA charter school located in Taos NM, 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.

Pamela D. Harris  
[Signature]

1-23-18  
Date

TISA, Governing Body Member of Taos Intersected Charter School  
School of the Arts

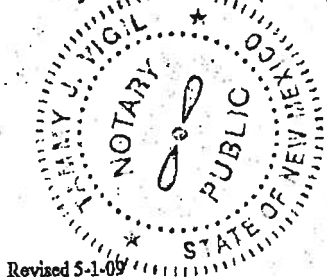
Subscribed and sworn to before me, this 23rd day of January, 2018.

[Notary Seal:]

Tammy J. Vigil  
[signature of Notary]  
Tammy J. Vigil  
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 11/30/2020



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

We, the undersigned, make up the governing body of the Taos Integrated School of the Arts, located in \_\_\_\_ Taos \_\_\_\_\_, New Mexico.


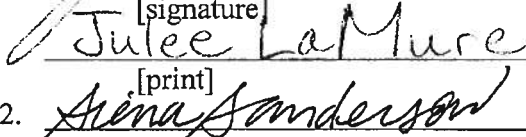
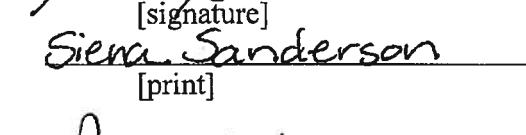
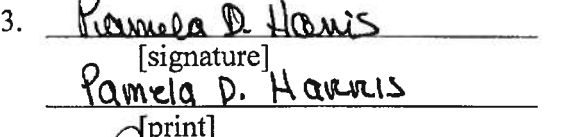
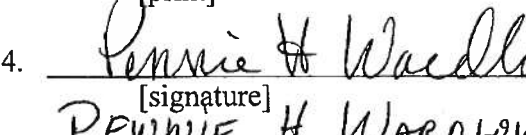
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Taos Integrated School of the Arts'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 Taos Integrated School of the Arts GIVE THE FOREGOING STATEMENT THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2011.

1.   
[signature]  
Julie LaMure  
[print]
2.   
[signature]  
Siena Sanderson  
[print]
3.   
[signature]  
Pamela D. Harris  
[print]
4.   
[signature]  
PENNIE H WARLOW  
[print]
5.   
[signature]  
ERNEST ORTEGA  
[print]

Attach additional pages if membership exceeds five.

Revised 10-5-2011

**TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL**

Tuesday, September 26, 2017 6:00 p.m.

118 Toalne Drive, Taos, New Mexico

*Where decisions for children are made with heart and mind!*

**MINUTES**

MEMBERS	PRESENT	ABSENT
Jill Cline, President	X	
Julee LaMure, Vice President	X	
Sienna Sanderson, Member	X	
Chris Pieper, Member		X

Staff Present: Richard Greywolf, Director

- I. (1) Call to order/establish quorum
- II. (2) Agenda (Action Item) Julee LaMure moves to approve the agenda and Sienna seconds.
- III. (3) Minutes from August 24, 2017 Julee LaMure moves to approve the agenda and Sienna seconds.
- IV. (4) Governing Council statement regarding public comments No Public comment
- V. (5) Public Comments- Please sign the Public Attendance Sheet and limit comments to 2 minutes.
- VI. (6) Financial Report No financial report
  - a. Financial Reports - (Action Item)
  - b. BARS - (Action Item)
  - c. Finance Committee Update
  - d. Audit Committee Update
  - e. Report on Lease affordability

VII. (7) Director's Report

a. Director notifies Governing council that Judge Ernest Ortega, is interested in reconvening on governing council.

VIII. (8) Vote on new member to Governing Council, Aileen Godat (Action Item)

Jill Cline calls for a roll call vote. Julee LaMure votes aye, Sienna Sanderson votes aye, and Jill Cline votes aye. Aileen Godat is unanimously voted in as a new governing council member.

IX. (8) Facility update No update at this time

X. (9) Facility Policy (Action)

XI. (10) Closed Session – Discuss Director Review (Requires roll call vote to move into closed session; identify non council members to be invited into the closed session)

Acquisition of real property NMSA 1978, 10-15- 1(H)(8)

Limited Personnel Matters; NMSA 1978, 10-15-1 (H)7

Discussion of Individual Student Information; NMSA 1978, 10-15-1(H)(4)

XII. (11) Reconvene in Open Session (Requires that President confirms the only matters discussed in closed session where the items on the agenda, and then poll members by name to affirm or object. You never vote in closed session).

XIII. (12) Action on items discussed in closed session.

XIV. (13) Review date of next meeting

XV. (14) Adjournment Jill moves to adjourn meeting at 8:30pm, Julee LaMure moves to adjourn and Sienna seconds.

*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 Rich Greywolf at 575-779-9311 least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Rich Greywolf at 575-779-9311 if a summary or other type of accessible format is needed.*

## TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL

Monday, October 23, 2017 6:00 p.m.

118 Toalne Drive, Taos, New Mexico

*Where decisions for children are made with heart and mind!*

### MINUTES

MEMBERS	PRESENT	ABSENT
Jill Cline, President	X	
Julee LaMure, Vice President	X	
Sienna Sanderson, Member	X	
Chris Pieper, Member		X
Aileen Godat, Member		X

Staff Present: Richard Greywolf, Director, Ernest Ortega

- I. (1) Call to order/establish quorum Governing Council was called to order at 6:15 pm, Governing Council members toured the facilities
- II. (2) Agenda (Action Item) Julee LaMure makes a motion to accept the agenda with amendment of moving Item VIII to XIII as presented Sienna Sanderson seconds. Agenda is accepted.
- III. (3) Minutes from September 26, 2017, Sienna Sanderson moves to accept the minutes as presented Julee LaMure seconds the minutes are accepted.
- IV. (4) Move to reinstate Ernest Ortega to the Governing Council (Action Item) Julee LaMure moves to reinstate Ernest Ortega as a governing council member, Julee LaMure seconds Ernest Ortega is reinstated as a governing council member
- V. (5) Move to formerly accept Chris Pieper's resignation Julee LaMure moves to formerly accept Chris Pieper's resignation, Sienna Sanderson seconds. Chris Pieper's resignation is formerly recognized and accepted.
- VI. (6) Governing Council statement regarding public comments
- VII. (7) Public Comments- Please sign the Public Attendance Sheet and limit comments to 2 minutes. No public comments

- VIII. -→ moved to item no. 13 (8) Financial Report
- a. Financial Reports - (Action Item)
  - b. BARS - (Action Item)
    - i Library Funds \$2,556
    - ii Lease Assistance \$106, 020
  - c. Finance Committee Update
  - d. Audit Committee Update
  - e. Report on Lease affordability
    - Ernest Ortega moves to accept BARs and Julee LaMure seconds.
- IX. (9) Director's Report
- X. (10) Vote on changing bylaws to reflect 7 members rather than 5 members on the governing council (Discussion Item) (Action Item) Julee LaMure moves to *accept members five to seven contingent on if we fill positions before the following month, if we are unable to increase numbers the membership shall remain at five.* Sienna Sanderson seconds.
- XI. (11) Review applicants for Governing Council Karen Paul (Discussion Item) (Action Item) Julee LaMure moves to accept Karen Paul as Governing Council member, Sienna Sanderson seconds.  
*Governing council reviewed both Karen Paul and Wendy Robbin. After discussion, governing council decided that they could not accept both nominations as the pair are married. Governing council voted in Karen Paul as a member and suggested Wendy Robbins serve on Friends of TISA board. In addition, Governing Council wanted it noted that nomination would not be in effect until Karen Paul could formerly accept in December.*
- XII. (12) Facility update Waiting for final invoice to CES
- XIII. (13) Facility Policy (Action) Tabled to be carried to next month
- XIV. (14) Closed Session – Discuss Director Review (Requires roll call vote to move into closed session; identify non council members to be invited into the closed session)
- Acquisition of real property NMSA 1978, 10-15- 1(H)(8)
  - Limited Personnel Matters; NMSA 1978, 10-15-1 (H)7
  - Discussion of Individual Student Information; NMSA 1978, 10-15-1(H)(4)
- XV. (15) Reconvene in Open Session (Requires that President confirms the only matters discussed in closed session where the items on the agenda, and then poll members by name to affirm or object. You never vote in closed session).
- XVI. (16) Action on items discussed in closed session. NO closed session



XVII. (17) Review date of next meeting Next meeting 21<sup>st</sup> of November(18) Adjournment Jill Cline calls adjournment at 8:15 pm

*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 Rich Greywolf at 575-779-9311 least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Rich Greywolf at 575-779-9311 if a summary or other type of accessible format is needed.*

**TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL**

Wednesday, November 29, 2017 6:00 p.m.

118 Toalne Drive, Taos, New Mexico

*Where decisions for children are made with heart and mind!*

**Minutes**

MEMBERS	PRESENT	ABSENT
Jill Cline, President	X	
Julee LaMure, Vice President	X	
Sienna Sanderson, Member	X	
Ernest Ortega, Member	X	
Aileen Godat, Member		X
Karen Paul, Member		

Staff Present: Richard Greywolf, Director , Linda Seto. 4<sup>th</sup> Grade Teacher

- I. (1) Call to order/establish quorum *Jill Cline calls meeting to order at 5:15*
- II. (2) Agenda (Action Item) *Board members listed inappropriately on Agenda take off Karen Paul, as she could not formerly accept until the end of December. Governing Council also requires that item VI be struck from the agenda. Julee LaMure moves to accept agenda as revised Sienna Sanderson seconds.*
- III. (3) Review and approve minutes from October 23, 2017(Action Item) *Correct minutes as follows. Item X should read vote to accept members five to seven contingent on we fill positions before the following month, if we are unable to increase numbers the membership shall remain at five. Also Item XI Note that Governing council reviewed both Karen Paul and Wendy Robbin. After discussion, governing council decided that they could not accept both nominations as the pair are married. Governing council voted in Karen Paul as a member and suggested Wendy Robbins serve on Friends of TISA board. In addition, Governing Council wanted it noted that nomination would not be in affect until Karen Paul could formerly accept in December. Also note that the statement of increase statement should be removed from item XI. Julee LaMure moves to accept minutes as revised and Sienna Sanderson seconds.*
- IV. (4)Announcements *No announcements at this time.*
- V. (5) Accept resignation of Aileen Godat from the Governing Council (Action Item)

*Julee LaMure moves to accept the resignation of Aileen Godat and Sienna Sanderson seconds.*

- VI. ~~(6) Propose changes to the governing council size from 7 to 5 members (Discussion, Action Item)~~

- VII. (7) Governing Council statement regarding public comments

*Linda Seto congratulates Ernest Ortega and Sienna for awards and discusses Centinnet Bank Grant award and Patsy Kinney's Golden Apple Grant Award.*

- VIII. (8) Public Comments- Please sign the Public Attendance Sheet and limit comments to 2 minutes.

- IX. (9) Financial Report

*No Items to approve at this time.*

- a. Financial Reports - (Action Item)
- b. BARS - (Action Item)
- c. Finance Committee Update
- d. Audit Committee Update
- e. Report on Lease affordability

- X. (10) Director's Report

- a. NMDash

*Rich Greywolf reported that the school has currently adopted the NMDash for implementation strategy*

- b. Implementation of intensive strategies

- i Khan Academy
- ii Lexia
- iii iStation
- iv iXL

- c. Attendance School is currently at 157

- d. Absenteeism *Rich Greywolf has reported implementation of Archery Tag as a reward for highest attendance in grades 4<sup>th</sup> -8<sup>th</sup>.*

- e. School Song Contest

- f. Staff Update

*Rich Greywolf reported that Audrey Edinger will be the long term sub for the 7<sup>th</sup> grade and Language Arts and Social Studies teacher for 6, 7, and 8<sup>th</sup> grades*

- XI. (11) Discussion of Policies and procedures around background checks (Discussion Item, Action) *Rich Greywolf proposed changes to background check policy. No action was taken at this time and will be readdressed at the next Governing Council Meeting.*

- XII. (12) Schedule training with Patty Matthews and Deanna Gomez on fiduciary duties and procurement (Discussion, Action Item) *Deanna Gomez discussed administration gaps in procedures, additional training suggested with Deanna Gomez and Patti Matthews. Governing Council asks to table until next meeting and give dates with a calendar in January*

- XIII. (13) Facility Policy (Discussion, Action Item) *No Discussion or Action Item at this time*

XIV. (14) Closed Session – Discuss Director Review (Requires roll call vote to move into closed session; identify non council members to be invited into the closed session) *No need to go into Closed Session*

Acquisition of real property NMSA 1978, 10-15- 1(H)(8)

Limited Personnel Matters; NMSA 1978, 10-15-1 (H)7

Discussion of Individual Student Information; NMSA 1978, 10-15-1(H)(4)

XV. (15) Reconvene in Open Session (Requires that President confirms the only matters discussed in closed session where the items on the agenda, and then poll members by name to affirm or object. You never vote in closed session).

XVI. (16) Action on items discussed in closed session.

XVII. (17) Review date of next meeting *Next meeting is set for December 19, at 5:00 pm*

XVIII. (18) Adjournment *Jill calls meeting to adjourn at 6:47 Julee LaMure moves and Sienna Sanderson seconds.*

*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 Rich Greywolf at 575-779-9311 least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Rich Greywolf at 575-779-9311 if a summary or other type of accessible format is needed.*

# TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL

Tuesday, December 19, 2017 6:00 p.m.

118 Toalne Drive, Taos, New Mexico

*Where decisions for children are made with heart and mind!*

## MINUTES

MEMBERS	PRESENT	ABSENT
Jill Cline, President	X	
Julee LaMure, Vice President	X	
Sienna Sanderson, Member	X	
Ernest Ortega, Member	X	
Karen Paul, Member		X

Staff Present: Richard Greywolf, Director  
Linda Seto, Teacher

- I. (1) Call to order/establish quorum *Jill Cline calls meeting to order at 6:03 pm.*
- II. (2) Agenda (Action Item) *Julee LaMure moves to approve agenda as presented, Ernie Ortega seconds. Board unanimously votes to accept agenda. No abstentions.*
- III. (3) Review and approve minutes from November 21, 2017 and Special Meeting on December 11, 2017(Action Item) *Julee LaMure moves to accept minutes with revision to Item XIII to read no action taken at this time. Item tabled until the next meeting. Siena Sanderson seconds with no abstentions.*
- IV. (4) Announcements *Julee LaMure announced congratulations to Judge Ernie Ortega who was recently recognized as one of Taos Unsung Heroes. Jill Cline announced that Common Grounds would be getting a space for their teen program.*
- V. (5) Governing Council statement regarding public comments *No public comments*
- VI. (6) Public Comments- Please sign the Public Attendance Sheet and limit comments to 2 minutes.

- VII. (7) Accept resignation of Karen Paul from Governing Council. (Discussion, Action Item) *Ernest Ortega moves to accept Karen Paul's resignation, Julee LaMure seconds. The resignation passes unanimously with no abstentions.*
- VIII. (8) Accept resignation of Governing Council member Jill Cline. (Discussion, Action Item) *Ernest Ortega moves to accept Jill Cline's resignation at effective midnight on December 19, 2017, Julee seconds. Board unanimously votes to accept resignation. No abstentions.*
- IX. (9) Review and vote on the acceptance of Pennie Herrera Wardlow to the Governing Council (Discussion, Action Item) *Julee LaMure Ortega moves to accept Pennie Herrera Wardlow as a new member to the Governing Council effective as of midnight December 19, 2017 Sienna Sanderson seconds.*
- X. (10) Review and vote on the acceptance of Pam Harris to the Governing Council (Discussion, Action Item) *Julee LaMure Ortega moves to accept Pam Harris as a new member to the Governing Council effective as of midnight December 19, 2017 Ernie Ortega seconds.*
- XI. (11) Vote in new officers: President, Vice President, Secretary, Treasurer
- XII. *Governing Council elects new officers. Julee LaMure President, Sienna Sanderson Vice President, Penny Herrera Wardlow Secretary, Pam Harris Treasurer. Ernest Ortega moves to accept the new officers effective as of midnight December 19, 2017, Julee LaMure seconds, Board unanimously votes to accept appointees. No abstentions.*
- XIII. (12) Closed Session – Discuss Director Review (Requires roll call vote to move into closed session; identify non council members to be invited into the closed session)
- Acquisition of real property NMSA 1978, 10-15- 1(H)(8)
- Limited Personnel Matters; NMSA 1978, 10-15-1 (H)7
- Discussion of Individual Student Information; NMSA 1978, 10-15-1(H)(4)
- XIV. (13) Reconvene in Open Session (Requires that President confirms the only matters discussed in closed session were the items on the agenda, and then poll members by name to affirm or object. You never vote in closed session). *Jill Cline called governing council back into open session and confirmed that only matters discussed in closed session were the items on the agenda, and then polled members by name to affirm. No one voted in closed session.*
- XV. (14) Action on items discussed in closed session.  
*Julee LaMure moved to authorize Patti Matthews to update the settlement agreement to include \$8500 security deposit. Siena Sanderson seconded.*
- XVI. (15) Financial Report

- a. Financial Reports - (Action Item)
- b. BARS - (Action Item) *No BARS*
- c. Finance Committee Update *Deanna Gomez suggested that the finance committee to have a meeting*
- d. Audit Committee Update
- e. Report on Lease affordability

XVII. (16) Director's Report

XVIII. (17) Amend calendar to reflect the correct amount of days as indicated by PED review. (Action and Discussion) *Ernie Ortega moves to amend the calendar Sienna Sanderson seconds.*

XIX. (18) Amend hours in contract to reflect the correct hours for K-8, to be proposed to PEC. (Action and Discussion) *Ernie Ortega moves to allow Rich Greywolf, Director to propose to the PEC in the February meeting clarification of the current contract.*

XX. (19) Review date of next meeting *Ernie Ortega moves to have the next Governing Council meeting on January 16, 2018 at 6:00 pm and Sienna Sanderson seconds.*

XXI. (20) Adjournment *Julee LaMure adjourns the meeting Sienna Sanderson moves to adjourn and Ernest Ortega seconds.*

*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 Rich Greywolf at 575-779-9311 least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Rich Greywolf at 575-779-9311 if a summary or other type of accessible format is needed.*



Megan Bowers Avina <megan@tisataos.org>

---

## Tisa Board

---

**Megan Bowers Avina** <megan@tisataos.org>  
To: megan <megan@tisataos.org>

Tue, Dec 12, 2017 at 11:42 AM

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

From: **Megan Bowers Avina** <megan@tisataos.org>  
Date: Tue, Dec 12, 2017 at 11:39 AM  
tisataos.org>  
Cc: pwardlow@c21success.com

Dear TISA Governing School Board ,

I am interested in joining your TISA board.

I was born and raised in Taos, NM. I have been a substitute teacher at Elementary, Junior high and High schools in Taos .

I mostly have enjoyed volunteering at all elementary schools sharing how to care for animals .

For 4 years I collected and distributed Coats for Kids in Taos.

I have been with Century 21 Success for 25 years.

I have spent a lot of time with classes at TISA and really like the environment for the children,  
the teachers are very engaged with the youth!

I am always focused on what is best for our beautiful community.

Let me know if you are interested in me as a board member.

If yes ,please provide what you expect from a member and if you have any questions ,  
please email me ( pwardlow@c21success.com) or  
call me at 575-741-1444..





**Richard Greywolf <rgreywolf@tisataos.org>**

## letter of interest

6 messages

**pam harris** <topam@taosnet.com>  
To: rgreywolf@tisataos.org

Mon, Dec 18, 2017 at 2:26 PM

**Pamela D. Harris**  
575-776-1482

Dear Mr. Greywolf,

I am interested in becoming a board member for Tisa School. I have been on several boards over the years: two mental health boards and one mutual domestic water board. I worked as a school psychologist for thirty five years. First in Washington State then in New Mexico State. I care about our educational system and would be very pleased if you would consider me for your board of directors.

Sincerely Pamela D. Harris

**pam harris** <topam@taosnet.com>  
To: "rgreywolf@tisataos.org" <rgreywolf@tisataos.org>

Mon, Dec 18, 2017 at 2:28 PM

Richard, please let me know that you have received my letter of interest. Pam

**Richard Greywolf** <[rgreywolf@tisataos.org](mailto:rgreywolf@tisataos.org)>  
To: pam harris <[topam@taosnet.com](mailto:topam@taosnet.com)>

Mon, Dec 18, 2017 at 2:44 PM

Yes, I received it.  
[Quoted text hidden]

**Richard Greywolf** <rgreywolf@tisataos.org>  
To: Ashely Romero <aromero@tisataos.org>

Mon, Dec 18, 2017 at 2:44 PM

[Quoted text hidden]

**Richard Greywolf** <rgreywolf@tisataos.org>  
To: pam harris <topam@taosnet.com>

Mon, Dec 18, 2017 at 2:45 PM

Meeting is tomorrow at 6  
[Quoted text hidden]

**Ashley Gallour** <aromero@tisataos.org> Mon, Dec 18, 2017 at 10:01 AM  
To: jcline@cybermesa.com, Julie LaMure <6lamure@gmail.com>, taomelo@nmcourts.gov, Siena Sanderson <sienasanderson@gmail.com>  
Cc: Nicole Abeyta <nicole@tisataos.com>, Richard Greywolf <rgreywolf@tisataos.org>

Mon, Dec 18, 2017 at 3:33 PM

[Quoted text hidden]

**Thank you,**

**Ashley Gaillour**  
**Administrative Assistant**

**Taos Integrated School of the Arts**  
**Phone:(575) 758-7755**  
**Fax:(575) 758-7766**

12/19/2017

TISA Mail - letter of interest

**agaillour@tisataos.org**

**\*\*\*Confidentiality Notice\*\*\***

*This electronic message transmission contains information belonging to Taos Integrated School of the Arts that is solely for the recipient named above and which may be confidential or privileged. Taos Integrated School of the Arts expressly preserves and asserts all privileges and immunities applicable to this transmission. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this communication is STRICTLY PROHIBITED. If you have received this electronic transmission in error, please notify us by telephone at (575) 758-7755. Thank you.*



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 23, 2018

Rich Greywolf  
Taos Integrated School of the Arts  
118 Toalne Lane  
Taos, NM 87571

Dear Mr. Greywolf:

Thank you for your notification of a governing body resignation and a governing body designation dated December 19, 2017 in which Taos Integrated School of the Arts provided notification to the Public Education Commission (PEC) of the resignations of Chris Pieper, Aileen Godat, Karen Paull, and Jill Cline and the designations of Aileen Godat, Ernest Ortega, Karen Paull, Pennie Herrera Wardlow, and Pam Harris.

The notification did not contain all required information, please provide signed and notarized affidavits from Mr. Ortega, Ms. Herrera Wardlow, and Ms. Harris and a Statement to Consult with PED signed by all current governing board members no later than February 2, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 29, 2018

Rich Greywolf  
Taos Integrated School of the Arts  
118 Toalne Lane  
Taos, NM 87571

Dear Mr. Greywolf:

Thank you for your notification of a governing body resignation and a governing body designation dated December 19, 2017 in which Taos Integrated School of the Arts provided notification to the Public Education Commission (PEC) of the resignations of Chris Pieper, Aileen Godat, Karen Paull, and Jill Cline and the designations of Aileen Godat, Ernest Ortega, Karen Paull, Pennie Herrera Wardlow, and Pam Harris. All documentation has now been received.

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **Taos International School**

On October 6, 2017, a vacancy was created on the governing board by the resignation of Florina Cordova. All documentation was received in a timely fashion. The school was granted an extension until December 20, 2017

On December 11, 2017, the vacancy was filled by the designation of Amanda Arellano. All documentation was received in a timely fashion.

The governing board currently has six seated members and is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Taos International

Current Number of Governing Body Members: 6

Date submitted: 12/12/2017

Contact Name: Nadine M. Vigil

E-mail: [director@taosinternational.org](mailto:director@taosinternational.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
Amanda Arellano	PO Box 2174 El Prado, NM 87529 575.776-5280 <a href="mailto:arellanoamanda@gmail.com">arellanoamanda@gmail.com</a>	Designation	12/11/2017	.	From: 12/11/2017 To: present
Click here to enter Board Member name	Click here to enter phone number Click here to enter email address	Designation	Click here to enter a date		From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name	Click here to enter address Click here to enter phone number Click here to enter email address	Designation	Click here to enter a date	Click here to enter Board Member name	From: Click here to enter a date. To: Click here to enter a date

Original Signature of Governing Council President or Designee:



Date: 12-11-17

Printed Name of Governing Council President or Designee:

Carla L. Romero

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Amanda Arellano, after being duly sworn, state:

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

[Signature]  
[Signature]

12-11-17  
Date

Amanda Arellano  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11 day of December, 2017.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: Nov. 8, 2020.

### STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Taos International School, located in \_\_\_\_\_ Taos \_\_\_\_\_, New Mexico.

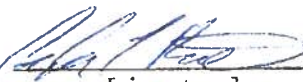
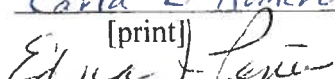

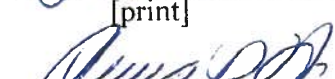

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Taos International 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 TAOS INTERNATIONAL SCHOOL GIVE THE FOREGOING STATEMENT THIS 11 DAY OF December, 2017.

1.   
[signature]  
Carla L. Romero  
[print]
2.   
[signature]  
Edna J. Peña  
[print]
3.   
[signature]  
Anna P. Romero  
[print]
4.   
[signature]  
Amanda Hullcano  
[print]
5.   
[signature]  
[illegible]  
[print]

Attach additional pages if membership exceeds five.



6. Lorraine Cardova

[signature]

Lorraine Cardova

[print]

7. \_\_\_\_\_

[signature]

\_\_\_\_\_  
[print]

8. \_\_\_\_\_

[signature]

\_\_\_\_\_  
[print]

9. \_\_\_\_\_

[signature]

\_\_\_\_\_  
[print]

10. \_\_\_\_\_

[signature]

\_\_\_\_\_  
[print]



## TAOS INTERNATIONAL SCHOOL

### DUAL LANGUAGE K-8 STATE CHARTERED SCHOOL GOVERNING COUNCIL (GC) MEETING

**DATE:** December 11, 2017

**TIME:** 5:00 pm

**LOCATION:** Diamond Plaza 118 Este Es Rd Taos, NM 87571

#### Unofficial Minutes

- A. Call Meeting to Order: 5:08** Cliff Johnson called meeting to order.
- B. Roll Call:**
  - Nadine Vigil, Head Administrator/Director-present*
  - Carla Romero, President-present*
  - Cliff Johnson, Vice President-present*
  - Anna Parraz-Romero, Secretary-present*
  - Lorraine Cordova, Member-present*
  - Edna Pena, Member-present*
  - Amanda Arellano, Member-present*
- C. Action Proposed-** Adoption of Agenda for December 11, 2017(*Cliff Johnson entertained the action proposed, adoption of the December 11, 2017 agenda. Anna Parraz-Romero made a motion*
- D. Action Proposed-** Approval of November 13, 2017 minutes: (*Carla Romero made a motion for the action proposed; approval of November 13, 2017 minutes. Lorraine Cordova made a motion for the action proposed. Cliff Johnson second motion, all in favor. Motion passed unanimously*)
- E. Public Comment:** This is an opportunity for members of the public to address the Governing Council (GC) for up to five minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot take action nor have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. *None*
- F. GC Member Comment:** This is an opportunity for any GC member to make a comment. *None*
- G. Business Manager Report: Justine Vigil (Vigil Group) Via Phone-** *Justine Vigil presented several budget items; Revenue Report; Expenditure Report; Check Register; Open PO's; Bank Reconciliation; & Outstanding Checks.*
- H. Discussion and Approval: BARS-No BAR's** *presented for discussion/approval*
- I. Public Input/Comment on FY 2017-2018 Budget:** *None*
- J. Discussion and Approval: GC Member-Amanda Arellano:** (*Carla Romero entertained the discussion and approval of new GC Member-Amanda Arellano. Cliff Johnson made a motion for the discussion and approval. Edna Pena second motion, all in favor. Motion passed unanimously*)
- K. Discussion and Approval: Amendment to Open Meetings Act Resolution:** (*Carla Romero entertained the discussion and approval; Amendment to Open Meetings Act Resolution. Cliff Johnson made a motion for the discussion and approval. Anna Parraz-Romero second motion, all in favor. Motion passed unanimously*)

- L. Discussion and Approval: *Pest Management Policy:*** *(Carla Romero entertained the discussion and approval of the Pest Management Policy. Cliff Johnson made a motion for the discussion and approval. Lorraine Cordova second motion, all in favor. Motion passed unanimously)*
- M. Discussion and Approval: *Child Abuse and Neglect Policy:*** *(Carla Romero entertained the motion for the discussion and approval of the Child Abuse and Neglect Policy. Cliff Johnson made a motion for the discussion and approval. Edna Pena second motion, all in favor. Motion passed unanimously)*
- N. Discussion and Approval: *2017-2018 Safe Schools Plan:*** *(Carla Romero entertained the motion for the discussion and approval of the 2017-2018 Safe Schools Plan)*
- O. Head Administrator/Director's Report**
  - 1. Report on Enrollment-See Attached**
  - 2. IB**
  - 3. Staff Professional Development-See Attached**
  - 4. Renewal Responses**
  - 5. 2017-2018 Governing Body Observation Form**
  - 6. 2017-2018 Safe Schools Plan**
  - 7. NMDASH 90 Day Plan**
- P. Next GC meeting scheduled for January 8, 2017 at 5:00 pm.**

**Adjournment:** *(Carla Romero entertained the motion for the adjournment. Cliff Johnson made a motion for the adjournment. Anna Parraz-Romero second motion, all in favor. Motion passed unanimously) Adjourned at 6:43 p.m.*

**Head Administrator/Director Report  
December 11, 2017**

**2017-2018 SY Report on Enrollment:**

Kindergarten-35

1<sup>st</sup> – 31

2<sup>nd</sup> -25

3<sup>rd</sup> – 27

4<sup>th</sup> – 19

5<sup>th</sup> -17

6<sup>th</sup> -16

7<sup>th</sup> - 16

8<sup>th</sup> - 19

Total Enrollment: 205

**IB-**

Administration is still waiting for a response from the authorization application.

**Staff Professional Development**

Nov 16-K-3 Istation Training in Las Vegas. K- Ms. Yvette Driskell, 1<sup>st</sup>- Ms. MaryLou Chavez, 2<sup>nd</sup> Ms. Esther Herrera and 3<sup>rd</sup> Ms. Jenice Gallegos attended.

**Renewal**

December 14-Renewal Meeting in Santa Fe.

**Governing Body Observation Form**

See attached.

**NMDASH 90 Day** Plan-Plan has been submitted for approval.



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 13, 2017

Nadine Vigil  
Taos International School  
115 Este Es Road  
Taos, NM 87571

Dear Ms. Vigil:

Thank you for your notification of a governing body designation dated December 12, 2017 in which Taos International School provided notification to the Public Education Commission (PEC) of the designation of Amanda Arellano. The notification did not contain all required information, please provide a signed and notarized Affidavit and the minutes wherein Ms. Arellano's designation was accepted no later than December 26, 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 January 11, 2017. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

December 18, 2017

Nadine Vigil  
Taos International School  
115 Este Es Road  
Taos, NM 87571

Dear Ms. Vigil:

Thank you for your notification of a governing body designation dated December 12, 2017 in which Taos International School provided notification to the Public Education Commission (PEC) of the designation of Amanda Arellano.

This notification of a governing body designation will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## School Governance Change

### **The ASK Academy**

On December 14, 2017, a vacancy was created by the resignation of John Kolesar. The resignation was reported in a timely fashion, but all documentation has not yet been received.

On January 11, 2018, this vacancy was filled by the designation of Michael Malloy. The designation was made and reported in a timely fashion, but all documentation has not yet been received.

The board currently has 7 seated members and is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: The ASK Academy Current Number of Governing Body Members: 7

Date submitted: 1/12/2018

Contact Name: Connie Dove Castilleja

E-mail: [cdove@theaskacademy.org](mailto:cdove@theaskacademy.org)

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
John Kolesar	1611 Camino Pyrenees SE Rio Rancho, NM 87124  505-250-2587 <a href="mailto:johnkolesar@yahoo.com">johnkolesar@yahoo.com</a>	Resignation	12/14/2017	Retiring	From: 7/1/2010 To: 1/7/2018
Michael Malloy	6501 Americas Pkwy NE Albuquerque, NM 87110  505-225-6314 <a href="mailto:mmalloy@whpacific.com">mmalloy@whpacific.com</a>	Designation	1/11/2018	Engineer looking to support STEM education at ASK.	From: 1/11/2018 To: 6/30/2022
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: 1-11-18

Printed Name of Governing Council President or Designee:

Michael R. Smith



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF SANDOVAL )

I, Michael Malloy, after being duly sworn, state:

My name is Michael Malloy and I reside in, Albuquerque, New Mexico.

1. I am a member of the governing body of **The ASK Academy** in Rio Rancho, New Mexico.
2. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
3. 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.
4. I understand that as a member of **The ASK Academy's** governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Michael Malloy  
[Signature]  
  
Michael Malloy  
[Print]

1/11/18  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11 day of January, 2018.

[Notary Seal:]



M. C. Feger  
NOTARY PUBLIC

My commission expires: Dec. 10, 20 18.

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

We, the undersigned, make up the governing body of **The ASK Academy** located in Rio Rancho, New Mexico.

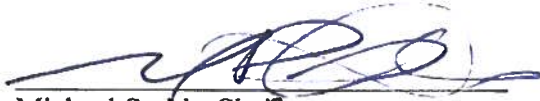

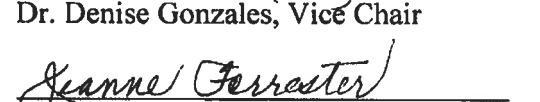
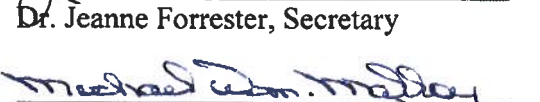
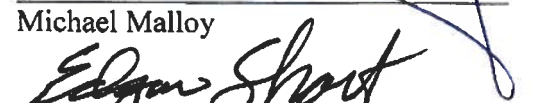

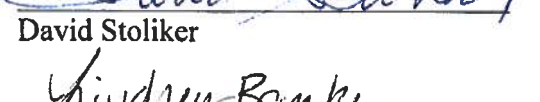
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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

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

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

THE FOLLOWING MEMBERS OF THE ASK ACADEMY GIVE THE FOREGOING STATEMENT THIS 11 DAY OF JANUARY, 2018.

1.   
Michael Smith, Chair
2.   
Dr. Denise Gonzales, Vice Chair
3.   
Dr. Jeanne Forrester, Secretary
4.   
Michael Malloy
5.   
Edgar Short
6.   
David Stoliker
7.   
Lindsey Bomke



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 23, 2018

Constance Dove  
The ASK Academy  
4550 Sundt Road NE  
Rio Rancho, NM 87124

Dear Ms. Dove:

Thank you for your notification of a governing body resignation and a governing body designation dated January 19, 2018 in which The ASK Academy provided notification to the Public Education Commission (PEC) of the resignation of John Kolesar and the designation of Michael Malloy.

The notification did not contain all required information; please provide the letter of resignation from John Kolesar and the minutes wherein Mr. Malloy's designation was approved no later than February 2, 2018. If the required information is not timely provided, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Laurel Pierce  
Options for Parents and Families

## Financial Record Custodian Change

### **The GREAT Academy**

On December 13, 2017, the PED was notified that Charlotte Archuleta was designated as the new Financial Record Custodian as of December 9, 2017. All documentation has been received at this time.

**AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN**

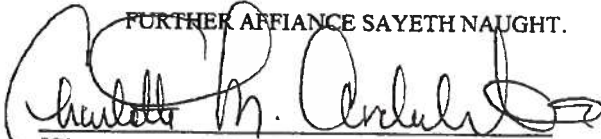
STATE OF NEW MEXICO )  
 )  
COUNTY OF Bernalillo\_\_\_\_\_)

I, Charlotte M. Archuleta, [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 trainings – Spring Budget Workshop
  - b) NM State Procurement Officer Training and License
  - c) NMASBO trainings – Fall and Winter Conferences
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
CPO	State of NM	06/27/2015	yes
AA-Accounting	CNM	12/2015	yes
Business Manager License	NM PED	7/1/14	yes

FURTHER AFFIANCE SAYETH NAUGHT.

  
[Signature of Affiant]

12-1-17

Date

Charlotte M. Archuleta

[Print Name of Affiant]


**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 9th day of December, 2017.



OFFICIAL SEAL  
CHRISTINA SINGLETON  
NOTARY PUBLIC - STATE OF NEW MEXICO  
My commission expires 8/2/19

My commission expires: \_\_\_\_\_, 2019.

  
NOTARY PUBLIC

# 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

**CHARLOTTE M. ARCHULETA**

Effective from July 1, 2017 to June 30, 2026

Licensure Number: 3671172

*Theresa Hernandez*  
Secretary of Education

*Charlotte Archuleta*

*Who has satisfactorily passed the certification training program and  
passed the required examination*

*in accordance with the requirements established pursuant to*

*NMSA 13-1-95.2*

*is hereby awarded on this 6th day of September 2017*

*Chief Procurement Officer Certification*

*Certificate No. CPO-2015-00000-01102*



*Lawrence D. Maxwell*  
*State Purchasing Agent*

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

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

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

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

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

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 13<sup>th</sup> DAY OF December 2017. The GREAT Academy

1. [signature]  
[signature]  
Anthony Fairley  
[print]
2. [signature]  
[signature]  
Ronald Shenter  
[print]
3. [signature]  
[signature]  
Jade R. Rogers  
[print]
4. [signature]  
[signature]  
Ronnie Wallace  
[print]
5. [signature]  
[signature]  
MICHAEL S. PITTS  
[print]

Attach additional pages if membership exceeds five.

Revised 10-5-2011



## School Governance Change

### **Tierra Encantada Charter School**

On June 15, 2017, a vacancy was created on the governing board by the removal of Ambrose Castellano. Although notification and the supporting documentation were not received in a timely manner, all documentation has now been received.

The school's Annual Report states there will be six seated members for this year. The position formerly held by Mr. Castellano will not be filled. The school is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

RECEIVED

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

Options for Parents

Name of State-Chartered School: TIERRA ENCANTADA CHARTER SCHOOL

Date submitted: 1/5/2018

Contact Name: ABENICIO E. BALDONADO

E-mail: ABALDONADO@GOTECs.ORG

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
AMBROSE CASTELLANO	Removal	6/15/2017	TWO UNEXCUSED ABSENCES IN ACCORDANCE WITH BYLAWS SECTION 3.6.	From: 2/8/2017 To: 6/15/2017
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:



Date: 1/5/2018

Printed Name of Governing Council President or Designee:

Abenicio E. Baldonado

## 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.

JAN - 5 2018

Options for Parents



Charter School at Alvord

We are a Dual Language, Project Based, College Preparatory School

**GOVERNANCE BOARD SPECIAL MEETING**

THURSDAY, JUNE 15, 2017

6:00 PM

Abenicio E. Baldonado  
PresidentJoseph Salazar  
Vice PresidentTanya Miller  
SecretaryNicholas A. Maestas  
TreasurerMelarie M. Gonzales  
MemberCeledina Coss  
MemberAmbrose Castellano  
Member

Administration:

Daniel Peña  
DirectorSteve Alarid  
Business & HR Manager**MINUTES****1. CALL TO ORDER BY PRESIDENT**

- a. President Baldonado called the meeting to order at 6:00 pm.

**2. ROLL CALL & VERIFICATION OF QUORUM BY SECRETARY**

- a. Quorum verified – Secretary, Tanya Miller took roll call.
- b. Members present: President Abenicio Baldonado, Vice President Member Joseph Salazar, Secretary Tanya Miller, Treasurer Nicholas Maestas (via phone), and Member Celedina Coss.
- c. Member Melarie Gonzales is absent; excused absence.
- d. Member Ambrose Castellano is absent; second unexcused absence.
- President Baldonado entertained the motion to remove Member Ambrose Castellano from the Governance Board per the TECS By-Laws, section 3.6; Secretary Miller moved to remove Member Ambrose Castellano from the Governance Board per the TECS By-Laws, section 3.6; Vice President Salazar seconded it; motion passed.
- Board Decision to remove Member Castellano from the Governance Board by roll call taken at 6:02 pm; President Baldonado [yes], Vice President Salazar [yes], Treasurer Macstas [yes], Secretary Miller [yes], and Member Coss[yes].

**3. PLEDGE OF ALLIGIANCE****4. APPROVAL OF AGENDA**

- a. President Baldonado entertained the motion to approve the agenda as presented; Member Coss moved to approve the agenda as presented; Treasurer Maestas seconded it; motion passed.

**GOVERNANCE BOARD SPECIAL MEETING**  
**THURSDAY, JUNE 15, 2017 - 6:00 PM**  
**PAGE 2**

**5. APPROVAL OF MINUTES**

- a. May 13, 2017 - Regular Meeting Minutes
  - Changes: Sections 11.a needs to include the official approval language; Business Manager Alarid will forward this verbiage to Secretary Miller for inclusion.
  - President Baldonado entertained the motion to approve the minutes with changes; Vice President Salazar moved to approve the minutes with changes; Member Coss seconded it; motion passed.
- b. May 25, 2017 – Special Meeting Minutes
  - Request to table minutes for approval was made.
  - President Baldonado entertained the motion to table the minutes; Vice President Salazar moved to approve table the minutes; Member Coss seconded it; motion passed

**6. APPROVAL OF CONSENT AGENDA ITEMS**

- a. Bars
- b. Voucher
- c. Disposal of Inventory/Fixed Assets
- d. Title I Application
- e. Title II Application
- f. Title B Application *LDEA - B DP*
- g. President Baldonado entertained the motion to approve the consent agenda as presented; Joseph Salazar moved to approve the consent agenda as presented; Treasurer Maestas seconded it; motion passed.

**7. ACTION ITEMS**

- a. Discussion and Approval of Policy #06.15.2017.0026 Homeless Students
  - President Baldonado entertained the motion to approve Homeless Students Policy as presented; Member Coss moved to approve the Homeless Students Policy as presented; Secretary Miller seconded it; motion passed.

**8. PUBLIC FORUM – Those desiring to comment must indicate such on the Public Forum Sign-Up Sheet prior to the start of the board meeting. Please state your name, community, or organization you represent, and the item you wish to place before the Board. You will be provided (3) minutes to address your item.**

- a. None

**GOVERNANCE BOARD SPECIAL MEETING**  
**THURSDAY, JUNE 15, 2017 - 6:00 PM**  
**PAGE 3**

9. **FINANCIAL REPORT** – Treasurer Nicholas Maestas and Business Manager Steve Alarid
- a. On May 30<sup>th</sup>, the remaining ETN funds arrived (\$42,396.00) and the refund for the Communications Services arrived (\$39,001.50) as well.
  - b. There will be five salary-based payments made this month:
    - i. June 15<sup>th</sup> – Unused leave payout
    - ii. June 15<sup>th</sup> & 25<sup>th</sup> – Regular June salaries
    - iii. June 28<sup>th</sup> & June 29<sup>th</sup> – July salaries
  - c. There will be approximately \$135,000 - \$140,000 rolled over to next year's budget, as the Estimated Cash Balance Carry Over.
10. **EXECUTIVE SESSION** – in accordance with NMSA 1978, Section 10-15-1 (H)  
(2). Exceptions:
- a. Limited Personnel Matters - Director's Contract.
    - i. President Baldonado entertained the motion to go into Executive Session; Vice President Salazar moved to go into Executive Session; Member Coss seconded it; motion passed.
    - ii. Executive Session Began by Member Roll call; taken at 6:38 pm: President Baldonado [yes], Vice President Salazar [yes], Secretary Miller [yes], Treasurer Maestas via phone [yes], and Member Coss[yes].
    - iii. Director Peña and Business Manager Alarid were intermittently invited into Executive Session.
    - iv. Member Coss excused herself from Executive Session at 8:10pm.
    - v. Executive Session Ended: Roll call was taken at 8:12 pm.
    - vi. Limited Personnel Matters were discussed; no decisions were made.
11. **DIRECTOR'S REPORT** – Director Daniel Peña
- a. Director Peña recently attended the New Mexico Teach conference; which was very informative.
  - b. Directory Peña was recently selected to be a member of the Principals Pursuing Excellence program. He was one of three charter school leaders chosen in New Mexico; only 50 school leaders were chosen state-wide. This program is designed to assist in improving school grades and he looks forward to increasing the TECS school grade, using the techniques and information shared during this program.
  - c. Director Peña will be meeting with the Expeditionary Learning group in preparation of the new school year. He is happy to report that all TECS teachers will be receiving professional development next year through this program.

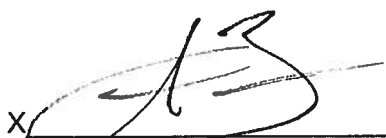
**GOVERNANCE BOARD SPECIAL MEETING**  
**THURSDAY, JUNE 15, 2017 - 6:00 PM**  
**PAGE 4**

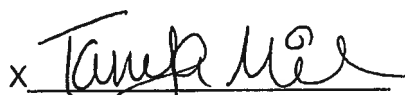
- d. Director Peña wanted to thank Business Manager Alarid and Assistant Business Manager Olascoago for taking the lead in moving the school from the Alvord building to the Mission Viejo building. He is sincerely grateful for their leadership and organization put forth in this move. It took a mere five days to move the entire Alvord school's contents to Mission Viejo.
  - e. Director Peña wanted to thank Technology Coordinator Larson for setting up the IT Infrastructure during times in which least impacted the school communication system during business hours. This move was seamless and continues to function without a break in service.
  - f. The new school Secretary is getting her office set up and ready to accept new registrations and all the items in preparation for the first day of school.
  - g. President Baldonado wanted to thank Director Peña, Business Manager Alarid, Assistant Business Manager Olascoago and Technology Coordinator Larson for their time and hard work that they have dedicated to the TECS move.
  - h. Vice President Salazar extended the same appreciation for Director Peña, Business Manager Alarid, Assistant Business Manager Olascoago and Technology Coordinator Larson.
  - i. Secretary Miller extended the same gratefulness to Director Peña, Business Manager Alarid, Assistant Business Manager Olascoago and Technology Coordinator Larson. She stated that the school has come a long way and is looking forward to the continued TECS upward journey, thanks to all involved.
  - j. Treasurer Maestas extended the same thankfulness to Director Peña, Business Manager Alarid, Assistant Business Manager Olascoago and Technology Coordinator Larson. He stated that this school year is going to be incredible, and he is looking forward to it.
  - k. President Baldonado wanted to offer the Governance Board's assistance to Director Peña, Business Manager Alarid and Assistant Business Manager Olascoago.
12. NEXT MEETING – Saturday, August 5, 2017, 9:00am – Mission Viejo
- a. No Governance Board meeting will be held in July.
  - b. During our next meeting, all Board Members are asked to have read the TECS Policies and By-Laws, as these will be up for discussion. In addition, the Governance Board will discuss Work Session ideas.
  - c. President Baldonado requested that during this August Governance Board, that teachers and staff be invited to meet the Governance Board.
  - d. President Baldonado suggested possible Student body participation.

**GOVERNANCE BOARD SPECIAL MEETING**  
**THURSDAY, JUNE 15, 2017 - 6:00 PM**  
**PAGE 5**

**13. ADJOURNMENT**

- a. President Baldonado entertained the motion to adjourn the Governance Board Meeting; Secretary Miller moved to adjourn the Governance Board Meeting; Vice President Salazar seconded it; motion passed and meeting ended at 8:30pm.

x   
Abenicio E. Baldonado  
President

x   
Tanya Miller  
Secretary

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, contact the Tierra Encantada Charter School Administration located at 906 S. St. Francis Dr., Suite C, Santa Fe, NM 87505, as soon as possible or call 505.995.6264.

For copies of this agenda, you may print off the website at [www.tecsalvord.org](http://www.tecsalvord.org) or obtain a copy at the Administrative Offices during regular business hours.



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

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 9, 2018

Abenicio Baldonado  
Tierra Encantada Charter School  
4601 B Mission Bend  
Santa Fe, NM 87507

Dear Mr. Baldonado:

Thank you for your notification of a governing body removal dated January 5, 2018 in which Tierra Encantada Charter School provided notification to the Public Education Commission (PEC) of the removal of Ambrose Castellano on June 15, 2017. Although not provided in a timely fashion, the notification contained all required information. Please be aware, as per your charter contract, Section 8.10(b):

*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. The School shall fill any vacancy on its governing body no later than 45 days from the vacancy or shall seek an extension for such appointment from the Authorizer in writing. The new member must execute the required statements for Board of Finance designation to the NMPED.*

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this removal no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, Tierra Encantada Charter School should have designated a new member to fill the vacancy created by the removal of Ambrose Castellano, or requested an extension, no later than July 30, 2017. The PEC has received no notification that the position has been filled. If this position has been filled, please submit notification and supporting documentation of Mr. Castellano's replacement by January 19, 2018.



Subject  
Date  
Page #

This notification of a governing body removal will be presented to the PEC at the meeting on February 9, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Laurel Pierce". The signature is written in a cursive, flowing style.

Laurel Pierce  
Options for Parents and Families