

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: March 16, 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. Albuquerque Collegiate Charter Academy
 - b. Coral Community Charter School
 - c. La Tierra Montessori School of Arts and Sciences
 - d. Media Arts Collaborative Charter School
 - e. North Valley Academy
 - f. Student Athlete Headquarter Academy
- III. Executive Summary and Proposed Motions:

- A. Charter School Division Update

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

Public Education Commission | On-going Actions and Monitoring as of March 9, 2018

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

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"> The PED presented a list of concerns about the school based on its audits findings and provided testimony to the PEC on June 15, 2017. The Intent to Revoke is based on concerns about fiscal management, the implementation of generally accepted accounting procedures, and the performance of administrative functions by a non-licensed individual. 	<ul style="list-style-type: none"> Notice of Intent to Revoke the DEAP Charter was emailed to the head administrator, board chair, and attorneys. On July 12, 2017, the DEAP Governing Board President informed the CSD that a new Head Administrator started on July 11, 2017. The date of the revocation hearing has been changed from October 12, 2017 to October 13, 2017. At the October 13, 2017 hearing, the PEC decided to conduct a second hearing scheduled for Tuesday, October 24, 2017. At the October 24th hearing, the PEC voted (6-3) not revoke DEAP but instead impose a Corrective Action Plan. On January 17, 2018, a CAP Negotiation meeting was held with the school, members of the PEC and CSD Director. DEAP submitted its CAP to the CSD on February 22, 2018. The CSD provided the school feedback that the submitted documents did not contain

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Charter School Name	Commission Action and Date	Alleged Violation	Status
			<p>detailed plans and CSD would not be able to present them with a favorable recommendation as they were.</p> <ul style="list-style-type: none"> On March 9, 2018, the school submitted 10 documents as its revised CAP.
Anthony Charter School	Non-renewal Decision on December 14, 2017	<p>Renewal denied due to the the following reasons:</p> <ul style="list-style-type: none"> The school failed to meet and not demonstrate substantial progress towards the Department's standards of excellence and the student performance standards identified in the charter contract. <ul style="list-style-type: none"> The school has earned three overall "D" grades on the State's A-through-F grading report in the last four years. 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. The school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement. The school has failed to provide evidence demonstrating it has met the five terms of conditions - condition in all years of its charter contract. The school has failed to demonstrate the governing board is able to meet its governance 	<ul style="list-style-type: none"> Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. No appeal has been received.

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Charter School Name	Commission Action and Date	Alleged Violation	Status
		responsibilities, such as complying with annual reporting and training requirements.	
New Mexico Connections Academy	Non-renewal Decision on December 15, 2017	<p>Renewal denied due to the following reasons:</p> <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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." 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. The school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement. 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. 	<ul style="list-style-type: none"> Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. On January 19, 2018, the school submitted a letter of intent for notice of appeal. On February 2, 2018, the school submitted additional exhibits in support of its appeal. A public hearing on the school's appeal has been scheduled for March 19, 2018 from 1:30-4:30pm at Mabry Hall in Santa Fe, NM.
Taos International School	Non-renewal Decision December 14, 2017	<p>Renewal denied due to the following reasons:</p> <ul style="list-style-type: none"> The school failed to meet the Department's standards for excellence. <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. On February 1, 2018, the school

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Charter School Name	Commission Action and Date	Alleged Violation	Status
		<p>the last two years.</p> <ul style="list-style-type: none"> ○ 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 state. • And the school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement. 	<p>submitted a letter of intent for notice of appeal.</p> <ul style="list-style-type: none"> • A public hearing on the school's appeal has been scheduled for March 23, 2018 from 9:00am - 12:00pm at Mabry Hall in Santa Fe, NM.
Horizon Academy West	Three- Year Renewal Decision with Conditions on December 14, 2017	<p>Renewal, with conditions, approved:</p> <ul style="list-style-type: none"> • The renewal application presented by Horizon Academy West was approved for a term of 3 years, and the school will implement the New Mexico DASH system, and the CSD will monitor with two visits. 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On January 23, 2018, the school submitted a letter of intent for notice of appeal. • On February 12, 2018 a motion to extend deadlines was submitted to the school. • A certificate of agreement to extend the deadline for entering into a contract was signed by all parties. • A public hearing on the school's appeal has been scheduled for April 11, 2018 from 9:00am - 12:00pm at Mabry Hall in Santa Fe, NM

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Charter School Name	Commission Action and Date	Alleged Violation	Status
Media Arts Collaborative	Five-Year Renewal Decision with Conditions on December 14, 2017	<p>Renewal, with conditions, approved due to the school's to following reasons:</p> <ul style="list-style-type: none"> • The renewal application presented by Media Arts Collaborative Charter School was approved for a term of 5 years because the school has earned "C" letter grades in three of the last four years on the state's A-F School Grading Report over the term of its current contract. • However, because the school has not demonstrated compliance with all organizational requirements, has been designated a school in need of Comprehensive School Intervention, and has earned an F in more than one area of the report card, without being able to demonstrate substantial progress on that measure, the renewal is granted with the following conditions, the school must: <ul style="list-style-type: none"> ○ Implement an NMDASH continuous improvement plan that results in raising and maintaining performance such that: The school does not earn an F in any area of the school report card during the term of the contract. ○ The school's 4-year graduation rate is improved and the school exits Comprehensive School Intervention status prior to the next designation period (within 3 years). ○ Correct and abstain from noncompliance related to organizational performance framework specifically correcting repeat noncompliance in 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On February 1, 2018, the school submitted a letter of intent for notice of appeal. • On February 9, 2018, a revised decision letter was provided to the school clarifying the conditions of the renewal from the December 14, 2017 PEC meeting. • On February 12, 2018 a motion to extend deadlines was submitted to the school. • A certificate of agreement to extend the deadline for entering into a contract was signed by all parties. • A public hearing on the school's appeal has been scheduled for March 30, 2018 from 9:00am - 12:00pm at Mabry Hall in Santa Fe, NM.

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Charter School Name	Commission Action and Date	Alleged Violation	Status
		<p>serving English learners for the term of the renewal contract.</p> <ul style="list-style-type: none"> ○ Provide evidence of implementation of student-focused terms in each year of the renewal contract. 	

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"> • Corrective Action Plan 	<ul style="list-style-type: none"> • July 21, 2017 – PED’s PSB provides the school individual onsite NM DASH training. • August 15, 2017 (repeated annually) – assurances that the school has not hired Analee Maestas or family members • August 15-16, 2017 – PED provides 16 hours of GB training; not all members attend the training • October 5, 2017 – 2nd NM DASH training provided – school team attended • October 12, 2017 PEC Meeting – 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

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Charter School Name	Date of Commission Request	Matter	Next Report
			<p>evaluator; report on compliance with FY16 audit CAP;</p> <ul style="list-style-type: none"> • October 12, 2017 PEC Meeting – The PEC unanimously voted on Shelly Cherrin as the external evaluator for head administrator. • October 20, 2017 – CSD conducted LPELC Site Visit. Compliance concerns have been reported in WebEPSS and were released to school. • November 8, 2017 – LPELC attended the 3rd 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. • January 26, 2018 – CSD conducted 2nd site visit, per CAP. Compliance concerns are reported in WebEPSS and will be released to the school for further action. • <i>April 1, 2018 – final report on training/professional development and report on NMDASH planning.</i> • <i>Three days after WIDA testing – WIDA data</i> • <i>May 20, 2018 – NWEA data reporting</i> • <i>Date of Annual Audit – disclosures of foundation membership</i>
Sandoval Academy of Bilingual Education (SABE)	November 17, 2017	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide monthly Financial reporting 	<ul style="list-style-type: none"> • 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,

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Charter School Name	Date of Commission Request	Matter	Next Report
			<p>including training on public school finances, financial requirements, and 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"> • Develop a plan to better estimate school enrollment using best practices; • 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. • On December 3, 2017, the notice of the decision was sent to the school. • On December 22, 2018, the school submitted various documents per the PEC's decision. • The school submitted a January report dated January 23, 2018. • The school submitted February report with updates in its plans and additional required documentation on February 23, 2018.
Roots and Wings Charter Academy	November 17, 2017	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide monthly Financial reporting 	<ul style="list-style-type: none"> • 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

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Charter School Name	Date of Commission Request	Matter	Next Report
			<p>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.</p> <ul style="list-style-type: none"> • 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. • On December 3, 2017, the notice of the decision was sent to the school. • On December 21, the school submitted a financial oversight plan. • 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. • A February monthly report dated January 31, 2018 was also received. • At its February 9, 2018 meeting, the PEC requested that the school revise and resubmit its Financial CAP with additional detail. • The school submitted its monthly report on March 1, 2018 and resubmitted its Financial CAP on March 9, 2018.
Cariños de los Niños Charter School	November 17, 2017	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide 	<ul style="list-style-type: none"> • The PEC voted unanimously voted to require Cariños de los Niños to create a

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Charter School Name	Date of Commission Request	Matter	Next Report
		monthly Financial reporting	<p>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.</p> <ul style="list-style-type: none"> • Develop a plan to better estimate school enrollment using best practices from other schools, which should include visiting the schools' enrollment processes, communications and recruitment strategies. • 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. • On December 3, 2017, the notice of the decision was sent to the school. • On December 20, 2017, the school submitted an action plan. • Monthly reporting has not been received for January or February, as of this writing (2/2/18). • On February 15, 2018, the school

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Charter School Name	Date of Commission Request	Matter	Next Report
			<p>submitted documentation pertaining to its financial monthly reporting.</p> <ul style="list-style-type: none"> On February 19, 2018, the school submitted the outstanding monthly reporting documentation and February's monthly reporting. On March 1, 2018, the school submitted additional documentation.
Cariños de los Niños Charter School	February 9, 2018	<ul style="list-style-type: none"> Corrective Action Plan 	<ul style="list-style-type: none"> At its February 9, 2018 meeting, the PEC voted to impose a Corrective Action Plan on the school in addition the Financial CAP previously imposed in November 2017. On February 16, 2018, the school submitted revised bylaws per the PEC-imposed CAP. On February 20, 2018, the CSD staff met with the school's leadership to provide technical assistance and feedback and review in detail its site visit non-compliance and revised financial CAP. The school was given an additional opportunity to revise its Financial CAP after the CSD Director provided feedback. The CSD staff will provide the school's governing board a school-specific full day training on March 12, 2018.

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Schools Looking for a New Facility

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

B. Report on Governance Changes

- a. Albuquerque Collegiate Charter Academy
- b. Coral Community Charter School
- c. La Tierra Montessori School of Arts and Sciences
- d. Media Arts Collaborative Charter School
- e. North Valley Academy
- f. Student Athlete Headquarter Academy

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 February 10, 2018, this vacancy was filled by the designation of Matt Callahan. Although the designation was not completed in a timely manner, all documentation has been received.

The board currently has 8 seated board members.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Albuquerque Collegiate Charter School Current Number of Governing Body Members: 8

Date submitted: 2/27/2018 Contact Name: Jade Rivera E-mail: 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
Matt Callahan	8220 San Pedro Dr NE #505 Albuquerque, NM 87113 505-450-4371 Matt.callahan@outlook.com	Designation	2/10/2018	Click here to enter Board Member name.	From: 2/10/2018 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:

Printed Name of Governing Council President or Designee:

 Date: 2/28/2018
SCOTT D. HUGHES

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Albuquerque Collegiate Charter School Current Number of Governing Body Members: 7

Date submitted: 12/15/2017

Contact Name: Jade Rivera

E-mail: 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:



Date: 12/17/2017

Printed Name of Governing Council President or Designee:

SCOTT D. HELTGES

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 \(tjg@modrall.com\)](#)
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 2nd 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.

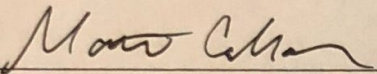
AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF BERNALILLO)

I, Matt Callahan, after being duly sworn, state:

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

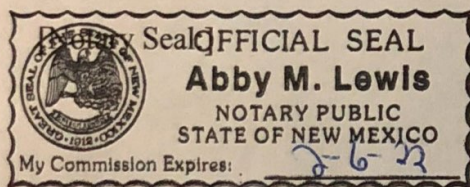

[Signature]

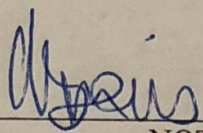
2/15/2018
Date

MATTHEW CALLAHAN
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of Feb, 2018.




NOTARY PUBLIC

My commission expires: Feb 6, 2022.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Albuquerque Collegiate 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 Albuquerque Collegiate 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 ALBUQUERQUE COLLEGIATE CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 10TH DAY OF FEBRUARY 2018.

1. Cynthia Al-Aghbary
[signature]

Cynthia Al-Aghbary
[print]

2. Rosa Pynes
[signature]

Rosa Pynes
[print]

3. Scott D. Hughes
[signature]

Scott D. Hughes
[print]

4. Tomy Garcia
[signature]

Tomas J. Garcia
[print]

5. [signature]
[signature]

Brandon Meyers
[print]

6. Matt Callan
[signature]

MATT CALLAN
[print]

7. BSS
[signature]

Beverly Cruz
[print]

8. [signature]
[signature]

Joshua Gallegos
[print]



ALBUQUERQUE COLLEGIATE

CHARTER SCHOOL

MINUTES

Albuquerque Collegiate Charter School Governing Board Meeting
Saturday, February 10, 2018 9:00 - 10:30 AM
Modrall Sperling Law Offices (500 4th St NW, Albuquerque, NM 87102)

- I. Call to Order
 - A. Roll Call
 - 1. Joshua – Absent (excused)
 - 2. Beverly – Absent (excused)
 - 3. All other board members present
 - B. Approval of Agenda*
 - 1. Motion: Cindy; Second: Rosa
 - C. Approval of January 6, 2018, 2018 Meeting Minutes*
 - 1. Motion: Brandon; Second: Cindy
- II. Public Input (10 minute time limit) – Abby Lewis InAccord attorney
- III. Action Item
 - A. Approval of new board member Matt Callahan
 - 1. Motion: Tomas; Second: Rosa
 - 2. Approved
 - B. Approval of Attorney Contract (InAccord, P.C.)
 - 1. Motion: Brandon; Second: Tomas
 - 2. Approved
 - C. Open Meetings Act Resolution
 - 1. Motion: Cindy; Second: Brandon
 - 2. Approved
- IV. Discussion Items
 - A. Academic Achievement Committee Report – Student Enrollment Planning
 - 1. Rosa reports on meeting earlier this month, where Adam reported that we had 19 applications at that time. A current challenge to obtaining applications is the lack of an established facility in a specific location. Discussed how to message the pitch to families and emphasize that submitting an application is not a commitment to attend. Adam is creating a list of events to promote the school; board members encouraged to

review list and commit to attending some of the events to help Adam. Jade reports that as of 2/9/18 we have 26 applicants. Adam is ramping up targeted advertisements and making a push through social media. Family information session will be at the end of February (2/28 from 6-7pm at Los Duranes Community Center). Jade also reports that we sent a mailer to about 800 students who are current Kindergarteners in targeted neighborhoods. The goal is to attract more applications for 1st graders. Also sent mailers to 1,400 students in targeted zip codes who are in pre-K programs. Saw a jump in first grade applications after first mailer, and encouraged about results. We have a report due to PED in March regarding updates on adoption of policies and enrollment targets.

V. Information Items

A. Governance Committee Report – Update on Governance Board Policy

1. Manual Cindy prepared and it is now ready to be uploaded into the board member access document. Jade has been working on internal procedures documents that we need to have for our March report to the PED. Lottery and enrollment procedure; tobacco use policy; etc. As they are ready, Jade will submit them to PED and they may give us feedback on our report.
2. Completion of Affidavits of Governing Board Members (required with change in board membership)
3. Completion of Statement of Governing Body to Consult with PED

B. Finance Committee Report – Update on NM Bank & Trust Account

1. Jade reports that we are getting the accounts established. Needs to obtain signature from Beverly. Will look into having our funds transferred from Excellent Schools NM to our newly established accounts. Also working with EdTech to make sure once our bank accounts are set up, we set up accounting systems as necessary. Will be applying for a business credit card. Jade will be the only person authorized to use the card at the school level.

C. Founder Report

1. Facilities Update – No update on land (close to Wells Park) option. It is still available. Connie reports we should have an update soon. Jade visited a building on Tijeras and 10th Street, which is a potential option. Waiting to obtain the building plans from the architect to see if the building can accommodate classrooms. This building might be able to work for us. Most promising option is the Academy of Trades and Technology building (at Broadway and Gibson). Jade toured the facility and it could work for us. The current owners are looking to assign their mortgage to another school (\$400,000 to \$500,000 left). We could potentially own the

property at the end of the lease purchase term.

2. Charter School Program Grant Application – Was supposed to be made available December 15, but to date it has not been made available by PED yet. Jade will do the behavioral interview portion of the application next week.
3. Update on Partnership with Vista College Prep – Jade has been speaking with Julia Myerson. Members of the Vista College Prep board will be here on February 26, 2018 for meetings with Jade at the Greater Albuquerque Chamber of Commerce. PED Secretary Chris Ruskowski and some members of his team will also be in attendance. Would be helpful to have some of board members attend part of the meeting, including the welcome lunch from 12:00 to 1:00 p.m. and the planning ahead session from 4:30 to 5:30 p.m.

VI. Closing Business

- A. Date of Next Meeting – March 3, 2018 at Modrall Sperling Law Offices from 9:00 to 11:00 a.m.
- B. Adjourn
 1. Motion: Rosa; Second: Cindy
 2. Approved

VII. Adjournment* 10:36 a.m.



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

CHRISTOPHER N. RUSZKOWSKI
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

March 7, 2018

Jade Rivera
Albuquerque Collegiate Charter School
1017 Forrester, NW
Albuquerque, NM 87102

Dear Ms. Rivera:

Thank you for your notification of a governing body designation dated February 27, 2018, in which Albuquerque Collegiate Charter School provided notification to the Public Education Commission (PEC) of the designation of Matt Callahan. All documentation has been received.

This notification of a governing body designation will be presented to the PEC at the meeting on March 16, 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 January 4, 2018, a vacancy was created on the board by the resignation of Catherine Begaye. Although the notice was not submitted in a timely fashion, all documentation has been received.

On February 15, 2018, a vacancy was created on the board by the resignation of Denise Brissey Cohen. The notice was submitted in a timely fashion and all documentation has been received.

On February 27, 2018, the vacancy created by Ms. Begaye's resignation was filled by the designation of Lynette Martinez. Although the designation was not timely, all documentation has been received.

The school has been informed that the vacancy created by Ms. Brissey Cohen's resignation must be filled, or an extension filed, by April 13, 2018.

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: Coral Community Charter School Current Number of Governing Body Members: 11

Date submitted: Click here to enter a date. 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
Catherine Begaye	Click here to enter address. 505-312-7373 begayecoral@gmail.com	Resignation	1/30/2018	Time constraints	From: 9/1/2017 To: 1/30/2018
Lynette Martinez	1385 Arcadian Trail NW Albuquerque, NM 87107 (505) 304-6998 17martinezlm@gmail.com	Designation	2/27/2018	Click here to enter Board Member name.	From: 2/27/2018 To: 9/25/2018
Denise Brissey Cohen	Click here to enter address. 505-249-5342 debruby88@msn.com	Resignation	2/27/2018	No longer interested	From: 11/28/2017 To: 9/24/2019

Original Signature of Governing Council President or Designee:  Date: 3/1/18

Printed Name of Governing Council President or Designee: Kater Fenderson

----- Forwarded Message -----

From: Catherine Begaye <begayecoral@gmail.com>

To: Keren Fenderson <keren.fenderson@ymail.com>

Cc: T Triolo <ttriolo@coralcharter.com>; Begaye Law Firm <begayelawfirm@gmail.com>

Sent: Thursday, January 4, 2018 02:59:08 PM MST

Subject: Resignation

Ms. Fenderson,

I am writing to let you know that I have to resign from the Board due to my acceptance of a new job. My job requires that I be free of any conflict, appointments, and memberships (other than legal professional associations).

Thank you so much for the brief time I was able to be on the Board, and I apologize for my early departure.

Please let me know if there's anything else you need from me.

L Bachman

From: Denise B.C. <delruby88@msn.com>
Sent: Thursday, February 15, 2018 9:32 AM
To: L Bachman
Subject: Governance Board

Good morning Lori,

This letter has been difficult for me to write. I like and admire you very much as I do all the members of the governance board I have had the pleasure of meeting. Your commitment and passion for your school is Golden Apple Award worthy. However, after a lot of soul searching, I have come to realize a seat on the board is not a good fit for me and should be given to someone who can enthusiastically invest in your vision. I would not be able to give the school the attention and energy it deserves.

Thank you for your invitation and vote of confidence into your circle. I wish you all the very best and expect to see Coral Community Charter's name up in lights as the best school in New Mexico.

Sincerely,

Denise Brissey-Cohen

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Lynette Martinez, after being duly sworn, state:

1. My name is Lynette Martinez and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Coral Community Charter School in Albuquerque, New Mexico.

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

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

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

[Signature]
[Signature]

2/28/18
Date

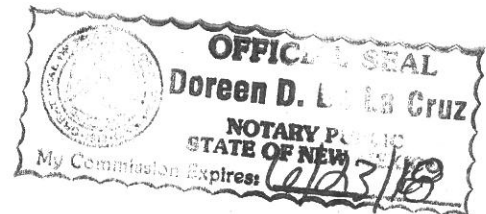
Lynette Martinez
[Print]

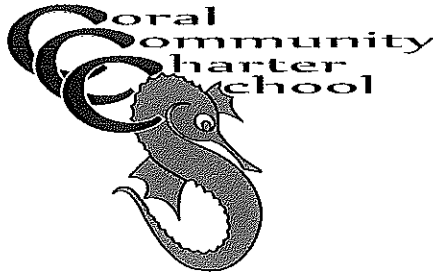
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 28 day of February, 2018.

[Signature]
NOTARY PUBLIC

My commission expires: June 23, 2018.





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 1 DAY OF March, 2018.

1. 

[signature]

Keren Fenderson, Chair

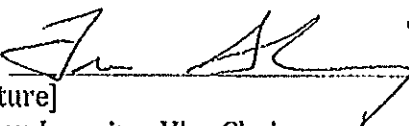
4401 Silver Ave. SE
Albuquerque, New Mexico 87108
(505)292-6725

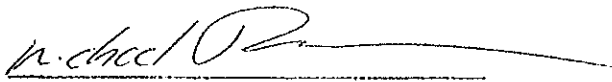
lbachman@coralcharter.com

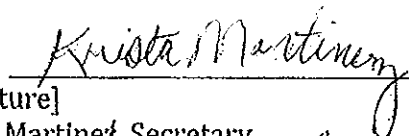
www.coralcharter.com

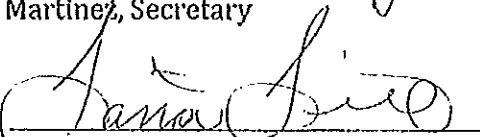
March 16, 2018 PEC Meeting

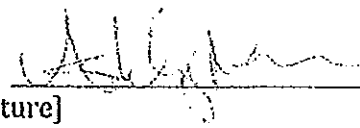
Page 31 of 75

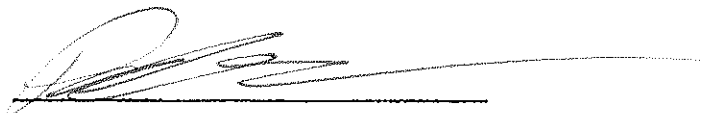
2. 
[signature]
Freeman Leaming, Vice Chair

3. 
[signature]
Michael Reeves, Treasurer

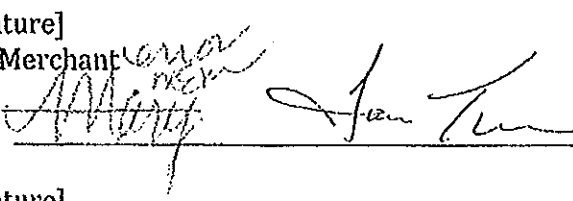
4. 
[signature]
Krista Martinez, Secretary

5. 
[signature]
Tania Trilolo

6. 
[signature]
Ashley Sarrachno

7. 
[signature]
Patrick Correa

8. 
[signature]
Mary Merchant

9. 
[signature]
Fawn Turner

4401 Silver Ave. SE
Albuquerque, New Mexico 87108
(505)292-6725
lbachman@coralcharter.com
www.coralcharter.com

**Coral Community Charter School
Governance Council Meeting Minutes
4401 Silver Ave SE**

Albuquerque, NM 87108

January 30, 2018

GC Members Present: Krista Martinez, Freeman Leaming, Tania Triolo, Fawn Turner, Mary Merchant, Keren Fenderson, Denise Brissey Cohen, Patrick Correa

Guests: Lynette Martinez, Cathy Cavin (Scribe), Roxanne Rosa (Foundation Treasurer), Phil Turner (Foundation President)

Absent: Mike Reeves, Ashley Sarracino

A regular meeting of the Governance Council of Coral Community Charter School (CCCS) was held on Jan 30, 2018 and called to order at 5:30 p.m. by Keren Fenderson.

The meeting began with the reading of the mission, and an introduction of guests.

OPENING ITEMS

AGENDA Motion to approve agenda by Krista Martinez, Patrick Correa seconded. The agenda was approved with 8 votes.

MINUTES

A motion to approve the minutes of 12.17.17 was made by Fawn Turner and seconded by Freeman Leaming. Motion passed with vote of 8.

FINANCIALS

Budget committee reviewed the finances in the dropbox for Nov and Dec; a motion was made to approve by Patrick Correa, seconded by Mary Merchant. Motion passed with 8 votes.

FACILITY COMMITTEE

Freeman Leaming reported that the facility committee discussed LPA issues – leases are not purchases. School may discontinue lease at any time, regardless of timeframe. Agreement provided to PED will be amended to the purchase price being the principle left on agreement with owner; at the end of foundation purchase, school can purchase for \$1.

Lease payment to owner is about \$11,500 per month; the foundation may pay for maintenance on the building as well as the school. Maintenance responsibilities are to be clarified through a Memorandum of Understanding between the school and the Foundation. Maintenance

expenditures may be taken on by Foundation (MOU) with school. Foundation's Real Estate Contract is for 7 years with a balloon pmt. at the end. At the end of 5 years, the Foundation plans on trying to secure funding from a commercial lender or refinancing with owner. Any improvements to the building paid for by public money would become a lien on the property if the Foundation were to default resulting in foreclosure. Clarification needed on "improvements"; state perspective will be sought.

BUDGET/FINANCE

No update from committee.

Angela Lerner gave the itemized overview of BARS.

Krista Martinez moved to approve Budget Adjustment Requests as presented; seconded by Tania Triolo; BARS were approved unanimously by roll call vote of 8.

AUDIT COMMITTEE

No report. Next quarterly meeting will be set when audit is released.

ACADEMIC COMMITTEE

A meeting is set for Feb 14.

EXECUTIVE DIRECTOR SUPPORT COMMITTEE

Krista Martinez reported the committee met; on track with items as supporting Ms. Bachman; available to GC for review and comment by email to committee. An offer of assistance for Ms. Bachman to help with grant writing was made.

ED report

Lori Bachman gave an Executive Director report.

Charter Renewal – advance meeting on Feb 7 with chair of PEC on hand; site visit Feb 28.

GOVERNANCE COMMITTEE

Tania Triolo reported that the committee has worked on developing the training materials; Patrick explained the process to be approved by the GC in the future.

Bylaws can be re-visited at the time of trainings.

GC training hours: Mary Merchant has completed all the required hours.

Recruitment should come within members to create pool for future GC members; beginning could be with a committee member at large.

Student discipline draft policy in dropbox. Vote to be held on Feb 27.

Safe school Plan – approval and vote on Feb 27.

Catherine Begaye submitted resignation; Krista Martinez moved to accept; Fawn seconded.
Vote passed unanimously with 8 votes.

GC Retreat – with new people and dynamics the suggestion was made to possibly have an outsider facilitator (Jean Block, Lisa Grover) Tania will suggest possible dates that would work Feb/Mar/Apr).

TECHNOLOGY COMMITTEE

Fawn Turner reported that there will be a meeting set soon.

NEW BUSINESS

The next regular meeting of the GC is scheduled on Feb 27, 2018.

ADJOURNMENT

Krista motioned for the meeting to adjourn; Tania seconded. The vote was unanimous (8).
Meeting adjourned at 6:32p.m.

Respectfully Submitted,



Krista Martinez, Secretary

Coral Community Charter School
Governance Council Meeting Minutes

4401 Silver Ave SE

Albuquerque, NM 87108

February 27, 2018

GC Members Present: Krista Martinez, Freeman Leaming, Fawn Turner, Mary Merchant, Ashley Sarracino, Tania Triolo (via phone)

Guests: Lori Bachman, Angie Lerner, Lynette Martinez, Cathy Cavin (Scribe)

Absent: Kimberly Brazel, Mike Reeves, Keren Fenderson, Denise Brissey Cohen, Patrick Correa

A regular meeting of the Governance Council of Coral Community Charter School (CCCS) was held on Feb 27, 2018 and called to order with a quorum at 5:45 p.m. by Krista Martinez.

The meeting began with the reading of the mission, and an introduction of guests.

OPENING ITEMS

AGENDA Motion to approve agenda by Ashley Sarracino, Mary Merchant seconded. The agenda was approved by roll call of 6 votes.

MINUTES

A motion to approve the minutes of 1.30.18 was made by Mary Merchant, Fawn Turner seconded as corrected with suggested edits: Lease payment to owner is about \$11,500 per month; the foundation may pay for maintenance on the building as well as the school. Maintenance responsibilities are to be clarified through a Memorandum of Understanding between the school and the Foundation. Foundation's real estate contract is for 7 years with a balloon pmt. at the end. At the end of 5 years, the Foundation plans on trying to secure funding from a commercial lender or refinancing with owner. Any improvements to the building paid for by public money would become a lien on the property if the Foundation were to default resulting in foreclosure. Clarification needed on "improvements"; state perspective will be sought. Motion to amend previous minutes as corrected carried with roll call vote of 5, and Ashley Sarracino abstaining due to not attending the January meeting.

FINANCIALS

Freeman Leaming moved to approve the financials as presented; Ashley Sarracino seconded. Motion passed roll call with 6 votes.

FACILITY COMMITTEE

Freeman Leaming reported that the facility committee did not meet in Feb. Ms. Bachman got a request from PED to submit the real estate contract to PED General Counsel. It will be provided by the foundation to PED general counsel.

BUDGET/FINANCE

No update from committee.

BUDGET ADJUSTMENT REQUESTS

Angela Lerner gave the itemized overview of BARS. Mary Merchant moved to approve Budget Adjustment Requests as presented; seconded by Ashley Sarracino. BARS were approved unanimously with roll call vote of 6.

AUDIT COMMITTEE

No report; next quarterly meeting will be scheduled as soon as the audit is released.

ACADEMIC COMMITTEE

Chair Ashley Sarracino reported a meeting was held and a grant proposal for a math specialist was reviewed. Full analysis of mid year data will be provided by March.

ED Support Committee

Krista Martinez reported the committee met; Next meeting on Wed. Mar 7. Teacher Survey will be completed.

ED Report

Lori Bachman gave an Executive Director reported on site visit Feb 28. Please come by if you have time and Ms. Bachman will introduce you to PED staff. Strategic plan input will be discussed at each committee meeting.

GOVERNANCE COMMITTEE

Tania Triolo reported for the committee. A draft of the training will be provided in the near future. Everyone was asked to be aware of April and May schedules; all training to be completed by Jun 30.

GC Retreat – perhaps in fall 2018 due to budgetary constraints

Tania Triolo nominated Lynette Martinez for GC Board member; Mary Merchant seconded. A Roll call vote of 6 approved her as a member.

Ms. Bachman received a letter of resignation from Denise Brissey Cohen; motion to accept resignation by Freeman Leaming; seconded by Mary Merchant; roll call vote of 6.

Student discipline policy (add see student handbook for addt'l procedures). Motion to accept made by Ashley Sarracino; seconded by Freeman Leaming – approved by roll call vote of 6.

Safe Schools Plan: updates to be reviewed on the review cycle by end of school year. Motion to approve by Tania Triolo, Fawn Turner seconded; approved by roll call vote 6.

TECHNOLOGY COMMITTEE

Fawn Turner reported that there was meeting of the committee; current needs prioritized for new tech vendor; tasks for parent to serve on committee. Next meeting will be March 15.

NEW BUSINESS

The next regular meeting of the GC is scheduled on Mar 20, 2018, a week earlier due to Spring Break. Freeman Leaming motioned to approve, Fawn Turner seconded. Approved by roll call vote of 6.

Visit to UNM with 60 girls when there a potentially dangerous situation; staff developed message to front desk; took extra precautions sending messages to all parents immediately. Debriefed with crisis negotiations team and staff. It was suggested that GC should be notified in case of media contact in the future.

ADJOURNMENT

Ashley Sarracino motioned for the meeting to adjourn; Freeman Leaming seconded. The vote was unanimous (6). Meeting adjourned at 6:47p.m.

Respectfully Submitted,

Krista Martinez, Secretary

10.

A handwritten signature in cursive script, appearing to read 'Lynette Martinez', written over a horizontal line.

[signature]
Lynette Martinez

School Governance Change

La Tierra Montessori School for the Arts and Sciences

On January 12, 2018, a vacancy was created on the board by the resignation of Marcie Davis. Although the resignation was not completed in a timely manner, all documentation has been received.

The school was informed that the vacancy must be filled, or an extension requested, by February 26, 2018. An extension request was filed on March 8, 2018. This request was not submitted in a timely fashion and the position has not yet been filled, therefore the school is out of compliance.

Instructions:

- Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501
- Complete ALL fields about the school. Incomplete forms will be rejected.
- Complete ALL fields for each board member for whom action was taken. Incomplete forms will be rejected.
- Include all required attachments as described below. Submissions not containing all required materials will be rejected.

Required Attachments:

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

i. Notices of Resignation or Removal:

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

ii. Notices of Designation:

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

Name of State-Chartered School: La Tierra Montessori School for the Arts and Sciences Current Number of Governing Body Members: 4

Date submitted: 2/23/2018 Contact Name: Julie Ann Hill-Clapp E-mail: julieann.hillclapp@montessorilatierra.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
Marcie Davis	P.O. Box 1232 Santa Cruz, NM 87567 (505) 927-6828 (cell)	Resignation	1/23/2018	Marcie resigned her position on the LTMAS board so that she could serve on another charter school board.	<i>From: 9/1/2014</i> <i>To: 1/23/2018</i>
Click here to enter Board Member name.	Marcie818windstream.net				
Click here to enter Board Member name.	Click here to enter phone number.	Designation	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.
	amyliiv@yahoo.com				
Click here to enter Board Member name.	Click here to enter address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.
	Click here to enter phone number.				
	Click here to enter email address.				

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

Printed Name of Governing Council President or Designee: _____

January 12, 2018

Dear Members of the La Tierra Governing Council,

I would like to thank you for the opportunity to serve our students and community as a member of the governing council for these many years. As circumstances have changed in my life, I feel I must dedicate my volunteer time in another direction and resign as a member of the LTMSAS governing council. I have learned much from this council and will be available to assist the council or head learner in the future. Thank you all again for your dedication and hard work for our school.

Sincerely,

Marcie Davis
LTMSAS governing council member



La Tierra Montessori School of the Arts and Sciences

Mission Statement

La Tierra Montessori School of the Arts and Sciences will provide K-7 students and their families in the Española region the opportunity to improve educational outcomes utilizing an integrated approach that includes Montessori, the Arts and the Sciences

DRAFT MINUTES

LTMAS GOVERNING COUNCIL MEETING:

Tuesday, January 23, 2018 @ 6 pm

La Tierra Montessori School
659 Roadrunner Rd.
Ohkay Owingeh, New Mexico

****Action Item(s)***

- I. The meeting was called to order at 6:09 p.m.
- II. Roll Call: Julie Ann Hill-Clapp, Ben Sandoval, Ron Martinez, Amy Larsen, and Marcie Davis, excused. Staff members: Christie Berg, Head Learner, Pamela Rodriguez, Office Manager, Deanna Gomez, Business Manager via skype.
- III. Approval of Today's agenda*- Ron Martinez made a motion to approve the agenda, with changes, adding a Governing Council member resignation* to New Business, V. and Amy Larsen seconded. The motion passed unanimously 3-0.
- IV. Approval of minutes from 11/28/2017 GC Meeting*-Ben Sandoval made a motion to approve the minutes and Ron Martinez seconded. The motion passed 3-0.
- V. Reports
 - a. Head Learner Report **(20 minutes)**- A written report was given to the Governing Council members. Discussion was held regarding the report. A copy of the report is in the GC Binder at the school.
- VI. Public Comment and Welcome guests – **(Each guest has 2 minutes)** Please sign the public comment sheet if you wish to make a comment- **Any and all public input be limited to a reasonable amount of time.** Susan McBride, 3rd Grade Teacher, Brittany Herrera, 4th/5th Grade Teacher, and Michael Finnance, 6th Grade came to observe the meeting.

VII. Parent, Teacher Association Report (PTA) **(7 minutes)**-Amy Larsen reported that the Book Fair held in December was a success. There is a great need to recruit officers for the PTA.

VIII. Old Business (20 minutes)

- a. Review of Policies and Procedures-There will be a Special Meeting held on Monday, February 12, 2018 at 5:00 to review and approve Policies and Procedures.

IX. New Business (40 minutes)

A. Financial Report

- I. Discussion and Approval of BAR(s) and Financial Reports*-The Governing Council was provided the monthly financial packet that also included the bank statement and reconciliation for their review. The approval was tabled.
- II. Finance Committee Report-There will be a Finance Committee Meeting on Friday, February 9 at 4:00 p.m. at the school.
- III. Audit Committee Report- The Financial Audit report has not been released.
- IV. Review and Discuss amendment to the school contract*- Amy Larsen made a motion to approve the amendments as presented by Christie Berg, and Ben Sandoval seconded. The motion passed 3-0.
- V. Governing Council Member Resignation*-Ron Martinez made a motion to approve the resignation of Governing Council member Marcie Davis, and Amy Larsen seconded, Ben Sandoval voted nay, The motion passed 3-0, with Julie Ann Hill-Clapp's vote.

X. Executive Session: The Governing Council may, if necessary, enter into executive session limited to discussions regarding personnel or facility matters, No action will be taken in executive session. **(In accordance with the NMSA 1978 Section 10-15-1 (H)2; Limited Personnel Matters; 10-15-1 (H)7 Litigation; 10-15-1; (H)8 Real Property and Water Rights the Board may enter into Executive Session. Matters discussed in the closed meeting are limited to those specified in the motion of the Governing Council and no action will be taken in executive session.)** –Entered into Executive Session at 8:14 p.m.

***Executive Session: Roll Call Vote to Enter Executive Session-** Julie Ann Hill-Clapp, Ron Martinez, Amy Larsen,

***Executive Session: Roll Call Vote to Exit Executive Session-** Julie Ann Hill-Clapp, Ron Martinez, Amy Larsen

Returned to regular session at 8:50 p.m.

XII. Adjournment-Ron Martinez made a motion to adjourn and Amy Larsen seconded.

School Governance Change

Media Arts Collaborative Charter School

On December 12, 2017, a vacancy was created on the governing board by the resignation of John Lopez. This vacancy was filled on January 9, 2018 by the designation of Steve Eiland. Although notification of the resignation was not submitted in a timely fashion, the vacancy was filled timely and notification for the designation was received timely. All documentation has been received.

The governing board has nine members currently seated 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: Media Arts Collaborative Charter School

Date submitted: 2/7/18

Contact Name: Jonathan Dooley

E-mail: jdooley@nmmediaarts.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
John Lopez	Resignation	12/12/2017	Resignation due to personal reasons	From: 4/14/2015 To: 12/12/2017
Steve Eiland	Designation	1/9/2018	N/A - Approved as a Board Member	From: 1/9/2018 To: 1/9/2021
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: [Signature]

Date: 1-9-18

Printed Name of Governing Council President or Designee: Michael Tevillo President

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.

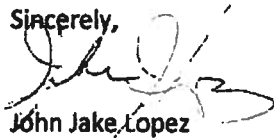
2714 Burton SE
Albuquerque, NM 87106
December 12, 2017

Mike Trujillo, President
MACCS Governing Council

Mr. Trujillo:

This is my letter of resignation from the MACCS Governing Council effective December 13, 2017. It has been an honor to be a member of this board and I wish the continued success of a remarkable charter school.

Sincerely,



John Jake Lopez

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Stephen A. Eiland, after being duly sworn, state:

1. My name is Stephen A. Eiland and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Media Arts Collaborative Charter School in Albuquerque, New Mexico.

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

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

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

[Signature]
[Signature]

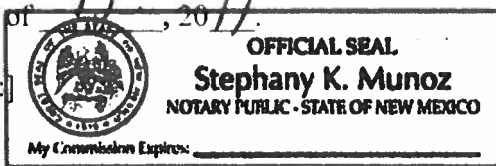
12/12/17
Date

Stephen A. Eiland
[Print]

VERIFICATION

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

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: 12/13, 2020.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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


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


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

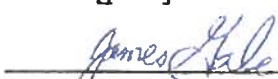
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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


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


THE FOLLOWING MEMBERS OF THE MEDIA ARTS COLLABORATIVE CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 9TH DAY OF JANUARY, 2018.


1. 
[signature]
Michael Trujillo
[print]

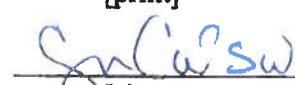
2. 
[signature]
Malinda Menke
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3. 
[signature]
James Gale James Gale
[print]


4. 
[signature]
Ted Cloak
[print]

5. 
[signature]
Miles Tokunow
[print]

6. 
[signature]
Steve Eiland
[print]

7. 
[signature]
Carolyn Carlson
[print]

8. 
[signature]
Marvin Gladstone
[print]

9. 
[signature]
Trish Meyer
[print]

Attach additional pages if membership exceeds five.

**MEDIA ARTS COLLABORATIVE CHARTER SCHOOL
GOVERNING BOARD MINUTES
December 12th, 2017 7:30pm
4401 Central Ave NE Building #2 Albuquerque, NM 87108**

1. Quorum Call
 - a. Michael called the meeting to order at 7:31pm
 - b. Board Member Quorum Call
 - i. Michael Trujillo – Present
 - ii. Ted Cloak – Absent
 - iii. John “Jake” Lopez – Present
 - iv. James Gale – Present
 - v. Miles Tokunow – Present
 - vi. Carolyn Carlson – Present
 - vii. Malinda Menke – Present
 - viii. Trish Meyer – Present
 - ix. Marvin Gladstone – Present
 - x. A quorum is present
 1. Miles made a motion to excuse Ted Cloak
 2. John seconded
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 5. Motion Passed 7-0
 - c. Staff Present: Jonathan Dooley, Patrick Kelly, Anthony Conforti, Maureen Johnson, Alicia Faulds, Michael Dolce and Jessica Vierra
 - d. Foundation Members Present: None
 - e. PAC Members Present: None
 - f. Public Present: Steven Milner and Steve Eiland
2. Approval of Agenda
 - a. John made a motion to approve the agenda
 - b. Carolyn seconded
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - e. Motion Passed 7-0
3. Approval of Minutes
 - a. Carolyn made a motion to approve the November 14th minutes
 - b. Trish seconded
 - c. There was no discussion

- d. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - e. Motion Passed 7-0
- 4. Committee of the Whole
 - a. No comments
- 5. Public Comment
 - a. None
 - b. Introduction of the staff members present to the board
- 6. Board Member Candidate
 - a. Steve Eiland introduced himself to the board. He discussed interest in serving on this board and his background in film, legislative work and education. The board introduced themselves to Mr. Eiland as well.
- 7. Reports
 - a. Principal Report
 - i. Charter School Division Renewal Update
 - 1. Recommendation for 5 years
 - a. Need to focus more on media in classrooms and project based learning
 - 2. PEC Meeting on December 14th or 15th
 - a. There was discussion regarding our presentation and what we will focus on
 - ii. Staffing for 2017-2018
 - 1. Special Education Teacher position is filled
 - a. Dora Sheer has started here as of Monday
 - 2. HS Math Positions filled
 - iii. Enrollment
 - 1. Currently 246 students
 - a. New interview and reflection process for new applicants
 - b. Get specific with what we do with media here
 - 2. Attendance is still at 99%
 - iv. SREB Site Visit and Progress Monitoring
 - 1. Reinvigorate the Advisory Classes
 - a. HSTW Grant is helping with this
 - 2. Encouraging Advisory Attendance?
 - v. Referrals and Observation Update
 - 1. Focus on disruptions and defiance
 - 2. Lockdown was safe and secure
 - vi. Middle School and Presentations of Learning Assemblies
 - 1. Ask kids ‘what kind of community they want’
 - a. No tolerance for drugs in the school

- 2. MS Rights and Responsibilities
 - vii. NM Coalition of Charter Schools Conference
 - 1. Performance Framework Revisions (Tiered System)
 - 2. Not a concern until we renew in 5 years
 - viii. Visit from Turquoise Trail Charter School
 - 1. Currently an elementary school moving to add a middle school
 - 2. Media Arts curricular focus
 - ix. Science Fair Last Wednesday
 - 1. Big thanks to Rachel Benner and Vary Coates
 - a. Also to Jim Gale for judging
 - 2. Science Fair Awards Assembly this Friday (along with Talent Show)
 - x. Fundraisers
 - 1. MACCS PAC – Papa John’s
 - 2. Student Government – Dion’s Pizza
 - xi. Daedalus Daily Newspaper
 - 1. Distributed December edition
 - xii. Leadership Council Organizes
 - 1. Reach out to Foundation Board to assist with fundraising and promotion of school
 - 2. Putting together January 2nd Professional Development around staff needs and interest
- b. Financial Report
- i. Pat reported on the finances for November 2017
 - 1. Discussed various funds and their balances
 - a. Approximately \$238K of deposits and \$226K of expenses
 - b. Noted that operational budget balance will go down in December and January due to hiring of new staff at higher levels than previous
 - i. Will present a BAR in January for these changes
 - 2. Reviewed the disbursements and deposits for the month
 - ii. Presentation of Budget Adjustment Requests (BARs)
 - 1. Golden Apple Grant \$883
 - 2. SB-9 State Match Bond -\$6,224
 - 3. Target School Grant \$700
 - iii. Parent on Audit Committee
 - 1. Pat presented that we found a parent to be on our Audit Committee
 - a. Ryan Salway (parent of 7th grader) has agreed to serve
 - iv. NM Finance Authority Legislative Authorization

1. Pat received confirmation that MACCS has been included in the NMFA bill for this session
- v. Facility Financing Meeting
 1. Start negotiations for Bank of America building over the next few weeks
 2. Keep in mind a probable 20% cut to our Lease Assistance Grant next school year (\$36,000)
- vi. Legislative Appropriation Request
 1. Still need to schedule a meeting to come up with our requests
 - a. Not sure of process
- vii. Capital Projects and Expenditures
 1. New window to be installed next week ~\$5K
 2. New Mini-Split System in Server Room to be installed next week ~ \$7K
 3. Current balances of appropriations:
 - a. Facility (14-1468) - \$6,415.69
 - b. Activity Vehicle (15-0233) - \$14,784
 - c. HVAC (15-0234) - \$36,000
 - d. HD Cameras (15-0243) - \$0
 - e. Classroom Technology (16-2050) - \$1,153
- viii. Disposal of Supply Assets
 1. Will be presented for January's board meeting
 - a. IT contractor and staff are going through some obsolete computer equipment to determine what works (for donations) and what doesn't (for recycling)
- ix. Approval of Financial Report
 1. Jim moved to approve the presented November 2017 financial report
 2. John seconded the motion
 3. There was no discussion
 4. Roll Call Vote – Miles Tokunow "AYE"; John Lopez "AYE"; James Gale "AYE"; Trish Meyer "AYE"; Carolyn Carlson "AYE"; Malinda Menke "AYE"; Marvin Gladstone "AYE"
 5. Motion Passed 7-0
- c. Media Coordinator Report
 - i. Thursday MACCS is hosting the Film Advisory Board meeting
 1. Andrew Barrow and Anthony Conforti have been attending over the years
 2. In Nob Hill Studios at 3:30pm
 3. Anthony suggested
 - ii. We had one entry in the most recent 48 hour film festival

1. Did not place but it was chosen to be screened at the KIMO theatre
 - iii. MACCS still has not received the approximately \$22,000 check from the Dusk 'til Dawn that we have been expecting
 1. We did receive another \$1,700
 - iv. Legislature Media Visits
 1. Late January or early February for possible visits
 - a. Anthony extended an invitation to the board
 2. Possible other visits other than Media Day
 - v. Began shooting with the Habitat for Humanity project
- d. PAC Report
- i. No report given
- e. Foundation Board
- i. No report given
- f. Leadership Council
- i. We have done some grant research and found some that may be a fit for our school.
 - ii. Some grants are only for non-profit organization so the Leadership Council wanted to approach the foundation and the governance council on how to promote and fundraise for the school
 1. Mr. Dolce mentioned that staff doesn't know the governance council and foundation board and vice versa.
 - a. There is a need to work as a "tripod" to help the school and its students
 - b. Help with promotion, recruitment and fundraising
 - i. Film Festivals, etc
 - ii. Finding the students that want to do media
 2. Data collection and analysis
 - a. With the increase importance of data collection, discussion has started around possibly hiring someone for that position
 3. There was discussion regarding how to collaborate and join forces and how all groups can help each other
 - a. Possible standing reports on monthly agendas
 - b. Discussion from Marvin about creating a Collaborative or Liaison Committee that consists of a Governance member, Foundation Member, Administration and Faculty maybe to meet monthly

- g. **Internship Coordinator (Maureen Johnson)**
 - i. Maureen discussed her background and her experiences as an intern and how that she was a counseling intern at MACCS prior to joining our staff
 - 1. There are two classes that focus on upper classmen (Senior Leadership and Community Leaders) and how she can collaborate with those teachers to promote internships
 - a. In the Senior Leadership class, finding a mentor is a requirement
 - i. Finding a field that the student is interested
 - ii. 30 hours of mentorship time required
 - iii. Creation of resume, professional emails and interview with mentor
 - iv. Presentation of Learning requirement
 - b. Internship Path
 - i. 60 hour requirement
 - ii. POL is not requirement, but encouraged
 - iii. Receive HS credit for it
 - 2. Michael discussed how the board can help with internships and the connections the board has with different industry

8. Action Items

- a. **BARs Approval**
 - i. John made a motion to approve the three presented BARs
 - ii. Malinda seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
- b. **Vote on Officers for Governance Council**
 - i. Miles was nominated by Michael to become Vice President
 - ii. Carolyn made a motion to approve Miles as Vice President
 - iii. Malinda seconded the motion
 - iv. There was discussion that per the new by-laws all positions are up for appointment at the July meeting
 - v. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - vi. Motion Passed 7-0
- c. **Internship Committee Formation**
 - i. John made a motion to create an Internship Committee

- ii. Miles seconded the motion
 - iii. There was discussion to have Miles, Carolyn and Trish serve on the committee
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
 - d. Accept resignation letter from John Jake Lopez
 - i. Marvin moved to accept resignation letter from John Jake Lopez
 - ii. Miles seconded the motion
 - iii. There was discussion that John received an opportunity to teach another class at Luna Community College and that he wishes the board and the school the best
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
 - e. Accept Steve Eiland to the Governance Council
 - i. Marvin moved to accept Steve Eiland as a member of the Governance Council effective January 9th, 2018.
 - ii. John seconded the motion
 - iii. There was no discussion
 - iv. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - v. Motion Passed 7-0
9. Old Business
- a. None
10. New Business
- a. There was discussion of a possible Christmas party or a renewal party in January, more information will be emailed out
 - b. Trish brought up the 2018 Motion conference and that tickets are available soon
11. Adjournment
- a. John moved to adjourn the meeting
 - b. Carolyn seconded the motion
 - c. There was no discussion
 - d. Roll Call Vote – Miles Tokunow “AYE”; John Lopez “AYE”; James Gale “AYE”; Trish Meyer “AYE”; Carolyn Carlson “AYE”; Malinda Menke “AYE”; Marvin Gladstone “AYE”
 - e. Motion Passed 7-0
 - f. Meeting adjourned at 9:11pm



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

CHRISTOPHER N. RUSZKOWSKI
SECRETARY-DESIGNATE OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

February 15, 2018

Jonathan Dooley
Media Arts Collaborative Charter School
4401 Central Avenue, NE, Building #2
Albuquerque, NM 87108

Dear Mr. Dooley:

Thank you for your notification of a governing body resignation and a governing body designation dated February 7, 2018 in which Media Arts Collaborative Charter School provided notification to the Public Education Commission (PEC) of the resignation of John Lopez and the designation of Steve Eiland.

This notification will be presented to the PEC at the meeting on March 16, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

School Governance Change

North Valley Academy

On December 28, 2017, a vacancy was created on the board by the resignation of Robert Taylor. Notice of the resignation was not received until February 22, 2018. Although the resignation was not reported in a timely fashion, all documentation has been received.

The school was notified that the position was to be filled, or an extension filed, by February 11, 2018. On March 9, 2018, the PED was informed the school had filled the vacancy by the designation of Julie Crespy. The vacancy was filled on February 15, 2018. The vacancy was not filled or reported in a timely manner. All documentation has not yet been received. Minutes wherein the designation was approved have not been 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: North Valley Academy Current Number of Governing Body Members: 6
Date submitted: 2/22/2018 Contact Name: Susan McConnell E-mail: smcconnell@nvanm.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
Robert Taylor	7915 Dragoon NW Albuquerque, NM 87114 505-358-9974 No current personal email address on file.	Resignation	1/25/2018	Resignation due to move out of state.	From: 4/15/2014 To: 1/25/2018
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter email address. Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: _____

Susan McConnell

Date: 2/22/18

Printed Name of Governing Council President or Designee: _____

Alaudia I. Zamora

Letter of Resignation

3 messages

Robert Taylor <RTaylor@friedmanrecycling.com>
To: "smcconnell@nvanm.org" <smcconnell@nvanm.org>

Thu, Dec 28, 2017 at 9:31 AM

Ms. McConnell,

It is with a heavy heart that I have to tender my resignation as President for the Governing Council of North Valley Academy, effective with the boards approval. I've greatly enjoyed working hand in hand with the board, administration, staff and all stakeholders in making NVA an amazing place of learning! I've excepted an job with a new company and the Taylor's will be relocating to California. We'll pray for continued success for NVA and that ya'll keep SOARING like EAGLES!

This email has been scanned by the Symantec Email Security.cloud service.

Susan McConnell <smcconnell@nvanm.org>
To: Robert Taylor <RTaylor@friedmanrecycling.com>

Sat, Dec 30, 2017 at 5:41 PM

Hello Rob. I am in receipt of your letter and will present it to the board at the next regular gc meeting on Jan 18.
On a personal note, I have greatly enjoyed working with you and learning from you. You have been a tremendous support and champion of NVA.
All the best to the entire Taylor family!
Susan
[Quoted text hidden]

Susan McConnell <smcconnell@nvanm.org>
To: Sarah Pina <spina@nvanm.org>

Mon, Jan 29, 2018 at 2:40 PM

Here is Rob's resignation

S

[Quoted text hidden]

--

Susan McConnell

Principal
North Valley Academy Charter School
7939 4th Street NW
Los Ranchos de Albuquerque, NM 87114
(505) 998-0501 Ext. 136

We are teachers! What's *your* super-power?

North Valley Academy

Minutes - Governing Council – Regular Meeting

January 25, 2018 - 4:30 p.m.

A. PROCEDURAL AGENDA

The meeting was called to order by Craig Sinsabaugh at 4:34 pm and initiated by a roll-call and pledge of allegiance. Members Present: Ed Manzanares, Tommy Walmsley, Claudia Zamora, Secretary; Gayle Edward, and Craig Sinsabaugh. Absent: Ron Montoya Vice-Chair and President Robert Taylor. Mr. Sinsabaugh announced there was a quorum of members. Administrative Staff Present: Susan McConnell, principal; Sarah Pina, Business Mgr. Legal advisor, Abby Lewis.

The Mr. Sinsabaugh asked for a motion to approve the agenda, Mr. Manzanares moved to accept the agenda seconded by Mr. Walmsley. In favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0.

The Mr. Sinsabaugh asked for a motion to approve the minutes from the Nov 16 meeting. Mr. Walmsley seconded by Ms. Edward; in favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0.

B. PUBLIC COMMENT:

No public comment.

C. ACTION ITEMS

1. **Governing Council Member Resignation: Robert Taylor resigned the GC due to his relocation to California.** The Governing Council wishes him and his family well.
2. Elections: Mr. Manzanares motioned to nominate Ms Zamora as President, seconded by Ms Edward. In favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0. Mr. Sinsabaugh motioned to nominate Ms Edward as secretary, seconded by Mr. Walmsley. In favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0.
3. Ms Pina presented the financial report. Mr. Walmsley motioned to approve BAR: 0009-I. The motion was seconded by Mr. Manzanares. In favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0.
4. Ms Pina presented the Payment vouchers. Mr. Manzanares motioned to approve the vouchers, seconded by Mr. Walmsley. In favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0.
5. Ms Zamora motioned to approve Draft V of the Lease Purchase Arrangement with the Saylor Family Trust with changes recommended by PED, seconded by Mr. Sinsabaugh. in favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0.
6. Mr. Manzanares motioned to approve the Facility Rental Policy & Rental Agreement in order that the School be able rent out it's athletic facilities,

seconded by Mr. Walmsley. In favor, Edward, Manzanares, Zamora, Sinsabaugh and Walmsley. Opposed 0.

7. The Board was presented with the Professional Boundaries Policy required for adoption by POMS and Associates Risk Services Insurance to review, discuss and vote on the next meeting.

D. INFORMATION ITEMS

Operations: Ms. McConnell mentioned that many people have stepped up with the absence of COO.

Instructional: Ms. McConnell presented the NWEA Map Short Cycle Assessment Projected Growth Proficiency Rate.

Report from the Foundation: John Edward, President of the NVA Foundation Board to come together with the GC for fundraising and get familiar with school events.

E. DISCUSSION ITEMS

Potential New Governing Council Member: GC will be looking for new members to interview to join the board.

D. CLOSING BUSINESS

Mr. Walmsley made a motion to adjourn meeting. Mr. Sinsabaugh seconded it. In favor, Montoya, Zamora, Sinsabaugh and Walmsley. Opposed 0. Meeting adjourned at 6:38 pm.

Next regular meeting Thurs, February 15, 2018 at 4:30 pm.

7. [print] Sh
[signature]
Craig Sinsabaugh
[print]

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: North Valley Academy

Current Number of Governing Body Members: 7

Date submitted: 3/9/2018

Contact Name: Susan McConnell

E-mail: smcconnell@nvanm.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
Julie Crespy	9613 Thomas Lane NW Albuquerque, NM 87114 505-440-2038 icrespy@nvanm.org Crespyjr@msn.com	Designation	2/15/2018	N/A	From: 2/15/2018 To: present
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:



Date: 3/9/18

Printed Name of Governing Council President or Designee:

Claudia I. Zamora

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Julie Crespy, after being duly sworn, state:

1. My name is Julie R. Crespy and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the of NORTH VALLEY ACADEMY in Los Ranchos, 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 of NORTH VALLEY 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.

Julie R. Crespy
[Signature]

2/15/18
Date

Julie R. Crespy
[Print]

VERIFICATION

The foregoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of Feb, 2018.
[Notary Seal] ADRIAN M. LEWIS
NOTARY PUBLIC
STATE OF NEW MEXICO
My Commission Expires: _____

M. Lewis
NOTARY PUBLIC

My commission expires: Feb 6, 2022.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the NORTH VALLEY ACADEMY located in Los Ranchos, New Mexico.


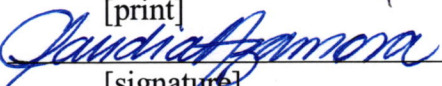
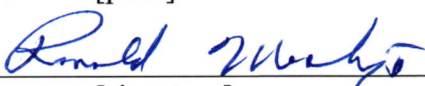


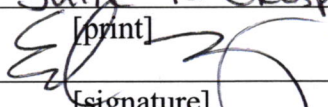
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We make this statement as part of NORTH VALLEY ACADEMY's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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 NORTH VALLEY ACADEMY GIVE THE FOREGOING STATEMENT THIS 15 DAY OF FEBRUARY, 2018.

1. 
[signature]
Thomas Wainwright
[print]
2. 
[signature]
Claudia I. Zamora
[print]
3. 
[signature]
Ronald Montoya
[print]
4. 
[signature]
Gayle Edward
[print]
5. 
[signature]
Julie R. Crespy
[print]
6. 
[signature]
Ed Manzanares
[print]

School Governance Change

Student Athlete Headquarters Academy (SAHQ)

On January 8, 2018, a vacancy was created on the board by the resignation of Michael Carrillo. The resignation was not submitted in a timely fashion, but all documentation has been received.

On February 9, 2018, the vacancy was filled by the designation of Denise Woody. The notification was submitted in a timely fashion and all documentation has been received.

The board currently has five seated members and is compliant with the school's 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: SAHQ Academy Current Number of Governing Body Members: 5

Date submitted: 2/22/2018 Contact Name: David Beach E-mail: g.dbeach@sahqacademy.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
Michael Carrillo	N/A 505-688-3735 g.mccarrillo@sahqacademy.org	Resignation	1/8/2018	Health	From: 5/6/2016 To: 1/8/2018
Denise Woody	7404 Yarwood NE Albuquerque, NM 87109 505-249-7041 g.dwoody@sahqacademy.org	Designation	2/9/2018	Click here to enter Board Member name.	From: 2/9/2018 To: Present
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: 2-22-18

Printed Name of Governing Council President or Designee:

David Beach

Student Athlete Headquarters Governing Board

1404 Lead Ave SE,

Albuquerque, NM

87106

Fellow Board Members,

Thank you for allowing me to serve with you on the Student Athlete Headquarters Governing Board. At this time, I am going to turn my attention to the needs of my health and resign from the board effective immediately.

Michael Carrillo

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Denise Woody, after being duly sworn, state:

1. My name is Denise Woody and I reside in DW Def Albuquerque, New Mexico.

2. I am a member of the governing body of the [insert name of school] in SAHA 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.

Denise Woody
[Signature]

2/20/18
Date

Denise Woody
[Print]

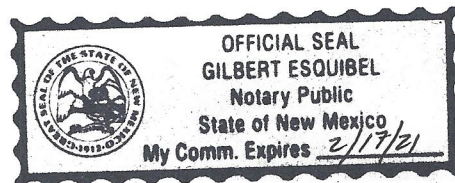
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 20 day of February, 2018.

[Notary Seal:]

Gilbert Esquivel
NOTARY PUBLIC

My commission expires: 2/17, 2021.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Student Athlete Headquarters Academy, located in Albuquerque, New Mexico.

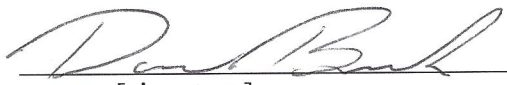
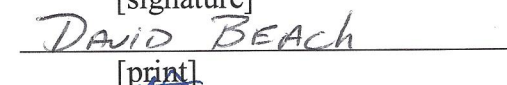
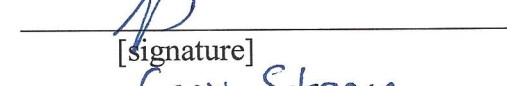
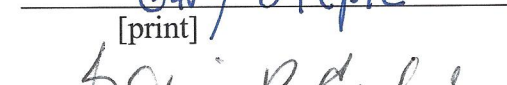
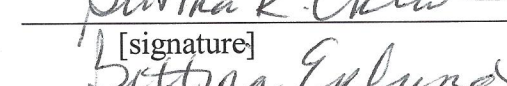
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Student Athlete Headquarters 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 STUDENT ATHLETE HEADQUARTERS ACADEMY GIVE THE FOREGOING STATEMENT THIS 16 DAY OF Feb., 2018.

1. 
[signature]
DAVID BEACH
[print]
2. 
[signature]
Gary Stepic
[print]
3. 
[signature]
Bettina Eklund
[print]
4. 
[signature]
PAUL FRAGUA
[print]
5. 
[signature]
Denise Woody
[print]

Attach additional pages if membership exceeds five.



Governing Council Meeting
Wednesday, February 09, 2018
9:30 am at SAHQ Academy in the Boardroom

Agenda

- I. Call to Order and Roll Call
- II. Committee Reports
 - A. GC Chair report - David
 - 1. David reported a recent training he attended
 - 2. 10 hour training available
 - 3. Three-hour training could be developed for GC members to explain the charter and the school's mission--will count towards 10 hours of training required by PED for GC members
 - 4. GC members need to have 10 hours of training by June of this year
 - 5. Tech tax information - Michael Vigil gave some information about the tech tax and how there might be funds available to the school through the mil levy
 - 6. School account regarding school business- David would like to set up a time with GC members if they need help accessing the GC email
 - B. Directors report - Amy
 - 1. Safe Schools Plan Approved
 - 2. Doors off of Coal parking lot and alley need appropriate locks/security; budget deficit taken into consideration, but these must fixed.
 - 3. MAP Data and Performance Goals 2017-2018
 - 4. NCAA Eligibility Center account PIN received so that I can complete application; plans to do so this week usurped by discipline referrals this week
 - 5. Spring Testing Planning and Administration
 - Trainings during Teacher PD on Fridays
 - Materials ordered, including calculators
 - IT has been notified to set up for SBA and PARCC
 - 6. CNM college day – 9/10 graders attending today
 - 7. Submitted requests for CES to fill ancillary positions; waiting for quotes from them
 - C. Academic Efficacy Report - David
 - 1. On January 26 the committee met to discuss Snapshot projections, grading policies, course completions, grading period, incomplete for courses, quarter dates, NCAA updates, academic support, training, accountability and IEPs, potential for summer school. With our budget, there will need to be a plan for how summer school will be set up. David wants the committee to investigate PBL.
 - D. Financial Report - Justine

SAHQ Academy
1404 Lead SE, Albuquerque, NM 87106



Committee met before today's meeting to discuss current budget. Justine summarized that our final budget has been decreased by approximately \$164,000 which may leave us in a deficit. Amy and Justine will review open purchase orders to see where funds can be recouped. David noted that he will have a separate meeting with Charlotte and another board member to work on the meeting to discuss lease amount or square footage reduction to help with budget shortfall.

The numbers for 80 day and 120 count will be used to determine next year's budget.

III. Action Items

A. Approval of New Governing Council Members

1. Review of Denise Woody's resume. Vote on electing her to the Governing Council.
David moved to nominate Denise to the GC.

2. Gary seconded

3. All in favor

B. Approval of Agenda for February 2018 meeting

1. Moved to accept by Paul.

2. Seconded by Bettina.

3. All in favor

C. Approval of Minutes from January 10, 2018 meeting

1. Moved to accept by Paul.

2. Seconded by Gary.

3. All in favor; Denise abstained.

D. Approval of Financial Report and BARs (572-000-1718-0006-IB)

1. Moved to accept by Paul

2. Seconded by Bettina.

3. All in favor; Denise abstained.

E. Approval of Policy for Establishing Alternative Credit Courses

1. Moved to accept by Paul.

2. Seconded by Bettina.

3. All in favor.

F. Approval of Facilities Use Agreement with SAHQ Backers

1. Moved to accept by Paul.

2. Seconded by Bettina.

3. All in favor; Gary and Denise abstained.

IV. New Business

A. Discussion on establishing a GC Calendar

1. David would like to set up a shared calendar to add training dates, CSD audit dates and other important dates. The GC agreed and some want some training to know more about using Google docs and calendars.

V. Old Business

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1404 Lead SE, Albuquerque, NM 87106



- A. GC Training Opportunities
- B. Discussion on adding new Board Members
 - 1. Denise was elected so that we have our board fully functional as a board of finance since Michael Carrillo's resignation. David identified that the council may have to sign another affidavit. David will let the GC know so that they can plan to have their documents notarized.

VI. Public Comments

VII. Closed Session - Discussion on Personnel Matter

VIII. Next Governing Council Meeting schedule for March 2018

IX. Adjourn

SAHQ Academy
1404 Lead SE, Albuquerque, NM 87106