

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: June 15, 2017
- II. Item Title: Report From Options For Parents & The Charter School Division--Discussion And Possible Actions
 - A. Charter School Division Update
 - B. Report on Governing Body Changes
 - i. Amy Biehl High School
 - ii. Anthony Charter School
 - iii. Gilbert L Sena High School
 - iv. Las Montañas Charter School
 - v. North Valley Academy
 - vi. Southwest Preparatory Learning Center
 - vii. Taos International School
 - viii. The MASTERS Program
 - ix. La Academia Dolores Huerta
 - x. Tierra Adentro of New Mexico
 - xi. Student Athlete Headquarters Academy
 - xii. Explore Academy
 - xiii. Roots and Wings Community Charter
 - xiv. Taos Integrated School for the Arts
 - xv. SABE
 - C. Report on School Closures
 - i. Uplift Community School
 - ii. Sage Montessori Charter School
 - D. Report from New Mexico School for the Arts
- III. Executive Summary and Proposed Motions:

A. Charter School Division Update

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

Public Education Commission

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

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

Charter School Name	Commission Action and Date	Alleged Violation	Status
Anthony Charter School	Non-renewal - December 10, 2014	<ul style="list-style-type: none"> • Failure to meet prior renewal conditions including: <ul style="list-style-type: none"> • Identifying how the Discovery short cycle aligns with academic program • Strategic planning by governing counsel to measure student progress • Strategic planning by governing counsel to evaluate principal • Approving all policies required by law • Failure to meet improvement plan requirements • Violations of material terms and failure to meet goals of contract • The application is otherwise contrary to the best interests of the charter school's projected students, the local community, or the school district in whose geographic boundaries the charter school applies to operate. 	<ul style="list-style-type: none"> • On December 9, 2016, CSD received a copy of a settlement agreement from the PED Office of General Counsel, which appears to be a settlement agreement between the PED and Anthony Charter School from January 11, 2016. That agreement was provided in the Commissioner's January meeting materials. The settlement agreement indicates Anthony Charter School will be up for renewal in December 2017. • The school leader attended the Renewal Applicant Training, but has notified us that his contract has not been renewed for the coming year.
Sage Montessori Charter School	Non-Renewal – December 7, 2016	<ul style="list-style-type: none"> • School currently maintains a 3 year average letter grade of D and has earned a D or F letter grade in each of the last three years, • School failed to meet or make progress toward a majority of the goals in the charter contract. • School failed to meet several elements of the material terms of the contract 	<ul style="list-style-type: none"> • On December 7, the PEC voted to not renew the school's charter. • On December 20, 2016, the school's decision letter was sent by email. • The school submitted a notice of appeal on January 19, 2017.

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

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

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

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

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

		<ul style="list-style-type: none"> • School failed to complete and submit statutorily required state PARCC assessments in one year. 	
La Resolana Leadership Academy	Non-Renewal – December 16, 2016	<ul style="list-style-type: none"> • The school currently has a deficit of \$210,032.58 of their total budget of \$822,461.24 	<ul style="list-style-type: none"> • On December 16, the APS School Board voted to not renew the school's charter. • The school submitted a notice of appeal on January 13, 2017. • On February 19, 2017, the school submitted a letter (attached) withdrawing the appeal based on a negotiated settlement with Albuquerque Public Schools.

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

Charter School Name	Date of Commission Request	Matter	Next Report
Southwest Learning Centers		Ongoing investigation.	
Coral Community Charter	December 7, 2016	<ul style="list-style-type: none"> • Academic Improvement Plan • Audit Corrective Action Plan 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Mission Achievement Success	December 7, 2016	<ul style="list-style-type: none"> • Audit Corrective Action Plan 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Southwest Aeronautics Mathematics and Sciences	December 8, 2016	<ul style="list-style-type: none"> • Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Southwest Primary Learning Center	December 8, 2016	<ul style="list-style-type: none"> • Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Southwest Secondary Learning Center	December 8, 2016	<ul style="list-style-type: none"> • Corrective actions identified in the renewal response 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter

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

Walatowa High Charter School	December 9, 2016	<ul style="list-style-type: none"> • Audit Corrective Action Plan • Corrective Action Plans <ul style="list-style-type: none"> ○ Timely STARS reporting ○ Governing board training 	<ul style="list-style-type: none"> • February 8, 2017 in WebEPSS • Quarterly thereafter
Estancia Valley Classical Academy	February 21, 2017	<ul style="list-style-type: none"> • Complaints under ADA, Sect. 504, IDEA • Revised policies 	<ul style="list-style-type: none"> • April 1, 2017 in WebEPSS • Quarterly thereafter

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

Status of Governing Body Resignations

Charter School Name	Board Member Resignation Date	Current Number of Board Members	Deadline for Filling Vacancy
Amy Biehl Charter	October 12, 2016	7	November 26, 2016
Amy Biehl Charter	December 8, 2016	7	January 22, 2017
Anthony Charter	March 20, 2017	5	May 4, 2017
Coral Community Charter School	September 27, 2016	7	November 11, 2016
DEAP	October 7, 2016	6	November 21, 2016
DEAP	January 4, 2017	6	February 18, 2017
DEAP	January 4, 2017	6	February 18, 2017
Health Leadership High School	January 27, 2017	5	March 13, 2017
North Valley Academy	March 4, 2017	5	May 18, 2017
DEAP	April 28, 2017	5	June 12, 2017
Alma d'arte	Not reported	3	Past due

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

Schools Looking for a New Facility

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

B. Report on Governing Body Changes

- i. Amy Biehl High School
- ii. Anthony Charter School
- iii. Gilbert L Sena High School
- iv. Las Montañas Charter School
- v. North Valley Academy
- vi. Southwest Preparatory Learning Center
- vii. Taos International School
- viii. The MASTERS Program
- ix. La Academia Dolores Huerta
- x. Tierra Adentro of New Mexico
- xi. Student Athlete Headquarters Academy
- xii. Explore Academy
- xiii. Roots and Wings Community Charter
- xiv. Taos Integrated School for the Arts
- xv. SABE

School Governance Change

Amy Biehl High School

On April 20, 2017, Cesar Miranda was designated as a new Governing Board member, filling the position of James Loughren. Due to a dispute regarding the necessity of filling vacancies beyond the mandated five positions, the designation did not happen in a timely manner. Although the current Governing Board has eight members, there are still two positions that had been formerly filled that remain vacant.


STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Amy Biehl High School Current Number of Governing Body Members: 8

Date submitted: 5/16/2017 Contact Name: Betty Seeley E-mail: bseeley@abhs.k12.nm.us

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Cesar Miranda	233 La Nueva Vida del Oeste Albuquerque, NM 87103 505-206-3008 cmiranda@abhs.k12.nm.us	Designation	4/20/2017	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:  Date: 5-16-17

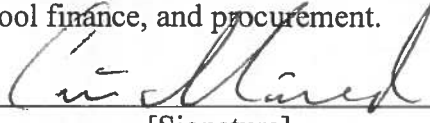
Printed Name of Governing Council President or Designee: Rachel Berenson

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Cesar Miranda, after being duly sworn, state:

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


[Signature]
Cesar Miranda
[Print]

5/8/17
Date

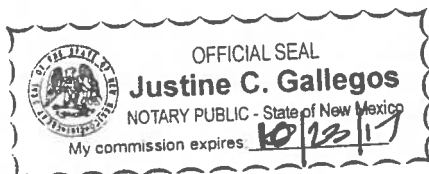
VERIFICATION

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

[Notary Seal:]


NOTARY PUBLIC

My commission expires: Oct 23, 2017.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the AMY BIEHL HIGH SCHOOL, located in Albuquerque, New Mexico.

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

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

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

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

THE FOLLOWING MEMBERS OF THE AMY BIEHL HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS April 20, 2017 8

1. Leslie Andrews
[signature]

Leslie Andrews

2. Rachel Berenson
[signature]

Rachel Berenson

3. Finnie Coleman
[signature]


Finnie Coleman

4. Emily Darnell-Nunez
[signature]

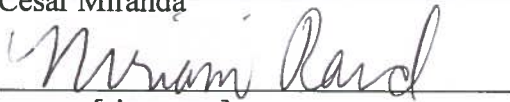
Emily Darnell-Nunez

5. Scott Fliegel
[signature]

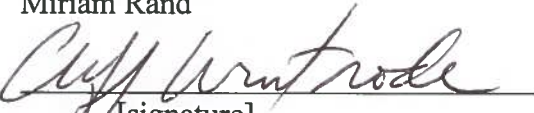
Scott Fliegel

6. 
[signature]

Cesar Miranda

7. 
[signature]

Miriam Rand

8. 
[signature]

Cliff Wintrode

9. _____
[signature]

10. _____
[signature]

Attach additional pages if membership exceeds five

ABHS Governing Board Minutes

March 2, 2017

Present:

Board Members: Rachel Berenson, Leslie Andrews, Cliff Wintrobe, Emily Darnell-Nunez, Scott Fliegel

Staff Members: Frank McCulloch, Betty Seeley, Stacey Cotty

Absent: Finnie Coleman, Miriam Rand

Call to Order and consent of agenda items previously submitted: The meeting was called to order at 5:35 pm

- I. Approval of Previous Minutes: Emily moved to approve the minutes from the January meeting, Scott seconded the motion; the motion carried unanimously.
- II. Public Comment (2 minutes per speaker. Speakers must sign up prior to the start of meeting. Limit of 10 minutes total time.): There were no speakers present.
- III. New Business
 - a. Equipment Inventory and Donation Process Vote***: The vote was tabled until the April meeting. A full and complete list had not been assembled to present to the board.
- IV. Executive Director's Report: The board reviewed and discussed the Executive Director's submitted written report.
- V. Dean of Instruction's Teaching and Learning/Student Performance Report: The state of the mentor 2.0 program was discussed. A report on our Academic Performance Framework goal #2 was presented.
- VI. Old Business: There was no old business to discuss.
- VII. Committee Reports:
 - a) Audit: The audit has been released, copies were previously sent to board members for review. The financials were reviewed and audit findings and the state of correcting the findings was discussed. There were no concerns raised by the audit firm regarding the school's financial health and position.
 - b) Governance/Executive
 1. New Board Member discussion and vote***: Cesar Miranda was interviewed by members of the Executive Committee and was highly recommended to be offered a position on the board. Cesar is an ABHS alumni who is finishing up multiple masters degrees. Cliff moved to offer Cesar membership on the board, Emily seconded the motion; the motion carried unanimously. Rachel will contact Cesar with the offer.
 - c) Finance/Finance Director's and Treasurer's report(s)
 1. Cash Deposits and 24 hour banking requirement vote***: Betty presented a policy regarding an alternate banking policy as allowed in statute. This policy arises as both a way to mitigate the audit finding for timely deposits as well as practicality when small amounts of cash are collected in any given day. Cliff motioned to approve the policy, Leslie seconded the motion; the motion carried unanimously. This policy will now be sent to the PED for approval.

2. Foundation Budget: Elevator Upgrade: An emergency situation has arisen with regards to the school's only elevator being close to completely breaking. The state of the elevator, ADA accessibility, and the funding for the repair, given the parameters of the lease to purchase agreement between the school and the Foundation, which has still not been approved by the PSFA, was discussed, as well as the inaccessibility of HB-33 and the Legislative Appropriation received last year.
- d) Building Committee report: See the attached written report from Cliff Wintrobe as well as the comments above under "Foundation Budget".
- e) BARS*** Betty presented the following BARS:
- Adjusting cash balance carryover funds based on budgeted estimates vs year end actuals as reflected in the audit (schedule attached). Cliff motioned to approve the cash carryover adjustment BARS, Rachel seconded the motion, the motion carried unanimously.
 - \$100,000 Allocation to the school from the Foundation for the cost of the elevator replacement. Scott motioned to approve the BAR, Leslie seconded the motion; the motion carried unanimously.
 - The board decided to not approve the BAR presented for the Cash Balance Claw back as an exact amount has still not been given to the school, only an estimated based on a worksheet given to the Finance Director. The board will schedule an interim meeting before the next board meeting, if necessary, to approve a BAR.

The meeting adjourned at 7:30.

Next Meetings: April 20, 2017
May 18, 2017: Budget approval meeting

*** Indicates Action Item/Vote

Amy Biehl High School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Frank McCulloch Executive Director/Principal 123 4th St. NW, Albuquerque, NM 87102 (505) 468 - 0620 Section 504 Coordinator Gloria Vigil 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0637 Title IX Coordinator Maribeth Dvorak 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0625

School Governance Change

Anthony Charter School

On March 20, 2017 a vacancy was created by the resignation of Rodolfo Franco. This vacancy was filled by the designation of Maria Delgado on April 11, 2017.

On April 11, 2017, an additional board member, Barbie Garcia, was designated.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

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

Date submitted: 4/11/2017

Contact Name: Dr. Abe Armendariz

E-mail: director@acsnm.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Maria Delgado	1110 Adams St Anthony NM 88021 915-314-9829 Click here to enter email address.	Designation	4/11/2017	Click here to enter Board Member name.	From: 4/11/2017 To: 4/11/2018
Barbie Garcia	1120 Acosta Rd Anthony NM 88021 915-588-0915 GarciaGilbert78@yahoo.com	Designation	4/11/2017	Click here to enter Board Member name.	From: 4/11/2017 To: 4/11/2018
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: C. Waller

Date: 4-11-17

Printed Name of Governing Council President or Designee: Charles Waller

Approved 2-10-17

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF

Anthony

I, Man'a Delgado, after being duly sworn, state:

1. My name is Man'a Delgado and I reside in _____, New Mexico.

2. I am a member of the governing body of the [Anthony Charter School] in _____, 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 [Anthony 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]

4/11/17
Date

Man'a Delgado
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11 day of April, 2017.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: April 23, 2017.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF

} Anthony.

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

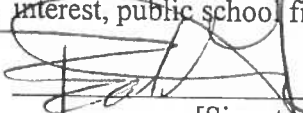
1. My name is Barbie Garcia and I reside in Anthony, New Mexico.

2. I am a member of the governing body of the [Anthony Charter School] in Anthony, 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 [Anthony 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]

4/11/17
Date

Barbie Garcia
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11 day of April, 2017.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: Apr 23, 2017

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Anthony Charter School], located in
780 Landers St Anthony, 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 [Anthony 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 [Anthony Charter School] GIVE THE FOREGOING STATEMENT THIS 11th DAY OF April, 2017.

1. C. Wendler
[signature]
Charles Wendler Charles Wendler
[print]

2. Rocio M. Rodriguez
[signature]
Rocio Rodriguez Rocio M. Rodriguez
[print]

3. Claudia Lara
[signature]
Claudia Lara Claudia Lara
[print]

4. Elsa Johnston
[signature]
Elsa Johnston Elsa Johnston
[print]

5. Eustacio Olivas
[signature]
Eustacio Olivas EUSTACIO OLIVAS
[print]

6. Maria Delgado
[signature]
Maria Delgado MARIA DELGADO
[print]

Barbie Garcia



ANTHONY CHARTER SCHOOL

Governing Council Meeting

Tuesday, April 11th, 2017

At 6:15 pm

Anthony Charter School

780 Landers Rd

Anthony, New Mexico 88021

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

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

Meeting Minutes

I. Call to Order

- a. GC President Wendler called the Governing Council Meeting to order at 6:04 pm.
- b. Roll Call- Denise Marmolejo called roll of the Council Members
- c. Pledge of Allegiance- GC President Wendler

In attendance were ACS Council Members:

Charles Wendler, GC President- Present

Claudia Quinonez, Secretary- Present

Rocio Rodriguez, GC Vice President- Present

Elsa Johnston, GC Member- Present

Eustacio Olivas, GC Member- Present

ACS Council Members Absent:

NA

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

ACS Charter School Staff Present

Denise Marmolejo- Minute Recorder

Dr. Abe Armendariz- School Principal

Public in Attendance

Barbie Garcia- Parent

Maria Delgado- Parent

- A. Action Item: Approval of Agenda 04/11/2017-** A motion was made by acclamation from all GC members to approve the agenda for 4/11/2017. There were not objections from any of the GC members. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye.

II. Board Items- Secretary Charles Wendler

1. **Action Item: Approval of New Members; Maria Delgado and Barbie Garcia-** President Wendler move to open the action item #1 approval of new members Maria Delgado and Barbie Garcia. A motion was made by Secretary Quinonez and second by Vice President Rodriguez to approve Maria Delgado as the new Governance Council member. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye. President Wendler moved to discuss Barbie Garcia as the new member for the Governance Council. A motion was made by Vice President Rodriguez and second by GC member Johnston to approve Barbie Garcia as the new GC member. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye.
2. **Action Item: Approval of Financial Report 02.28.2017 & 03.31.2017-** President Wendler asked for GC member Olivas to look into the solar panels to save money on the electrical bill. President Wendler asked the GC members to move to approve the financial report and be placed in the school files for audit purposes. A motion was made by Vice President Rodriguez and Secretary Quinonez to approve the financial reports for 2.28.2017 and 03.31.2017 be place in the school files for audit purposes. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye, GC Garcia- aye, GC Delgado- aye.
3. **Action Item: Approval of BAR #556-000-1617-0018-I_11000, 0019-T_1100, 0020-D-31701, 0021-D-11000, 0022-I-31700, 0023-I_34101.-** President Wendler moved to approve the BARS as listed on the agenda. A motion was made by GC Johnston and second by Secretary Quinonez to approve the BARS as listed on the agenda. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye, GC Garcia- aye, GC Delgado- aye.
4. **Action Item: Approval of Finance Committee and Audit Committee-** President Wendler as the Governance to move this action item for discussion. A motion was made by Vice President Rodriguez and second by Secretary Quinonez to open this action item up for discussion. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye, GC Garcia- aye, GC Delgado- aye.

Finance Committee

Charles Wendler

Eustacio Olivas

Barbie Garcia

Maria Delgado

Elsa Johnston

Rocio Rodriguez

Claudia Quinonez

A motion was made by GC member Johnston and second by Secretary Quinonez to approve the above members as the Finance Committee for Anthony Charter School. is action item up for discussion. The

motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye, GC Garcia- aye, GC Delgado- aye.

Audit Committee

Charles Wendler

Eustacio Olivas

Dr. Abe Armendariz

A motion was made by Vice President Rodriguez and second by Secretary Quinonez to approve the audit committee. The motion passed unanimously. is action item up for discussion. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye, GC Garcia- aye, GC Delgado- aye.

5. **Action Item: Approval of Minutes of 03/20/2017-** President Wendler as the minute recorder Ms. Marmolejo to correct item #1 and #4 and remove the word "motion" and replace it by "acclamation". A motion was made by Vice President Rodriguez and second by Secretary Quinonez to approve the minutes for 3/20/2017 with the changes request by President Wendler. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye, GC Garcia- aye, GC Delgado- aye.
6. **Action Item: Approval of Annual Resolution Open Meeting Act-** A motion was made by secretary Quinonez and second by Vice President Rodriguez to approve the annual resolution for the Open Meeting Act. The motion passed unanimously. President Wendler- aye, GC Quinones- aye, GC Rodriguez, GC Johnston- aye, GC Olivas- aye, GC Garcia- aye, GC Delgado- aye.

III. Old Business

1. **Action Item: NA**

IV. Principal Report- Dr. Abe Armenariz

1. **Robert Rule of Order- Training**

V. Information Items

1. **Anthony Charter School SY 2017-2018 Proposed Budget for Public Input- 1st Meeting** – There was no public present at the meeting.

VI. Public Input- 3 minutes

Adjournment:

A motion was made by President Wendler to adjourn the meeting by acclamation. The motion passed unanimously. President Wendler- aye, Secretary Quinones- aye, Vice President Rodriguez, GC Johnston- aye, GC Olivas-aye, GC Garcia-aye, GC Delgado-aye. The meeting was adjourned at 7:24 pm.

(Date)

Claudia Lara, Governing Council
Secretary

(04/11/2016) Anthony Charter School Governing Council Minutes

Date Approved: _____

Signature: _____
Charles Wendler, Governance Council
President

Minutes Recorded by Denise Marmolejo

School Governance Change

Gilbert L. Sena Charter High School

On March 28, 2017, a vacancy was created on the Governing Board by the removal of George Lucero due to lack of attendance. On April 25, 2017, the vacancy was filled by the designation of Amber O'Brien.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Gilbert L Sena Charter HS Current Number of Governing Body Members: 4

Date submitted: 5/3/2017

Contact Name: Nadine Torres

E-mail: ntorres@senahigh.com

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
George Lucero	915 Arroyo Lupine Cir SE Albuq, NM 87116 734-358-7332	Removal	3/28/2017	Lack of Attendance	From: 2/26/2013 To: 3/28/2017
Amber O'Brien	george.a.lucero.mil@mail.mil 11500 Tomasita Ct. NE Albuq, NM 87112 505-313-5784	Designation	4/25/2017	Need 5 members per statute	From: 4/25/2017 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: Mary Louise Sena

Date: 4/25/17

Printed Name of Governing Council President or Designee: Mary Louise Sena

Gilbert L. Sena Charter High School

Governance Council Meeting
Sena High School, Albuquerque, NM

Governance Council Meeting
Tuesday, March 28, 2017

Present:

Governance Council members: Mary Louise Sena, Linda Bradley, and Tanya Otero-Villalobos
Staff members: Nadine Torres, Michelle Tudor
Business office: Ashley Rodriguez

Absent:

Governance Council members: George Lucero, David Sena

Mary Louise Sena called the regular meeting of the governance council to order at 5:22 p.m.

The first order of business was to establish a quorum. Ms. Bradley called roll and established that a quorum was present.

The next item of business was approval of the agenda. Ms. Bradley moved to approve the agenda. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

The next item of business was approval of the minutes from February 28, 2017. Ms. Otero-Villalobos moved to approve the minutes as amended. Ms. Bradley seconded the motion, and it passed unanimously.

PUBLIC FORUM:

Amber O'Brien is present to see if she would like to join the Sena High Governance Council. She is a parent of a Sena High student. Karen Kuebler, Cathy Linford, and Stan McKeever are present representing the Leadership Team of Sena High. Becky Kappus is present from the Charter School Division to observe the meeting.

BUSINESS MANAGER REPORT:

The Finance Committee reviewed the finance report in their meeting.

Ms. Bradley moved to approve BAR 514-000-1617-0018-I for Capital Outlay for use in the Smart Lab in the amount of \$87,500. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

Ms. Otero-Villalobos moved to approve BAR 514-000-1617-0019-T to transfer \$35,000 from Instructional Funds to Capital Outlay funds. Ms. Bradley seconded the motion, and it passed unanimously.

Ms. Bradley moved to approve BAR 514-000-1617-0020-I for CNM Instructor stipends in the amount of \$1,000. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

Ms. Bradley moved to approve BAR 514-000-1617-0021-I for school income in the amount of \$2,189. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

Ms. Bradley moved to approve the Accounts Payable and Payroll Liability Listing ending February 28, 2017. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

DIRECTOR'S REPORT:

Mr. McKeever, STEM Goal Team Leader, presented the following information for the team: there was a 10% decrease school wide on the number of students scoring beginning steps on the Math MAP. There was an increase from 10% to 20% of students scoring proficient and advanced school wide. There was a 23% decrease of students scoring beginning steps on the Math Open Ended Response (OER) questions school wide. There was an increase from 1% to 15% of students scoring proficient and advanced school wide. On the Science MAP testing, there was an 11% decrease in students scoring beginning steps school wide. There was an increase from 28% to 35% nearing proficient and advanced school wide. The Math department will be doing PARCC prep the week before PARCC testing (Prep- 4/17-4/20; Testing- 4/25-4/27). From the fall MAP test to the winter MAP test, 61% of school has met their growth goals.

Ms. Linford, Humanities Goal Team Leader, presented the following information for the team: As a whole school, beginning steps decreased from 37% to 34%, nearing proficient decreased from 29% to 27%, proficient decreased from 25% to 22%, and advanced increased from 9% to 16% on reading MAP. As a whole school on the writing test, beginning steps decreased from 3% to 2%, partial decreased from 49% to 19%, moderate command increased from 35% to 49%, strong increased from 10% to 13%, and distinguished increased from 4% to 20%. Writing OERs will be given the week of March 27th.

Ms. Kuebler, Parental Involvement Team Leader, presented the following statistics for the team: a second Open House was on January 11th and 23 people (12 parents and 11 students) attended; Spring Graduation Information Night (mandatory for all seniors) was on February 1st, and 83% of seniors attended; the Parent Advisory Committee meeting was on February 15th, and 7 parents attended; Spring Student Led Conferences are being held on April 12th and 13th, and there will be a large focus on Next Step Plans; the total amount of parent contacts for the first semester was 3,168; from August to February, 53 bus passes were provided; the following were resources provided by the social worker: 6 referrals were made to the homeless liaison, 24 referrals were made to outside

counseling agencies, 14 referrals were made for social services, 20 students received holiday gifts from money donated by staff, 6 students received food from the community food pantry, 41 students received food from the school food pantry, 3 referrals were made to CYFD, 3 referrals were made to the nurse, 2 referrals were made to the Juvenile Probation Office, 6 students received fundraising and outreach/donation benefits, and 10 students were provided with other resources.

Ms. Tudor, College and Career Readiness Goal Team Leader, presented the following information for the team: there are 23 seniors that were registered at the 40th day reporting period. In order for us to exceed our charter goal, 22 out of 23 seniors must graduate in May. In order for us to meet our charter goal, 20 out of 23 seniors must graduate in May. There are currently 27 students enrolled in Dual Credit courses. In order for us to exceed our charter goal, 25 out of 27 must earn a C or better in their courses. In order for us to meet our charter goal, 22 out of 27 must earn a C or better in their courses.

152 students are currently enrolled.

Joni and Nadine will be attending a School Improvement Grant conference.

The legislative session has ended, and the freeze on Capital Outlay monies has been lifted. No new Capital Outlay monies were awarded during this session.

The Charter School Division site visit was March 5th, and the formal report will be issued April 24th. The issues found were: no notification to parents regarding a long term sub in the first semester, one IEP out of compliance, inconsistent direct service logs for Special Education, lack of documentation for Shelter in Place and Evacuation drills, incomplete Next Step Plans, and the public notice of the McKinney Vento Policy was not displayed.

NEW BUSINESS:

Mr. McKeever and Ms. Tudor discussed a proposal for Sena High to offer a summer school during summer of 2017. Classes to be offered are all levels of English, Algebra I, Financial Literacy, Geometry, World History, Environmental Science, and Health. Summer session would be from June 5th through July 14th with a mandatory orientation on June 5th. Students will be required to take tests on campus one day per week, Wednesdays, from 10am to 2pm.

Salary schedules for the 2017-2018 school year were presented and discussed.

DISCUSSION/ACTION:

Ms. Bradley moved remove George Lucero from the Governance Council. Ms. Otero-Villalobos seconded the motion. Roll was called and the motion passed unanimously.

Ms. Otero-Villalobos moved to table the 2017-2018 calendar. Ms. Bradley seconded the motion, and it passed unanimously.

A template for HB 403, Public Employee Leave Donation Policy, was presented and discussed.

A sample Reasonable Restraint Policy was presented and discussed.

Ms. Otero-Villalobos was given questions to answer from the Journalism students for the newsletter. She will have them completed for the May newsletter.

Ms. Bradley moved to enter into Executive Session at 7:39pm. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

Dr. Sena invited Ms. Torres to the Executive Session.

Open session was reconvened at 8:12pm.

Dr. Sena requested a statement of consensus that only the items listed on the agenda were discussed in Executive Session. Role was called.

Ms. Otero-Villalobos moved to adjourn the meeting at 8:14p.m., Ms. Bradley seconded the motion, and it passed unanimously.

Mary Louise Sena

Linda Bradley

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Amber O'Brien, after being duly sworn, state as follows:

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

[Signature]

4.25.17
Date

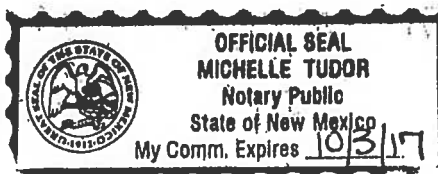
Amber O'Brien, Governing Body Member of Gilbert L Sena Charter High School

Subscribed and sworn to before me, this 25 day of April, 2017.

[Notary Seal:]

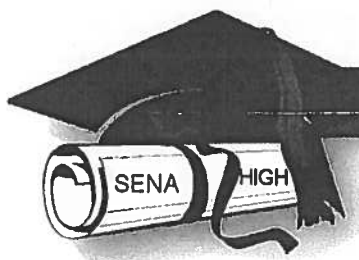
[Signature of Notary]

Michelle Tudor
[typed name of Notary]



NOTARY PUBLIC

My commission expires: October 3, 2017.



Opportunity to Accelerate Student Success!

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

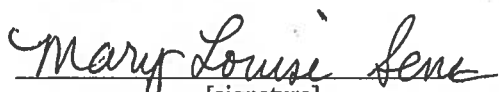
We, the undersigned, make up the governing body of the Gilbert L. Sena Charter High School in Albuquerque, New Mexico.

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

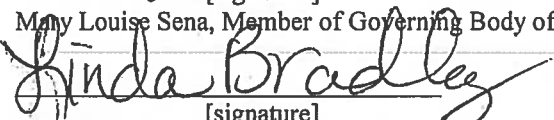
We make this statement as part of Gilbert L. Sena Charter High School's application as a board of finance under 6.80.4.16 NMAC.

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

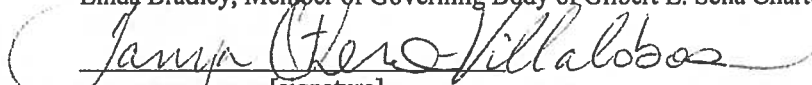
We understand that we must submit a new, signed statement to the New Mexico Public Education Commission within 60 days of a change in membership of our governing body.


[signature]

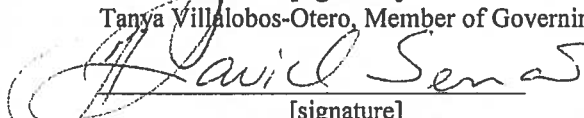
Mary Louise Sena, Member of Governing Body of Gilbert L. Sena Charter High School


[signature]

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


[signature]

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


[signature]

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


[signature]

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

April 25, 2017
Date



Gilbert L. Sena Charter High School
69 Hotel Circle NE • Albuquerque NM 87123
Phone: 505.237.2374 • Fax: 505.237.2380

Oath

I, Amber O'Brien, do solemnly swear that I will support the Constitution of the United States and the Constitution and the laws of the State of New Mexico and that I will faithfully and impartially discharge the duties of the office of Governance Council member for Gilbert L. Sena Charter High School on which I am about to enter, to the best of my ability, so help me God.




APPOINTEE'S SIGNATURE

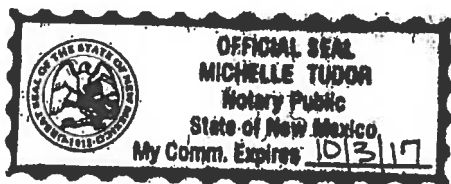
Subscribed and sworn to before me
this 25th day of April 2017.

(NOTARY SEAL)

SIGNATURE
TITLE


Michelle Tudor

My commission/term expires: 10/3/17



Gilbert L. Sena Charter High School

Governance Council Meeting
Sena High School, Albuquerque, NM

Governance Council Meeting
Tuesday, April 25, 2017

Present:

Governance Council members: Mary Louise Sena, Linda Bradley, David Sena, and Tanya Otero-Villalobos

Staff members: Nadine Torres, Michelle Tudor

Business office: Ashley Rodriguez

Absent:

None

Mary Louise Sena called the regular meeting of the governance council to order at 5:13 p.m.

The first order of business was to establish a quorum. Mr. Sena called roll and established that a quorum was present.

The next item of business was approval of the agenda. Ms. Otero-Villalobos moved to approve the agenda. Ms. Bradley seconded the motion, and it passed unanimously.

The next item of business was approval of the minutes from April 7, 2017. Ms. Otero-Villalobos moved to approve the minutes. Ms. Bradley seconded the motion, and it passed unanimously.

The next item of business was approval of the minutes from March 28, 2017. Ms. Bradley moved to approve the minutes. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

PUBLIC FORUM:

Sue Fox was present as the school's legal counsel from Matthews Fox.

Clint Elkins was present from George K Baum and Company (GK Baum).

Amber O'Brien was present as an intended Governing Council member.

NEW BUSINESS:

Amber O'Brien was presented as a new council member. Ms. Rodriguez presented her with the Affidavit of Governing Body Member, which Ms. O'Brien signed and Ms. Tudor notarized. All

council members signed the Statement of Governing Body. Ms. Otero-Villalobos moved to accept Ms. O'Brien as a council member. Ms. Bradley seconded the motion, and it passed unanimously.

The Public Education Department (PED) has made amendments to the Special Education policy, specifically NMAC 6.29.1. This information can be found in Chapter 11-2017 in Sena's policies.

The Lease Assistance application was reviewed.

DISCUSSION:

Mr. Elkins from GK Baum presented three possibilities for Sena High Foundation to purchase the building. Details were discussed for each including but not limited to length of the loan, interest rate, and refinancing options.

Sue Fox presented a draft Lease Purchase Agreement that has been set forth by the PED. She discussed concerns and implications as it applies to the school and the Foundation.

BUSINESS MANAGER REPORT:

The Finance Committee reviewed the finance report in their meeting.

Ms. Bradley moved to approve BAR 514-000-1617-0022-D for the PED mandated sweep of cash balances in the amount of \$36,730. Mr. Sena seconded the motion, and it passed unanimously.

Ms. Otero-Villalobos moved to approve BAR 514-000-1617-0023-I for SB9 Capital Outlay funds in the amount of \$4,158. Ms. Bradley seconded the motion, and it passed unanimously.

Mr. Sena moved to approve BAR 514-000-1617-0024-D for Title I in the amount of \$82. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

Ms. Bradley moved to approve the Accounts Payable and Payroll Liability Listing ending March 31, 2017. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

Ms. Otero-Villalobos moved to approve the Salary Schedule for the 2017-2018 school year. Ms. Bradley seconded the motion, and it passed unanimously.

DIRECTOR'S REPORT:

There are currently 139 students enrolled.

20 applications for students for the 2017-2018 school year were pulled. If all 20 of those student accept and register, 50 more students are needed by the 40th day to reach 175 students.

Due to the decrease in the student population from last school year to this school year, there will be a decrease of about \$46,000 to the budget for next school year.

There were 22 seniors registered at the 40th day that are planning on graduating in May. There are 10 students that have accelerated their pace to graduate in May. This leads to 32 possible graduates. Two of those students are planning on being summer graduates.

There will be a Career Fair on May 3rd.

The School Improvement Grant was submitted on April 21, 2017. This grant helps to support the salary of the Instructional Coach.

There will be approximately 20 students going to the Isotopes game on May 9th as a reward for reaching a 95% or better attendance rate and being on target in their classes.

PARCC testing will take place April 25th through 27th.

82% of the student population participated in Student Led Conferences.

DISCUSSION/ACTION:

Ms. Bradley moved to approve the calendar for the 2017-2018 school year. Mr. Sena seconded the motion, and it passed unanimously.

Mr. Sena moved to approve the Special Education Policy Addendum. Ms. Bradley seconded the motion, and it passed unanimously.

Ms. Otero-Villalobos moved to approve the Lease Assistance Application pending the lease of the building with the Sena High Foundation. Ms. Bradley seconded the motion, and it passed unanimously.

Ms. Bradley moved to table HB403 regarding the Public Employee Leave Donation Policy. Mr. Sena seconded the motion, and it passed unanimously.

Ms. Otero-Villalobos moved to table the Reasonable Restraint Policy. Ms. O'Brien seconded the motion, and it passed unanimously.

Ms. Bradley moved to enter into Executive Session at 7:25pm. Mr. Sena seconded the motion, and it passed unanimously.

Dr. Sena invited Ms. Torres to the Executive Session.

Open session was reconvened at 8:18pm.

Dr. Sena requested a statement of consensus that only the items listed on the agenda were discussed in Executive Session. Role was called.

The next meeting is scheduled for May 23, 2017 at 5:05pm. A special meeting will be held on June 12, 2017 at 3:30pm.

Ms. Bradley moved to adjourn the meeting at 8:20p.m. Ms. Otero-Villalobos seconded the motion, and it passed unanimously.

School Governance Change

Las Montañas Charter High School

On April 18, 2017, Patrick Switzer was added to the Governing Board.

STATE CHARTER SCHOOLCHANGE 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: Las Montañas Charter High School

Current Number of Governing Body Members: Five (5)

Date submitted: 4/19/2017

Contact Name: Caz Martinez

E-mail: caz.martinez@lasmontanashigh.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
Patrick J. Switzer	1405 S. Solano Las Cruces NM 88001 575-636-2100 swipl@msn.com	Designation	4/18/2017	Click here to enter Board Member name.	From: 4/18/2017 To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number.	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.	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:

Michael Davis

Date: 5-3-17

Printed Name of Governing Council President or Designee:

Michael Davis


AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO

COUNTY OF Dona Ana

I, Patrick J. Switzer, after being duly sworn, state:

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


Signature

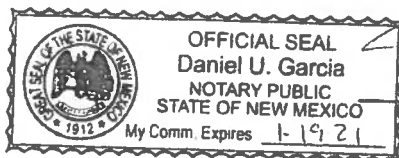
5.3.17
Date

Patrick J. Switzer
Print

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 3rd day of May, 2017.

(Notary Seal)




NOTARY PUBLIC

My commission expires: 1-19, 2021.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Las Montañas Charter High School located in Las Cruces, New Mexico.

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

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

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

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

THE FOLLOWING MEMBERS OF LAS MONTAÑAS CHARTER HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 10th DAY OF MAY, 2017.

1. Michael Davis
Signature
Michael Davis
Print

2. Laura Carrion
Signature
Laura Carrion
Print

3. Kevin Fretas
Signature
Kevin Fretas
Print

4. Blanca Martinez-Rolle
Signature
Blanca Martinez-Rolle
Print

5. _____
Signature

Print



**LAS MONTAÑAS CHARTER HIGH SCHOOL
GOVERNANCE COUNCIL MEETING
MINUTES**

**Tuesday, April 18, 2017
LMCHS Library, Room 205
1405 S. Solano
Las Cruces, NM 88001
5:30 PM**

Officers:

Michael L. Davis, President
Kevin Freitas, Vice President
Laura Carrion, Secretary

Members:

Dr. Blanca E. Martinez-Rolle

1. Call to Order

The meeting was called to order by Governance Council Vice-President, Kevin Freitas at 5:35 PM.

Roll Call

Roll was called by Governance Council Vice-President, Kevin Freitas. Members present were Kevin Freitas, Laura Carrion. Dr. Blanca Martinez-Rolle joined the meeting via phone. Mike Davis was late.

Pledge of Allegiance

The Pledge of Allegiance was recited by all.

2. Approval of April 18, 2017 Agenda

Governance Council Vice-President Kevin Freitas asked the members of the Governance Council to review today's agenda. Laura Carrion moved to approve today's agenda as written. Dr. Blanca Martinez-Rolle seconded the motion. Motion passed.

3. Approval of March 28, 2017 Minutes

Governance Council Vice-President, Kevin Freitas asked the members of the Governance Council to review the March 28, 2017 minutes. Laura Carrion moved to approve the March 28, 2017 minutes as written. Dr. Blanca Martinez-Rolle seconded the motion. Motion passed.

4. Open Forum

None

5. Discussion and Action on March, 2017 Fiscal

Geri Bennett presented the March, 2017 fiscal. The Finance Committee had reviewed the March, 2017 fiscal at the Finance Committee meeting earlier this day. A discussion was held. Laura Carrion moved to approve the March, 2017 fiscal as presented. Dr. Blanca Martinez-Rolle seconded the motion. Motion passed.
(SEE EXHIBITS "A", "B", "C")

6. Discussion and Action on Audit 2016

Geri Bennett presented the final audit release. She stated that it was a clean audit with no findings. A discussion was held. Members of the Governance Council could not locate on the audit, where it was stated that LMCHS had no findings. It was decided that this item would be tabled until such item could be located. Laura Carrion moved to table Discussion and Action on Audit 2016. Dr. Blanca Martinez-Rolle seconded the motion. Motion passed. (SEE EXHIBIT "D", "E", "F")

7. Discussion and Action on Title I Increase \$13,281.62

Geri Bennett presented the Title I Increase in the amount of \$13,281.62. Mr. Martinez explained that this money would be used for math and reading programs. Laura Carrion moved to approve the Title I increase in the amount of \$13,281.62. Dr. Blanca Martinez-Rolle seconded the motion. Motion passed. (SEE EXHIBIT "G")

8. Discussion and Action on SB-9 Award \$7,917.00

Geri Bennett presented the SB-9 Award in the amount of \$7,917.00. She explained that these funds would carry over to the next fiscal year. She explained that this money is used for purchases such as furniture, computers, security cameras, etc.
(SEE EXHIBIT "H")

9. Approval of New Board Member (Tabled 3-28-2017)

Vice-President, Kevin Freitas introduced Mr. Patrick Switzer who is interested in becoming a member of Las Montañas Charter High School Governance Council. Mr. Switzer was interviewed earlier this month by Dr. Blanca Martinez-Rolle and Kevin Freitas. Laura Carrion moved to admit Mr. Patrick Switzer to the LMCHS Governance Council. Dr. Blanca Martinez-Rolle seconded the motion. Motion passed. (SEE EXHIBIT "I")

At this time, Governance Council President, Mike Davis arrived and presided over the remainder of the meeting. He congratulated Mr. Switzer. Mr. Martinez congratulated Mr. Switzer and welcomed him to the Governance Council.

10. Principal's Report

A. Academic Progress

Mr. Martinez stated that we are preparing for the end of the school year. He feels that we will meet our expectations. PAARC testing will begin on May 1st. Make-ups will take place the following week.

B. Testing Schedule

Seniors will take their end of course exams on May 9th. Grades 9, 10 and 11 will have end of course exams on May 30th and May 31st. Make up tests will take place on June 1st. Progress reports have been sent home.

Mr. Estrada informed the members of the Governance Council that Next Step Conferences will be held on April 6, 2017. Parents have been informed of students' progress. Students have been monitored. This is an on-going process. Parents are involved so that there will be no surprises. Approximately thirty seniors will graduate. There are five or six December graduates.

C. Job Fair

Mr. Martinez and Mr. Estrada attended the Charter School Job Fair in Albuquerque. They were seeking a math teacher. They were not able to hire a math teacher.

D. Spring Budget Workshop

Mr. Martinez stated that he attended the Spring Budget Workshop in Albuquerque. Also in attendance were Mike Davis and Geri Bennett. He stated that they listened to Hannah Skandera as she spoke about the budget.

E. Graduation – May 18, 2017

Mr. Martinez reminded the members of the Governance Council of graduation which will be held on May 18, 2017 at the Las Cruces Convention Center. Bill Soules will be the commencement speaker. Allysa Bustillos will sing the national anthem.

11. Adjourn

Laura Carrion moved to adjourn today's meeting. Dr. Blanca Martinez-Rolle seconded the motion. Motion passed. The meeting was adjourned at 6:27 PM.

Mike Davis

Governance Council President

Date Approved

Laura Carrion

Governance Council Secretary

Date Approved

Governance Council Minutes Prepared By:
Clara Chaires

May 2, 2017

Date Prepared

School Governance Change

North Valley Academy

On August 11, 2016, Craig Sinsabaugh was designated as a Governing Board Member. On August 15, 2016, Aaron Tharpe was designated as a Governing Board Member. No Change of Governing Body Membership form was received, but all other documentation has been received.

On March 10, 2017, a vacancy was created on the Governing Board by the resignation of Aaron Tharpe. This vacancy was filled on April 20, 2017, by the designation of Thomas Henry Walmsley. All documentation has been received.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Craig Sinsabaugh, after being duly sworn, state:

1. My name is Craig Sinsabaugh and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the North Valley Academy in Albuquerque, New Mexico.

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

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

5. I understand that as a member of the 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.

[Signature]
[Signature]
Craig Sinsabaugh
[Print]

8/11/16
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11 day of August, 2016.

[Notary Seal:]

[Signature]

My commission expires: 4.24, 2018.

NOTARY PUBLIC



OFFICIAL SEAL
CARONA L GURULE
NOTARY PUBLIC - State of New Mexico

My Commission Expires 4-24-18

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the North Valley Academy located in ABQ, New Mexico.

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

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

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

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

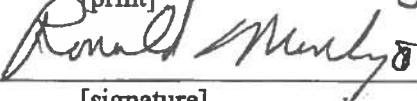
THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS ___ DAY OF ____, 2011.

1. 
[signature]

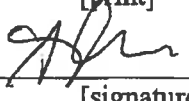
Rebecca Raylone
[print]

2. 
[signature]

Craig Sinnabough
[print]

3. 
[signature]

Ronald Montoya
[print]

4. 
[signature]

Aaron Therpe
[print]

5. 
[signature]

Ed Menzies
[print]

6. 
[signature]

Claudia I. Zamora
[print]

North Valley Academy

Minutes – Governing Council Meeting (Special)

Thursday, July 21, 2016 - 4:30 p.m.

I. PROCEDURAL AGENDA

This meeting of the NVA Governing Council was called to order at 4:30 p.m., by Chair Robert Taylor - initiated by a roll-call and pledge of allegiance.

G.C. members present were: Ron Montoya, Robert Taylor, Claudia Zamora, Ed Manzanares and Aaron Tharpe. Scott Fitzgerald was excused.

NVA Administrative Staff present were: Susan McConnell, Ray Barton, Sarah Pina and Ed Woodd.

- Mr. Manzanares **motioned** and the GC approved the Agenda for July 21, 2016, with the change that the Chairman's Report would be later in the meeting.
- Mr. Montoya **motioned** and the GC approved the June 29, 2016 minutes.

II. PUBLIC COMMENT - None

III. FINANCIAL INITIATIVES COMMITTEE

- Mr. Montoya turned the time over to Ms. Pina - for presentation of the financials.
- Ms. Pina presented information on one BAR:
 - BAR 0001-IB
- Mr. Montoya **motioned** and the GC approved the BAR as presented.
- Ms. Pina then presented the following financial statements:
 - Accounts Payable Listings
 - Warrants over \$5,000
 - Payroll Voucher Listings
 - Bank Reconciliation Reports
- Ms. Montoya **motioned** and the GC approved the financial statements as presented.

IV. CHAIRMAN'S REPORT (PART I)

- Mr. Taylor opened the floor for discussion on when the GC would like to hold the regularly scheduled GC meetings for SY 2016-17. Mr. Taylor **motioned** and the GC approved the regular scheduled GC meetings to be held on the NVA campus, every third Thursday of the month at 4:30 p.m.

V. ADMINISTRATION - OPERATIONS REPORT

- Mr. Taylor introduced and discussed the Annual OMA Resolution for SY 2016-17.
- Following discussion, Mr. Taylor **motioned** and the GC approved the Annual OMA Resolution for SY 2016-17.
- Mr. Barton indicated the Lease-Purchase Committee recently met to discuss the final Lease-Purchase terms negotiated with the school's landlord Rick Saylor.

- Mr. Barton presented and discussed the Lease-Purchase project and terms as recommended by the Lease-Purchase Committee. After a full presentation by the committee and extensive discussion, the Lease-Purchase Committee's recommended the following terms:

Recommended NVA Lease-Purchase Terms

- Term: 30 Years
 - Amount: \$6,000,000
 - Interest Rate: 6.00%
- Mr. Taylor summarized the final terms as recommended by the Lease-Purchase Committee. Mr. Montoya motioned and the GC approved the Lease-Purchase terms as presented.
 - Mr. Barton presented and discussed the grass plan for the Track & Field Development. He indicated several estimates were obtained and discussed with Ms. McConnell and Ms. Pina. Project funding will come from two sources to include NVA and PTO fundraising activities. The Hilltop company was recommended to complete the field preparation and grass installation, to not exceed \$20,000.
 - Mr. Taylor motioned and the GC approved The Hilltop company to complete the field preparation and grass installation, not to exceed \$20,000.
 - Mr. Taylor thanked the PTO for their time and efforts to raise funds for this project.
 - Mr. Barton provided an update on the Annex building project. Final maintenance is being completed on the interior of the buildings. PNM is still continuing work to finalize electrical inspections.
 - Mr. Barton indicated that PSFA (a bureau of the PED), completed an inspection of the NVA facilities on May 18, 2016, with a weighted New Mexico Condition Index (NMCI) score of 6.45% (lower is better). This is better than the statewide average of 18.98%.

VI. CHAIRMAN'S REPORT (PART II)

- Mr. Taylor reviewed the annual GC training requirements. He indicated that all GC members had completed the training for SY 2016-17.
- Mr. Taylor discussed the election process for filling GC openings.
- Mr. Taylor indicated that Mr. Mico submitted his resignation due to increasing business obligations. Mr. Taylor motioned and the GC approved the acceptance of Mr. Mico's resignation.
- Mr. Taylor and Ms. McConnell recommended Mr. Craig Sinsabaugh for GC membership.
- Mr. Taylor motioned and the GC approved Craig Sinsabaugh as a new GC member.
- Mr. Taylor opened discussion for Annual Organization of the Governing Council to fill expiring GC Member Terms for the election of Officers.
- The GC made the following motions to elect GC members:
 - Ms. Zamora motioned and the GC approved Rob Taylor for a 2 year term (Mr. Taylor did not vote)
 - Ms. Zamora motioned and the GC approved Ron Montoya for a 2 year term (Mr. Montoya did not vote)

- Following discussion the GC made the following motions to elect GC officers for the SY 2016-17.
 - Ms. Zamora motioned and the GC approved Robert Taylor as GC Chair and NVA President. Mr. Taylor did not vote.
 - Mr. Taylor motioned and the GC approved Ron Montoya as GC Vice-Chair and NVA Vice-President. Mr. Montoya did not vote.
 - Mr. Manzanares motioned and the GC approved Claudia Zamora as Secretary. Ms. Zamora did not vote.
- Therefore, the GC officers for SY 2016-17 are:
 - Rob Taylor – GC Chair and NVA President
 - Ron Montoya – GC Vice-Chair and NVA Vice-President
 - Claudia Zamora – Secretary
- Mr. Manzanares left the meeting at this point, for another engagement.

VII. INSTRUCTIONAL REPORT

- Ms. McConnell shared that Mr. Barton will be leaving NVA as COO to move out-of-state at the end of July.
Ms. McConnell and Mr. Taylor thanked Mr. Barton for his time and contributions with a number of large projects during his tenure.
- Ms. McConnell introduced the incoming COO – Ed Woodd. Ms. McConnell turned time over to Mr. Woodd to introduce himself.
- Ms. McConnell mentioned NVA is conducting a successful summer K-3+ program.
- Ms. McConnell indicated NVA had hired 11 new teachers, with several level-3 teachers. This year NVA has taken a more focused and stronger initiative in its teacher recruitment efforts.
- Ms. McConnell shared that Special Ed will be moving to one of the new Annex buildings on campus with their increase in enrollment.

VIII. GENERAL ISSUES & ADJOURNMENT

- Mr. Taylor introduced the new PTO President, Adrianna Gallegos.
- The next regular GC meeting is scheduled for Thursday, August 18, 2016 at 4:30p.m.
- Mr. Montoya motioned and the GC approved to adjourn at 6:30 p.m.

Note: Unless otherwise noted, all GC actions are by a unanimous vote.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, THOMAS H WALMSLEY, after being duly sworn, state:

1. My name is THOMAS H WALMSLEY and I reside in ALBUQUERQUE, New Mexico.

2. I am a member of the governing body of the North Valley Academy in ALBUQUERQUE, New Mexico.

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

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

5. I understand that as a member of the 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.



[Signature]

4/20/2017

Date

THOMAS H WALMSLEY

[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 20th day of April, 2017.



My commission expires: November 30, 2019.



NOTARY PUBLIC

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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


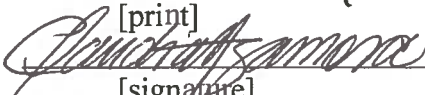

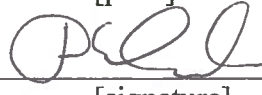

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of 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 20th Day of April, 2017.

1. 
[signature]
Robert I. Aylove
[print]
2. 
[signature]
Claudia I. Zamora
[print]
3. 
[signature]
Ronald Montoya
[print]
4. 
[signature]
Thomas Walmsley
[print]
5. 
[signature]
Craig Sinsabaugh
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

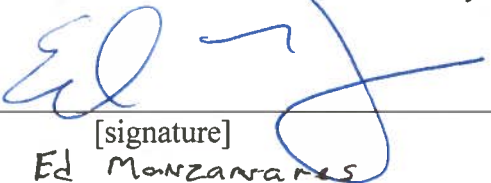
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We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE NORTH VALLEY ACADEMY GIVE THE FOREGOING STATEMENT THIS 20th Day of April, 2017.

1. 
[signature]
Ed Manzanaras
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.



North Valley Academy

Minutes - Governing Council - Regular Meeting*
April 20, 2017(Thursday) - 4:30 p.m.

I. PROCEDURAL AGENDA

The meeting was called to order by GC Chair Robert Taylor at 4:34 pm and initiated by a roll-call and pledge of allegiance. Members Present: Robert Taylor, Chair; Ron Montoya, Vice-chair, Claudia Zamora, Secretary and Craig Sinsabaugh, member. Apologies: Ed Manzanares, member. The Chair announced there was a quorum of members. Administrative Staff Present: Susan McConnell, principal; Edward Woodd, COO; Sara Pina, Business Mgr.

The chair asked for a motion to approve the agenda. Mr. Montoya moved to accept the agenda, seconded by Mr. Sinsabaugh; in favor, Taylor, Montoya, Zamora and Sinsabaugh. Opposed 0.

The chair asked for a motion to approve the minutes from the March 20, 2017 special meeting. Mr. Montoya moved to accept the meeting minutes, seconded by Mr. Taylor; in favor, Taylor, Montoya, Zamora and Sinsabaugh. Opposed 0.

II. PUBLIC COMMENTS (3 min/person) None

DRAFT

III. CHAIRMAN'S REPORT

- Governing Council Training: The Governing Council board was reminded that each member is to complete 5 hours of training prior to July 1, 2017. There are Free Trainings, and Sarah will send out emails to keep the board informed.
- Mr. Taylor introduced to the board, Mr Thomas Henry Walmsley. He has two children attending NVA. Mr Taylor motioned to have Tommy Walmsley become our newest board member. Ms Zamora seconded the motion. Taylor, Montoya, Sinsabaugh and Zamora were all in favor 0 Opposed.
- No closed session was needed

IV. FINANCIAL INITIATIVES COMMITTEE

- Ms. Pina presented the Financial Report to the Board. Mr. Montoya moved to approve BARS 504-000-1617-0021-I and 504-000-1617-0023-I, and Mr Taylor seconded the motion. Taylor, Montoya, Sinsabaugh, Walmsley and Zamora were all in favor 0 Opposed
- Mr Montoya moved to approve the March Payroll, Accounts Payable Payment Vouchers, and Bank Reconciliation Reports. Mr. Taylor seconded. In favor, Taylor, Montoya, Sinsabaugh, Walmsley and Zamora. Opposed 0.

School Governance Change

Southwest Primary Learning Center

On September 22, 2016, Marvin Larsen was designated as a member of the Governing Board. On January 26, 2017, a vacancy was created by the resignation of Elizabeth Armijo. All documentation was received on May 9, 2017.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Southwest Primary Learning Center

Date submitted: 4/27/2017

Contact Name: Tasha Case

E-mail: tcase@samsacademy.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Marvin Larsen	Designation	9/22/2016	Click here to enter text.	From: 9/22/2016 To: Click here to enter a date.
Click here to enter text.	Designation	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

Required Attachments:

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

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

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Marvin Larsen, after being duly sworn, state as follows:

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

Marvin Larsen
[Signature]

4/28/2017
Date

Southwest Primary Learning Center Governing Body Member of Southwest Primary Learning Center Charter School

Subscribed and sworn to before me, this 28 day of APRIL, 2017.

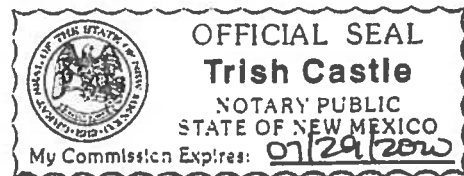
[Notary Seal:]

Trish Castle
[signature of Notary]

Trish Castle
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 07/29, 2020.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

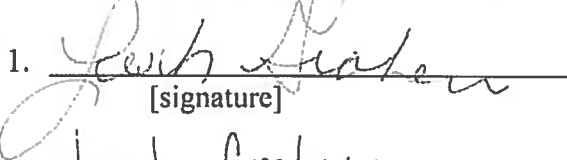
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of _____ application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

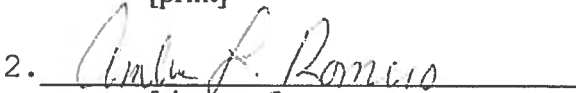
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of 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 _____ GIVE THE FOREGOING STATEMENT THIS ____ DAY OF _____, 2016.

1. 
[signature]

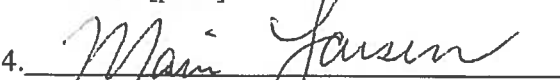
Leah Graham
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2. 
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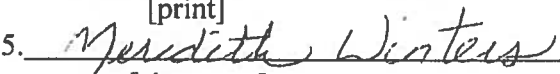
Amber L. Romero
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3. 
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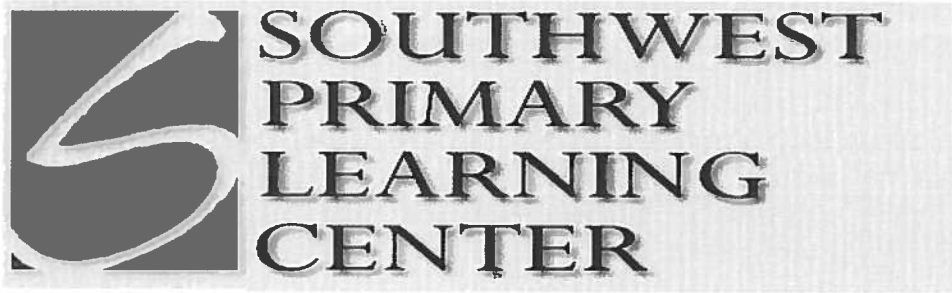
Ken Chapman
[print]

4. 
[signature]

Marvin Larsen
[print]

5. 
[signature]

Meredith Winters
[print]



GOVERNANCE COUNCIL

Governing Council Meeting Minutes
of Thursday, September 22, 2016

Board Members Present

Leah Graham, Meredith Winters,
Ken Chapman, Amber Romero,
Elizabeth Armijo, Marvin Larsen

Board Members Absent

Also in attendance

Sharon Huber, Joseph Lucero,
Ronda Joyce

Public in Attendance

Tim Walsh (IT Director), Lisa Mora,

These Minutes were approved on _____.
by a vote of ____ yes ____ no ____ Absent ____ abstained.

President

Board Secretary

**Submitted by
Savannah Lopez**

CALL TO ORDER

Leah called the Southwest Primary Learning Center (SPLC) regular Governing Council meeting to order on Thursday, September 22, 2016 at 5:02 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

Leah asked Savannah to call roll. Savannah called Leah Graham, here; Meredith Winters, here; Ken Chapman, here; Amber Romero, here; Elizabeth Armijo, here.

PLEDGE OF ALLEGIANCE

Leah asked everyone to stand and join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Leah asked for a motion to approve today's SPLC amended Governing Council Agenda. Meredith made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from August 24th, 2016

Leah asked her fellow council members if they had a chance to review the minutes from the regular SPLC Governing Council meeting held on Wednesday, August 24th, 2016. Leah asked if there were any comments or questions and stated that "Mr. Seylor" is spelled "Saylor" in the minutes, Leah asked for a motion to approve the minutes with that change.

Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

FINANCIAL UPDATE

Meredith moved to the first financial item, *Finance Committee Report*. Meredith informed the Council that she met with the finance committee before the meeting at 4:00 pm to discuss SPLC's financials. Meredith stated that she, Gabe (new finance committee member), Robert, Joseph, Ronda, Sharon, and Ken were present at the meeting. Meredith stated that the financials look good and there are no questions at this time.

Joseph went through the finance packet which included the reconciled numbers through August, 2016.

- Joseph informed the Council that SPLC's revenues are at 15.55% of what was budgeted through August of 2016.
- Joseph informed the Council that the expenditures are at 50.8% of what was budgeted through August 2016.
- Joseph stated that there are a couple of items on the expenditure side that are of concern.
- Joseph informed the Council that for the Vigil Group contract threw function 2500 -\$4,900(+).
- Joseph stated that there will be a BAR presented in October to fix that negative balance along with any other negative line items.
- Joseph stated that there will be one more employee moved from SILC to SPLC once a signed contract is turned in.
- Joseph stated that in fund 14000 (Instructional Materials) there were PO's issued for items that hadn't been paid (\$9000) but have now been paid, they are going to Journal Entry the money from operational to instructional...
- Joseph went over the bank activity for July and stated that revenues exceeded the expenditures by \$19,758.73 increasing the reconciled cash balance which is now \$658,431.99.
- Joseph stated that there are 4 outstanding items totaling \$2,231.55 which are only 11 days old.
- Joseph stated that there will be BARs in October.

Joseph moved on to the next financial item, ***Voucher Approvals***. Joseph informed the Council that the Voucher Approvals is the Check Register Report within their packet.

Leah asked for a motion to approve the Voucher Approvals/Check Register Report. Ken made the motion and Meredith seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Joseph and Ronda left at 5:14 pm.

ONGOING BUSINESS

Leah moved to the first item of Ongoing Business, ***Introduction of New Finance Committee Member***.

Meredith took a moment to introduce Mr. Gabe Holloman, a new member on the SPLC's finance committee. Gabe told the Council a little bit about himself...

Gabe left the meeting at 5:16 pm.

Leah moved on to the next item of business, ***Introduction of (potential) New Board Member***.

Leah took a moment to introduce Mr. Marvin Larsen, a potential new board member. Marvin took a moment to introduce himself and tell the Council about himself...

Leah asked for a motion to accept Marvin Larsen as a new SPLC Governing Council Member. Elizabeth made the motion and Meredith seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Marvin joined the Council at their table...

Leah moved on to the next item of business, ***Governing Body Member Recruitment.***

Leah stated that because of the consolidation, the SPLC Council is no longer recruiting Council Members at this point.

Leah moved on to the next item of business, ***Employee Handbook.***

- Leah asked Robert if the handbook is completed.
- Robert stated that he has made the grammatical changes on the employee handbook and it is done.
- Leah stated that the handbook is already approved and they would like the administration to send it out to the employees.

Robert state that it will be sent out.

Leah moved on to the next item of business, ***GB Policy Manual.***

- Leah asked if the GB Policy Manual has been worked on and Elizabeth answered, Ken started edits on it.
- Ken stated that during the CSD training he learned that there needs to be committees added into the policy, as well as 22-5-7 organization requirement which states that there needs to be a President, Vice President, and Board Secretary (the secretary is not an administrative assistant)
- Ken stated that there needs to be an updated Grievance Policy, policies on school grades, advisory council, head administrator, etc.
- Amber asked what the Advisory Council is...
- Ken stated that the Advisory Council contains the Head Administrator (who reports back to the whole Governing Council).
- Ken stated that the Advisory Council is very much student, parents, teacher oriented who ask all questions about academics and operations.
- Ken proposed that any items that are in the Employee/Student Handbook be taken out of the Governing Body Policy Manual.
- Ken stated that it was a good training and a lot was learned.

Leah moved on to the next item of business, *Consolidation of SPLC and SILC*.

- Robert stated that the Joint meeting is this coming Monday at 5 pm.
- Robert stated that the Governing Councils need to approve the Renewal Application at the upcoming Monday meeting.
- Leah stated that the Board for the new school will be the board for the school that is absorbing the other. Leah stated that board will vote in all members from the other board and both presidents will step down and all members will vote in a new president.
- Ken stated that there should be 11-15 board members to be a high functioning charter school governing council.
- Leah stated that there is an agreement between the two Councils that no official decision will be made without both boards in agreement although the board that absorbs the other will be the "signing of documents" board.
- Leah stated that there will be a discussion at the Monday Joint meeting before there will be a toss of a coin to show which schools absorbs the other.

The Council further discussed what they are going to bring up at the Joint meeting... the Council understands that either way – it does not matter which schools absorbs the other...

- Leah stated that there will be a committee with two members from each board meeting to make non-action decisions about the consolidated school.
- Sharon stated that the lottery will stay the same besides the fact that now 6th graders will not have to re-enter the lottery to continue.
- Robert stated that he will send the Renewal application to the Council in order for them to review it before approval.

Leah moved on to the next item of business, *advertising for the School*.

- Robert informed the Council that there is an ad in ABQ the Magazine every other month.
- Robert stated that they received a solicitation to be in the program for Nutcracker on the Rocks.
- Robert stated that Kirk is speaking with Clear Channel about getting on a billboard.
- Robert stated that there are videos that Mr. Bram made that can be used for public TV ad.
- Sharon stated that ABQ the Children's Magazine is being worked with to put an ad on there as well.

Leah moved on to the next item of business, *Student Safety*.

- Leah stated that she is concerned that she went on a field trip with her child's class this last week and she has yet to be background checked.
- Leah stated that she is concerned with the fact that parents/visitors roam within the school without a badge on.
- Robert informed the Council that there is a new safety feature that has been added to the school in the last few days – Scholar Chip. Robert explained that this new system

requires parents/visitors to scan their official driver's license before entering the school. Robert stated that once they pass the background check that the system will perform, they will be printed out a visitor's badge.

Leah and her fellow Council members agreed that this was a great step toward better safety of the students.

CLOSED SESSION

Leah asked for motion to move into closed session. Meredith moved for the SPLC Governing Council to proceed into Closed Session, only matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1 (H) (2) and limited personnel and ongoing employee issues will be discussed and Ken seconded the motion. Leah closed the session at 6:16 p.m.

OPEN SESSION

Meredith moved for the SPLC Governing Council to go back into Open Session, only matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1 (H)(2) and limited personnel and ongoing employee issues were discussed and Ken seconded the motion. Leah asked Savannah to take a roll call. Savannah called Meredith Winters, yes; Leah Graham, yes; Ken Chapman, yes; Amber Romero, yes; Elizabeth Armijo, yes. Leah opened the SPLC Governing Council meeting at approximately 6:38 p.m.

ADMINISTRATIVE REPORT

Robert moved on to the first item of Kirks report, *Teacher-Leader and Non-Instructional Meetings*.

- Robert stated that the Advisory Council would be the ones going to those meetings and report back.

Robert moved on to the next item of Kirks report, *School Grade & Data Update*.

- Sharon stated that SPLC's school grade is a C and there is nothing to appeal.
- Sharon stated that the longer the students stay within the SLC schools, the better they are testing.
- Sharon stated that SPLC is down 5 students but they did make 5 offers and are awaiting responses from the parents.
- Sharon stated that there are 15 students on the waitlist.
- Sharon stated that she and the registrars attended a training today on State Reporting and learned a lot.

- Sharon took a moment to thank the two registrars at SLC, Terry & Paula. Sharon stated that they are great workers and do a lot for the schools.
- Sharon stated that the Book Fair is Wednesday and Thursday of this week and they are looking for volunteers.
- Sharon informed the Council that the teachers gave out reading passes to the staff and if the staff sees a student's reading outside of class, they are to give them a "free book" pass.

Robert moved on to the next item of Kirks report, *Charter Renewal & Site Visit*.

- Robert stated that as a part of renewal he is to report on current grade standing of the schools and school growth.
- Robert informed the Council that 50% of the current students are new.
- Robert stated that he is to report on students who have been in SLC for a full academic year.
- Robert informed the Council that the SPLC Site Visit is on October 21st and stated that he will send out a schedule and list of questions that will be asked to the Council members.

Robert moved on to the next item of Kirks report, *Lease-to-Purchase Progress*.

- Robert stated that there will be a meeting with the landlord soon to get ready to sign the paperwork.
- Robert informed to Council that the Lease to Purchase paperwork is standard state department paperwork.
- Robert stated that after consolidation they will have to blend together the Lease.

Robert moved on to the next item of Kirks report, *Salary Increases*.

Robert informed the Council that there is a chart in their packets showing the salary comparisons from SLC to APS to a few different states around the US.

ACADEMIC, OPERATIONS, AND DATA UPDATES

Leah moved on to the next item, *IT Report*.

- Tim thanked the Council for approving the (Children's Internet Protection Act).
- Tim stated that he has yet to receive any teacher input on the website.
 - Robert stated that he has yet to receive anything from teachers on their individual website pages.
- Tim asked if the financial items are sent to finance members or council members to their personal e-mails...
 - The Council let Tim know that it is public information (not confidential), and there are no account numbers nor salary information on the finance reports.
- Tim asked the Council (and Savannah) to please hold off on sending him the agenda until it absolutely needs to be posted because he is receiving too many draft agendas and does not want to post more than once.

- Tim informed the Council that he is receiving issues with getting purchase order completed.
 - Tim stated that there is no process in letting people who submit purchase requests that their purchase order has been submitted.
 - Tim informed the Council that the PO to create the students individual Chrome Book accounts has yet to be approved as well as the website renewal contract. Tim stated that the website renewal contract is due on September 30th.
- Leah stated that Tim should ask the finance team to give him an update.
- Tim stated that the visitor management system (Scholar Chip) has been set up and they will be doing training soon and requesting policy be put in place.
- Tim stated that there is a school messenger app upcoming. Tim informed the Council that the parents will be given a notification and every parent who agrees to the terms will be able to receive text messages from the school.
- Tim stated that under Quick Links on the website now has a “Report an Absence” link.

NEW BUSINESS

Leah moved to the first item of business, *Date for next Regular SPLC Governing Council Meeting*. Leah stated that the next Regular SPLC Governing Council Meeting will be *Thursday, October 27th, 2016* in the SSLC Conference Room at 5 pm.

Leah moved on to the next item, *Calendar of Events*. Leah stated that the Board Calendar has been updated and is on the SLC website. Leah requested that the Board trainings be put on the calendar.

PUBLIC COMMENT

Leah asked if there were any Public Comment.

Lisa Mora introduced herself as the 5th grade teacher of SPLC and the SPLC unofficial representative. Lisa voiced a few of her comments and concerns (listed below)

- Lisa stated that she believes that the idea for consolidation is wonderful and fully-appropriate, and that it does not seem to matter which schools absorbs the other.
- Lisa asked if the Charter Renewal has been written for consolidation... Robert answered, that part has not yet been written because he does not know which school is absorbing which at this point. Lisa then asked if the intention for consolidation because of renewal and Robert answered, the schools have been asked to present two renewals, as if they are moving forward as two individual schools, and in the renewal there will be a paragraph stating one school is willing to absorb the other and the other stating they will be willing to close in order to absorb.
 - Meredith asked if the PED is still going to be doing separate Site Visits for each school even though the two schools will be consolidating for next year and Robert answered, yes there will be separate Site Visits.

- Lisa stated that last year the ELA teachers spent their PLC time that they were given aligning their ELA standards from 4th grade through 8th grade in anticipation of a consolidation.
- Lisa stated that she would like the Council to know how dedicated the staff is and that teachers are always offering to help students during break or lunch time. Lisa stated that all 4 SPLC teachers are at school after hours to help students throughout the weeks.
- Lisa asked, how the administration anticipates the lottery working after consolidation. Sharon answered that as of now there is a Letter of Intent per each school up until December 31st, and on that day that Letter of Intent will go away and there will be a new Letter of Intent for 2017-2018 school year in January called “...” (New school name)...
 - Lisa asked if the parents are away of the Letter of Intent change. Robert answered, when putting in a Letter of Intent at this point, parents are notified that they are putting in a Letter of Intent for the 2016-2017 school year.
- Lisa stated that a concern from the SPLC staff is that... the teachers were able to use their 10 days in August to focus on classroom preparation and lesson planning and parent meetings BUT there was no In-Service day training for the SPLC teachers.
 - Lisa stated that SILC and SSLC staff attend the staff meetings every Friday and the SPLC staff cannot attend due to the fact that they have students in session all day. Lisa stated that she believes some of the information for staff is being discussed in those meetings and the SPLC staff does not get all of the information afterward.
 - Lisa asked if the administration could follow up on getting someone to take notes for the teachers who aren't present at those meetings. Leah stated that if Lisa presents her issues to the administration and she does not hear anything back, please make the Council aware.
- Lisa stated that the teachers and staff would like to have a training on the new chaperone system and how to use the ID check... Lisa stated that they have always done field trips the same way, and have not been formally instructed on what the chaperone procedure is.
- Lisa stated that it is frustrating, from an instructional standpoint, to not know if there has been an approval for field trips or PO's...
 - Leah stated that it has a lot to do with awaiting on PED for approval...
 - Lisa stated that they were losing time because PO's were being reviewed and sent back to them and there is only two days out of the week to submit. Lisa stated that Robert did clarify the PR process at this point.
- *Lisa stated that she would like to clarify some of the points on the Teacher-Leader Notes from the Teacher-Leader Meetings...*
 - Lisa stated that in paragraph 3, the only Expectation addressed concerned the dress code.
 - Amber stated that the feeling was that the Teacher-Leader notes implies a broader scope than what was actually the scope of the discussion... Lisa agreed.
 - Lisa stated that in paragraph 5 under “Positive Behavior Intervention System,” they did have a presenter come in and talk to them about PBIS – the main focus was on inclusion which the teachers feel they are doing well on already. Lisa stated that the staff focuses on the rewarding positive behavior rather than

focusing on the negative... Lisa stated that the presenter's vision of PBIS was very different from the SPLC teachers...

- Lisa stated that the SPLC teachers are very pleased with the extra leave days.
- Lisa stated that she questioned some of the bullet points within the Teacher-Leader notes because the teachers have yet to hear about it which could be due to the fact that they are not able to attend the meetings...
 - Lisa stated that she personally is familiar with the Staff Handbook because she did help edit it but that the teachers have yet to be given a final copy of the handbook... (Robert agreed to talk to Kirk about sending the Staff Handbook out to the SPLC staff)
- Elizabeth asked Lisa... "Do you feel like there are things being reported in the Teacher Leader notes that absolutely were not discussed...?"
 - Lisa stated that she was not at the August meeting but she does believe that the notes are exaggerated; there are things on the notes that have yet to be discussed at this point.
- Lisa stated that in the 2nd paragraph under New Mexico Teacher Evaluation System, it says "the group felt that just the building administrators should conduct the evaluations" and stated that was not discussed... Lisa stated that she and several of the SPLC staff were approached during car pool and asked by Kirk if it mattered to them who does their evaluation... Lisa stated that they appreciate being asked their opinion on the matter but to them it does not matter who does the evaluation, as long as it is done.

The Council agreed to have a discussion on what is being reported from the meetings and having the right information be reported to the staff who were not in attendance.

Lisa thanked the Council for their dedication and hard work...

ANNOUNCEMENTS

Leah asked if there were any additional announcements and there were none.

ADJOURNMENT

Leah asked for a motion to adjourn the regular SPLC Governing Council meeting. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the SPLC Governing Council meeting at 7:44 p.m.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: SOUTHWEST PRIMARY LEARNING CENTER

Date submitted: 2/21/2017

Contact Name: Taylor Bischoff

E-mail: tbischoff@sslc-nm.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Elizabeth Armijo	Resignation	1/26/2017	Other commitments	<i>From: 4/1/2015 To: 1/26/2017</i>
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	<i>From: Click here to enter a date. To: Click here to enter a date.</i>
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	<i>From: Click here to enter a date. To: Click here to enter a date.</i>

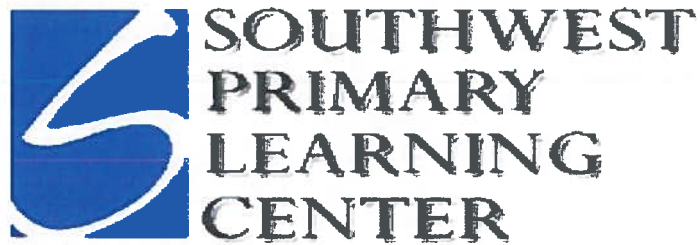
Original Signature of Governing Council President or Designee: _____ Date: _____

Printed Name of Governing Council President or Designee: _____

Required Attachments:

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

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



GOVERNANCE COUNCIL
Board Meeting Minutes of
Thursday, February 23, 2017
(Re-created after tape recorder/notes stolen 3/17/2017)
(Revised 4-3-17)

Board Members Present

Leah Graham, Ken Chapman, Meredith Winters,
Amber Romero, Marvin Larsen

Board Members Absent

None

Also in attendance

Joseph Lucero, Ronda Joyce
Kirk Hartom, Robert Pazstor,
Sharon Huber

Public in attendance

Tim Walsh, Lisa Mora

These Minutes were approved on _____
By a vote of ____ Yes ____ No ____ Abstained ____ Absent

C.

President

Notary Seal and Signature

Taylor called the Southwest Primary Learning Center (SPLC) Governing Council meeting to order on Thursday, February 23, 2017 at 4:05pm in the Conference Room of Southwest Learning Center.

ROLL CALL

Leah called roll. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin Larsen, here

PLEDGE OF ALLEGIANCE

Leah asked everyone to stand and join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Leah asked for a motion to approve today's SPLC Governing Council Agenda. Leah made the motion and Meredith seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from January 19, 2017 Special Meeting

Leah asked the Council Members if they had a chance to review the minutes from the regular SSLC Governing Council meeting held on January 19, 2017 and they said yes.

Leah asked for a motion to approve the January 19, 2017 minutes. Ken made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes. Motion carried.

FINANCIAL REPORT

Leah asked if there had been anything to report from the Finance meeting.

Joseph informed the Board that the Finance Committee met previous to the board meeting to look at the finances.

- Joseph went into detail about the Revenue Report.
 - Joseph stated revenue came in at 59.73% of what was budgeted.
 - Joseph reported expenses on the expenditure side were 64.53%
- Joseph went into detail about the Bank Activity for December.
 - Joseph stated revenues exceeded expenditures by \$ 45,286.87
 - Joseph stated the school has a reconciled cash balance of \$ 690,407.08
 - Joseph stated that outstanding items total \$ 16,072.20

Joseph moved on to the next item of his report, *Voucher Approvals/Check Register Report*.

Joseph asked the Board to review the Check Register Report.

Leah asked for a motion to approve the Vouchers for the month of February. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion carried.

Joseph moved on to the next item of his report, ***Budget Adjustment Requests.***

➤ Joseph informed the Council that there are five BARs to approve.

- *First BAR: 1617-0010- I – Instructional Materials Carryover
- * Second BAR: 1617-0011-M – Title I maintenance
- * Third BAR: 1617-0012-M- IDEA B Maintenance
- * Fourth BAR: 1617-0013-I- Operational Cash carryover

Joseph asked for a motion to approve BARS 1617-I, 1617-0011, 0012-M and 001-3M. Meredith made the motion and Marvin seconded the motion. Leah called for a voice vote, unanimous yes, Motion carried.

Sean from the Vigil group explained the Financial Audit findings.

SPLC had 4 audit findings. We have a modified audit. 3 types of audits: disclaimed, modified, and unmodified or clean. We are in the middle group. Sean from the Vigil group explained the findings.

1. 2016-001 material weakness/deficiency on internal control. Sean explained this finding is the most serious. Capital assets listing physical inventory with no value assigned. This finding has been listed since 2014.
2. 2016-002 pledge collateral. FDIC insurance not enough to cover deposits. Our credit union does not collateralize automatically. Vigil Group is working to correct this.
3. 2016-003 controls over cash disbursement. Invoices dated prior to PO date.
4. 2016-004 payroll. Employee files/contracts, missing I-9 documents. Need separate files for each school.

Additional discussion occurred with Sean and the board regarding budget and consolidation. Leah asked Sean for a financial recommendation, and Sean advised the best financial option for our school is to eliminate the HA position as the schools consolidate. Everyone referred to a document he provided showing 4 financial scenarios for the HA position.

During further budget discussion, Sean stated SPLC would lose \$19,038 due to state budget recall. The total loss for all Southwest schools will be about \$150,000.

Sean anticipates PED will release control over payroll and purchases under \$10,000 back to school/Vigil group sometime in April-June

ONGOING GOVERNING BODY BUSINESS MATTERS

The Board moved on to *Ongoing Governing Body Business Matters*.

Leah reported on Governing Body Member Recruitment and introduced a new audit committee member. Leah stated Board needs a volunteer for the finance committee. The current members are Gabe, Meredith, & Ken. The audit committee introduced was Sherry Lebeznick.

Leah recognized Elizabeth Armijo's resignation and congratulated her on her new appointment to the Albuquerque Public School's School Board. Kirk said the Charter Schools Division Change Form would be used to notify CSD and the PEC, along with Elizabeth's resignation letter, and sent to NMPED.

The Board moved on to Governing Body Policy Manual. Ken is working on an overall revision including various policy clarification. He will revise conflict policy and add conflict procedure to handbook.

Governing Body Conflict Policy – correct version was not in the board members' packets. They cannot move forward today without the final version. It was also suggested they add in monitoring of the board self-assessment.

The Board moved to SPLC/SILC New School business. Amber discussed the action item schedule that was utilized at the first Preparatory Committee meeting that was attended by herself, Marvin Larsen, Deborah Landsell (SILC) and Cheryle Brody (SILC).

The meeting for the Preparatory Committee was Wednesday, February 15, 2017 at 4:00pm at SSLC to organize converting to one school. There are issues in regards to the consolidation of the schools, so beginning this conversation will clarify the items to be addressed and recommended at each board meeting each month. The agenda SW Preparatory Bylaws, SW Preparatory name changes to GC Manual, Staff Handbook, and Student Handbook, Progress of SILC Cash Carry Over and Assets to SW Preparatory, Personnel Records Policy, and Preliminary SW Preparatory Budget.

SILC employees must be rehired at SW Prep. New paperwork, insurance, ERB, etc. Board members from SILC will be approved as members of SW Prep board

The Board talked about the notification / explanation to parents of consolidation. Robert stated that he could inform them through the newsletter and Kirk could also notify through School Messenger.

The Board discussed academic improvement opportunities which have been addressed through Bi-Monthly PLC Meetings and Professional Development for all staff to be discussed by Kirk later in the meeting.

Lease-To-Purchase was discussed and Kirk stated that the schools are certified through PSFA and have begun to talk to Mr. Saylor about next year and a one year lease with an option for a one year extension. The legislature is working on SB 313 which could determine if Charter Schools must use a standard template from PED to file Lease-To-Purchase Applications.

Amber discussed working with Deborah Landsell of SILC on some adjustments to the Personnel Records and Files Policy as Ms. Landsell, as an HR Specialist, would recommend. Leah tabled Personnel Records Policy until adjustments were made and they would look to approve in March.(Ken & Marvin)

Leah asked about PEC contract negotiations for SW Preparatory. Neither Robert or Kirk have heard anything from Becky at CSD, but they would continue to check.

SPLC ADMINISTRATIVE REPORTS

The Board moved on to the Head Administrator Report.

Kirk stated that the Board would need to approve the Joint Powers Agreement (JPA) as it re-certifies that the Candelaria Site is privately owned, but the owner agrees to maintain major facility replacements. NMPED will want to sign off on the JPA so once the Board approves it will be signed by NMPED Finance. The JPA was not an action item so it will be approved at the next meeting.

Leah asked about the results of Charter Schools Division Monitoring Visit in January, but Kirk explained the Fall Visit results were inadvertently sent to Administration, so the January results have not been made available.

Leah asked about the Financial Proposal for Securing SILC Budget for SW Preparatory. Kirk stated that the following is what he has received from Sean and Mr. Craig:

NMPED Finance is requesting that the schools provide PED a formal proposal on the consolidation. It is both the Vigil Group and the NMPED recommendation that legal counsel be consulted for this. Regardless, if the consolidation is approved money that SILC spends is money SPLC doesn't absorb and vice versa; the result is that if approved the net result with SW Prep is the same.

NMPED stated that this would need to flow through at least two different department's legal counsel. With the upcoming long legislative session, the sooner this can get up to Santa Fe and get vetted, the better. The financial appendices will come from Sean's office. After speaking

with the SPLC/SILC Preparatory Committee Amber said we should begin a draft and Kirk would work on a draft as well.

Kirk stated that he has been sending continuous legislative updates from lobbyist Sue Griffith which are forwarded to Board Members.

Sharon moved on to the **Data Report**. Sharon informed the Council that our numbers for students in SPLC are steady. The lottery will begin on March 8th. Letters-of-Intent tabs are on the website for students through Info snap. The 120 day reporting to the state is coming up. She will Power School University in Florida and that Power School Pro is the upgraded teacher grading system. Sharon also talked about the upcoming Quality of Education Survey that would be sent to parents by the end of March.

Sharon gave 120 day count as 104 students. She detailed the intent to return letters as having received:

- 21 - 4th grade, 20 on wait list for SW Prep lottery
- 21 - 5th grade, 28 on wait list for SW Prep lottery
- 47 - 6th grade, 44 on wait list for SW Prep lottery
- 34 - 7th grade, 25 on wait list for SW Prep lottery
- did not record number for 8th grade, 21 on wait list for SW Prep lottery

Marketing – billboard ads going, KOAT will have online ad for Camp Smart Lab

Tim moved on to the next item, **IT Report**. Tim informed the Council that letter of intent are posted on the website. Tim stated that they are working on multiple upgrades to the computer lab including new staff and student computers as well as looking at a new phone system and security monitoring system.

NEW BUSINESS MATTERS

The date for next Special SPLC Governing Council Meeting would be Thursday, March 16, 2017, 5:00 PM due to Spring Break. Leah thanked Tim for keeping school calendar updated.

PUBLIC COMMENT

Lisa Mora, Teacher at SPLC, talked about the upcoming English Expo and hoping thanked the boards for working together especially in terms of the consolidation of the two schools.

Academic Improvement – SPLC and SILC staff are already working together. SILC core teachers were invited to most recent PLC meeting - additional collaboration planned for in-service day in March.

Staff concerned about a absent staff member.

A primary student won the art contest at Popejoy for a presentation we attended. The 5th grade class won a pizza party as part of the student's prize.

Thanked the board for their continued efforts on behalf of the school.

CLOSED SESSION

Leah moved for the SPLC Governing Council to proceed into Closed Session, only matter subjected to Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 will be discussed. Meredith seconded the motion. Taylor took roll call. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin Larsen, here.

OPEN SESSION

Leah moved for the SPLC Governing Council to go back into Open Session, only matters subjected to NMSA 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 were discussed and Steve seconded the motion. Taylor took roll call. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin, here. Leah opened the SPLC Governing Council meeting.

The Governing Council moved to the discussion/action item with the Head Administrator Employment Contract.

Meredith made a motion and Ken seconded the motion that the SPLC Governing Council **"would not"** be renewing the Head Administrator Kirk Hartom's Employment Contract for the next school year for 2017-2018.

Leah took a roll call vote. Leah called Meredith Winter- yes to not renew; Ken Chapman, yes to not renew, Amber Romero-yes to not renew; Marvin Larsen-yes to not renew; and Leah Graham votes yes to not renew; unanimous yes to not renew, Motion carried 5-0.

AJOURNMENT

Leah made a motion to adjourn today's regular SSLC Governing Council meeting and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the meeting.

School Governance Change

Taos International Charter School

On January 11, 2016, a vacancy was created on the Governing Board by the resignation of Dolores Trujillo due to personal reasons. On May 9, 2016, a vacancy was created by the removal of Jacob Archuleta due to excessive absenteeism. On May 9, 2016, these two vacancies were filled by the designations of Clifford Johnson and Anna Parraz Romero.

On June 13, 2016, two vacancies were created by the resignations of Gary Atias due to personal reasons and Marilyn Montoya due to personal reasons. Although these vacancies have not been filled, there are five active Governing Board members at this time.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Taos International

Date submitted: 3/15/2016

Contact Name: Nadine M. Vigil

E-mail: director@taosinternational.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Dolores Trujillo	Resignation	1/11/2016	Resigned due to personal reason;	From: 1/13/2014 To: 1/11/2016
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: Nadine M. Vigil

Date: 3-29-16

Printed Name of Governing Council President or Designee: Nadine M. Vigil

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.

516 Don Nicolas
Taos, NM 87571
December 15, 2015

Mrs. Nadine Vigil, Director
Taos International School
Diamond Plaza 118 Este Es Rd.
Taos, NM 87571

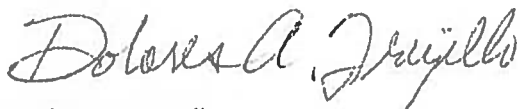
Dear Nadine:

Please accept my letter of resignation as member and secretary of the TIS Board, effective immediately.

Thank you for the opportunity to serve on the board of TIS, from the initial organizing meetings in 2013 through this year. It was a very educational experience for me, as I am sure it has been for you and your staff, as well as the original and new board members.

Congratulations to you and your staff on providing an excellent education for all students at the school. I have heard only positive comments in reference to the school, the staff, and the programs. The commitment of the board, time expended and total support of each board member as well as of the staff, will ensure that TIS continues to move forward in a positive direction. I look forward to seeing the IB program in place.

Best Wishes,

A handwritten signature in cursive script that reads "Dolores A. Trujillo". The ink is dark and the signature is fluid.

Dolores A. Trujillo

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Click here to enter text.

Date submitted: Click here to enter a date.

Contact Name: Click here to enter text.

E-mail: Click here to enter text.

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Jacob Archuleta	Removal	5/9/2016	Excessive Absences	From: 11/12/2014 To: 5/9/2016
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: Mary M. Aras

Date: 5-9-16

Printed Name of Governing Council President or Designee: Mary M. Aras

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.



g/g m. atias
6-13-16

TAOS INTERNATIONAL SCHOOL

DUAL LANGUAGE/SEEKING INTERNATIONAL BACCALAUREATE CERTIFICATION K-8 STATE CHARTERED SCHOOL GOVERNING COUNCIL (GC) MEETING

DATE: May 9, 2016

TIME: 5:00 pm

LOCATION: Diamond Plaza 118 Este Es Rd Taos, NM 87571

Official Minutes

- A. Call Meeting to Order:** 5:08 p.m. *Dr. Gary Atias called meeting to order.*
- B. Roll Call:**
 - Nadine Vigil, Head Administrator/Director-present*
 - Dr. Gary Atias, President-present*
 - Marilyn Montoya, Vice President-Via phone*
 - Carla Romero-Secretary-present*
 - Florina Cordova-Member-present*
 - Anna Parraz-Romero-Member-present*
 - Cliff Johnson-Member-present*
- C. Action Proposed-** Adoption of Agenda for May 9, 2016: *(Dr. Gary Atias entertained the motion for the adoption of the May 9, 2016 agenda. Carla Romero made a motion for the adoption of the May 9, 2016 agenda. Marilyn Montoya second motion, all in favor. Motion passed unanimously)*
- D. Action Proposed-** Approval of April 11, 2016 minutes: *(Dr. Gary Atias made a motion for the approval of the April 11, 2016 minutes. Carla Romero second motion, all in favor. Motion passed unanimously)*
- E. Public Comment:** This is an opportunity for members of the public to address the Governing Council (GC) for up to five minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot take action nor have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. *None*
- F. GC Member Comment:** This is an opportunity for any GC member to make a comment. *None*
- G. Discussion and Action Proposed:** *Approval for the Removal of Jacob Archuleta as GC Member: (Carla Romero made a motion for the discussion and action proposed, Removal of Jacob Archuleta as GC Member. Marilyn Montoya second motion, all in favor. Motion passed unanimously)*
- H. Discussion and Action Proposed:** *Approval of Mr. Cliff Johnson as GC Member: (Carla Romero made a motion for the discussion and action proposed, Approval of Mr.*

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Taos International Current Number of Governing Body Members: 5
 Date submitted: 5/26/2017 Contact Name: Nadine M. Vigil E-mail: director@taosinternational.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Carla Romero	P.O. Box 1534 Ranchos de Taos, NM 87557 575.770.6464 Tazdevil@taosnet.com	Designation	7/8/2015	Click here to enter Board Member name.	From: 7/8/2015 To: Click here to enter a date.
Anna Parraz-Romero	P.O. Box 555 El Prado, NM 87529 575.7770.2002 pradopar@yahoo.com	Designation	5/9/2016	Click here to enter Board Member name.	From: 5/9/2016 To: Click here to enter a date.
Clifford Johnson	7102 NDCBU Taos, NM 87571 575.758.8275 clilib@gmail.com	Designation	5/9/2016	Click here to enter Board Member name.	From: 5/9/2016 To: Click here to enter a date.

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

Printed Name of Governing Council President or Designee: _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Clifford J. Johnson, after being duly sworn, state:

1. My name is Clifford J. Johnson and I reside in Taos, New Mexico.

2. I am a member of the governing body of the Taos International School in Taos, New Mexico.

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

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

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

[Signature]
[Signature]

5/9/16
Date

Clifford J. Johnson
[Print]

VERIFICATION

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

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: Nov. 8, 2016.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, ANNA PARRAZ ROMERO after being duly sworn, state:

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


[Signature]

5/9/2016
Date

ANNA P ROMERO
[Print]

VERIFICATION

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

[Notary Seal:]


NOTARY PUBLIC

My commission expires: NOV 8, 2016.





TAOS INTERNATIONAL SCHOOL

DUAL LANGUAGE/SEEKING INTERNATIONAL BACCALAUREATE CERTIFICATION K-8 STATE CHARTERED SCHOOL GOVERNING COUNCIL (GC) MEETING

DATE: May 9, 2016

TIME: 5:00 pm

LOCATION: Diamond Plaza 118 Este Es Rd Taos, NM 87571

Official Minutes

- A. Call Meeting to Order:** 5:08 p.m. Dr. Gary Atias called meeting to order.
- B. Roll Call:**
 - Nadine Vigil, Head Administrator/Director-present*
 - Dr. Gary Atias, President-present*
 - Marilyn Montoya, Vice President-Via phone*
 - Carla Romero-Secretary-present*
 - Florina Cordova-Member-present*
 - Anna Parraz-Romero-Member-present*
 - Cliff Johnson-Member-present*
- C. Action Proposed-** Adoption of Agenda for May 9, 2016: *(Dr. Gary Atias entertained the motion for the adoption of the May 9, 2016 agenda. Carla Romero made a motion for the adoption of the May 9, 2016 agenda. Marilyn Montoya second motion, all in favor. Motion passed unanimously)*
- D. Action Proposed-** Approval of April 11, 2016 minutes: *(Dr. Gary Atias made a motion for the approval of the April 11, 2016 minutes. Carla Romero second motion, all in favor. Motion passed unanimously)*
- E. Public Comment:** This is an opportunity for members of the public to address the Governing Council (GC) for up to five minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot take action nor have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. *None*
- F. GC Member Comment:** This is an opportunity for any GC member to make a comment. *None*
- G. Discussion and Action Proposed: Removal of Jacob Archuleta as GC Member:**
(Carla Romero made a motion for the discussion and action proposed, Removal of Jacob Archuleta as GC Member. Marilyn Montoya second motion, all in favor. Motion passed unanimously)
- H. Discussion and Action Proposed: Approval of Mr. Cliff Johnson as GC Member:**
(Carla Romero made a motion for the discussion and action proposed, Approval of Mr.

Cliff Johnson as a GC Member. Florina Cordova second motion, all in favor. Motion passed unanimously)

- I. Discussion and Action Proposed: Approval of Ms. Anna Romero as GC Member:** *(Dr. Gary Atias made a motion for the discussion and the action proposed, approval of Ms. Anna Romero as GC Member. Carla Romero second motion, all in favor. Motion passed unanimously)*
- J. Business Manager(s) Report: Justine Roybal (Vigil Group)** *was present to present the Revenue Report, Expenditure Report, Check Register, Outstanding Purchase Orders, Bank Reconciliation and Outstanding Checks. Also presented for Approval were three Budget Adjustment Requests; Doc. ID 555-000-1516-0023-I (Increase) Doc. ID 555-000-1516-0024-I (Increase) Doc. ID 555-000-1516-0025-T (Transfer). (Florina Cordova made a motion for the discussion and action on the three BAR's presented and any other BAR's that may need to be created in July to balance out a line item. Carla Romero second motion, all in favor. Motion passed unanimously)*
- K. Public Input/Comment on FY2016-2017 Budget**
- L. Discussion and Action Proposed: Approval of FY 2016-2017 Budget:** *(Carla Romero made a motion for the discussion and action proposed, approval of FY 2016-2017 Budget. Dr. Gary Atias second motion, all in favor. Motion passed unanimously)*
- M. Discussion and Action Proposed: Approval of 2016-17 Amendment to SY Calendar:** *(Carla Romero made a motion for the discussion and action proposed, approval of 2016-2017 amendment to SY calendar. Florina Cordova second motion, all in favor. Motion passed unanimously)*
- N. Discussion and Action Proposed: Approval of 2016-17 SY Calendar:** *(Florina Cordova made a motion for the discussion and action proposed, approval of the 2016-2017 SY calendar. Marilyn Montoya second motion, all in favor. Motion passed unanimously)*
- O. Discussion and Action Proposed: 2016-2017 IB Application:** *(Marilyn Montoya made a motion for the discussion and action proposed, 2016-2017 IB application. Florina Cordova second motion, all in favor. Motion passed unanimously)*
- P. Discussion and Action Proposed: 2016-17 Read To Lead Application:** *(Carla Romero made a motion for the discussion and action proposed, 2016-2017 read to lead application. Florina Cordova second motion, all in favor. Motion passed unanimously)*
- Q. Discussion and Action Proposed: 2016-2017 FAEA Elementary Arts Application:** *(Florina Cordova made a motion for the discussion and action proposed, 2016-2017 FAEA Elementary Arts-Application. Carla Romero second motion, all in favor. Motion passed unanimously)*
- R. Discussion and Action Proposed: 2016-17 Title I Application:** *(Carla Romero made a motion for the discussion and action proposed, 2016-2017 Title I Application. Marilyn Montoya second motion, all in favor. Motion passed unanimously)*
- S. Discussion and Action Proposed: 2016-17 Title II Application:** *(Marilyn Montoya made a motion for the discussion and action proposed, 2016-2017 Title II Application. Dr. Gary Atias second motion, all in favor. Motion passed unanimously)*
- T. Discussion and Action Proposed: 2016-2017 Title III Application:** *(Carla Romero made a motion for the discussion and action proposed, 2016-2017 Title III Application. Florina Cordova second motion, all in favor. Motion passed unanimously)*

- U. Discussion and Action Proposed: 2016-17 IDEA-B Application:** *(Florina Cordova made a motion for the discussion and action proposed, 2016-2017 IDEA-B Application. Carla Romero second motion, all in favor. Motion passed unanimously)*
- V. Discussion and Action Proposed: 2016-2017 Bilingual Application:** *(Marilyn Montoya made a motion for the discussion and action proposed, 2016-2017 Bilingual Application. Carla Romero second motion, all in favor. Motion passed unanimously)*
- W. Discussion and Action Proposed: 2016-17 Lease Application:** *(Carla Romero made a motion for the discussion and action proposed, 2016-2017 Lease Application. Dr. Gary Atias second motion, all in favor. Motion passed unanimously)*
- X. Discussion and Action Proposed: 2016-17 National School Lunch Application:(NSLP):** *(Florina Cordova made a motion for the discussion and action proposed, 2016-2017 National School Lunch Application (NSLP). Carla Romero second motion, all in favor. Motion passed unanimously)*
- Y. Discussion and Action Proposed: 2016-17 NSLP Contract-Farm House Café/Micah Roseberry:** *(An emergency meeting will take place on May 17, 2016 to present contract)*
- Z. Head Administrator/Director's Report:**

Report on Enrollment

Kindergarten-30

1st - 36

2nd -14

6th -20

7th- 16

Total Enrollment: 116

1. Staff Professional Development

April 20- Nadine M. Vigil, Head Administrator/Director attended a National School Lunch Program (NSLP) training in Albuquerque.

April 28- Nadine M. Vigil, Head Administrator/Director attended a Bilingual Multicultural Education (BME) training in Albuquerque.

May 2- Nadine M. Vigil, Head Administrator/Director attended a Title I training in Albuquerque

2. Facilities

Construction will start now in May.

3. 1st Annual Book Fair

TIS is promoting Summer Reading. Students will be allowed to purchase books during the day. Parent nights have also been scheduled: Kindergarten- Monday, May 9, 2nd, 6th, & 7th, Tuesday – May 10, 1st grade, Wednesday, May 11. 5:30- 6:30 pm.

AA. May Events-see attached

AA. Executive Session-Head Administrator/Director's Evaluation: *(An emergency meeting will take place on May 17, 2016 to discuss Head Administrator/Director's Evaluation)*

RR. Next GC meeting scheduled for June 13 at 5:00 pm

Adjournment: *(Dr. Gary Atias made a motion for the adjournment. Carla Romero second motion, all in favor. Motion passed unanimously) Adjourned at 6:25 p.m.*

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Taos International School, located in Taos, New Mexico.






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

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

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

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

THE FOLLOWING MEMBERS OF THE TAOS INTERNATIONAL SCHOOL GIVE THE FOREGOING STATEMENT THIS ____ DAY OF _____, 2014.

1. 
[signature]
Gary M. Atias
[print]
2. 
[signature]
Flornia A. Cordova
[print]
3. 
[signature]
Carla L. Romero
[print]
4. 
[signature]
Alfred J. Johnson
[print]
5. 
[signature]
Lorraine Cordova
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Taos International School, located in Taos, New Mexico.

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

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

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

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

THE FOLLOWING MEMBERS OF THE TAOS INTERNATIONAL SCHOOL GIVE THE FOREGOING STATEMENT THIS 8 DAY OF July, 2015

1. Marilyn Montoya
[signature]
Marilyn Montoya
[print]
2. Dolores A. Trujillo
[signature]
Dolores A. Trujillo
[print]
3. Trinnie Barela
[signature]
Trinnie Barela
[print]
4. Lorraine Cordova
[signature]
Lorraine Cordova
[print]
5. Gary M. Atias
[signature]
Gary M. Atias
[print]

Florina A. Cordova
Florina A. Cordova

Carla L. Romero
Carla L. Romero

Jacob Archuleta
Jacob Archuleta

Attach additional pages if membership exceeds five.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Taos International

Date submitted: 8/23/2016

Contact Name: Nadine M. Vigil

E-mail: director@taosinternational.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Gary M. Atias	Resignation	6/13/2016	Resigned due to personal reasons	From: 5/20/2013 To: 6/13/2016
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: Carla Romero Date: 8-23-16

Printed Name of Governing Council President or Designee: Carla Romero

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.

Gary M. Atias, PhD
903 Calle Conquistador
Taos, NM 87571

To: Nadine Vigil, Taos International School

From: Gary M. Atias

Re: TIS Governing Council

May 30, 2016

Dear Nadine,

I regret to inform you that I will be resigning from the Governing Council of Taos International School effective at the June 13, 2016 Council meeting. I have enjoyed my three years of service at TIS and wish you nothing but the best moving forward. My decision to resign is for personal reasons and is no reflection on how I feel about Taos International School.

I commend you on the outstanding job you have done with the start-up of TIS and how quickly you have established it within the Taos community. I'm sure you will continue to have great success in the future. Best of luck for the coming school year and many years beyond. I will continue to be a supporter of TIS and will leave with fond memories of my time with you.

Sincerely,



Gary M. Atias

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Taos International

Date submitted: 8/23/2016

Contact Name: Nadine M. Vigil

E-mail: director@taosinternational.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Marilyn Montoya	Resignation	6/13/2016	Resigned due to personal reasons	From: 9/10/2014 To: 6/13/2016
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: 

Date: 8-23-16

Printed Name of Governing Council President or Designee: Carla Romero

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.

May 25, 2016

Taos International School Board

Taos, New Mexico

Members of TIS Board:

This is to inform you that I am resigning as board member and Vice President of TIS as of June 13, 2016. I have enjoyed being involved with TIS and have seen it grow from the beginning. I am so proud of the great strides it has made. I am confident that with its great leadership and its highly qualified teachers it will be very successful for many years to come.

Thank you for letting me be part of this very successful dream that has come true

Marilyn Montoya

A handwritten signature in cursive script that reads "Marilyn Montoya". The ink is dark and the signature is fluid, with the first and last names being more prominent than the middle name.

Tis Board Member

Vice President

School Governance Change

The MASTERS Program

On July 12, 2016, a vacancy was created on the Governing Board by the resignation of Andrew Shreve. He was nearing his last year of eligibility for serving on the board. On August 16, 2016, this vacancy was filled by Prakash Bhakta.

On July 31, 2016, a vacancy was created on the Governing board by the resignation Aline Sloan Brandauer due to the termination of her one-year term. This vacancy was filled by the designation of Kelly Marquez Smith on August 16, 2016.

On August 9, 2016, a vacancy was created on the Governing Board by the resignation of Jakub Svec due to business obligations. On August 17, 2016, a vacancy was created on the Governing Board by the resignation of Marques Williams due to a scheduling conflict. The board has six seats filled at this time.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: The MASTERS Program

Date submitted: 10/19/2016

Contact Name: Lisa Lucas, Business Manager

E-mail: llucas@tmpsantafe.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Aline Sloan Brandauer	Resignation	7/31/2016	Parent Teacher Representative End of one-year term	From: 7/1/2015 To: 6/30/2016
Andrew Shreve	Resignation	7/12/2016	Resignation Nearing last year of eligibility on the Council	From: 7/1/2011 To: 7/12/2016
Jakub Svec	Resignation	8/9/2016	Resignation	From: 7/1/2011 To: 8/9/2016

Original Signature of Governing Council President or Designee: John K. Scoggins Date: 10/20/16

Printed Name of Governing Council President or Designee: John K. Scoggins

Required Attachments:

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

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

Lisa Lucas

From: John Scoggins <ken.westernsage@gmail.com>
Sent: Wednesday, August 17, 2016 9:03 AM
To: Anne Salzmann; JBishop596; Carol Witter; Lisa Lucas
Subject: Fwd: TMP GC

All,

For the record, below is Andrews letter of resignation from the GC.

Ken

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

From: Andrew Shreve <shreve@unm.edu>
Date: Tue, Jul 12, 2016 at 11:30 AM
Subject: TMP GC
To: Ken Scoggins <ken.westernsage@gmail.com>
Cc: Anne Salzmann <asalzmann@tmpsantafe.org>, JBishop596 <jbishop596@aol.com>

Ken (with copy to Anne and John),

After some serious thought over the last few weeks, I have decided to step down from serving on the Governing Council prior to the start of the new academic year. As you know, the upcoming year is my last year of eligibility on the council, so deciding to resign now rather than next summer is really just a matter of timing. But, I believe that with the leadership that all of you have provided, The Masters Program is in an excellent position to move forward on new initiatives, and I think now is a good time for new expertise and perspective to be introduced to the council. Similarly, I think it is also a good time for me to transition away from TMP and perhaps explore other service opportunities in the community.

I have greatly enjoyed my interactions with the school, and am very grateful to John for having invited me to participate in the school's development many years ago. I have learned a lot from everyone over the time I've participated in the school, and all of you should be proud of the success of the program. I would, of course, be happy to continue to help with TMP in any way that I can, and wish you all the best moving forward.

With best regards,

-Andy

Andrew P. Shreve
Director, Center for Biomedical Engineering
Professor, Chemical and Biological Engineering

Lisa Lucas

From: John Scoggins <ken.westernsage@gmail.com>
Sent: Tuesday, August 09, 2016 5:13 PM
To: Bernadette Jacobs; Monique Anair; Jennifer Sanchez; Marques Williams; Aline; Anne Salzmann; Lisa Lucas; Carol Witter; JBishop596
Subject: Jakub Svec Resigns From GC

All,

Jakub has determined that his business does not allow him to devote the proper amount of time to his TMP positions and has submitted his resignation from the Governing Council. Jakub was Vice President and was a member of the Finance and Audit committees.

We are scheduling a vote for a replacement Vice President during our August meeting and hope we have some members interested in that as well as the Finance and Audit Committee positions.

Jakub has asked to not be included in future TMP emails.

Best,

Ken

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: The MASTERS Program

Date submitted: 10/19/2016

Contact Name: Lisa Lucas, Business Manager

E-mail: llucas@tmsantafe.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Marques Williams	Resignation	8/17/2016	Resignation	From: 7/1/2015 To: 8/17/2016
Prakash Bhakta	Designation	8/16/2016	New Board Member	From: 8/16/2016 To: 6/30/2018
Kelly Marquez Smith	Designation	8/16/2016	New Parent Teacher Representative-One Year Term	From: 8/16/2016 To: 6/30/2017

Original Signature of Governing Council President or Designee: [Signature] Date: 10/20/16

Printed Name of Governing Council President or Designee: John K. Scoggins

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.

Lisa Lucas

From: John Scoggins <ken.westernsage@gmail.com>
Sent: Wednesday, August 17, 2016 8:54 AM
To: Bernadette Jacobs; Monique Anair; Jennifer Sanchez; JBishop596; kelly.smith@sfcc.edu; Anne Salzmann; Lisa Lucas; Carol Witter
Subject: Marques Resigns from GC

All,

Below is the text of Marques' resignation from the Governing Council. With his teaching duties in Pojoaque, the distance and difficulties for him to make meetings, this comes does not come as a surprise. I regret the loss of his contributions to the GC and wish him the best.

Ken

Hello Ken,

With the start of the new school year, please be advised that I can no longer attend The GC Meeting on Tuesdays. I have staff and school related meetings on Tuesdays and Thursdays.

I regret that I will have to step down from the board as I am certain meetings will not change just to accommodate my schedule. I hope to return to the board at some time in the future.

Regrets,

Marques H. Williams, MPA, JD
Government and Economics
Pojoaque Valley High School
Room 118
 [\(505\) 455-2234, Ext 1141](tel:(505)455-2234)
mhw@pvs.k12.nm.us

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

I, Prakash Bhakta, after being duly sworn, state:

1. My name is Prakash Bhakta and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of The MASTERS Program in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of The MASTERS Program'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.

Prakash Bhakta
[Signature]

22 - Aug - 2016
Date

Prakash Bhakta
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 22 day of August, 2015.

[Notary Seal:]

Camille Maes
NOTARY PUBLIC

My commission expires: September 4, 2018.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

I, Kelly Marquez Smith, after being duly sworn, state:

1. My name is Kelly Marquez Smith and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of The MASTERS Program in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of The MASTERS Program'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.

KMS
[Signature]

8/19/16
Date

Kelly Marquez Smith
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 19th day of August, 2015/6

[Notary Seal:]

Rosemarie McCall
NOTARY PUBLIC

My commission expires: October 19, 2018.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the MASTERS Program, located in Santa Fe, New Mexico.


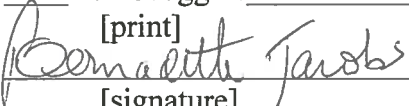
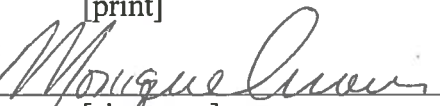
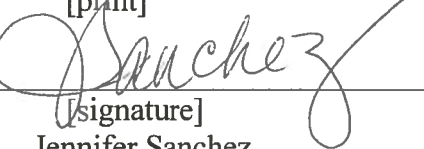

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of _____ 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 MASTERS PROGRAM GIVE THE FOREGOING STATEMENT THIS 18th DAY OF October, 2016.

1. 
[signature]
Ken Scoggins
[print]
2. 
[signature]
Bernadette Jacobs
[print]
3. 
[signature]
Monique Anair MAAIR
[print]
4. 
[signature]
Jennifer Sanchez
[print]
5. 
[signature]
Prakash Bhakta
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the MASTERS Program, located in Santa Fe, New Mexico.


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

We make this statement as part of _____ 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 MASTERS PROGRAM GIVE THE FOREGOING STATEMENT THIS 18th DAY OF October, 2016.

1. 
[signature]
Kelly Smith
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.



The MASTERS Program

Early College Charter High School

Governing Council Meeting

September 13, 2016 5:00 – 7:00 P.M.

Santa Fe Community College – President's Conference Room 108
Santa Fe, New Mexico

Minutes

I. Roll Call 5:06 p.m.

Governing Council members attending: Monique Anair, Prakash Bhakta, Scott Hauenstein (*Faculty Rep*), Anne Salzmänn (*Head of School*), Jennifer Sanchez (via teleconference), Kelly Smith (*Parent Rep*)

Governing Council members and staff not attending: John Bishop (*Founder, non-voting*), Bernadette Jacobs, Ken Scoggins

Guests, Faculty, and Staff: Lisa Lucas (*Business Manager*)

Recording Secretary: Monique Anair

II. Discuss and vote to approve this agenda

Motion to approve by Kelly Smith, second by Prakash Bhakta, passed unanimously.

III. Discuss and vote to approve August 16, 2016 GC meeting minutes

Motion to approve by Kelly Smith, second by Prakash Bhakta, passed unanimously.

IV. Public Comments (Up to 2 minutes per person)

None

V. Discuss prospective new Governing Council members

Topic was moved to the October 18 GC meeting agenda. Candidates are being identified.

VI. Report of the Head of School

Highlights of Anne Salzmann's report included TMP receiving a state grade of A. TMP is now one of 6 affiliates of the Davis New Mexico Scholarship foundation, which offers up to 20 scholarships per year. Some TMP students are planning to apply. Enrollment is currently at 205, of which 53% are receiving free or reduced lunch subsidies. Parents are using Family Link to keep in touch with student reporting.

VII. Report of the STEM Committee

No report.

VIII. Report of the Finance Committee

Lisa Lucas reported that the committee met in advance. Anne Salzmann explained the new budget process.

a. review in advance and recommend approval or disapproval of August 2016 disbursements

Based on the committee's recommendation, Prakash Bhakta moved to approve disbursements as presented, second by Kelly Smith, passed unanimously.

b. review in advance and recommend approval or disapproval of BARs

Based on the committee's recommendation, Prakash Bhakta moved to approve BARs 519-000-1617-007-IB \$28,600, 519-000-1617-008-IB \$15,753, and 519-000-1617-009-M as presented, second by Kelly Smith, passed unanimously.

IX. Report of the Business Manager

Lisa Lucas reported the auditors have concluded their audit, with some resultant purchasing findings, specifically purchase orders that were under estimated or incorrectly dated and/or missing. Additionally, some documents were missing date stamp receipts and/or approvals. The total audit findings were \$3,000 out of \$1.9 million dollar budget. None of the travel findings from the previous year were repeated.

X. Open discussion of additional topics or issues from GC members

Jennifer Sanchez welcomed Prakash Bhakta to the board. Mr. Bhakta congratulated TMP for its success and offered highlights of his sons' positive experience as former TMP students and now successful University of New Mexico and New Mexico Tech students.

XI. Adjournment

Meeting adjourned at 5:29pm.

2016/17 Meeting Dates

<ul style="list-style-type: none">• July - no meeting• 8/16• 9/20• 10/18• 11/15• 12/13	<ul style="list-style-type: none">• 1/17/2017• 2/21• 3/21• 4/18• 5/16• 6/20
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School Governance Change

La Academia Dolores Huerta

On February 11, 2016, Steve Pereira was designated as a Governing Board Member. Notification for this designation was received on September 28, 2016. Complete documentation was not submitted.

On May 11, 2016, a vacancy on the Governing Board was created by the resignation of Patty Montoya. This vacancy was filled by the designation of Sarah Ramos on August 11, 2016. Notification for this change was received on September 28, 2016. Complete documentation was not submitted.

On September 8, 2016, Glenda Greenwood was designated as a Governing Board Member. Notification for this designation was received on September 28, 2016. Complete documentation was not submitted. The school has been contacted to request the missing documentation for these changes.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: La Academia Dolores Huerta

Date submitted: 9/28/2016

Contact Name: Octavio Casillas

E-mail: ocasillas@ladh.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Patty Montoya	Resignation	5/11/2016	Personal	From: 9/4/2014 To: 5/11/2016
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Spencer R. Huerta

Date: 10/14/2016

Printed Name of Governing Council President or Designee:

Spencer R. Huerta

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.



Dolores Huerta

“A Dual Language Charter Middle School”

1480 N. Main Street Las Cruces, NM 88001

Phone: 575/526-2984 • Fax: 575/523-5407

REGULAR GOVERNING COUNCIL MEETING

Minutes of the Thursday, May 12, 2016 meeting

6:00 p.m.

Present: Spencer Herrera, Chair; Elena Hinderlich, Vice Chair; Norma Arrieta; Clara Lopez

Absent: Jennifer Allen, Treasurer; Steve Pereira

Guest: Octavio Casillas, LADH Principal; Mirna Rodriguez; Diana Diaz; Chris Bardey;
Melissa Renteria, Julie Sanchez, LADH Business Manager, William Davis

Ex-Officio:

1) Call to Order

Meeting called to order by Chair Herrera at 6:05 p.m.

2) Roll call and establish quorum

4 members present; 2 absent. Quorum met.

3) Approval of Agenda

- Motion made by N. Arrieta to amend agenda: 1.) to remove item #12 ; 2.) move item 18, 19, & 19a under item #13 Business Manager's Report as items a, b, and c.
- Motion seconded by E. Hinderlich Committee votes unanimously in favor of amending agenda.

4) Approval of Minutes

- Motion made by N. Arrieta to approve minutes
- Motion seconded by C. Lopez. Committee votes unanimously in favor of approving minutes as presented.

5) Open forum-Public Input*

No public items presented.

NEW BUSINESS: DISCUSSION ITEMS ONLY – NO ACTION WILL BE TAKEN

6) Principal's Report

- 8th graders to perform at NMSU

- Student enrollment #'s for next coming year: all 6th (47) and 7th graders will be enrolling again next year. Will be at 165 again next year
- June 16th meeting will be held at D.A. County regarding special use permit approval

7) Committee Reports

a. Facility Committee

- Mr. William Davis was present for facility meeting today.
- LADH staff met with Ian Harmond and Mr. Simmons. They met with all LADH staff (minus Social Studies teacher) and both are putting together the facility master plan needed for final design for building which is the first thing we have to submit to PSFA.
- We have three funding options:
 - 1) Charter School Development Corporation (CSDC): let Scott build the facility, make loan to Scott, LADH Foundation buys loan from Scott and refinances every 5 years. – Least favored option by O. Casillas, S. Herrera, and W. Davis
 - 2) CSDC: They buy the land from Scott and they become our developer on 25 year loan at fixed rate of 5 ½ - 6% -- unfortunately Scott doesn't want to sell his land as he would like to remain affiliated with LADH.
 - 3) Scott would secure the loan from the bank himself and give us 5-7 years to pay off loan (buy it from him). This option is the most favored by O. Casillas.
- LADH has to be in a lease/purchase agreement in five years.
- W. Davis will run financial analysis on his computer software with the terms provided by CSDC, Scott (letter of intent), bank (letter of commitment and all legal stuff that needs to be included in the letter of intent and commitment) W. Davis recommends O. Casillas contacts LADH attorney to make sure all those things are included. W. Davis feels O. Casillas is doing a good job and has used funds available wisely. In the next couple of days W. Davis feels he can give O. Casillas a good idea of what the big picture will look like financially for LADH.
- OC agrees with W. Davis and will be consulting Susan Fox, LADH attorney tomorrow.
 - Potential 4th option: W. Davis says there is even an option for Scott to put up money initially, the \$ goes on the bond issue and gets passed, the school district would then buy the building from Scott and ownership would go with it. Good thing about the CSDC: it is forcing everything go forward a bit faster.
- OC will be canvassing potential site area to speak with residents starting May 21st.

8) Governing Board membership changes

- S. Pereira has been added in the last year
- P. Montoya has resigned effective 5.11.16
- There is a form of governing board membership changes (a copy of PM's resignation needs to be attached to minutes as well as a copy of SP's letter of interest).

9) Approval of Calendar

- Parents were surveyed and results were overwhelming supportive of proposed calendar on the table to be approved.
- C. Bardey spoke briefly in support of calendar as it provides days off throughout the year that coincides with the mission and annual activities of LADH.
- Motion made by N. Arrieta to approve the school calendar 2016-2017 as presented
- Motion seconded by E. Hinderlich. Committee votes unanimously in favor of approving school calendar 2016-2017 as presented.

10) Approval of FY'17 School Budget

- Presented by J. Padilla
- Budget Analyst of the PED has approved the FY'17 budget and agreed it is in compliance as presented.
- Changes made by PED Budget Analyst: carryover had to be reduced by the amount of liabilities.
- O. Casillas discussed teacher stipends for extra work (not included in the job description).
- S. Herrera requested additional report from the quarterly Budget/Audit Committee meetings that includes a print out of staff stipends by individual.
- Motion made by C. Lopez to approve the FY'17 LADH School Budget as presented.
- Motion seconded by E. Hinderlich. Committee votes unanimously in favor of approving FY'17 school budget as presented.

11) Approval of IDEA-B Application

- Presented by M. Renteria
- Total allowance \$32,314 – which all goes to pay SPED Director.
- Excess cost was presented by J. Padilla: projection that was taken from last year's numbers.
- Motion made by N. Arrieta to Approve IDEA-B Application as presented.
- Motion seconded by C. Lopez. Committee votes unanimously in favor of approving IDEA-B Application as presented.

12) Removed

13) Business Manager's Report & Approval

- Presented by J. Padilla
 - a. Approval of 3rd Quarter Cash Report
 - b. Approval of 3rd Quarter Check Register
 - c. Approval of BARs
- Motion was made by N. Arrieta to approve items 13a & 13b and approve Open Maintenance or Transfer BARs for remaining FY'16 period. (BARs to be approved by O. Casillas as needed and S. Herrera to be notified via cc: email.
- Motion seconded by E. Hinderlich. Committee votes unanimously in favor of approving 3rd quarter cash, check, and Open Maintenance & Transfer BARs for remaining FY'16 year.

14) Approval of 2016-2017 Lease Assistance Application

- Presented by O. Casillas
- Motion was made by E. Hinderlich to approve 2016-2017 Lease Assistance Application.
- Motion seconded by C. Lopez. Committee votes unanimously in favor of approving 2016-2017 Lease Assistance Application as presented.

15) Approval of Title I Application 2016-2017

- Presented by O. Casillas
- Title I: Supplementary Services: math, reading, and writing intervention.
- Funding based on free/reduced lunches.
- Decreased by \$30,000 from last year for a total of FY 17 funding of \$49,000.
- Motion made by C. Lopez to approve Title I Application as presented.
- Motion seconded by E. Hinderlich. Committee votes unanimously in favor of approving Title I Application as presented.

16) Approval of Title II Application 2016-2017

- Presented by Diana Diaz
- Title 2: Professional Development for staff.
- Funding based on student enrollment #'s.
- Going to be using funds to recruit and retain highly qualified teachers hired at LADH to build stability; and help our teachers pay for their professional development: additional classes for endorsements, dual language instruction for staff, etc....
- Motion made by N. Arrieta to approve Title II Application funds for the following amounts:
 - \$9,000 for highly trained teachers
 - \$1,000 for professional development
 - \$802 for A. Duran to become licensed PE teacher
- Motion seconded by C. Lopez. Committee votes unanimously in favor of approving Title II Application.

17) Approval of Bilingual Application 2016-2017

- Presented by Diana Diaz
- Bilingual Application: to implement dual language instruction.
- Funding based on # of highly qualified teachers who can teach a second language (bilingually endorsed).
- Motion made by N. Arrieta to approve Bilingual Application as presented.
- Motion was seconded by C. Lopez. Committee votes unanimously in favor of approving Bilingual Application.

18) Closed Session

- No motion was made for closed session

19) Adjourn

- Meeting adjourned at 8:12 pm

Any individual attending a board meeting may sign in to participate in the Public Input section of the Agenda, if any. Such persons may speak on any item after the individual is recognized by the President of the Board and introduces himself/herself at the podium. The Governing Council of La Academia Dolores Huerta will not take action on any item presented under Public Input, until an opportunity to do so is afforded. La Academia Dolores Huerta will provide an interpreter for the Hearing Impaired and simultaneous Spanish translation upon request. Requests should be submitted to the chancellor's office three days prior to the meeting

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: La Academia Dolores Huerta

Date submitted: 9/28/2016

Contact Name: Octavio Casillas

E-mail: octavio@ladh.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Steve Pereira	Designation	2/11/2016	N/A	From: 2/11/2016 To: 9/13/2018
Sarah Ramos	Designation	8/11/2016	N/A	From: 8/18/2016 To: 9/12/2019
Glenda Greenwood	Designation	9/8/2016	N/A	From: 9/8/2016 To: 9/10/2020

Original Signature of Governing Council President or Designee: Spencer R. Herrera

Date: 10/15/2016

Printed Name of Governing Council President or Designee: Spencer R. Herrera

Required Attachments:

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

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



Dolores Huerta

"A Dual Language Charter Middle School"

1480 N. Main Street

Las Cruces, NM 88001

Phone: 575/526-2984 Fax: 575/523-5407

REGULAR GOVERNING COUNCIL MEETING

Thursday, August 11, 2016 at 6:00 pm

1.) Call to Order

Dr. Spencer Herrera, Chair, called the meeting to order at 6:05 pm and asked for a roll call.

2) Roll Call

Ms. Jennifer Allen, Treasurer: Present (arrived late)

Ms. Clara Lopez, Member: Present

Ms. Norma M. Arrieta, Member: Present

Mr. Steve Pereira, Member: Present

Dr. Spencer Herrera, Chair: Present

Ms. Elena Hinderlich, Vice-Chair: Present

Total Members: (5) Present. Let the record show a quorum of council members is present and that this meeting has been posted in accordance with the Open Meetings Act.

Staff/Administration Present: Mr. Octavio Casillas, Principal; Mr. Jose Tena, Teacher; Ms. Julie Sanchez, Business Manager; Ms. Mirna Rodriguez, Business Specialist; Ms. Melissa Rodriguez, Teacher

Public Present: None

3) Approval of Agenda

Motion to approve the agenda with revisions listed was made by Ms. Martinez Arrieta and seconded by Mr. Pereira: delete #14 and move #8 to #14

Motion was approved in the unanimous.

4) Approval of Minutes

Motion to approve May 2016 minutes was made by Ms. Hinderlich and seconded by Mr. Pereira.

Motion was approved in the unanimous.

5) Open forum-Public Input

Mr. Jose Tena spoke before the governing council and stated school has started and is going well. He expressed he felt LADH has started the year with stability and consistency. There are two new teachers and he feels they are doing great and are a good fit with LADH. He did express the need to purchase new charro outfits in smaller sizes as this year's new batch of students are a lot smaller than previous years.

NEW BUSINESS: DISCUSSION ITEMS ONLY – NO ACTION WILL BE TAKEN

6) **Principal's Report** – Mr. Casillas provided a written report to the governing council

7) **Committee Reports**

- a. **Audit/Budget Committee:** Ms. Diaz, Treasurer, expressed the need for the business reports to be sent with enough time for the GC to review them ahead of the meetings. Ms. Sanchez agreed to send out monthly expense report and check register at least 1 week before regular meetings. Ms. Diaz set tentative dates for FY'17 quarterly audits: October 28 at 11am; January 27 at 11 am; April 28th at 11am; and July 21st at 11 am.
- b. **Recruitment Committee:** Ms. Martinez Arrieta reported there are 3 new people who have shown an interest in becoming members of the GC and interviews will be set up as soon as possible.

Action items

8) **Business Manager's Report:** Ms. Sanchez reported to the governing council.

- a. **Review and Approval of BARs (transportation):** Motion to approve BARs made by Ms. Martinez Arrieta and seconded by Mr. Pereira. Motion was approved in the unanimous.

9) **Review and Approval of New Purchase Order Signer, Ms. Melissa Rodriguez, Acting Assistant Administrator.** Motion to approve Ms. Rodriguez as purchase order signer was made by Ms. Diaz and seconded by Mr. Pereira. Motion was approved in the unanimous.

10) **Review and Approval of New Check Signer, Ms. Melissa Rodriguez, Acting Assistant Administrator.** Motion to approve Ms. Rodriguez as check signer was made by Ms. Diaz and seconded by Mr. Pereira. Motion was approved in the unanimous.

11) **Review and Approval of Matthew Fox's Contract**

Motion to approve Matthew Fox's Contract was made by M. Lopez and seconded by Ms. Diaz. Motion was approved in the unanimous.

12) **Review and Approval of STS Contract**

Motion was made to approve with revisions of date within the body of the contract was made by Ms. Martinez Arrieta and seconded by Ms. Diaz. Motion was approved in the unanimous.

13) **Review and Approval of School Wide Discipline Plan**

Motion was made to approve with revisions of adding "Insubordination" to category C and adding, "or in possession of drugs" to category D was made by Ms. Lopez and seconded by E. Hinderlich. Motion was approved in the unanimous.

14) **Review and Approval of GC Applicant Sarah Ramos**

Motion to approve Ms. Ramos as LADH governing council member was made by Ms. Diaz and seconded by Mr. Pereira. Motion was approved in the unanimous.

12) **Adjourn**

Motion to adjourn and convene into closed session was Ms. Allen and seconded by Ms. Hinderlich. Motion was approved in the unanimous. Meeting was adjourned at 7:25pm.

15) **Closed Session:**

To discuss personnel matters relating to any individual employee, including hiring, promotion, demotion, dismissal, resignation, or investigation of complaints or charges against an employee.

[10-15-1(H) (2) NMSA 1978]

*Any individual attending a board meeting may sign in to participate in the Public Input section of the Agenda, if any. Such persons may speak on any item after the individual is recognized by the President of the Board and introduces himself/herself at the podium. The Governing Council of La Academia Dolores Huerta will not take action on any item presented under Public Input, until an opportunity to do so is afforded. La Academia Dolores Huerta will provide an interpreter for the hearing impaired and for simultaneous Spanish translation upon request. Requests should be submitted to the head administrator's office three days prior to the meeting.



Dolores Huerta

"A Dual Language Charter Middle School"

1480 N. Main Street

Las Cruces, NM 88001

Phone: 575/526-2984 • Fax: 575/523-5407

REGULAR GOVERNING COUNCIL MEETING

Minutes of the Thursday, September 8, 2016 meeting

6:00 p.m.

Present: Spencer Herrera, Chair; Elena Hinderlich; Jennifer Allen, Treasurer;
Clara Lopez; Sarah Ramos; Steve Pereira; Glenda Greenwood

Absent: Norma Arrieta

Guests: Myrna Rodriguez, Julie Sanchez, LADH Student Council (4th students and 2 adults), Mr. Tena

Ex-Officio:

1) Call to Order

Meeting called to order by Chair Herrera at 6:05 p.m.

2) Roll call and establish quorum

6:03pm members present; 1 absent. Quorum met. Unanimous vote for Sarah Ramos to be a GC member.

3) Approval of Agenda

Remove #6 as Octavio Casillas, LADH Principal is not present. Motion for approval of Agenda, Clara; and seconded, Jennifer. Committee votes unanimously in favor of agenda as submitted.

4) Approval of Minutes

Move to approve made and seconded. Committee votes unanimously in favor of minutes as submitted.

5) Open Forum-Public Input*

A. LADH Student Council representing 16 members of SC discussed future and/or scheduled events:

- September 17: Ballet Folklorico Conjunto-Mesilla Plaza; Ballet Folklorico Mariachi-Civic Plaza;
- September 18: Mariachi-Mesilla Plaza
- September 14: Ballet, Mariachi, Conjunto-Civic Plaza
- Last week of October: Spirit Week.
- Community service: non-profit projects to help in.

Conclusion: Dr. Herrera thanked LADH student council for attending and encouraged them to attend again.

- B. Mr. Tena asked for \$8,000 for Mariachi outfits. He asked for GC approval to purchase tickets for travel. After consulting with GC, Myrna R. and Juliette S., Dr. Herrera gave approval to purchase air fare.

NEW BUSINESS: DISCUSSION ITEMS ONLY – NO ACTION WILL BE TAKEN

- 6) **Committee Reports:** Juliette will speak about this is Business Report.

ACTION ITEMS

- 7) **Dates for GC meetings-** 2nd Thursday of each month

- October 13th, November 10th, December 8th, January 12th, February 9th, March 9th, April 13th, May 11th, June 8th
- Graduation on 5th or 12th of May

Motion by Steve to approve GC meetings and seconded by Elena. Committee votes unanimously in favor of GC meetings.

- 8) **Review and Approval of GC Member Applicant Glenda Greenwood**

- Ms. Greenwood was introduced and welcomed. Ms. Greenwood gave a brief history of herself as an educator and her interest to become a GC member.

Motion by Elena made for approval of Ms. Greenwood as GC member and seconded by Steve.

Committee votes unanimously in favor of new GC member.

- 9) **Business Manager's Report**

- Final Report was June 30.
- Auditor mentioned that more money was spent than revenues; watch expenditures. Start building cash balance.
- Auditor from Waco, TX. 5 Audit findings, all 5 corrected.
- Budget @ 164 (students) Currently 166 students attending LADH. Would like to have 170 students.

Motion by Steve to approve Cash Report, seconded by Elena. Committee votes unanimously in approval of Cash Report.

- 10) **Closed Session:** To discuss personnel matters relating to any individual employee, including hiring, promotion, demotion, dismissal, resignation, or investigation of complaints or charges against an employee. [10-15-1(H)(2) NMSA 1978]

- Motion to adjourn and go into Closed Session. Motioned by Steve, seconded by Elena. Committee votes unanimously in favor.

- 11) **Adjourn**

- Meeting adjourned at 7:20 p.m.
- Committee moves to Closed Session

**Any individual attending a board meeting may sign in to participate in the Public Input section of the Agenda, if any. Such persons may speak on any item after the individual is recognized by the President of the Board and introduces himself/herself at the podium. The Governing Council of La Academia Dolores Huerta will not take action on any item presented under Public Input, until an opportunity to do so is afforded. La Academia Dolores Huerta will provide an interpreter for the Hearing Impaired and simultaneous Spanish translation upon request. Requests should be submitted to the chancellor's office three days prior to the meeting.*

Olivas, Linda M., PED

From: Poulos, Katie, PED
Sent: Tuesday, October 18, 2016 9:37 AM
To: Olivas, Linda M., PED; Gloudemans, Phillip, PED
Subject: FW: Governing Council
Attachments: GC_Changes.pdf

This submission does not meet at the requirements. It also demonstrates the school is out of compliance. This should be incorporated into webepss.

From: Octavio Casillas [<mailto:ocasillas@academianm.org>]
Sent: Tuesday, October 18, 2016 8:52 AM
To: Poulos, Katie, PED
Subject: Governing Council

Ms. Poulos,
I believe were supposed to report to you all GC membership changes.

Attached please find our updated GC make-up.

If you have any questions please let me know.

Thank you,

Octavio Casillas
Chancellor/Director
La Academia Dolores Huerta
1480 N. Main St.
Las Cruces, NM 88001
(575)526-2984
www.academianm.org

School Governance Change

Tierra Adentro of New Mexico

On September 8, 2016, Elizabeth Marshall was designated as a Governing Body member. All documentation was received on May 26, 2017.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Tierra Adentro of NM Current Number of Governing Body Members: 6

Date submitted: (5/24/17) Contact Name: Veronica Torres E-mail: vtorres@tierraadentronm.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
Elizabeth Marshall	5402 Corrales Rd 87048 505 907 4378 emarshall@tierraadentronm.org	Designation	9/8/2016	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: Sandy Martinez Date: 5/24/17

Printed Name of Governing Council President or Designee: Sandy Martinez

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Elizabeth W. Marshall after being duly sworn, state:

1. My name is Elizabeth Marshall Em Marshall and I reside in Corrales, New Mexico.

2. I am a member of the governing body of the Tierra Adentro of NM 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 Tierra Adentro of NM'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.

Em Marshall
[Signature]

Sept. 20 - 2016
Date

Elizabeth W. Marshall
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 20 day of Sept, 2016.

[Notary Seal:]



OFFICIAL SEAL
Karen Avila-Lopez
NOTARY PUBLIC
STATE OF NEW MEXICO

My Commission Expires: 04/22/2019

Kr-Lopez
NOTARY PUBLIC

My commission expires: April 22, 2019.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Tierra Adentro of NM, 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 Tierra Adentro of NM'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 Tierra Adentro of NM GIVE THE FOREGOING STATEMENT THIS 8th DAY OF September, 2016.

1. Ted Baca
[signature]

TED BACA
[print]

2. [signature]

Donna Jewell
[print]

3. Carol Crawford
[signature]

Carol Crawford
[print]

4. [signature]

Sandy Martinez
[print]

5. [signature]

Daniel P Silva
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Tierra Adentro of NM, 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.

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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 Tierra Adentro of NM GIVE THE FOREGOING STATEMENT THIS 8th DAY OF September, 2016.

1. EW Marshall
[signature]
Elizabeth W. Marshall
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

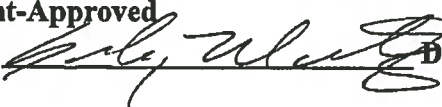
[print]

Attach additional pages if membership exceeds five.

Tierra Adentro: The New Mexico School of Academics, Arts & Artesanía (TANM)
1511 Central NE
Albuquerque NM 87106
September 8, 2016
Agenda/Minutes

Notice is hereby given that the Governing Council of TANM's Regular Meeting will begin at 5:00pm.
The meeting will take place at Tierra Adentro of New Mexico Charter School 1511 Central Ave. NE 87106
505-967-4720

AGENDA/Minutes

- I. **Call to Order for Regular Meeting:** Meeting called to order 5:02 pm
- II. **Roll Call for Quorum:** Carol Crawford, Ted Baca, Sandy Martinez, Dan Silva and Donna Jewell all present.
- III. **Approval of Agenda (Action):** Approved
- IV. **Approval of the August 11, 2016 Meeting minutes (Action):** All Approved
- V. **Public Comment:** Becky Kappus from PED observing GC meeting
- VI. **Finance Report (Vigil Group)** The finance report will consist of an overview of the school's revenue, expenditures, overdue invoices, and the overall financial health of the school. See attached.
- VII. **BARS (Action) (Vigil Group)** The Budget Adjustment Requests will consist of requested adjustments to the budget. Bars approved below. See attached.
518-000-1617-0003-M
518-000-1617-0002-IB
Approval of Elizabeth Marshall becoming a TANM board member (Action) – The GC will be voting on a new member coming on to the board. Approved
- IX. **Approval of TANM increasing the school's Enrollment Cap to 500 (Action) – TANM Administration** will be requesting the GC's approval to increase the school's enrollment cap to 500. Approved
- X. **Approval to Enter into an Additional Lease (Action) (TANM Administration) – Pending an increase in student enrollment,** TANM Administration will be seeking approval from the GC to enter into an additional lease with 1700 Central Ave NE in order to plan accordingly for student growth. Spring 2017-May 2018- Approved one year and a half lease pending enrollment increase to 290 and above.
- XI. **TANM Administrative Report (TANM Administration/Foundation)** The Administrative Report will consist of the following areas: See attached.
 - a. 2016-17 Lottery/Enrollment
 - b. School Report Card
 - c. Facilities Update
 - d. Facilities Maintenance Assessment Feedback
 - e. Miscellaneous
- XII. **Next Regular Meeting, October 13, 2016, 5pm.**
- III. **Adjournment-Approved**
Approved:  Date: 9-8-16

School Governance Change

Student Athlete Headquarters (SAHQ)

On May 11, 2016, the PED was notified that Rex Jung and Michael Madonia had resigned as Governing Board Member as of May 4, 2016 and May 5, 2016 respectively. There was no notification of designations to fill these two positions, although the board currently has five active members. The school has been contacted to request clarification, but no further documentation has been received.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: SAHQ Academy

Date submitted: 5/11/16

Contact Name: Charlotte Rode

E-mail: coachrode@comcast.net

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Michael Madonia	Resigned	5/5/16	Letter received. no reason given	From: Oct 2015 To: May 2016
Rex Jung	Resigned	5/4/16	Letter received. no reason given	From: Oct. 2015 To: May 2016

Original Signature of Governing Council President or Designee: Charlotte Rode
Date: 5/11/16

Printed Name of Governing Council President or Designee: Charlotte Rode

Required Attachments:

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

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

New member forms to follow from the Vigil group



From: Rex Jung rex.jung@runbox.com

Subject: Resignation

Date: May 4, 2016 at 10:57 AM

To: mmadonia@comcast.net

Cc: gstepic gstepic@yahoo.com, Luarkle, Richard rich@emerginge.com, Beach, David david.beach@usa.net, Travis G. Jackson travis@frjlw.com, Charlotte Rode coachrode@gmail.com

Dear Mike:

Please let this email be notice of my resignation from the SAHQ Academy Governing Council, and as Secretary of the Council, today May 4th, 2016 at 11:00 am.

Thank you for everything you have done.

Rex

From: mmadonia@comcast.net
Subject: M. Madonia Resignation SAHQ Academy Governing Council
Date: May 5, 2016 at 6:05 AM
To: Beach, David david.beach@usa.net, gstepic gstepic@yahoo.com, Luarkle, Richard rich@emerginginc.com
Cc: Travis G. Jackson travis@trjlaw.com, Rode, Charlotte coachrode@gmail.com



Dear SAHQ Academy Governing Council

Please see attached letter. I have transferred all my files to you in a form so that they may be quickly forwarded to future Council members.

Thank you.

Mike Madonia
(505) 239-6304

May 5, 2016

SAHQ Academy
1404 Lead Ave SE
Albuquerque, NM 87106

Attn: SAHQ Academy Governing Council Secretary

Please accept my resignation as Chairman and Member of the SAHQ Academy Governing Council effective May 5, 2016. I am resigning prior to the May 6, 2016 public meeting so that the Governing Council may fill the resulting vacancy through the nominating process without delay. It has been my honor to serve with all members of the SAHQ Academy Governing Council, and wish you the best in your efforts to drive SAHQ Academy forward to successful opening in the coming school year.

Sincerely,

Michael V. Madonia

Cc:

SAHQ Academy Council Member G. Stepic
SAHQ Academy Council Member R. Luarkle
SAHQ Academy Council Member D. Beach
SAHQ Academy Founder C. Rode
SAHQ Academy Counsel T. Jackson

B. School Governance Changes

In February the PEC approved a policy to address the requirement in Section 8.10(b) of the charter contract regarding notification of the authorizer within 30 (thirty) days of a member's resignation or designation of a new member and sign the appropriate forms to ensure that the governing body continues to qualify as a board of finance. CSD has received notification from three schools, CSD's summary and the school's forms are provided as follows:

1. Student Athlete Headquarters (SAHQ) Academy

The school provided the Change of Governing Body Membership form, denoting the resignation of 2 board members and letters of resignation. The two board members resigned on May 4th and 5th.

CSD is also aware of the resignation of one additional member identified on the original board of finance application, Ricardo Martinelli, but has not received the Change of Governing Body Membership form for this resignation.

The school has not yet identified the designation of new members and has not completed the necessary forms to ensure the governing body continues to qualify as a board of finance.

All submitted forms are provided below:

School Governance Change

Explore Academy

On June 21, 2016, the PED was notified that Cody Murray would be resigning as a Governing Board Member as of July 1, 2016, and Ralph Montano and Shane Mulligan had been designated as new Governing Board Members as of June 14, 2016. All documentation had not been submitted at that time. Final documentation was received on June 5, 2017.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Explore Academy

Date submitted: 6/20/2016

Contact Name: Justin Baiardo

E-mail: baiardo@exploreacademy.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Ralph Montano	Designation	6/14/2016	Click here to enter text.	From: 7/1/2016 To: 7/1/2018
Shane Mulligan	Designation	6/14/2016	Click here to enter text.	From: 7/1/2016 To: 7/1/2018
Cody Murray	Resignation	7/1/2016	Conclusion of term	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: Jesse Pickard

Date: 6/21/16

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.

To the Explore Academy Governance Council,

I've enjoyed my time on the board to see the school get off the ground, however as I'm finishing up school and working on starting my career, I have less and less time each month to commit to the board. I'm confident that the new GC members will keep the ball rolling. I will not be renewing my term. Thank you all for this opportunity and the experience of being part of this governing body.

Best regards,

Cody Murray

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Ralph R. Montano, after being duly sworn, state:

1. My name is Ralph R. Montano and I reside in Bernalillo, New Mexico.

2. I am a member of the governing body of Explore Academy in Albuquerque, New Mexico.

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

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

5. I understand that as a member of the Explore 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.

Ralph R. Montano
[Signature]

JUNE 16, 2016
Date

Ralph R. Montano
[Print]

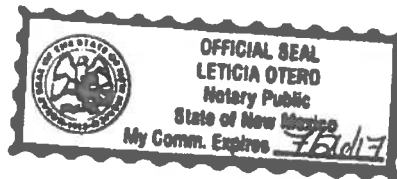
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16th day of June, 2016.

[Notary Seal:]

Leticia Otero
NOTARY PUBLIC

My commission expires: July 20th 2017.



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Sandoval)

I, Shane Mulligan, after being duly sworn, state:

1. My name is Shane Mulligan and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of Explore Academy in Albuquerque, New Mexico.

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

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

5. I understand that as a member of the Explore 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.


[Signature]

Shane Mulligan
[Print]

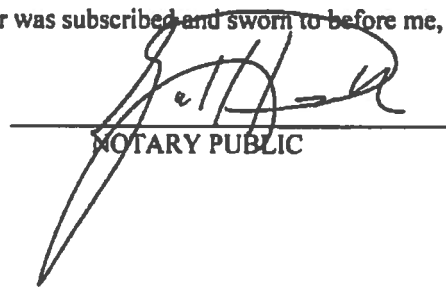
6/17/16
Date



VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 17 day of JUNE, 20 16.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: 2.19., 20 20.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Explore 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.

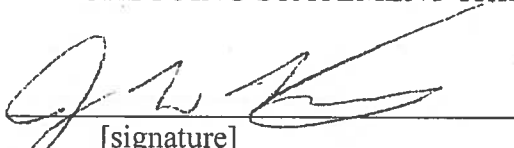
We make this statement as part of Explore Academy's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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.

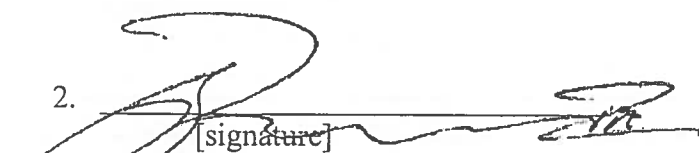
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE EXPLORE ACADEMY GOVERNING COUNCIL
GIVE THE FOREGOING STATEMENT THIS 12th DAY OF July, 2016.

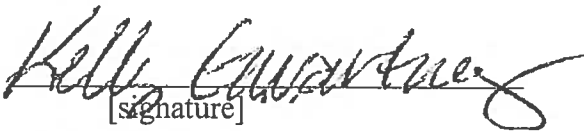
1.


[signature]
Jesse Pickard


2.


[signature]
Bob Morrison

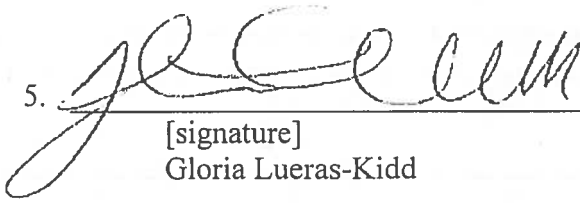
3.


[signature]
Kelly Gwartney

4.

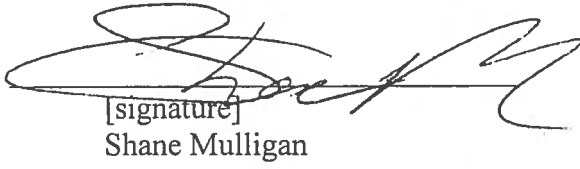

[signature]
Ralph Montano

5.



[signature]
Gloria Lueras-Kidd

6.



[signature]
Shane Mulligan

MINUTES

GOVERNANCE COUNCIL MEETING



3831 Midway Place, Albuquerque, NM 87109

Tuesday, July 12, 2016

5:30 pm

EXECUTIVE SESSION

5:00 – Finance Committee Meeting (closed session)

GENERAL SESSION

PART I – PRELIMINARY

- A. Call to Order – meeting called to order at 5:32 pm
 - a. Pledge of Allegiance – pledge was recited by all members
- B. Ascertain Quorum
 - a. Attending members: Jesse Pickard, Robert Morrison, Kelly Gwartney, Gloria Lueras-Kidd; Shane Mulligan, Ralph Montano
 - b. Staff in attendance: Vicky McCarty, Justin Baiardo, Michael Vigil
- C. Welcome
 - a. Council president Jesse Pickard welcomed everyone in attendance
 - b. Jesse Pickard officially welcomed the addition of two new Governance Council members: Ralph Montano and Shane Mulligan, officially replacing the vacancy left by departing member Cody Murray
- D. Approval of Minutes (June 2016)
 - a. The June 2016 minutes were unavailable; Approval was tabled until the August 2016 meeting
- E. Approval of Agenda
 - a. Robert Morrison moved for approval of agenda, Kelly Gwartney seconded the motion. Vote was to approve.

PART II – BUSINESS

- A. Facility
 - a. Closing for the Jefferson property is scheduled for August 2016
 - b. A preliminary agreement has been made with the church to lease their property through December 2016 while waiting for the construction to take place on the Jefferson property; \$23,000 per month
 - c. The move from the church to the Jefferson property is scheduled to take place during winter break
 - d. Parents and students have been alerted to the physical plant changes that are taking place during the first semester of 2016-2017 school year; there is overall approval with a few families expressing their discontent
 - e. Lunch furniture will be available to move to the church property
 - f. Will store furniture at current facility (Midway) until August 1, 2016

- g. Furniture will be moved to the Jefferson property on August 1 to be stored on the first floor while construction occurs on the second floor; This is dependent of the closing date for the property
- h. Once lease is finalized it will be distributed among council members. Vote will take place over email

B. Contract Review for Vicky McCarty

- a. E-mail will be sent to board members with contents of the contract being offered for board approval; Vicky has chosen to remain retired and will work for 25% of her salary as of the salary schedule

PART III – REPORTS

A. Budget report

- a. Presented by Michael Vigil
 - i. Some revenues are still trickling in
 - ii. All bills have been paid
 - iii. \$74,000 more revenues than expenditures; will reduce shortfall from 2015-2016 (\$90,000)
 - iv. \$381,000 of revenue money scheduled for 2015-2016 school year was pulled because of not meeting projected enrollment
 - v. Money will be restored at the 40th day of enrollment for 2016-2017 if enrollment projections are achieved
 - vi. \$89,000 will need to be placed in reserve fund; cannot be touched
 - vii. Explore Academy is completely in compliance with financial requirements
 - viii. Teacher salaries will be paid during summer as agreed upon; funding is in place for this expenditure
 - ix. Bank reconciliation - \$104,000
 - x. Federal funding will zero out at the end of the fiscal year

B. New Business

- a. The new finance committee for the governance council will consist of all members and will comply with open meeting requirements; meetings will take place from 5:30-5:45 p.m. on monthly governance council meeting dates
- b. An audit committee will be formed at the next governance council meeting; will meet on a monthly basis during the scheduled audit; two governance council members, one parent representative, one community member

Part IV – Closing

A. Adjourn

- a. Meeting adjourned at 6:17 pm.
- b. The next meeting will be held on August 9, 2016; at 6900 Los Volcanes NW location; 5:30 p.m.

School Governance Change

Roots and Wings Community School

On June 15, 2016, the PED was notified that Heidi Martinez had been designated as a new Governing Board Member. All documentation was not submitted at that time and the school has been contacted regarding the missing documentation. No further documentation has been received.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF TAOS)

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

1. My name is Heidi Martinez and I reside in Taos, New Mexico.

I am a member of the governing body of the Roots and Wings Community School

2. in Questa, 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.

I understand that as a member of the Roots and Wings Community School's

5. 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.

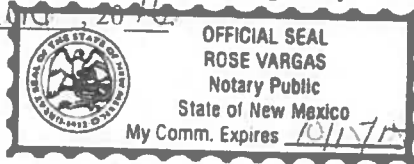
[Signature]
Heidi Martinez
[Print]

6/15/16
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of June, 2016.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: 10/15, 2018.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Roots and Wings Community School, located in Questa, New Mexico.

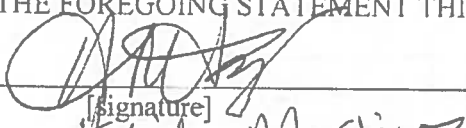
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Roots and Wings Community School 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 Roots and Wings Community School
GIVE THE FOREGOING STATEMENT THIS 10TH DAY OF JUNE, 2016.

1. 
[signature]
Heidi Martinez
[print]

2. _____
[signature]

[print]

3. _____
[signature]

[print]

4. _____
[signature]

[print]

5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

School Governance Change

Taos Integrated School of the Arts

On November 9, 2016, a vacancy on the Governing Board was created by the resignation of Johanna DeBiase. This vacancy was filled by the designation of Sienna Sanderson at that same meeting. All documentation for these changes has not yet been received.

On April 18, 2017, a vacancy on the Governing Board was created by the resignation of Ernest Ortega as his term had expired. Mr. Ortega wished to serve a further term, but needed approval from his place of business to accept another term. On May 3, 2017, the PED was notified that Mr. Ortega was allowed to return to his service on the board, but the documentation has not yet been received. The school has been contacted to request further documentation.

TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL

Wednesday November 9, 2016

6:30 p.m.

210 Bendix, Taos, New Mexico, in the 5th Grade Classroom

Where decisions for children are made with heart and mind!

MEETING MINUTES

MEMBERS	PRESENT	ABSENT
Jill Cline, President	X	
Chris Pieper	(By Phone)	
Johanna DeBiase-Mack, Member	X	
Ernest Ortega, Member	X	
Julee LaMure, Member	(By Phone)	

Staff Present: Richard Greywolf, Director
Ashley Romero

Others Present: Sienna Sanderson
Thomas Soule
Alix Henry

I. (1) Call to order/establish quorum
Jill Cline called quorum at 6:03 p.m.

II. (2) Agenda Approval (Action Item)
Agenda modified tabling item 5.
Johanna DeBiase-Mack moved to approve the Agenda Ernest Ortega second.
Aye Votes: Jill Cline, Ernest Ortega, Johanna DeBiase
No votes: 0 Abstaining votes: 0 Motion Carried 3-0

III. (3) Approval of Meeting Minutes: 9/28/16, 10/4/16, 10/12/16 (Action Item)
Johanna DeBiase moved to approve the minutes of September 28, October 4, October 12 Ernest Ortega second
Aye Votes: Jill Cline, Ernest Ortega, Johanna DeBiase
No votes: 0 Abstaining votes: 0 Motion Carried 3-0

IV. (4) Public Comments- Please sign the Public Attendance Sheet and limit comments to 2 minutes.

Alix Henry (Architect): No updates have been provided to her regarding steps moving forward. Inquiring the status of her contract with TISA. Showed site plan for Kindergarten through third grade as promised for facility committee.

V. (5) Financial Report- Tabled Financial Reports.
a. Financial Reports - (Action Item)-No action was taken.
b. BARS - (Action Item)-No action was taken. No BARS were presented.
c. Finance Committee Update-No update was given. Finance committee will meet soon before legislature.
d. Audit Committee Update-No update was given.

VI. (6) Facility Committee update
a. Presentation by Director

Richard Greywolf provided a Facility Committee update. We have heard back from one CES vendor at this point. Other non CES vendors have been in contact with us regarding possible lease options. We will need a contractor as well as a Civil Engineer to start on ground work to begin moving forward.

VII. (7) Finance Committee Update

No Finance Committee update was presented at this time, finance committee meetings have been put on hold until more updates can be given.

VIII. (8) Closed Session – (Requires roll call vote to move into closed session; identify non council members to be invited into the closed session)

- Acquisition of real property NMSA 1978, 10-15- 1(H)(8)

Ernest moved to enter Executive Session and Johanna second at 6:50 p.m.

Invited to executive session: Richard Greywolf, Ashley Romero, and Sienna Hodges

Aye Votes: Jill Cline, Ernest Ortega, Johanna DeBiase, Chris Pieper (by phone) and Julee LaMure (by phone)

No votes: 0 Abstaining Votes: 0 Motion Carried 5-0

IX. (9) Reconvene in Open Session (Requires that President confirms the only matters discussed in closed session where the items on the agenda, and then poll members by name to affirm or object. You never vote in closed session).

Ernest Ortega moved to exit Executive Session and Johanna second at 7:11 p.m.

Aye Votes: Jill Cline, Ernest Ortega, Johann DeBiase, Chris Pieper, and Julee LaMure

No votes: 0 Abstaining Votes: 0 Motion Carried 5-0.

X. (10) Action on Real Property matter discussed in closed session. Discussion during closed Session.

XI. (11) Next Steps school site (Discussion Item)

Moving forward operating, SB9 and GRT money may possibly be used during development for site work with the authorization from PED and PSFA. We have determined we own our own land but are unable to use the land as collateral.

XII. (12) Next steps school site (Action Item) No action at this time until more updates are provided.

XIII. (13) New Governing Council Member (Discussion Item)

Sienna Sanderson presented background experience on Governing Council Board as well as significance of children to her own personal life. Previous CASA board member. Works for Las Cumbres.

XIV. (14) Approval of new Governing Council Member (Action Item)

Approval of new Governing Council Member

Jill Cline moved to approve Sienna Sanderson as Governing Council member and Ernest Ortega second

Aye Votes: Jill Cline, Earnest Ortega, Johanna DeBiase, Julee LaMure, and Chris Pieper

No votes: 0 Abstaining Votes: 0 Motion Carried 5-0

XV. (15) Accept resignation of Governing Council member (Action Item)

Accept resignation of Governing Council Member Johanna DeBiase.

Julee LaMure made a motion to accept Johanna DeBiase resignation as Governing Council member and Jill Cline second.

Roll Call Vote: Aye Votes: Jill Cline, Ernest Ortega, Chris Pieper, Julee LaMure and Johanna DeBiase.

No votes: 0 Abstaining Votes: 0 Motion Carried 5-0

XVI. (16) Elect positions of Vice President/Secretary (Action Item)

Ernest Ortega made a motion to elect Chris Pieper as the Vice President/Secretary of the board. Jill Cline second.

Roll call vote: Aye votes: Jill Cline, Ernest Ortega, Chris Pieper, Julee LaMure, and Johanna DeBiase.

No votes: 0 Abstaining votes: 0 Motion carried 5-0

XVII. (17) Elect position of Treasurer (Action Item)

Johanna DeBiase made a motion to elect Julee LaMure as the Treasurer of the board. Ernest Ortega second.

Roll call vote: Aye votes: Jill Cline, Ernest Ortega, Chris Pieper, Julee LaMure, and Johanna DeBiase.
No votes: 0 Abstaining votes: 0 Motion carried 5-0

XVIII. (18) Next governing council meeting day and time

Special GC Meeting:

December 5, 2016 @ 6p.m.

XIX. (19) Adjournment

Jill Cline moves to adjourn Earnest Ortega second at 7:18 p.m.

Aye Votes: Jill Cline, Earnest Ortega, Johanna DeBiase, Julee LaMure

No votes: 0 Abstaining Votes: 0 Motion Carried 4-0

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Rich Greywolf at 575-779-9311 least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Rich Greywolf at 575-779-9311 if a summary or other type of accessible format is needed.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF TAOS)

I, Siena Sanderson, after being duly sworn, state as follows:

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

Siena Sanderson
[Signature]

11/9/16
Date

TISA, Governing Body Member of TISA Charter School

Subscribed and sworn to before me, this 9th day of November, 2016.

[Notary Seal:]

Michelle Abeyta
[Signature of Notary]
Michelle Abeyta
[Typed name of Notary]



NOTARY PUBLIC

My commission expires: Nov. 8, 2018.

TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL

Tuesday, April 18, 2017 6:00 p.m.

212 Bendix Drive, Taos, New Mexico

Where decisions for children are made with heart and mind!

**REGULAR MEETING
MINUTES**

MEMBERS	PRESENT	ABSENT
Jill Cline, President	X	
Chris Pieper		X
Sienna Sanderson, Member	X	
Ernest Ortega, Member		X
Julee LaMure, Member	X	

Staff Present: Richard Greywolf, Director
Ashley Romero
Deanna Gomez (via Skype)

- I. (1) Call to order/establish quorum
Jill Cline called quorum at 6:19 p.m.
- II. (2) Agenda (Action Item)
Julee LaMure moved to approve the Agenda Siena Sanderson second.
Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson
No votes: 0 Abstaining votes: 0 Motion Carried 3-0
- III. (3) Minutes from February 8, 2017 and March 8, 2017 , March 28, 2017
Julee LaMure moved to approve the minutes from February 8, March 8 and March 28
Siena Sanderson second.
Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson
No votes: 0 Abstaining votes: 0 Motion Carried 3-0
- IV. (4) Governing Council statement regarding public comments
No Public Comments.
- V. (5) Public Comments- Please sign the Public Attendance Sheet and limit comments to 2 minutes. No Public Comments.

- VI. (6) Financial Report – March, April
- a. Financial Reports - (Action Item)
 - b. BARS - (Action Item)
 - c. Finance Committee Update
 - d. Audit Committee Update

Deanna Gomez provided Financial Reports and BARS for review to the Board. Deanna also discussed the current budget, will refer ideas over to Finance Committee. Finance Committee will meet soon. No Audit Committee Update at this time audit will release within days.

The Business Manager presented the following BARS for approval:

BAR 521-000-1617-0010-D is a decrease BAR for Operation Fund 11000 in the amount of \$22,257.86 pursuant to the passage and signature of SB 114 (Laws 2017, Chapter 3).

BAR 521-000-1617-0011-I is an increase BAR for Title I Fund 24101 in the amount of \$56,482.75 to budget carryover and final award.

Julee LaMure moved to approve BARS Sienna Sanderson second.

Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson

No votes: 0 Abstaining votes: 0 Motion Carried 3-0

VII. (7) Director's Report

- a. What needs to go before the PEC?

Director elucidated that the PEC needs to approve our proposed revision if it is a change in our amendment.

Revised Amendment: Taos Integrated School of the Arts is building on their permanent location and will be moving onto the permanent location. For the 2017-2018 school year students in grades K-8 will receive services at 118 Toalne, Taos NM 87571.

Julee LaMure moved to approve Amendment Revision Sienna Sanderson second.

Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson

No votes: 0 Abstaining votes: 0 Motion Carried 3-0

- b. We may expand to 7 members

Director reviewed our Charter which states we are able to have up to 7 Board Members. We will publicize our website with expectations to expand to seven members.

VIII. (8) Finance committee update

No update at this time.

IX. (9) Facility process update

Jill Cline announced that a lease has been signed. Alix Henry has been working with us to proceed forward with coordinating site work with Mobile Lease. CES paperwork has been mailed out anticipating approval to become a vendor.

- X. (10) Reduction in Force policy Discussion/Action Item)
Julee LaMure moved to approve Reduction in Force policy without any changes Siena Sanderson second.
Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson
No votes: 0 Abstaining votes: 0 Motion Carried 3-0
- XI. (11) Policy and guidelines for prohibiting harassment, intimidation, aggression, and bullying (Discussion/Action)
Julee LaMure moved to approve Policy and guidelines for prohibiting harassment, intimidation, aggression, and bullying; with changes which specify what zero tolerance signifies as well as the variation between behaviors, bullying ect. Siena Sanderson second.
Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson
No votes: 0 Abstaining votes: 0 Motion Carried 3-0
- XII. (12) Grievance policy (Discussion/Action Item)
Julee LaMure moved to approve Grievance policy Siena Sanderson second.
Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson
No votes: 0 Abstaining votes: 0 Motion Carried 3-0
- XIII. (13) Changes to student handbook
Two items have been added to our Student Handbook: Grievance policy and; Policy and guidelines for prohibiting harassment, intimidation, aggression, and bullying.
- XIV. (14) Resignation of Ernest Ortega (Discussion/Action Item)
Accept resignation of Governing Council Member Ernest Ortega.
Julee LaMure made a motion to accept Ernest Ortega resignation as Governing Council member and Siena Sanderson second.
Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson
No votes: 0 Abstaining votes: 0 Motion Carried 3-0
- XV. (15) RFP report out to Governing Council
Mobile Lease is managing RFP.
- XVI. (16) Closed Session – (Requires roll call vote to move into closed session; identify non council members to be invited into the closed session)

Julee LaMure moved to enter Closed Session and Siena Sanderson second at 7:37 p.m.
Invited to executive session: Richard Greywolf, Ashley Romero, and Deanna Gomez
Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson
No votes: 0 Abstaining votes: 0 Motion Carried 3-0

Acquisition of real property NMSA 1978, 10-15- 1(H)(8)

Limited Personnel Matters; NMSA 1978, 10-15-1 (H)7

Discussion of Individual Student Information; NMSA 1978, 10-15-1(H)(4)

- XVII. (17) Reconvene in Open Session (Requires that President confirms the only matters discussed in closed session where the items on the agenda, and then poll members by name to affirm or object. You never vote in closed session).

Sienna Sanderson moved to exit Executive Session and Julee LaMure second at 8:01 p.m.

Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson

No votes: 0 Abstaining votes: 0 Motion Carried 3-0

- XVIII. (18) Action on items discussed in closed session.

Siena Sanderson moved to proceed on Site work with a CES Vendor Julee Lamure second.

Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson

No votes: 0 Abstaining votes: 0 Motion Carried 3-0

Julee LaMure moved to renew Superintend/ Director: Richard Greywolf's Contract without Salary adjustment Siena Sanderson second.

Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson

No votes: 0 Abstaining votes: 0 Motion Carried 3-0

Julee LaMure moved to establish work session for Superintends review Siena Second

Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson

No votes: 0 Abstaining votes: 0 Motion Carried 3-0

- XIX. (19) Adjournment

Julee LaMure moved to Adjourn at 8:07 p.m. and Siena Sanderson second.

Aye Votes: Jill Cline, Julee LaMure, Siena Sanderson

No votes: 0 Abstaining votes: 0 Motion Carried 3-0

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Rich Greywolf at 575779-9311 least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Rich Greywolf at 575-779-9311 if a summary or other type of accessible format is needed.

Financial Record Custodian Change

Cesar Chavez Community School

On February 16, 2017, the PED was notified that Katie Shelton was designated as the new Financial Record Custodian as of January 12, 2017. All documentation has not been received at this time.



NEW MEXICO

Public Education Department

Cesar Chavez Community School
1325 Palomas Dr. SE
Albuquerque, N.M. 87108

New Mexico Public Education Commission

BOARD OF FINANCE APPLICATION

RECEIVED

FEB 16 2017

Options for Parents

RECEIVED

FEB 16 2017

Options for Parents

CONTENTS

- INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION
 - STATEMENT FROM GOVERNING BODY
 - AFFIDAVITS FOR GOVERNING BODY MEMBERS
 - DECLARATION OR CERTIFICATE OF INSURANCE

INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION

- A. The application shall include the requirements as set forth in 6.80.4(16) NMAC:
- a. an affidavit or affidavits, signed by the personnel who will be given the responsibility of keeping the financial records of the charter school, describing the training completed, professional licensure held and degrees earned by them;
 - b. a statement signed by every member of the governing body that the governing body agrees to consult with the department on any matter not covered by the manual of accounting and budgeting before taking any action relating to funds held as a board of finance; 6.80.4(16) NMAC;
 - c. a signed affidavit from each governing body member declaring that the member is not a governing body member of any other charter school and that the member was not a governing body member of another charter school that was suspended or failed to receive or maintain their board of finance designation;
 - d. a letter from Poms & Associates verifying that the charter school is a participant in the public school insurance authority; and indicates that the person who will be entrusted with handling the funds of the charter school is adequately insured.
- B. Request for approval:
- a. Cover letter seeking approval as a board of finance with contents of the application (above).
 - b. Original documents must be delivered or mailed to the Charter Schools Division:

Jerry Apodaca Building
Options for Parents/Charter Schools Division
300 Don Gaspar, Room 301
Santa Fe, New Mexico 87501

- C. Deadlines:
- a. The request for approval as a board of finance must be made within ninety (90) days of approval of its charter application.
 - b. Requests for extension of the deadline may be granted for good cause shown.
 - c. Within thirty (30) days of filing of the application to qualify as a board of finance, the Public Education Commission shall issue a decision approving or denying the application. A copy of the decision will be provided to the governing body.

PLEASE NOTE: *If there are changes to the financial custodian and/or the governance board, a new affidavit must be completed and submitted to the Charter Schools Division for the new financial custodian/ board member(s).*

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF BERNALILLO)

I, Kate M. Shelton, [affiant] after being duly sworn, state:

1. I live in the City of Edgewood, County of Santa Fe, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) Continuing Professional Education in Accounting 2016 – 16 hours
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
Level I School Business Official	New Mexico Public Education Department	07/01/2015 – 06/30/18	Yes
Bachelor of Accountancy	University of New Mexico	December 2015	

FURTHER AFFIANCE SAYETH NAUGHT.

Kate M. Shelton
[Signature of Affiant]

1/12/17
Date

Kate M. Shelton
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 12 day of January, 2017.

[Notary Seal:]



My commission expires 3-25-19.

Socorro Karina Cuara
NOTARY PUBLIC

DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian Cesar Chavez Community School is adequately bonded and that Cesar Chavez Community School is insured through Public School Insurance Authority.

Attached:

- ☒ Bonding Declaration from: Poms & Associates Insurance Brokers, Inc.
Cesar Chavez Community School
- ☒ Certificate of Insurance from: Poms & Associates Insurance Brokers, Inc.
Cesar Chavez Community School



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

2/9/2017

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

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

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367		CONTACT NAME: Risk Services PHONE (A/C No. Ext): (800) 578-8802 E-MAIL ADDRESS: RServices@pomsassoc.com PRODUCER CUSTOMER ID: 00000173	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED New Mexico Public Schools Insurance Authority Member: Cesar Chavez Community School 410 Old Taos Highway Santa Fe NM 87501		INSURER A: Berkley Regional Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** C Chavez**REVISION NUMBER:**

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

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

INSR LTR		TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY		LIMITS
		PROPERTY						BUILDING	\$
		CAUSES OF LOSS	DEDUCTIBLES					PERSONAL PROPERTY	\$
		BASIC	BUILDING					BUSINESS INCOME	\$
		BROAD	CONTENTS					EXTRA EXPENSE	\$
		SPECIAL						RENTAL VALUE	\$
		EARTHQUAKE						BLANKET BUILDING	\$
		WIND						BLANKET PERS PROP	\$
		FLOOD						BLANKET BLDG & PP	\$
									\$
									\$
		INLAND MARINE		TYPE OF POLICY					\$
		CAUSES OF LOSS						\$	
		NAMED PERILS		POLICY NUMBER				\$	
								\$	
A	X	CRIME		BGOV-45001509-21	7/1/2016	7/1/2017	X	Employee Theft	\$ 2,000,000
		TYPE OF POLICY					X	Forgery or Alteration	\$ 2,000,000
		Discovery Form					X	Faithful Performance	\$ 1,000,000
		BOILER & MACHINERY / EQUIPMENT BREAKDOWN							\$
									\$
									\$
									\$

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

Evidence of Insurance

CERTIFICATE HOLDER

New Mexico Public Education Department
Jerry Apodaca Building
Options for Parents/Charter School Divisi
300 Don Gaspar
Room 301
Santa Fe, NM 87501

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

J Monterrosa/LLAZAR

ACORD 24 (2009/09)
INS024 (200909)

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February 9, 2017

New Mexico Public Education Department
Options for Parents/Charter Schools Division
300 Don Gawpar, Room 301
Santa Fe, New Mexico 87501

Re: Cesar Chavez Community School
Fiscal Year Ending June 30, 2017

Dear PED:

In accordance with a request from Cesar Chavez Community School, we provide the following information:

1. Policies in force during the period **7/1/16 through 6/30/17**

PROPERTY INSURANCE

Lexington Insurance Company
Policy Number MOC NO. P0019

\$149,500,000 each occurrence, excess of \$750,000 Self-Insured Retention (Self-Insured Retention is the responsibility of New Mexico Public Schools Insurance Authority). Covers buildings, contents, equipment and vehicles of Cesar Chavez Community School, subject to a \$1,000 deductible each occurrence, which is the responsibility of the district. The Named Insured is Cesar Chavez Community School, and 202 additional members of the New Mexico Public Schools Insurance Authority.

LIABILITY INSURANCE

Selective Company of New York
Policy Number MOC NO. L0019

\$9,500,000 excess of \$750,000 Self-Insured Retention, each occurrence (Self-Insured Retention is the responsibility of New Mexico Public Schools Insurance Authority) Coverage is provided for General, Automobile, Civil Rights and other miscellaneous liabilities up to the limits provided for under the Tort Claims Act. Additional limit is available for liability incurred in foreign jurisdictions. The Named Insured is Cesar Chavez Community School, its employees, board members, volunteers and others whom the district may be contractually obligated to name as an insured. The policy also provides coverage for 202 other members of the New Mexico Public Schools Insurance Authority. Refer to the Summary of Coverage for more detail as to coverage and limits.

WORKERS' COMPENSATION INSURANCE

Safety National Casualty Corporation
Policy Number SP 4055030

Statutory coverage applies excess of the \$750,000 Self-Insured Retention, which is the responsibility of the New Mexico Public Schools Insurance Authority. There is no Member deductible.

STUDENT ACCIDENT MANDATORY CATASTROPHIC INSURANCE

Ace American Insurance Company
Policy Number TBD
Mandatory Catastrophic Insurance

Coverage is provided for students participating in New Mexico Activities Association (NMAA) sponsored events from Grades 7-12.

For the 2015/2016 policy, there is a \$5,000,000 limit per accident, **subject to a \$25,000 deductible.**

EXCESS EMPLOYEE FIDELITY/FAITHFUL PERFORMANCE INSURANCE

National Union Fire Insurance Company/AIG

Policy Number 01-285-02-54

Excess Fidelity Insurance Coverage

Excess Fidelity Insurance Coverage covers losses caused by failure of any employee to faithfully perform his or her duties as prescribed by law as well as losses caused by forgery or alteration of checks, drafts, promissory notes or orders to pay moneys that are drawn upon your accounts by someone acting as your agent. \$2,000,000 limit subject to a \$250,000 deductible.

2. Cesar Chavez Community School is not entitled to any refunds or rebates on the above policies; there are no assessments or other amounts (including premium amounts) due for this period.
3. See attached claims information (if applicable) for the policy period of July 1, 2016 to June 30, 2017.

If you need any further information, please do not hesitate to contact us directly.

Sincerely,

Larry Lazar, CIC, CISR
Account Manager
Risk Services Department

We, the undersigned, make up the governing body of the Cesar Chavez 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.


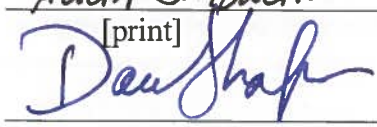
We make this statement as part of Cesar Chavez Community School's [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

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

THE FOLLOWING MEMBERS OF THE CESAR CHAVEZ COMMUNITY SCHOOL GIVE THE FOREGOING STATEMENT THIS 24TH DAY OF JANUARY, 2017.

1. Jess T. Lionwe
[signature]
JESS T LIONWE
[print]
2. Allen J Bodmer
[signature]
Allen J Bodmer
[print]
3. Charleen C Ayres
[signature]
CHARLEEN C AYRES
[print]
4. Anaelie Verde-Claro
[signature]
Anaelie Verde-Claro
[print]
5. John Krone
[signature]
John Krone
[print]

6. 
[signature]
Lucia S. Bucko
[print]
7. 
[signature]
DAN SHAPIRO
[print]

Attach additional pages if membership exceeds five.

Financial Record Custodian Change

Dzit Dit'Looi School of Empowerment Action and Perseverance (DEAP)

On January 13, 2017, the PED was notified that Donna Overson was designated as the new Financial Record Custodian as of December 20, 2016. All documentation has not been received at this time.

Mailed 1-10-17



NEW MEXICO

Public Education Department

New Mexico Public Education Commission

RECEIVED

JAN 13 2017

Options for Parents

BOARD OF FINANCE APPLICATION

CONTENTS

- INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION
 - STATEMENT FROM GOVERNING BODY
 - AFFIDAVITS FOR GOVERNING BODY MEMBERS
 - DECLARATION OR CERTIFICATE OF INSURANCE

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
COUNTY OF Torrance)

I, Donna J. Overson, [affiant] after being duly sworn, state:

1. I live in the City of Moriarty, County of Torrance, New Mexico.

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

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

- a) I have attended trainings put on by International
- b) or New Mexico Association of School Business
- c) Officials for the past 10 years.

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

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

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>Nursing</u>	<u>TVI</u>	<u>1991</u>	<u>Yes</u>
<u>Level 2</u>	<u>Business Official</u>	<u>License</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

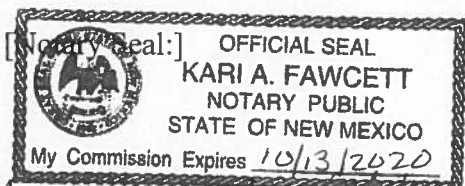
Donna J. Overson
[Signature of Affiant]

12.20.2016
Date

Donna J. Overson
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 20 day of December, 2016.



My commission expires. October 13, 2020.

[Signature]
NOTARY PUBLIC

DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian Dzil Diti'ooi School of Empowerment, Action & Perseverance is adequately bonded and that Dzil Diti'ooi School of Empowerment, Action & Perseverance is insured through Public School Insurance Authority.

Attached:

☐ Bonding Declaration from: _____
[Name of institution or agency]

☒ Certificate of Insurance from: Poms and Associates
[Name of institution or agency]



DATE (MM/DD/YYYY)

7/10/2017

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

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

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	CONTACT NAME: Risk Services PHONE (A/C, No, Ext): (800) 578-8802 FAX (A/C, No): (818) 449-9449 E-MAIL ADDRESS: RServices@pomsassoc.com PRODUCER CUSTOMER ID: 00000173
INSURED New Mexico Public Schools Insurance Authority Member: Dzil Dit L'ooi School of Empowerment, Action & Perseverance 410 Old Taos Highway Santa Fe NM 87501	INSURER(S) AFFORDING COVERAGE INSURER A: Berkley Regional Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: DEAP

REVISION NUMBER:

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

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	PROPERTY				BUILDING	\$
	CAUSES OF LOSS	DEDUCTIBLES			PERSONAL PROPERTY	\$
	BASIC	BUILDING			BUSINESS INCOME	\$
	BROAD	CONTENTS			EXTRA EXPENSE	\$
	SPECIAL				RENTAL VALUE	\$
	EARTHQUAKE				BLANKET BUILDING	\$
	WIND				BLANKET PERS PROP	\$
	FLOOD				BLANKET BLDG & PP	\$
						\$
						\$
	INLAND MARINE	TYPE OF POLICY				\$
	CAUSES OF LOSS					\$
	NAMED PERILS	POLICY NUMBER				\$
						\$
A X	CRIME	BGOV-45001509-21	7/1/2016	7/1/2017	X Employee Theft	\$ 2,000,000
	TYPE OF POLICY				X Forgery or Alteration	\$ 2,000,000
	Discovery Form				X Faithful Performance	\$ 1,000,000
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
						\$
						\$

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

Evidence of Insurance.

CERTIFICATE HOLDER

CANCELLATION

NM PED
Jerry Apodaca Building Options for Parent
300 Don Gaspar Room 301
Santa Fe, NM 87501

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

AUTHORIZED REPRESENTATIVE

J Monterrosa/LLAZAR

Financial Record Custodian Change

J Paul Taylor Academy

On September 2, 2016, the PED was notified that Vicki Chavez was designated as the new Financial Record Custodian as of August 2, 2016.



NEW MEXICO

Public Education Department

New Mexico Public Education Commission

BOARD OF FINANCE APPLICATION

CONTENTS

- AFFIDAVIT FOR BUSINESS MANAGER
- STATEMENT FROM GOVERNING BODY
- AFFIDAVITS FOR GOVERNING BODY MEMBERS
- DECLARATION OR CERTIFICATE OF INSURANCE

AFFIDAVIT OF BUSINESS MANAGER

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

I, Vicki Chávez, after being duly sworn, states as follows:

1. My name is Vicki Chávez and I live in the City of Deming,
County of Luna, New Mexico.

2. I have been hired as the business manager for the J Paul Taylor Academy Charter School.

3. In my duties as business manager for J Paul Taylor Academy Charter School, I will be given the responsibility of keeping the financial records of the charter school.

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

- a) NMASBO - Fall Training
- b) NMASBO - Spring Budget
- c) _____

5. I currently hold a license as a certified school business official for the State of New Mexico, and have attached a copy of this license to this document.

6. I have earned the following degrees:

Degree earned	Educational Institution
<u>BBA, Finance</u>	<u>NMSU</u>
<u>MA, Curriculum + Instruction</u>	<u>NMSU</u>

Vicki K. Chávez
[signature of business manager]

8-2-16
Date

Business Manager for J Paul Taylor Academy Charter School

Subscribed and sworn to before me, this 2nd day of August, 2016.

[Notary Seal:]

Lori Batchelor
[signature of Notary]



OFFICIAL SEAL
LORI BATCHELOR
NOTARY PUBLIC STATE OF NEW MEXICO

My commission expires: 04/08/18

LORI BATCHELOR
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 04/08, 2018.

UNSIGNED COPY ISSUED TO LICENSEE

STATE OF NEW MEXICO



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

LEVEL ONE INITIAL LICENSE SCHOOL BUSINESS OFFICIAL LICENSE

is issued to
VICKI K. CHAVEZ
Effective From July 1, 2012 To June 30, 2021
Licensure Number: 265734

UNSIGNED COPY ISSUED TO LICENSEE

DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial manager of J Paul Taylor Academy Charter School is adequately bonded and the Charter School is insured through Public School Insurance Authority.

Attached:

☒ Bonding Declaration from: Pamist Association

[Name of institution or agency]

☒ Certificate of Insurance from: Pamist Association

[Name of institution or agency]



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

8/3/2016

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

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

PRODUCER
Poms & Associates Insurance Brokers
CA License #0814733
5700 Canoga Ave. #400
Woodland Hills CA 91367

CONTACT NAME: Risk Services

PHONE (A/C, No. Ext): (800) 578-8802

FAX (A/C, No.): (818) 449-9449

E-MAIL ADDRESS: RServices@pomsassoc.com

PRODUCER CUSTOMER ID: 00000173

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
New Mexico Public Schools Insurance Authority
Member: J. Paul Taylor Academy
410 Old Taos Highway
Santa Fe NM 87501

INSURER A: Berkley Regional Insurance Company

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: J Paul Taylor

REVISION NUMBER:

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

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	PROPERTY				BUILDING	\$
	CAUSES OF LOSS				PERSONAL PROPERTY	\$
	BASIC				BUSINESS INCOME	\$
	BROAD				EXTRA EXPENSE	\$
	SPECIAL				RENTAL VALUE	\$
	EARTHQUAKE				BLANKET BUILDING	\$
	WIND				BLANKET PERS PROP	\$
	FLOOD				BLANKET BLDG & PP	\$
						\$
						\$
	INLAND MARINE	TYPE OF POLICY				\$
	CAUSES OF LOSS					\$
	NAMED PERILS	POLICY NUMBER				\$
						\$
A	X CRIME	BGOV-45001509-21	7/1/2016	7/1/2017	X Employee Theft	\$ 2,000,000
	TYPE OF POLICY				X Forgery or Alteration	\$ 2,000,000
	Discovery Form				X Faithful Performance	\$ 1,000,000
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
						\$
						\$

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

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THE FOLLOWING NOTICE WILL BE REQUIRED BY

From: Larry Lazar
Sent: Wednesday, August 3, 2016 10:37 AM
To: gtrujillo@swrecnm.org
Cc: Risk Services; Jessenia Monterrosa
Subject: Certificate New Mexico Public Education Commission (Crime coverage)

Hi Gina,

Attached please find a certificate of insurance showing evidence of Crime coverage which will satisfy the New Mexico Public Education Commission's request.

Crime coverage is provided for Employee Theft, Forgery or Alteration, Theft of Money and Securities, Computer Fraud, Funds Transfer Fraud and Money Orders & Counterfeit Currency.

- Limit of Insurance: \$2,000,000
- NMPSIA's Deductible: \$250,000
- Member Deductible: \$750

Faithfull Performance of Duty Coverage for Government Employees

- Employee Theft - \$1,000,000

Credit, Debit and Charge Card Forgery

- Includes written instruments required in conjunction with any credit, debit or charge card issued to you or any employee for business purposes.
- Limit of Insurance: \$2,000,000
- NMPSIA's Deductible: \$250,000

Coverage is provided to employees, all non-compensated officers, treasurers or tax collectors, independent contractor as required by written contract, bonded employees, volunteer, temporary employee, and leased employees.

Please let me know if you have any questions.

Regards,

Larry Lazar, CIC, CISR
Account Manager, Risk Services



Poms & Associates Insurance Brokers
5700 Canoga Ave. Suite 400 | Woodland Hills, CA 91367
818-449-9336 | Fax 818-449-9449 | www.pomsassoc.com
CA License #0814733

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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



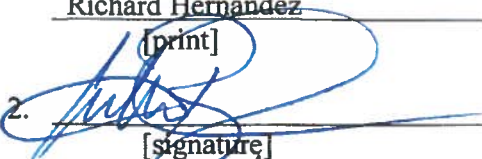
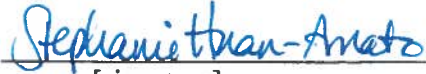
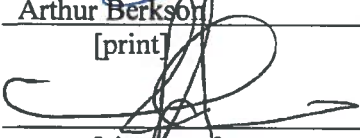

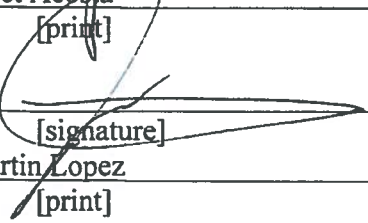
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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

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

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

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

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

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Richard Hernandez, after being duly sworn, state as follows:

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



[Signature]

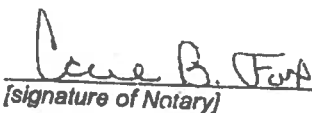
August 2nd, 2016

Date

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

Subscribed and sworn to before me, this 3rd day of August, 2016.

[Notary Seal:]



[signature of Notary]

Coree B. Fox

[typed name of Notary]

NOTARY PUBLIC

My commission expires: May 28, 2017.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, ANTHUR BERKSON, after being duly sworn, state as follows:

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

[Signature]
ANTHUR BERKSON, Governing Body Member of J PAUL TAYLOR ACADEMY Charter School

8/9/16
Date

Subscribed and sworn to before me, this 9 day of AUGUST, 20 16.

[Notary Seal:]

Beth Lee McBride
[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: 2/14, 20 17.

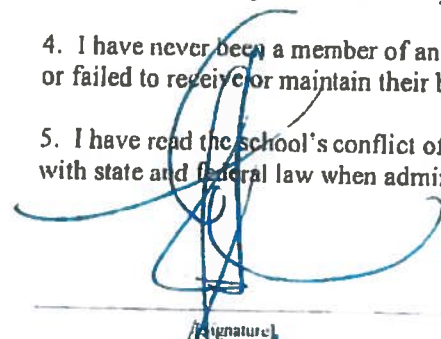
AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Jaret Acosta, after being duly sworn, state as follows:

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



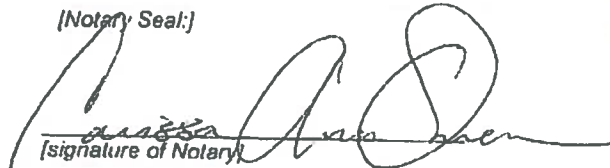
8.26.16

Date

J. Paul Taylor Academy, Governing Body Member of J. Paul Taylor Academy Charter School

Subscribed and sworn to before me, this 26th day of August, 2017.

(Notary Seal:)



(signature of Notary)

CARISSA ANN OWEN
(typed name of Notary)

NOTARY PUBLIC

My commission expires June 25th, 2017

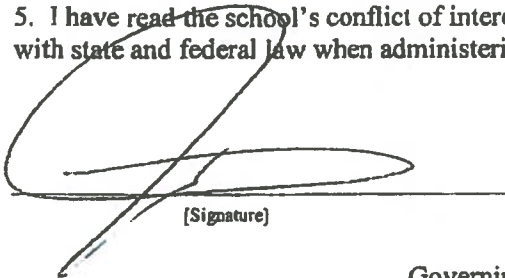


AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, MARTIN LOPEZ JR, after being duly sworn, state as follows:

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


(Signature)

8-3-16
Date

_____, Governing Body Member of _____ Charter School

Subscribed and sworn to before me, this 3rd day of August, 2016.

(Notary Seal:)


(signature of Notary)

Corey B. Fox
(typed name of Notary)

NOTARY PUBLIC

My commission expires: May 28, 2017.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Shaharazad McDowell, after being duly sworn, state as follows:

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

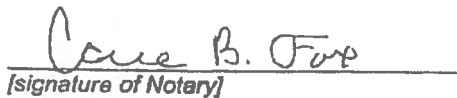

[Signature]

8-11-16
Date

Shaharazad McDowell, Governing Body Member of J. Paul Taylor Charter School

Subscribed and sworn to before me, this 11 day of August, 2016.

[Notary Seal:]


[signature of Notary]

Coree B. Fox
[typed name of Notary]

NOTARY PUBLIC

My commission expires: May 28, 2017.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

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

1. My name is Stephanie Haan-Amato and I reside in _____, New Mexico.
2. I am a member of the governing body of the J Paul Taylor Academy charter school located in Las Cruces, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a member of any governing body of any other charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I have read the school's conflict of interest policy and I assure that the school will be in compliance with state and federal law when administering grants and entering into contracts.

Stephanie Haan-Amato
[Signature]

2/15/17
Date

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

Subscribed and sworn to before me, this 15th day of Feb, 2017

[Notary Seal]

Jeannette M Acosta
[signature of Notary]

Jeannette M Acosta
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 12/24/19, 2019



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

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

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

Yvette Turrieta
[Signature]

3-15-17

Date

Yvette Turrieta, Governing Body Member of J P Taylor Academy Charter School

Subscribed and sworn to before me, this 15th day of March, 2017.

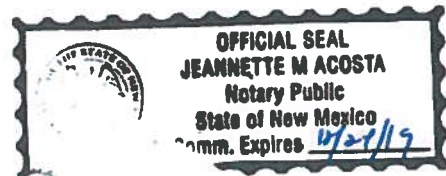
[Notary Seal:]

Jeannette M Acosta
[signature of Notary]

Jeannette M Acosta
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 12/24, 2019.



Financial Record Custodian Change

New Mexico School for the Arts

On January 9, 2017, the PED was notified that Elizabeth Romero was designated as the new Financial Record Custodian as of December 14, 2016. All documentation has not been received at this time.

AFFIDAVIT OF BUSINESS MANAGER

RECEIVED

JAN 11 2017

Options for Parents

STATE OF NEW MEXICO)
)
COUNTY OF SANTA FE)

I, Elizabeth Romero, after being duly sworn, states as follows:

1. My name is Elizabeth Romero and I live in the City of Vadito,
County of Taos, New Mexico.

2. I have been hired as the business manager for the NM School for the Arts Charter School.

3. In my duties as business manager for NM School for the Arts Charter School, I will be
given the responsibility of keeping the financial records of the charter school.

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

- a) NMASBO 2016 Fall Conference
- b) NMASBO 2016 Winter Conference
- c) NMASBO 2015 Fall Conference

5. I currently hold a license as a certified school business official for the State of New Mexico, and
have attached a copy of this license to this document.

6. I have earned the following degrees:

Degree earned	Educational Institution
BA	NM Highlands University

Elizabeth Romero
[signature of business manager]

12/14/16
Date

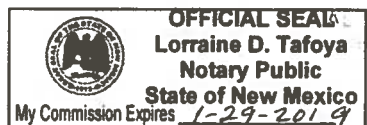
Business Manager for NM School for the Arts Charter School

Subscribed and sworn to before me, this 12th day of Dec., 2016.

[Notary Seal:]

L. D. Tafoya
[signature of Notary]

Lorraine D. Tafoya
[typed name of Notary]



NOTARY PUBLIC

My commission expires: 1-29, 2019.

STATE OF NEW MEXICO



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

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

ELIZABETH RENEE ROMERO

Effective from July 1, 2011 to June 30, 2020

Licensure Number: 333561

Hanna Dandera

Secretary of Education

Financial Record Custodian Change

Six Directions Indigenous School

On January 13, 2017, the PED was notified that Donna Overson was designated as the new Financial Record Custodian as of December 20, 2016. All documentation has not been received at this time.



NEW MEXICO

Public Education Department

New Mexico Public Education Commission

RECEIVED

JAN 13 2017

Options for Parents

BOARD OF FINANCE APPLICATION

CONTENTS

- INSTRUCTIONS: APPLICATION FOR BOARD OF FINANCE DESIGNATION
 - STATEMENT FROM GOVERNING BODY
 - AFFIDAVITS FOR GOVERNING BODY MEMBERS
 - DECLARATION OR CERTIFICATE OF INSURANCE

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
COUNTY OF Torrance)

I, Donna J. Overson, [affiant] after being duly sworn, state:

1. I live in the City of Moniarty, County of Torrance, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) I have attended trainings put on by International or
 - b) New Mexico Association of School Business Officials
 - c) for the past 10 years
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>Nursing</u>	<u>TVI</u>	<u>1991</u>	<u>Yes.</u>
<u>Level 2</u>	<u>Business Official License</u>		<u>Yes.</u>

FURTHER AFFIANCE SAYETH NAUGHT.

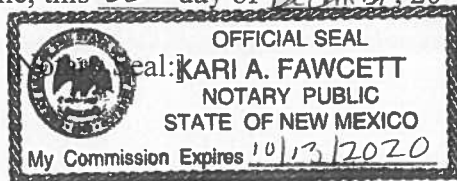
Donna J. Overson
[Signature of Affiant]

12.20.2016
Date

Donna J. Overson
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 20 day of December, 2016.



[Signature]
NOTARY PUBLIC

My commission expires: October 13, 2020.

DECLARATION OR CERTIFICATE OF INSURANCE

Please attach or insert a copy of a declaration or certificate of insurance that indicates that the financial records custodian Six Directions Indigenous School is adequately bonded and that Six Directions Indigenous School is insured through Public School Insurance Authority.

Attached:

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

Financial Record Custodian Change

South Valley Preparatory School

The PED received notification that Rhonda Cordova was designated as the new Financial Record Custodian as of January 14, 2015.



NEW MEXICO

Public Education Department

New Mexico Public Education Commission

BOARD OF FINANCE APPLICATION

CONTENTS

- AFFIDAVIT FOR BUSINESS MANAGER
- STATEMENT FROM GOVERNING BODY
- AFFIDAVITS FOR GOVERNING BODY MEMBERS
- DECLARATION OR CERTIFICATE OF INSURANCE

AFFIDAVIT OF BUSINESS MANAGER

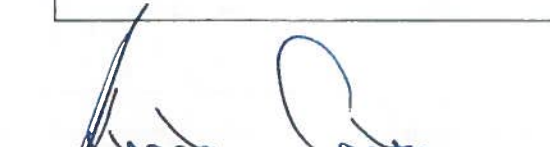
STATE OF NEW MEXICO)
COUNTY OF SANTA FE)

I, Rhonda Cordova, after being duly sworn, states as follows:

1. My name is Rhonda Cordova and I live in the City of Albuquerque, County of Bernalillo, New Mexico.
2. I have been hired as the business manager for the South Valley Preparatory Charter School.
3. In my duties as business manager for South Valley Preparatory Charter School, I will be given the responsibility of keeping the financial records of the charter school.
4. I have completed the following training in the maintenance of financial records:
 - a) BA in Accounting, MA in Finance
 - b) All required NMASBO Training
 - c) 11 Years experience as a licensed business manager
5. I currently hold a license as a certified school business official for the State of New Mexico, and have attached a copy of this license to this document.

6. I have earned the following degrees:

Degree earned	Educational Institution
BA Accounting	College of Santa Fe
MA Finance and Human Resources	College of Santa Fe

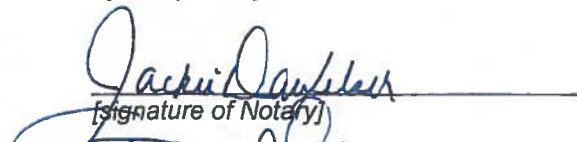

[signature of business manager]

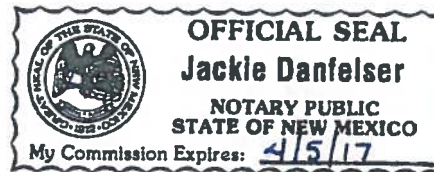
01/14/2015
Date

Business Manager for South Valley Prep Charter School

Subscribed and sworn to before me, this 14th day of January, 2015.

[Notary Seal:]


[signature of Notary]
Jackie Danfelter
[typed name of Notary]



NOTARY PUBLIC

My commission expires: April 5, 2017.

UNSIGNED COPY ISSUED TO LICENSEE

STATE OF NEW MEXICO



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

LEVEL TWO CONTINUING LICENSE SCHOOL BUSINESS OFFICIAL LICENSE

is issued to
RHONDA MICHELLE LOVATO
Effective From July 1, 2007 To June 30, 2016
Licensure Number: 303162

UNSIGNED COPY ISSUED TO LICENSEE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/10/2016

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

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

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	CONTACT NAME: Risk Services PHONE (A/C, No, Ext): (800) 578-8802 FAX (A/C, No): (818) 449-9449 E-MAIL ADDRESS: RServices@pomsassoc.com														
INSURED New Mexico Public Schools Ins Authority Member: South Valley Preparatory School 410 Old Taos Highway Santa Fe NM 87501	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A New Mexico Public Schools Ins</td><td></td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A New Mexico Public Schools Ins		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A New Mexico Public Schools Ins															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: South Valley Prep

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			MOC NO. L0019	7/1/2016	7/1/2017	EACH OCCURRENCE \$ Tort Limit
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Tort Limit				
	<input checked="" type="checkbox"/> Owners Contractors		MED EXP (Any one person) \$ Tort Limit				
	<input type="checkbox"/> Protective Liability		PERSONAL & ADV INJURY \$ Tort Limit				
	GEN'L AGGREGATE LIMIT APPLIES PER		GENERAL AGGREGATE \$ Tort Limit				
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		PRODUCTS - COMP/OP AGG \$ Tort Limit				
	OTHER:		Maximum Liability \$ 1,050,000				
	AUTOMOBILE LIABILITY						
<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$	
<input type="checkbox"/> ALL OWNED AUTOS		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$	
<input type="checkbox"/> HIRED AUTOS		<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$	
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY			MOC NO. L0019	7/1/2016	7/1/2017	Each Occurrence Tort Limit Maximum Liability 1,050,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Self-Insured Retention for Liability: \$750,000. See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary. Evidence of Insurance.

CERTIFICATE HOLDER

CANCELLATION

New Mexico Dept of Public Education Charter School Division 300 Don Gaspar Ave Room 301 Santa Fe, NM 87501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE J Monterrosa/LLAZAR

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ACORD 25 (2014/01)

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INS025 (2014/01)

COMMENTS/REMARKS

Summary of New Mexico Tort Claims Act Section 41-4-19: Maximum Liability

Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.

Commercial General Liability

Products and Completed Operations

Professional Liability

Contractual Liability

Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]

\$400,000 Bodily Injury Per Person

\$200,000 Property Damage Per Property Address

\$300,000 Medical

\$750,000 Per Occurrence

\$1,050,000 Combined Limit/Maximum Liability

OFREMARK

COPYRIGHT 2000, AMS SERVICES INC.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED


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

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

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

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


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



[signature]
Bernadette Fietze, Member of Governing Body of South Valley Preparatory Charter School



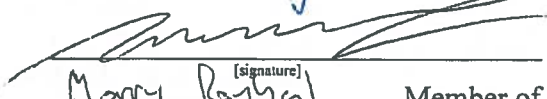
[signature]
Monica Aguilar, Member of Governing Body of South Valley Preparatory Charter School



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



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



[signature]
Mary Rayburn, Member of Governing Body of South Valley Preparatory Charter School

[signature]
_____, Member of Governing Body of South Valley Preparatory Charter School

Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Bernadette Fietze, after being duly sworn, state as follows:

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

Bernadette Fietze
[Signature]

10/24/12
Date

South Valley Preparatory, Governing Body Member of South Valley Prep Charter School

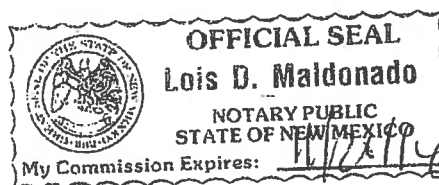
Subscribed and sworn to before me, this 24 day of October, 2012

[Notary Seal:]

[Signature of Notary]

Lois D. Maldonado

[typed name of Notary]



NOTARY PUBLIC

My commission expires: 11/20, 2014

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Monica Aguilar, after being duly sworn, state as follows:

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

[Signature]
[Signature]

11/22/14
Date

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

Subscribed and sworn to before me, this 22nd day of November, 2014

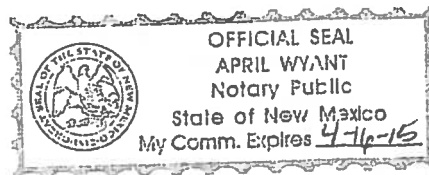
[Notary Seal:]

[Signature of Notary]
[Signature of Notary]

April Wyant
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 4-16, 2015



AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo

I, Jess Wiltamuth, after being duly sworn, state as follows:

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

Jess Wiltamuth
[Signature]

11/23/13
Date

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

Subscribed and sworn to before me, this 23 day of November, 2013.

[Notary Seal:]

Andy Lopez
[signature of Notary]
Andy Lopez
[typed name of Notary]



OFFICIAL SEAL
ANDY LOPEZ
NOTARY PUBLIC - STATE OF NEW MEXICO
My commission expires: 1-20-2014

NOTARY PUBLIC

My commission expires: January 20, 2014.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

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

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

Michaela Trujillo
[Signature]

9.26.16
Date

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

Subscribed and sworn to before me, this 26th day of September, 2016.

[Notary Seal:]

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



NOTARY PUBLIC

My commission expires October 19, 2019.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Morry Rybal, after being duly sworn, state as follows:

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

[Signature]

Date

South Valley Prep, Governing Body Member of South Valley Prep Charter School

Subscribed and sworn to before me, this 25 day of Oct, 202012

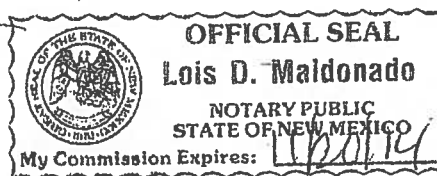
[Notary Seal:]

[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: 11/20, 2014.



Financial Record Custodian Change

Technology Leadership High School

On November 15, 2016, the PED was notified that Yolanda Tafoya was designated as the new Financial Record Custodian as of November 8, 2016. All documentation has not been received at this time.






NEW MEXICO

Public Education Department

New Mexico Public Education Commission

BOARD OF FINANCE APPLICATION

 UNITED STATES POSTAL SERVICE®		Click-N-Ship®	
P	usps.com	9407 8036 9930 0028 6539 270088 0000 0018 7501	
	\$8.80		
	US POSTAGE		
	Flat Rate Env Signature Confirmation		
11/14/2016		Mailed from 87123 062S0000000311	
PRIORITY MAIL 2-DAY™			
KARA CORTAZZO TECHNOLOGY LEADERSHIP HIGH SCHOOL 10500 RESEARCH RD SE ALBUQUERQUE NM 87123-3400		Expected Delivery Date: 11/16/16 0006	
SIGNATURE REQUIRED		C052	
SHIP TO: OPTIONS FOR PARENTS / CHARTER SCHOOL JERRY APODACA BUILDING 300 DON GASPAR AVE RM 301 SANTA FE NM 87501-2744			
USPS SIGNATURE TRACKING #			
			
9407 8036 9930 0028 6539 27			
Electronic Rate Approved #038555749			

CONTENTS

ON FOR BOARD OF FINANCE DESIGNATION

- STATEMENT FROM GOVERNING BODY

DAVITS FOR GOVERNING BODY MEMBERS
ARATION OR CERTIFICATE OF INSURANCE

**TECH LEADERSHIP
HIGH SCHOOL**

10500 RESEARCH ROAD SE
ALBUQUERQUE, NM 87123
PHONE: 505-338-2266

RECEIVED

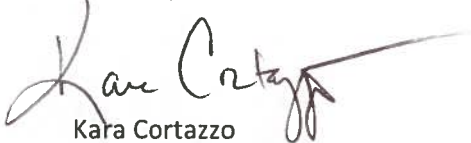
NOV 15 2016

Options for Parents

DATE: November 8, 2016
TO: Charter School Division
RE: Board of Finance Application

Technology Leadership High School is requesting the approval of the enclosed Board of Finance Application, due to Director of Finance and Governing Board Member change.

Sincerely,



Kara Cortazzo
Executive Director Of Technology Leadership High School

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

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

I, Yolanda Marie Tafoya, [affiant] after being duly sworn, state:

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

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
Level 2 Professional School Business Official License	State of NM	7/1/13 – 6/30/22	Yes #335224

FURTHER AFFIANCE SAYETH NAUGHT.

Yolanda Marie Tafoya
[Signature of Affiant]

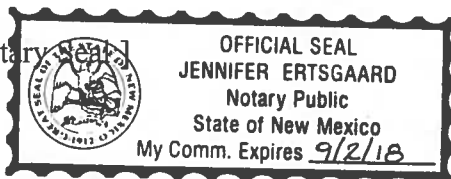
11/05/16
Date

YOLANDA MARIE TAFUYA
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 8th day of November, 2016.

[Notary Seal]



My commission expires: September 2, 2018.

[Signature]
NOTARY PUBLIC

STATE OF NEW MEXICO



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

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

YOLANDA MARIE TAFOYA

Effective from July 1, 2013 to June 30, 2022

Licensure Number: 335224

Hanna Dandera

Secretary of Education

DECLARATION OR CERTIFICATE OF INSURANCE

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

Attached:

☐ Bonding Declaration from: _____
[Name of institution or agency]

☒ Certificate of Insurance from: POMS & Associates
[Name of institution or agency]

October 25, 2016

Technology Leadership High School
10500 Research Rd SE
Albuquerque, NM 87123

Re: New Board Member
Technology Leadership High School
Fiscal Year Ending June 30, 2017

In accordance with a request from Technology Leadership High School, we provide the following information:

1. Policies in force during the period **7/1/16 through 6/30/17**

PROPERTY INSURANCE

Lexington Insurance Company
Policy Number MOC NO. P0019
\$149,500,000 each occurrence, excess of \$750,000 Self-Insured Retention (Self-Insured Retention is the responsibility of New Mexico Public Schools Insurance Authority). Covers buildings, contents, equipment and vehicles of Technology Leadership High School, subject to a \$1,000 deductible each occurrence, which is the responsibility of the district. The Named Insured is Technology Leadership High School, and 202 additional members of the New Mexico Public Schools Insurance Authority.

LIABILITY INSURANCE

Selective Company of New York
Policy Number MOC NO. L0019
\$9,500,000 excess of \$750,000 Self-Insured Retention, each occurrence (Self-Insured Retention is the responsibility of New Mexico Public Schools Insurance Authority) Coverage is provided for General, Automobile, Civil Rights and other miscellaneous liabilities up to the limits provided for under the Tort Claims Act. Additional limit is available for liability incurred in foreign jurisdictions. The Named Insured is Technology Leadership High School, its employees, board members, volunteers and others whom the district may be contractually obligated to name as an insured. The policy also provides coverage for 202 other members of the New Mexico Public Schools Insurance Authority. Refer to the Summary of Coverage for more detail as to coverage and limits.

WORKERS' COMPENSATION INSURANCE

Safety National Casualty Corporation
Policy Number SP 4055030
Statutory coverage applies excess of the \$750,000 Self-Insured Retention, which is the responsibility of the New Mexico Public Schools Insurance Authority. There is no Member deductible.

STUDENT ACCIDENT MANDATORY CATASTROPHIC INSURANCE

Ace American Insurance Company
Policy Number TBD
Mandatory Catastrophic Insurance

Coverage is provided for students participating in New Mexico Activities Association (NMAA) sponsored events from Grades 7-12.

For the 2015/2016 policy, there is a \$5,000,000 limit per accident, **subject to a \$25,000 deductible.**

STUDENT ACCIDENT VOLUNTARY CATASTROPHIC INSURANCE

Ace American Insurance Company
Policy Number NOT APPLICABLE

This coverage provides the opportunity for schools to extend the catastrophic insurance to all students for all other school activities during the school year. For the 2016/2017 policy, there is a \$5,000,000 limit per accident, **subject to a \$25,000 deductible.**

EXCESS EMPLOYEE FIDELITY/FAITHFUL PERFORMANCE INSURANCE

National Union Fire Insurance Company/AIG
Policy Number 01-285-02-54
Excess Fidelity Insurance Coverage

Excess Fidelity Insurance Coverage covers losses caused by failure of any employee to faithfully perform his or her duties as prescribed by law as well as losses caused by forgery or alteration of checks, drafts, promissory notes or orders to pay moneys that are drawn upon your accounts by someone acting as your agent. \$2,000,000 limit subject to a \$250,000 deductible.

Technology Leadership High School is not entitled to any refunds or rebates on the above policies; there are no assessments or other amounts (including premium amounts) due for this period.

See attached claims information (if applicable) for the policy period of July 1, 2016 to June 30, 2017.

If you need any further information, please do not hesitate to contact us directly.

Sincerely,

Larry Lazar, CIC, CISR
Account Manager
Risk Services Department



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

11/8/2016

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

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

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	CONTACT NAME: Risk Services PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL: RServices@pomsassoc.com ADDRESS: PRODUCER CUSTOMER ID: 00000173	FAX (A/C, No): (818) 449-9449														
INSURED New Mexico Public Sch Ins Authority Member: Technology Leadership High School 410 Old Taos Highway Santa Fe, NM 87501	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A New Mexico Public Sch Ins Authority</td><td>NA</td></tr><tr><td>INSURER B Lexington Insurance Company</td><td>19437</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A New Mexico Public Sch Ins Authority	NA	INSURER B Lexington Insurance Company	19437	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B Lexington Insurance Company	19437															
INSURER C:																
INSURER D:																
INSURER E:																
INSURER F:																

COVERAGES**CERTIFICATE NUMBER:** Technology Leadership**REVISION NUMBER:**

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

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

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY		LIMITS				
A		PROPERTY	MOC NO. P0019	7/1/2016	7/1/2017	X	BUILDING	\$ PER SCHEDULE				
	CAUSES OF LOSS						PERSONAL PROPERTY	\$ ON FILE				
		BASIC					BUSINESS INCOME	\$				
		BROAD					EXTRA EXPENSE	\$				
	X	SPECIAL				\$750	RENTAL VALUE	\$				
		EARTHQUAKE					BLANKET BUILDING	\$				
	B					WIND	017471590/03	7/1/2016	7/1/2017		BLANKET PERS PROP	\$
						FLOOD					BLANKET BLDG & PP	\$
					X	Contents	\$ PER SCHEDULE					
							\$ ON FILE					
		INLAND MARINE	TYPE OF POLICY					\$				
	CAUSES OF LOSS						\$					
		NAMED PERILS	POLICY NUMBER				\$					
							\$					
		CRIME						\$				
	TYPE OF POLICY						\$					
							\$					
							\$					
		BOILER & MACHINERY / EQUIPMENT BREAKDOWN						\$				
							\$					
								\$				
								\$				

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

Self-Insured Retention for Property: \$750,000

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

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

AUTHORIZED REPRESENTATIVE

J Monterrosa/LLAZAR

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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


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

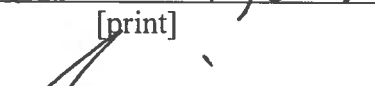
We make this statement as part of Technology Leadership High School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


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


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

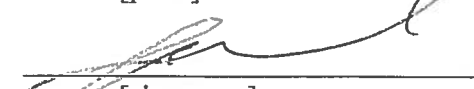
THE FOLLOWING MEMBERS OF THE Technology Leadership High School GIVE THE FOREGOING STATEMENT THIS 8th DAY OF November, 2016.

1. 
[signature]
Kersti Tyson
[print]

2. 
[signature]
John Mierzwag
[print]

3. 
[signature]
Alfred Park
[print]

4. 
[signature]
Albino A. Hernandez
[print]

5. 
[signature]
John Duran
[print]

AFFIDAVIT OF GOVERNING BODY MEMBER

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

I, Kersti Tyson, after being duly sworn, state:

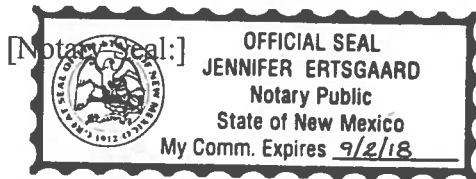
1. My name is Kersti Tyson and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Technology Leadership High School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New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

K-ET
[Signature]
Kersti Tyson
[Print]

11/08/2016
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 8th day of November, 2016.



[Signature]
NOTARY PUBLIC

My commission expires: September 2, 2018.

C. Report on School Closures

PUBLIC EDUCATION COMMISSION-CHARTER SCHOOL CLOSURE PLAN

SCHOOL STUDENT/STAFF/PARENTS/DISTRICT/COMMUNITY ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
	IMMEDIATE FUTURE STEPS			
1	Create "Charter School Closure: Frequently Asked Questions" Document	PEC/PED Staff School Staff	March 1	N/A
2	Establish Transition Team and Assign Roles <u>Team to include but not limited to:</u> <ul style="list-style-type: none"> - Lead person from Authorizer(PEC/PED) Staff; --PED/CSD Attorney --Contract Business Official - School PED Budget Analyst; - Charter School Board chair; - Lead Administrator from the Charter School; - Lead Finance person from the Charter School; --School Attorney - Lead person from the Charter School Faculty; and, <ul style="list-style-type: none"> - Lead person from the Charter School Parent Organization -Representative from School District where school resides 	PEC/PED Staff School Staff	February 1	Team at school level consists of Director, Office Manager, and Board President

Completed tasks

School Priority Tasks/Events

217

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
3	Assign Transition Team Action Item Responsibilities	PEC/PED Staff School Staff	February 15	
4	Initial Closure Notification Letter: Parents & School Distribute letter to faculty, staff and parents outlining: - Closure decision; - Timeline for transition; and, - Help Line information. School to provide copy to PEC and CSD	School Staff	Week of January 15	Letter was sent on 12-8-16
5	Initial Closure Notification Letter: PED and School District School to provide copy to PEC and CSD	School Staff	Week of January 15	

	Action Item	Responsibility for Completing Action	Due Date	Status
6	Talking Points/Notice to Community Create talking points for parents, faculty, community and press. School to provide copy to PEC and CSD	School Staff	Week of April 1	
7	Press Release School to provide copy to PEC and CSD School to provide copy of notification to newspapers to PEC and CSD	PEC/PED Staff School Staff	Week of March 25	
8	Continue Current Instruction Continue instruction under current education program per charter contract until end of school calendar for regular school year.	School Staff	Continuous until the end of classes.	3-7-17 School will continue instruction through the end of and scheduled school year. Last day of instruction 5-25-17
9	Terminate Summer Instruction Program Take appropriate action to terminate any summer instruction, such as canceling teaching contracts.	School Staff	By May 14	No summer program was planned

	Action Item	Responsibility for Completing Action	Due Date	Status
10	Secure Student Records Ensure all student records are organized, up to date and maintained in a secure location. -Need to organize school records -Review transfer process for legal requirements Includes: SBA/Report Cards, Cum Folders, Discipline/Medical Records, General Records, Special Ed/SAT records	School Staff PEC/PED Staff for consultation on where records will be stored.	Before June 1	NMAC 1.20.2 instructs on the categories of education records and retention time required. School and BPS will need to review. CSD available for consultation. 3-7-17 Students records are being prepared for archival with the state. Communication continues with the district to attempt to transfer all student records to them prior to June 30, 2017 Records are archived at the state in the same manner as CEPi, TLC and RJB.
11	Faculty Contact Information Create Faculty Contact List that includes: - name; - position; - address;- telephone- email. School to provide copy to PEC and CSD.	School Staff	February 1	3-7-17 sent to Sandy Beery
2	Parent Contact Information Create Parent Contact List to include: - student name;- address;- telephone; and - email, if possible. School to provide copy to PEC and CSD	School Staff	February 1	3-7-17 Sent to Sandy Beery

	Action Item	Responsibility for Completing Action	Due Date	Status
13	Convene Faculty/Staff Meeting Communicate commitment to continuing coherent school operations throughout closure transition; - plan to assist students and staff by making closing as smooth as possible; School to provide PEC and CSD copies of all materials distributed at the Faculty/Staff Meeting.	PEC/PED Staff School Staff	March 15	12-8-16 Staff meeting held at the school
14	Convene Parent Closure Meeting Plan and convene a parent closure meeting.	School Staff	March 1	1-11-17 Parent meeting held at the school
15	Maintenance of Location and Communication Lease status	School Staff	Ongoing until closure complete	3-7-17 Lease for property was sent to Sandy Beery. The lease expires June 30, 2017.

	Action Item	Responsibility for Completing Action	Due Date	Status
	NOTIFICATIONS			
16	Parent/Guardian Closure Transition Letter Distribute letter with detailed guidance regarding transition plan. School to provide copy to PEC and CSD.	School Staff	Week of April 1	3-7-17 This letter will be sent to parents closer to the end of the school year and will include final report cards as well as information regarding how to make records requests after June 30, 2017. Letter was sent prior to the last day of school, May 25, 2017
17	Staff/Faculty Closure Transition/Termination Letter Outline transition plans and timelines for staff School to provide copy to PEC and CSD.	School Staff	Week of April 1	4-5-17 We are working with the Vigil Group on the contents of this letter to include information regarding final pay and benefits. In addition, all current staff will be given a copy of a letter from the school that can serve as a verification of employment 5-5-17 The employee verification letter is in all personnel files. And letter sent to the staff

	Action Item	Responsibility for Completing Action	Due Date	Status
	RECORDS			
18	Final Report Cards and Student Records Notice School to provide copy of notice to PEC and CSD.	School Staff	One week after end of classes. STARS reporting complete before 6/30.	3-7-17 These records will be sent after the last day of school. 5-5-17 All students will receive their final report card on 5-23-17. All students have received their final report cards.
19	Transfer of Student Records As required by state statute, the school must transfer all student records to students' new school, state agency or other entity.	School Staff	Within one month after end of classes.	-Need to categorize and identify organization format for the storage of records 3-7-17 Students records are being prepared for archival with the state. Communication continues with the district to attempt to transfer all student records to them prior to June 30, 2017 Records are archived at the state in the same manner as CEPi, TLC and

				RJB.
20	Documenting Transfer of Records School to provide copy of documentation to PEC and CSD Spreadsheet with areas for receipt of records signature(s)	School Staff PEC/PED Staff	Within one month after end of classes.	3-7-17 Students records are being prepared for archival with the state. Communication continues with the district to attempt to transfer all student records to them prior to June 30, 2017 Records are archived at the state in the same manner as CEPi, TLC and RJB.
	Action Item	Responsibility for Completing Action	Due Date	Status
21	Transfer of Testing Materials The school must determine state requirements regarding disposition of state assessment materials stored at the school and return as required. School to provide letter/documentation outlining transference of SBA testing materials (if applicable). Should be complete as of end of testing window.	School Staff PED/CSD	According to the PED Assessment Timeline	3-7-17 There are no testing materials to be transferred
	Action Item	Responsibility for Completing Action	Due Date	Status

22	Technology -Server Data-Electronic Records -Network -Backups PEC/PED to contact Mike Archibeque: PED Chief Information Officer for protocols	PEC/PED Staff School Staff	June 1	3-7-17 The school is working with a tech provider and will have all the hard drives scrubbed before inventory is disposed of All hard drives have been scrubbed and the network has been backed up
----	--	-------------------------------	--------	---

School head administrator and CSD will provide closure status report to the Governing Board at each meeting.

PUBLIC EDUCATION COMMISSION

Completed tasks

School Priority Tasks/Events

225
PEC/PED Follow-up

District Follow-Up

CHARTER SCHOOL CLOSURE PLAN

FINANCIAL/OPERATIONAL ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
23	Secure Financial Records Ensure all financial records are organized, up to date and maintained in a secure location.	School Staff PEC/PED Staff	Week of April 1 and ongoing updates	All financial records have been delivered and are secure at the Vigil Group
24	Establish Authorization for Bank Accounts and Financial Accounting System Contact financial institutions to permit PEC to become signatory and have access to all bank accounts and provide access to PEC to computer accounting system.	PEC/PED Staff School Staff	TBD	
	Action Item	Responsibility for Completing Action	Due Date	Status

25	Insurance The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation and deterioration.	School Staff	Ongoing until all business related to closure is completed	
26	Notification to Vendors/Creditors School to provide copy of notification to PEC and CSD	School Staff	By May 1	All vendors have been notified
	Action Item	Responsibility for Completing Action	Due Date	Status
27	Inventory Need to get inventory list of assets and books to BPS asap.	School Staff	By May 15	Inventory will be completely disposed of by June 30 th .

28	Disposition of Inventory Asset Inventory list to PED	School Staff	Final by 30 days after school closes	School needs to account for any assets over \$5k. Those assets need to be handled differently. The school did not have any assets over \$5k
29	Disposition of Federal Property Check with PED regarding proper procedures for the disposition of property purchased with federal funds.-Title I, Special Ed-IDEA B, and other federal flow through grants	School Staff	Final by 30 days after school closes	Inventory disposition is in process and will be completed prior to June 30th
	Action Item	Responsibility for Completing Action	Due Date	Status
30	Payment of Funds/Financial Status The school should notify the authorizer (PEC/PED) to prioritize payment strategy considering state and local requirements.	School Staff	Plan complete by April 15 to close school and ongoing activity until completed	
31	Facility	School Staff	By May 1	

	Determine lease status and notify landlord.			
	Action Item	Responsibility for Completing Action	Due Date	Status
32	Notification of Employees and Benefit Providers School to provide copy to PEC and CSD	School Staff PEC/PED Staff	By March 1	
33	Notification of Contractors Agreement The school must create a list of all contractors with contracts in effect. School to provide documentation that this has occurred to PEC and CSD	School Staff	By April 15 and continuing until school operations are finished after closure.	

	Action Item	Responsibility for Completing Action	Due Date	Status
34	Disposition of Records Business Records Storage (?) -Reports -MOUs -Contracts -Personnel Records -Other records (?)	School Staff	Within 2 months of the closing date and ongoing (Starting May 1)	All financial records have been delivered and are secure at the Vigil Group
35	Audit The school must perform final close out audit. Notify and schedule audit with independent auditors. School to provide copy to PEC and CSD.	School Staff	Within 1 month of year-end thru completion of audit	
36	Itemized Financials School to prepare and provide report to PEC and PED/CSD with a Copy to BPS.	School Staff	Within 30 days of closure (year-end)	

	Action Item	Responsibility for Completing Action	Due Date	Status
37	Payroll Reports School to provide copies of all materials to PEC and CSD.	School Staff	Within 30 days of closure	
38	List of Creditors and Debtors Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor. School to provide copy to PEC and PED/CSD and BPS.	School Staff	Monthly updates	
39	IRS Status-Cancel/Update -1099 and W2 -941 Final Report	School Staff	Jan/Feb. 2015	
40	Legal Issue(s): (If applicable)	School Staff NMPSIA PED/CSD	Ongoing	

	Action Item	Responsibility for Completing Action	Due Date	Status
41	Utilization of Operational Budget approved by PED (if applicable)	School Staff PED/CSD	On going	
42	Notice to PED Divisions and Bureaus	CSD	60 Days prior to school closure	

This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.

We strongly suggest you retain legal counsel to assist you in the closure process.

PED/CSD and PEC will provide oversight and monitoring for all applicable actions.

PUBLIC EDUCATION COMMISSION-CHARTER SCHOOL CLOSURE PLAN

SCHOOL STUDENT/STAFF/PARENTS/DISTRICT/COMMUNITY ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
	IMMEDIATE FUTURE STEPS			
1	Create “Charter School Closure: Frequently Asked Questions” Document	PEC/PED Staff School Staff	March 1	
2	Establish Transition Team and Assign Roles <u>Team to include but not limited to:</u> - Lead person from Authorizer(PEC/PED) Staff; Sandy Beery --PED/CSD Attorney; --Contract Business Official; The Vigil Group, LLC - School PED Budget Analyst; Sean Fry - Charter School Board chair; Ann Doucett - Lead Administrator from the Charter School; Alecs Mojica - Lead Finance person from the Charter School; Sean Fry --School Attorney Jennifer Henry - Lead person from the Charter School Faculty Deb Moya ; and, - Lead person from the Charter School Parent Organization Katrina Brown	PEC/PED Staff School Staff	February 1	Done Jan. 10, 2017 with GC (see names in bold under/ next to team)

Completed tasks

School Priority Tasks/Events

233
PEC/PED Follow-up

District Follow-Up

	-Representative from School District where school resides Rachel Rodriguez, Gallup McKinley County Scl			
	Action Item	Responsibility for Completing Action	Due Date	Status
3	Assign Transition Team Action Item Responsibilities	PEC/PED Staff School Staff	February 15	Done 2/2/2017
4	Initial Closure Notification Letter: Parents & School Distribute letter to faculty, staff and parents outlining: - Closure decision; - Timeline for transition; and, - Help Line information. School to provide copy to PEC and CSD	School Staff	Week of January 15	Completed 1/20/2017 and emailed to PEC & CSD on 1/25/2017
5	Initial Closure Notification Letter: PED and School District School to provide copy to PEC and CSD	School Staff	Week of January 15	Completed 1/25/2017 and emailed to PEC & CSD

Completed tasks

School Priority Tasks/Events

234
PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
6	Talking Points/Notice to Community Create talking points for parents, faculty, community and press. School to provide copy to PEC and CSD	School Staff	Week of April 1	
7	Press Release School to provide copy to PEC and CSD School to provide copy of notification to newspapers to PEC and CSD	PEC/PED Staff School Staff	Week of March 25	Independent article 2/28/17 copy emailed to PEC/CSD, S. Beery 3/6/17
8	Continue Current Instruction Continue instruction under current education program per charter contract until end of school calendar for regular school year.	School Staff	Continuous until the end of classes.	The school is continuing instruction through the end of the school year School ended on May 18, 2017
9	Terminate Summer Instruction Program Take appropriate action to terminate any summer instruction, such as canceling teaching contracts.	School Staff	By May 14	Not applicable as no summer school session had been scheduled
	Action Item	Responsibility for Completing Action	Due Date	Status

10	Secure Student Records Ensure all student records are organized, up to date and maintained in a secure location. -Need to organize school records -Review transfer process for legal requirements Includes: SBA/Report Cards, Cum Folders, Discipline/Medical Records, General Records, Special Ed/SAT records	School Staff PEC/PED Staff for consultation on where records will be stored.	Before June 1	NMAC 1.20.2 instructs on the categories of education records and retention time required. School and BPS will need to review. CSD available for consultation. Met with PED Consultant, Sandy Beery, 1/30/17 and 3/2/17 to discuss. Met with GMCS Representative Rachel Rodriguez, to begin discussion on transfer of student records. The district and school are making arrangements to transfer all student records to the district after the end of the school year but before June 30, 2017 3-26-17 Second meeting with the district and a plan is in place for transfer of all student records prior to June 30, 2017 Student records have been delivered to and signed for by GMCS
11	Faculty Contact Information Create Faculty Contact List that includes: - name; - position; - address;- telephone- email. School to provide copy to PEC and CSD.	School Staff	February 1	Completed 2/1/2017 and emailed to PEC & CSD on 2/1/2017 at 2:53 pm
2	Parent Contact Information Create Parent Contact List to include: - student name;- address;- telephone; and	School Staff		Completed 2/3/2017 and emailed to PEC & CSD on 2/5/2017 @11:30 am

	- email, if possible. School to provide copy to PEC and CSD		February 1	
	Action Item	Responsibility for Completing Action	Due Date	Status
13	Convene Faculty/Staff Meeting Communicate commitment to continuing coherent school operations throughout closure transition; - plan to assist students and staff by making closing as smooth as possible; School to provide PEC and CSD copies of all materials distributed at the Faculty/Staff Meeting.	PEC/PED Staff School Staff	March 15	Included in Staff Agenda on January 13 & 27, 2017. Agendas emailed to PEC & CSD on 2/2/2017
14	Convene Parent Closure Meeting Plan and convene a parent closure meeting.	School Staff	March 1	Conducted Parent Meetings on JAN 3, JAN 4 by Director Conducted Parent Meeting on JAN 10 by GC Agendas emailed to PEC & CSD on 2/2/2017
15	Maintenance of Location and Communication Lease status	School Staff	Ongoing until closure complete	Lease end date is June 30, 2017. An electronic copy of the lease has been sent to S Beery.
	Action Item	Responsibility for Completing Action	Due Date	Status

	NOTIFICATIONS			
16	Parent/Guardian Closure Transition Letter Distribute letter with detailed guidance regarding transition plan. School to provide copy to PEC and CSD.	School Staff	Week of April 1	This letter will be sent closer to the end of the school year and will indicate when parents can anticipate receiving final report cards and where requests for records may be sent after the close of the school. 4-20-17 Letter sent to parents
17	Staff/Faculty Closure Transition/Termination Letter Outline transition plans and timelines for staff School to provide copy to PEC and CSD.	School Staff	Week of April 1	We are working with the Vigil Group on the contents of this letter to include information regarding final pay and benefits. In addition, all current staff will be given a copy of a letter from the school that can serve as a verification of employment. The letter has been sent to all employees

	Action Item	Responsibility for Completing Action	Due Date	Status
	RECORDS			
18	Final Report Cards and Student Records Notice School to provide copy of notice to PEC and CSD.	School Staff	One week after end of classes. STARS reporting complete before 6/30.	Final reports cards will be given to parents on the final day of school. STARS EOY reporting will be complete before June 30, 2017. All students received their final report cards prior to May 19, 2017
19	Transfer of Student Records As required by state statute, the school must transfer all student records to students' new school, state agency or other entity.	School Staff	Within one month after end of classes.	-Need to categorize and identify organization format for the storage of records We are working out the details of the transfer of all student records to the district. The process will include documentation of transfer of these records 3-26-17 Second meeting with the district and a plan is in place for transfer of all student records prior to June 30, 2017 Student records have been delivered to and signed for by GMCS
20	Documenting Transfer of Records	School Staff	Within one month	See above

	<p>School to provide copy of documentation to PEC and CSD</p> <p>Spreadsheet with areas for receipt of records signature(s)</p>	PEC/PED Staff	after end of classes.	
	Action Item	Responsibility for Completing Action	Due Date	Status
21	<p>Transfer of Testing Materials</p> <p>The school must determine state requirements regarding disposition of state assessment materials stored at the school and return as required.</p> <p>School to provide letter/documentation outlining transference of SBA testing materials (if applicable). Should be complete as of end of testing window.</p>	<p>School Staff</p> <p>PED/CSD</p>	According to the PED Assessment Timeline	There are no testing materials to be transferred. All testing is done on-line.

	Action Item	Responsibility for Completing Action	Due Date	Status
22	Technology -Server Data-Electronic Records -Network -Backups PEC/PED to contact Mike Archibeque: PED Chief Information Officer for protocols	PEC/PED Staff School Staff	June 1	<p>Met with Technology Consultant 2/1/17 to discuss process. OneServe Inc is POC for server, network, and backups.</p> <p>4-3-17 Plans in place to complete electronic records back up and scrubbing of all hard drives and the server</p> <p>All hard drives (except two that are being used until June 19, 2017) have been backed up and scrubbed.</p>

School head administrator and CSD will provide closure status report to the Governing Board at each meeting.

PUBLIC EDUCATION COMMISSION
CHARTER SCHOOL CLOSURE PLAN
FINANCIAL/OPERATIONAL ACTIONS

	Action Item	Responsibility for Completing Action	Due Date	Status
23	Secure Financial Records Ensure all financial records are organized, up to date and maintained in a secure location.	School Staff PEC/PED Staff	Week of April 1 and ongoing updates	Financial records have been delivered to Vigil Group and are secure in their offices.
24	Establish Authorization for Bank Accounts and Financial Accounting System Contact financial institutions to permit PEC to become signatory and have access to all bank accounts and provide access to PEC to computer accounting system.	PEC/PED Staff School Staff	TBD	In process

	Action Item	Responsibility for Completing Action	Due Date	Status
25	Insurance The school's assets and any assets in the school that belong to others must be protected against theft, misappropriation and deterioration.	School Staff	Ongoing until all business related to closure is completed	
26	Notification to Vendors/Creditors School to provide copy of notification to PEC and CSD	School Staff	By May 1	All vendors have been notified

29	Disposition of Federal Property Check with PED regarding proper procedures for the disposition of property purchased with federal funds.-Title I, Special Ed-IDEA B, and other federal flow through grants	School Staff	Final by 30 days after school closes	Any inventory purchased with Federal funds will be disposed of following the procedures indicated by PED. All inventory has been disbursed
	Action Item	Responsibility for Completing Action	Due Date	Status
30	Payment of Funds/Financial Status The school should notify the authorizer (PEC/PED) to prioritize payment strategy considering state and local requirements.	School Staff	Plan complete by April 15 to close school and ongoing activity until completed	
31	Facility Determine lease status and notify landlord.	School Staff	By May 1	The lease expires June 30, 2017 and the landlord has already been notified of the closure of the school.
	Action Item	Responsibility for Completing Action	Due Date	Status

32	Notification of Employees and Benefit Providers School to provide copy to PEC and CSD	School Staff PEC/PED Staff	By March 1	Will work with the Vigil Group to prepare the letter for staff outlining final pay and benefits. 5-5-17 Letter to be sent 5-20-17 Letter was sent
33	Notification of Contractors Agreement The school must create a list of all contractors with contracts in effect. School to provide documentation that this has occurred to PEC and CSD	School Staff	By April 15 and continuing until school operations are finished after closure.	5-5-17 Vigil Group will send out letters and notify UCS and S Beery when complete

	Action Item	Responsibility for Completing Action	Due Date	Status
34	Disposition of Records Business Records Storage (?) -Reports -MOUs -Contracts -Personnel Records -Other records (?)	School Staff	Within 2 months of the closing date and ongoing (Starting May 1)	All records have been delivered and are stored at the Vigil Group
35	Audit The school must perform final close out audit. Notify and schedule audit with independent auditors. School to provide copy to PEC and CSD.	School Staff	Within 1 month of year-end thru completion of audit	
36	Itemized Financials School to prepare and provide report to PEC and PED/CSD with a Copy to BPS.	School Staff	Within 30 days of closure (year-end)	

	Action Item	Responsibility for Completing Action	Due Date	Status
37	Payroll Reports School to provide copies of all materials to PEC and CSD.	School Staff	Within 30 days of closure	
38	List of Creditors and Debtors Formulate list of creditors and debtors and any amounts accrued and unpaid with respect to such creditor or debtor. School to provide copy to PEC and PED/CSD and BPS.	School Staff	Monthly updates	
39	IRS Status-Cancel/Update -1099 and W2 -941 Final Report	School Staff	Jan/Feb. 2017	W2/1099 sent out 1/27/17; mailed 1/30/17. 941 Reports sent 1/15/17 and quarterly, as required
40	Legal Issue(s): (If applicable)	School Staff NMPSIA PED/CSD	Ongoing	

	Action Item	Responsibility for Completing Action	Due Date	Status
41	Utilization of Operational Budget approved by PED (if applicable)	School Staff PED/CSD	On going	
42	Notice to PED Divisions and Bureaus	CSD	60 Days prior to school closure	

This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.

We strongly suggest you retain legal counsel to assist you in the closure process.

PED/CSD and PEC will provide oversight and monitoring for all applicable actions.

D. Report from New Mexico School for the Arts



NEW MEXICO SCHOOL FOR THE ARTS High School & Art Institute

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June 2, 2017

TO: Public Education Commission and Charter Schools Division

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Ricardo Caballero, Member
James Conyers, Member
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Millie Pogna, Member
Katie Poulos, Director of Options for Parents
Trish Ruiz, Member
Carmie Lynn Toulouse, Member

FROM: New Mexico School for the Arts-Charter High School and Art Institute
RE: 2017 ANNUAL REPORT

Dear Public Education Commissioners and Charter Schools Division:

The faculty and staff of New Mexico School for the Arts (NMSA) and the NMSA-Art Institute appreciate the opportunity to update the PEC through this annual report on the accomplishments of NMSA over the 2015-2016 year.

We include in this report the latest demographic information regarding applicants, admitted students, enrolled students, Congressional district representation, and similar information in connection with the NMSA Residential and Outreach programs.

Please contact Ms. Montoya at cmontoya@nmschoolforthearts.org if you have any questions about this report.

Sincerely,

Cindy Montoya
Head of School, NMSA

Cece Derringer
Director, NMSA-Art Institute



NEW MEXICO SCHOOL FOR THE ARTS High School & Art Institute

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NMSA Annual Report 2017

NMSA-ART INSTITUTE OVERVIEW

Introduction

The New Mexico School for the Arts High School (NMSA) and its Governing Council work with the school's nonprofit partner, the NMSA-Art Institute (the Art Institute) and its Board of Directors, together with their respective faculties and staffs, to meet the goals of NMSA. The overarching goal of NMSA's rigorous academic and mastery arts curricula in *Music, Dance, Theater, and Visual Arts* is to prepare students for success whether they choose to pursue professional careers in the arts or postsecondary education in another or related field. *Mastery arts* means that the arts curricula at NMSA are not adjunct or "enrichment" programs, but stand in equal importance to the academic curricula. NMSA students put in a normal school day in academic studies, and at 2:00PM turn to three hours of study and training in their chosen artistic discipline. This dual focus and demanding schedule both challenges and motivates NMSA students.

When NMSA's new, permanent campus is completed, the school will be able to add two new arts concentrations it has been preparing, *Creative Writing and Literature*, and *Cinematic and Media Arts*. The new campus will also expand the NMSA Residential Program, which provides access to NMSA's educational opportunities to students beyond daily commuting distance. The Residential Program gives NMSA its unique, statewide character.

For SY2016-17, NMSA welcomed 57 freshmen, bringing the total student body to 221 students, with 20 students utilizing the Residential Program. NMSA received 170 applications for admission. For the upcoming SY2017-18 school year, we had 60 places for 173 applications – out of those who applied, 80 were fully qualified but twenty had to be turned away due to lack of space.

School Achievements in the Arts 2016-2017

- NMSA received the 2016 Santa Fe Mayor's Award for Excellence in the Arts

Student Achievements in the Arts 2016-2017

- The NMSA Chamber String Ensemble won the State Championship in the String Category at the 2017 NMAA State Orchestra Competition.
- The NMSA Choir won the State Championship in the 2017 NMAA State Choir Championship.
- Cellist Sam Barrett won 1st place in the Jackie McGehee Young Artist Competition.
- Bassist Toby Vigneau won 3rd place in the Jackie McGehee Young Artist Competition.
- Pianist Santana Garcia-Alarid won 1st place in the Music Teacher National Association State Piano Competition.
- Ezri Horne won a national silver medal for her Art Portfolio in the Scholastic Art and Writing Awards, also winning a \$1,000 prize; she also received a Los Alamos National Labs Employee Scholarship.
- Maya Peña, a Visual Arts Junior, won a Yale Book Award.
- Terrance Matthews, Dance Sophomore, won an Anthony Quinn Scholarship to attend the Hubbard Street Summer Intensive in Chicago.



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Faculty Arts Achievements

- Acacia Burnham won the St. John's Book Award.
- Joey Chavez, Theater Department Chair, has been nominated for a Tony Award in Theatre Education.

Public/Private Partnership

The Art Institute operates as a non-profit, tax-exempt educational institution in accordance with the purposes set forth in its Articles of Incorporation. The Art Institute is responsible for its own operations and has the power to carry out its mission. It is affiliated with the New Mexico School for the Arts (NMSA), a state public charter high school, and together the two organizations aim to maximize both academic and arts educational opportunities for students throughout the state. The Art Institute and NSMA are separate legal entities, having different and separate operations and responsibilities; they collaborate and coordinate on the administration of the arts curricula offered at NMSA to fulfill their linked missions and educational philosophies. The Art Institute annually secures the funding for its approximately \$2 million operating budget from private contributions, which supports NMSA's arts programming and its Residential and Outreach Programs. As these contributions are a nearly dollar-to-dollar match for state SEG funding, NMSA students are the beneficiaries of one of the most successful public-private partnership in New Mexico.

Funding Summary.

Last year: Public funding SEG \$2,047,180; private sector: \$2.1 million

This year: Public funding SEG 2,065,566; private sector: \$1.9 million

Next year (projected): Public funding SEG: \$2,118,571; private sector: \$2 million

NMSA faculty and organizational leadership conducted reviews of processes and outcomes as SY2016-17 closed, to ensure that the school maintains its increasing record of honors and achievements, and continues to offer opportunities to youth in New Mexico that they would otherwise never have been able to access. This demonstrates our commitment to continuous school improvement.

Funding Sources

NMSA receives private funding for its arts programming through its collaboration with the Art Institute from the following combined revenue sources, including, but not limited to contributions and earned income:

- | | | |
|-----------------------|---------------------------------|-------------------------------------|
| - Founding Partners | - Board Contributions | - Individuals |
| - Parents Annual Fund | - Corporations | - Sales of DVDs and tickets |
| - Faculty-Staff | - Gifts In-kind | - Program fees |
| - Foundations | - Parent Fundraising | - State & local government agencies |
| - Residence Fees | - <i>ArtSpring</i> Gala revenue | |
| - Art Fees | - Endowment earnings | |



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NNMSA Permanent Campus

During SY2016-17, NMSA remained at its original site at the former St. Francis Cathedral School in Santa Fe, which is leased from the Archdiocese of Santa Fe. We anticipate welcoming our first students to the new campus that is being designed on the site of the former Sanbusco Market Center in fall 2019. At that time, we project that Phase I of construction will be completed. The NMSA-Art Institute has, to date, secured \$19.6 million dollars in gifts and pledges of private support for the design and construction of its new campus. The necessary Change of Use has been secured from the City of Santa Fe, other permitting requirements are in process, and a capital campaign to raise the remaining \$7 million is in the private phase.

The new campus will enable NMSA to fulfill its true capacity for growth and serve up to 300 students, as many as 50 of which may be utilizing the Residential Program. Until then, ongoing space limitations at our current location prevent expansion of either the student body or the arts curriculum. The Residential Program is still located at the Immaculate Heart of Mary Retreat near St. John's College, and this year served 20 distance students.

Guest Artist Program

Exposure to Guest Artists is one of the core components of a quality mastery arts training program. Guest Artists demonstrate professional standards of practice and performance, bring fresh insights to daily arts training, and through master classes augment students' technical skills in a way not always possible in a broader daily classroom environment. Guest Artists expand student awareness of their potential and broaden their artistic vision. Lastly, Guest Artists provide insights into the rigors of a professional career in the arts, and help students understand the standards they will be measured against after they graduate.

NMSA continues to attract high caliber professional artists who spend up to a week at a time at the school, and inspire both students and arts faculty. Below is a partial list of the Guest Artists who came to NMSA to work with students in SY2016-2017:

- Sey Ahn (General Music Topics)
- Seymour Bernstein (Piano)
- Calidore String Quartet (String Quartet)
- Alejandro M. Cremaschi (Piano)
- Ellie Dehn (Operatic Vocal Technique)
- Eastern New Mexico University Choir
- Karl Hoffman
- Katy Houska (Clown Workshop for Theater)
- Larry Livingston (Music)
- Michael McGarrity (Creative Writing)
- Oklahoma City University Faculty String Quartet (Music, string ensemble playing)
- Pablo Piantino (Dance Master Class)
- Penny Saunders (Guest Choreographer for Winter Dances)
- Dario Robleto (Time Capsule Project in collaboration with SITE Santa Fe)
- Jock Soto (Ballet Master Class)
- Rulan Tangen (Dance Master Class)



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- Quinn Wharton (Guest Choreographer for Winter Dances)
- Richard White (Music)
- Voces 8 (Vocal Master Class and Musical Performance)

In addition, NMSA students participated in the following special All School Assemblies and Special Events:

October 2016 – Writer Paul Maisano

November 2016 – National Blue Ribbon Award Celebration

February 2017 – Visual Arts Special Presentation

March 2017 – Creative Writing Presentations with Carlos Contreras and Hakim Bellamy

April 2017 – Actress Shirley MacLaine

May 2017 – Special Senior Presentation

School-wide field trip to CCA to see cellist Yo-Yo Ma's "Music of Strangers"



NMSA Annual Report 2017

CHARTER SCHOOL OVERVIEW

Introduction

The New Mexico School for the Arts High School (NMSA) and its Governing Council work with the school's nonprofit partner, the NMSA-Art Institute (the Art Institute) and its Board of Directors, together with their respective faculties and/or staffs, to meet the goals of NMSA's rigorous academic and mastery arts curricula in *Music, Dance, Theater, and Visual Arts*: to prepare students for success whether they choose to pursue professional careers in the arts or postsecondary education in another or related field. *Mastery arts* means that the arts training provided at NMSA is not an adjunct or "enrichment" program, but stands in equal importance to the academic curricula. NMSA students put in a normal school day at academic studies, and at 2:00PM turn to three hours of study and training in their chosen artistic discipline. This dual focus and demanding schedule both challenges and motivates NMSA students, and sets up an environment of high expectations. As admission to NMSA is based solely on passion and aptitude in one of its four arts disciplines, NMSA offers extensive, innovative academic support to ensure that students have the tools to meet those expectations.

NMSA began its seventh year of operation in August 2016, welcoming a record 221 students. The NMSA Class of 2017 seniors, who number 48, received over \$6.5 million in scholarship and financial assistance offers – also breaking all previous NMSA records. Students from 35 New Mexico communities and all three Congressional districts have been admitted to NMSA, including from areas like Artesia, Los Lunas, Las Vegas, Taos, Española, Albuquerque, Abiquiú, Silver City, Roswell, Cochiti, the Taos and Santa Clara Pueblos, and Las Cruces. The demographics of NMSA's SY2017-18 incoming students are 35.6% Hispanic, 46% Caucasian, 8% Native-Alaska Native, 7% Asian, and 3.4% African-American.

The dispersion of students by geographic origin is likely to increase statewide once the new NMSA new campus is built on the site of the former Sanbusco Market complex in Santa Fe's Railyard District. NMSA anticipates welcoming its first students to the new campus when Phase I construction is completed. Construction designs have been finalized and initial permits obtained from the City of Santa Fe. When completed, the new campus will allow NMSA to launch two new arts concentrations: *Creative Writing and Literature*, and *Cinematic and Media Arts*. The new curricula will further diversify the NMSA student body. The new campus will provide all the features that the school's current location at the former St. Francis Cathedral School does not: modern academic and arts classrooms, public exhibition studios, a public performance space, food service areas, rehearsal and practice studios, and an onsite Residential Program.



The new campus will enable NMSA to fulfill its true capacity for growth and its mandate to serve up to 300 students, and honor its foundational goals of **Access and Opportunity** for talented youth in every corner of New Mexico. The successful fulfillment of NMSA's core mission, to prepare our students for success regardless of which path they choose after they graduate, is evidenced by the information and data below:

NMSA Academic Achievements 2016-2017

- NMSA was selected as a 2016 National Blue Ribbon School, the first and, to date only school in Santa Fe to be selected, and one of only three chosen in 2016 in New Mexico.
- NMSA had a 2016 graduation cohort rate of 95%.
- NMSA's Class of 2017 received \$6.5 million in scholarships and financial assistance from postsecondary education and/or professional training programs; all 48 seniors were accepted to a college, university, or postsecondary arts training program.
- NMSA received a grade of A in 2012, 2013, 2014, 2015 and 2016 - five consecutive "A" grades from the New Mexico Public Education Department.
- NMSA graduated its fourth four-year cohort.
- NMSA has Dual Credit agreements with Central New Mexico, University of New Mexico, Eastern New Mexico University, the Institute of American Indian Arts, and the Santa Fe Community College.

Individual Student Academic Achievements

- Theater senior Jimmy Toomey was awarded a prestigious 2017 National Merit Scholarship by the University of New Mexico.
- Ana Rael and Triana Reid were selected as the inaugural Miller Scholars, a distinction awarded each year to two outstanding students in NMSA's creative writing and literature program.
- Senior Ana Rael and sophomore Sylka Feliciano qualified as two top performers in the state tournament for the **National Speech and Debate Association**.
- Thanks to the generosity of Mr. Andrew Davis, the Davis New Mexico Scholarship was offered to three NMSA seniors: Jason Duncan, True Overlie, and Merit Willey. The scholarship covers the full four years of attendance at one of six partner accredited colleges in the west and southwest.
- Ezri Horne, Emily Brown, and Merit Willey, were declared Century Bank Super Scholars for scoring a 26 or above on their ACT test (or SAT equivalent).
- Malaya Peixinho and Simona Rael Two were selected as recipients of Simon Family Foundation college scholarships. The Simon Family Foundation helps students achieve their dreams through a college education. Simon Scholars are committed to achieving personal success while positively impacting the lives of others in their communities.

NMSA Faculty Academic Achievements

- Melanie McKinley was awarded the 2017 Santa Fe Institute Prize for Outstanding Teaching in Mathematics or the Sciences.
- Mikiko Ellis, NMSA school counselor, was awarded a 2016 Fulbright Distinguished Award in Teaching Fellowship to Santiago, Chile.



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- **Honors Class Enrollment:** % students taking at least one Honors class:

SY2011-12	35%
SY2012-13	43%
SY2013-14	53%
SY2014-15	47%*
SY2015-16	35%**
SY2016-17	30%

* two fewer Honors classes were offered in SY2014-15

** a new placement policy based on prior academic achievement and teacher recommendation was implemented.

- **Retention rate** (% students who started and ended the school year at NMSA):

SY2012-13	93%
SY2013-14	96%
SY2014-15	94%
SY2015-16	95%
SY2016-17	95%

- **Reading Proficiency:** % proficient or advanced, state-wide % in parenthesis

	9 th Grade	10 th Grade	11 th Grade
2012 (SBA)	NA	76.7% (34.4%)	93.0% (45.3%)
2013 (SBA)	NA	86.0% (33.4%)	96.0% (43.7%)
2014 (SBA)	NA	78.4% (37.7%)	83.3% (51.7%)
2015 (PARCC)	82.4% (26.7%)	85.1% (31.0%)	73.5% (44.4%)
2016 (PARCC)	83%	87.5%	87.5%

- **Math Proficiency:** % proficient or advanced, state-wide % in parenthesis

	9 th Grade	10 th Grade	11 th Grade
2012 (SBA)	NA	45.0% (29.0%)	72.0% (38.9%)
2013 (SBA)	NA	47.0% (30.2%)	76.0% (42.0%)
2014 (SBA)	NA	52.9% (30.4%)	66.7% (42.8%)
2015 (PARCC)	41.2% (16.0%)	29.2% (12.4%)	10.0% (8.8%)
2016 (PARCC)	47.5%	33.9%	14.6%



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- **Science Proficiency:** %proficient or advanced

	11 th Grade
2012 (SBA)	96%
2013 (SBA)	92%
2014 (SBA)	78%
2015 (SBA)	92%
2016 (SBA)	84%

2016 Measures of College Readiness

PSAT

- 95% of the 10th graders met college readiness benchmark in Critical Reading.
- 48% of the 10th graders met college readiness benchmark in Math.

Dual Credit

- 56 students took one or several dual credit classes in SY2015-16, earning a total of 190 college credits.

Advanced Placement

- 12 students took AP courses.
- 8 students took an AP exam

Enrollment History

	SY1011	SY1112	SY1213	SY1314	SY1415	SY1516	SY1617	SY1718*
Grade 9	54	45	45	53	51	60	60	60
Grade 10	46	60	53	54	51	56	60	56
Grade 11	35	48	55	47	53	49	54	59
Grade 12	NA	30	38	47	41	45	47	53
Total	135	183	191	201	196	210	221	228

Source: STARS Membership Report 40D
projected

*

Retention Rate from one school year to the next

SY1011 to SY1112	SY1112 to SY1213	SY1213 to SY1314	SY1314 to SY1415	SY1415 to SY1516	SY1516 to SY1617
94%	90%	88%	97%	95%	95%

Source: calculated from enrollment records

SY1617 Demographics



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Participating in Free and Reduced Lunch Program	18%
Hispanic	30%
African American	4%
Native American	6%
Students with Disabilities	8%
English Language Learners	0%

Source: STARS Membership Report 40D

Most Recent Academic Performance Results and Trends over Time, benchmarked vs. state

- **Reading Proficiency:** %proficient or advanced, state-wide % in parenthesis

	9 th Grade	10 th Grade	11 th Grade
2012 (SBA)	NA	76.7% (34.4%)	93.0% (45.3%)
2013 (SBA)	NA	85% (41%)	96% (56%)
2014 (SBA)	NA	78% (38%)	84% (52%)
2015 (PARCC)	82% (27%)	85% (31%)	73% (44%)
2016 (PARCC)	86% (27%)	88% (32%)	89% (45%)

Source: District Report Cards

- **Math Proficiency:** % proficient or advanced, state-wide % in parenthesis

	9 th Grade	10 th Grade	11 th Grade
2012 (SBA)	NA	45% (29%)	72% (39%)
2013 (SBA)	NA	47% (30%)	75% (42%)
2014 (SBA)	NA	53% (31%)	67% (43%)
2015 (PARCC)	41% (16.0%)	29% (12%)	10% (9%)
2016 (PARCC)	52% (18%)	36% (14%)	27% (10%)

Source: District Report Cards

- **Science Proficiency:** %proficient or advanced

	11 th Grade
2012 (SBA)	96%
2013 (SBA)	83% (40%)
2014 (SBA)	78% (41%)
2015 (SBA)	65% (36%)
2016 (SBA)	84% (39%)

Source: District Report Cards



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- **Average English ACT Scores** - state-wide in parenthesis

SY1213	26.2 (19.0)
SY1314	24.4 (18.9)
SY1415	25.4 (19.1)
SY1516	23.7 (18.9)

Source: ACT

- **Average Math ACT Scores** - state-wide in parenthesis

SY1213	22.5 (19.7)
SY1314	21.0 (19.7)
SY1415	20.5 (19.8)
SY1516	20.0 (19.5)

Source: ACT

- **Average Composite ACT Scores** - state-wide in parenthesis

SY1213	24.8 (19.9)
SY1314	23.5 (19.9)
SY1415	24.0 (21.0)
SY1516	22.3 (19.9)

Source: ACT

2017 Measures of College Readiness

PSAT

- 79% of the 10th graders met college readiness benchmark in English Reading and Writing.
- 42% of the 10th graders met college readiness benchmark in Math.

Dual Credit

- 39 students took one or several dual credit classes in SY16-17, earning a total of 102 college credits.

Advanced Placement

- 19 students took AP courses.
- 9 students took at least one AP exam.

College Admission and Acceptances: NMSA's 2017 seniors were accepted at a wide range of colleges and universities, including but not limited to:



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American University
American International University - London
Ballet Chicago
Beloit College
Boston University
Cal Arts
Cornell
Fordham University
George Mason University
Knox College
Lawrence University
Lesley University
Lewis and Clark College
Long Island University
Loyola Marymount University
Mary Baldwin University
Maryland Institute College of Art
Marymount Manhattan College
Massachusetts College of Art and Design
Mills College
Mount Holyoke College
New Mexico Tech
New York Film Academy
Northern Arizona University
Oberlin College and Conservatory
Occidental College
Ohio University
Oklahoma City University
Oregon College for Arts and Crafts,



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Pacific Northwest College of Art
Peabody Conservatory
Portland State University
Rhode Island School of Design
Richmond, The American International University in London
San Francisco Art Institute, School of Visual Arts
School of the Art Institute of Chicago
St. Edward's University
St. John's College
St. Mary's College
Stamps School of Art & Design-University of Michigan
Temple University
Trinity University
Tufts University
University of Arizona
University of Arkansas,
University of Colorado Boulder
University of Denver
University of Massachusetts-Amherst
University of Michigan
University of Minnesota
University of Missouri
University of New Mexico
University of Northern Colorado
University of Oklahoma
University of Portland
University of Texas at Austin
University of Wisconsin-Madison
Virginia Commonwealth University



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Wagner College

Willamette University



NMSA Annual Report 2017

ART INSTITUTE'S RESIDENTIAL PROGRAM

Overview

The Art Institute's Residential Program fulfills its legislative mandate to be a truly statewide school, and to increase the educational opportunities for youth throughout New Mexico. The Program opened in 2010, and in 2014, expanded to 16 students and had to be moved to accommodate the increase. The Program relocated to facilities on the grounds of the Immaculate Heart of Mary Retreat Center (IHMRC), near St. John's College, where it remains. The Program continues to retain a full-time Residential Director and Residential Assistant, and a part-time tutor. For school year 2016-2017, Residential students numbered 20; for the upcoming 2017-2018 school year, the Program will be serving 23 Residential students, the maximum it can accommodate. While NMSA prepares for construction of its permanent campus, which will house an onsite Residential Dormitory, the IHMRC facility will continue to serve as the Program's site.

Daily Life

The NMSA Residential Program is committed to providing a safe, homelike environment for NMSA distance students that is also conducive to study habits that help them reach their academic goals. Students live in the dormitory from Sunday night through noon on Friday. They return home for the weekend, released either to their parents or to an alternate, pre-authorized mode of transportation home. Some students opt to stay with a local host family if they are participating that weekend in school activities, such as rehearsals and/or public performances.

The Residential staff ensures that students are prepared and ready for school when they leave the dormitory in a bus that takes them directly to NMSA. A light breakfast is served Monday-Friday. Dinner is a group event, and is eaten in the IHMRC's dining hall Monday-Thursday, and in the Residential Hall on Sunday as students return to school.

The importance of academic success is emphasized and students receive assistance with homework on an as-needed basis. Students study together in an assigned study area supervised by Resident staff. Personal computers are allowed in the dormitory; however, all computer and Internet activity is required to cease by 9:30PM.

NMSA recognizes that social activities are a necessary part of the social and emotional development of teenagers. Therefore, occasional trips to the movies, theater, dinner out, or other events are organized, always chaperoned by Resident staff. These outings are scheduled around the completion of study and homework.



Residential Program Costs

When NMSA was established, its founders anticipated that families would be able to contribute 50% of the total annual cost per student of the Residential Program, which is approximately \$10,500. After NMSA's second year, it was clear that this was an unrealistic expectation: few families of Residential students can afford the maximum fee charged, \$9,500. The operating budget of the Art Institute, therefore, absorbs the costs above \$9,500 for the few families who can pay the fee, and subsidizes the rest of the students above what their families can afford on the sliding scale. The minimum that families are asked to contribute is \$950 per year, which they may pay in monthly installments.

The total in these sliding scale fees collected from families for SY2016-2017 was less than \$32,000 (final figures will not be available until the books for June are closed by Finance in mid-July). The total cost of the Program was approximately \$248,000, including rent, catering/food, supplies, salaries for Residential staff, and transportation to and from school.

Funding Sources

Allocations from the following sources of private support that NMSA receives in collaboration with the Art Institute help to support the Residential Program:

Thaw Charitable Trust

Thornburg Charitable Foundation

Two anonymous donors

Mara and Chuck Robinson

Frost Foundation

Revenue from the annual *ArtSpring* Gala



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Residential Financial Assistance by Student for School Year 2016-2017

Grade	Discipline	Hometown	Amount able to pay
9	Dance	Artesia	\$950.00
9	Dance	Taos	\$950.00
9	Visual Art	Taos	\$950.00
9	Music	Taos	\$9,500.00
9	Music	North of Taos	\$950.00
10	Theater	Roswell	\$1,900.00
10	Theater	Taos	\$5,700.00
10	Visual Art	S. Mtn. ABQ	\$9,500.00
10	Dance	Taos	\$9,500.00
10	Theater	Roswell	\$950.00
10	Theater	Nogal	\$3,800.00
11	Dance	Taos	\$950.00
11	Theater	Taos	\$950.00
11	Theater	Las Vegas	\$950.00
11	Visual Art	Las Vegas	\$950.00
11	Music	Los Lunas	\$3,800.00
11	Music	Taos	\$950.00
12	Visual Art	S. Mtn. ABQ	\$9,500.00
12	Music	S. Mtn. ABQ	\$9,500.00
12	Music	Grants	\$950.00

Sliding Fee Scale for the Residential Program:

Annual Family Taxable Income (for a family of 4)	Rate	Fee Amount
\$75,000 or more	100%	\$9,500.00
\$60,000 - \$74,999	80%	\$7,600.00
\$45,000 - \$59,999	60%	\$5,700.00
\$30,000 - \$44,999	40%	\$3,800.00
\$25,000 - \$29,999	20%	\$1,900.00
Under \$25,000	10%	\$950.00



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Conclusion

It is particularly appropriate that NMSA's new home should become a reality in the year that it was selected as a 2016 National Blue Ribbon School. This highly competitive award (NMSA is the only school in Santa Fe ever to be selected, and one of only three in New Mexico) is recognition that NMSA is fulfilling the purpose for which it was created: to ensure that youth who want the chance to pursue a dream, but need help figuring out how to go about it, get that chance.

Winning the National Blue Ribbon School award demonstrated that NMSA not only *needs* a new school, but *deserves* one. For it is those fantastic young New Mexicans, their incredibly hard work and their belief in dreams, that have brought NMSA to the threshold of a full decade of success – years that have more than justified the faith of those who struggled for years to establish it.

The NMSA Class of 2017 set a record of \$6.5 million in collective scholarships and financial assistance offers. Although these graduates will never enjoy the gleaming new school soon to rise, those who do come through its doors will owe their opportunity to the NMSA students who emerged triumphant from the grimy, overcrowded, poorly equipped space on East Alameda Street.

It is those "old" NMSA students and their dauntless teachers who *earned* the foundation of NMSA's new campus. We are very, very proud of them, and we will be thinking of them when NMSA celebrates its tenth anniversary by opening its doors to hundreds more aspiring young New Mexican artists who now have a chance to build futures on that foundation.