

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: April 7, 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
 - 1. SAMS Academy
 - 2. North Valley Academy
 - 3. New America School - Las Cruces
 - 4. Dzil Ditl'ooi School of Empowerment, Action and Perseverance (DEAP)
 - 5. Cesar Chavez Community School
 - 6. Anthony Charter School
 - C. Report on School Closures
 - 1. Uplift Community School
 - 2. Sage Montessori Charter School
- III. Executive Summary and Proposed Motions:

A. Charter School Division Update

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

Public Education Commission

On-going Actions and Monitoring as of January 5, 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.
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 January 5, 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)
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 	<ul style="list-style-type: none"> • On December 9, the PEC voted to not renew the school's charter.

Public Education Commission
On-going Actions and Monitoring as of January 5, 2017

		<p>years,</p> <ul style="list-style-type: none"> • 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. • School failed to complete and submit statutorily required state PARCC assessments in one year. 	<ul style="list-style-type: none"> • 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.
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.

Public Education Commission
On-going Actions and Monitoring as of January 5, 2017
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
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
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Status of Governing Body Resignations

Charter School Name	Board Member Resignation Date	Current Number of Board Members	Deadline for Filling Vacancy
Carinos De Los Ninos	January 26, 2017	5	March 12, 2017
Health Leadership High School	January 27, 2017	5	March 13, 2017
Coral Community Charter School	October 18, 2016	7	December 2, 2016
Coral Community Charter School	October 18, 2016	7	December 2, 2016
DEAP	January 4, 2017	6	February 8, 2017
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
Explore Academy	July 1, 2016	6	August 15, 2016
North Valley Academy	March 4, 2017	5	May 18, 2017

Public Education Commission
On-going Actions and Monitoring as of January 5, 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

1. SAMS Academy
2. North Valley Academy
3. New America School - Las Cruces
4. Dził Dítł'ooi School of Empowerment, Action and Perseverance (DEAP)
5. Cesar Chavez Community School
6. Anthony Charter School

School Governance Change

Southwest Aeronautics, Mathematics, and Science (SAMS) Academy

On January 19, 2017, a vacancy was created on the Governing Board by the resignation of Ted Spitzmiller. This vacancy was filled by Tiffany Roth on January 19, 2017. The NMPED received complete documentation of this designation on February 28, 2017.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

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Name of State-Chartered School: SAMS Academy

Date submitted: 2/16/2017

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
Ted Spitzmiller	Resignation	1/19/2017	Personal and Professional Reasons.	From: Click here to enter a date. To: Click here to enter a date.
Tiffany Roth	Designation	1/19/2017	Click here to enter text	From: 2/16/2017 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: *Larry Kennedy*

Date: 02/16/17

Printed Name of Governing Council President or Designee: Larry Kennedy

Required Attachments:

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

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

January 11, 2017

Larry Kennedy

President, Governing Board
SAMS Academy

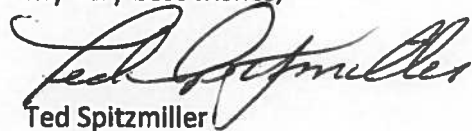
Dear Larry,

It is with regret that I submit my resignation as a member of the SAMS Academy School Board. As previously noted, the upcoming months present me with several challenges for my time and I would not be able to devote the attention that this position deserves.

It has been a privilege to serve with you and the other board members, working closely with the faculty and staff of SAMS Academy, to help move the school forward.

I am hopeful that, in the not too distant future, my time and commitments will allow me to rejoin with all of you.

My very best wishes,



Ted Spitzmiller

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the SAMS 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 _____ 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 SAMS Academy GIVE THE FOREGOING STATEMENT THIS 16 DAY OF February, 2017.

1. Larry Kennedy
[signature]

Larry Kennedy
[print]

2. Roland Dewing
[signature]

Roland Dewing
[print]

3. Farah Nickerson
[signature]

Farah Nickerson
[print]

4. _____
[signature]

LyDawn Blount
[print]

5. LyDawn Blount
[signature]

Tiffany Roth
[print]

Tiffany Roth

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Tiffany Roth, after being duly sworn, state as follows:

1. My name is Tiffany Roth and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the SAMS Academy 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.

Tiffany Roth
[Signature]

2/16/17
Date

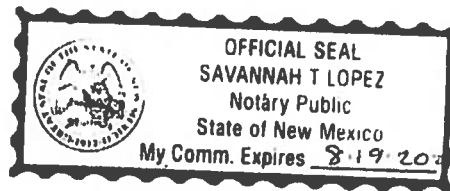
SAMS Academy, Governing Body Member of SAMS Academy
Charter School

Subscribed and sworn to before me, this 16 day of February, 2017.

[Notary Seal:]

S L
[signature of Notary]

Savannah Lopez
[typed name of Notary]



NOTARY PUBLIC

My commission expires: 8/19, 2020.



GOVERNING COUNCIL

Regular Meeting of the SAMS Academy Governing Council on

Thursday, January 19th 2017

BOARD MEMBERS PRESENT

Larry Kennedy, Roland Dewing, and Farrah Nickerson

BOARD MEMBERS ABSENT

LyDawn Blount

ALSO IN ATTENDANCE

Kirk Hartom, Coreen Carrillo, Ronda Joyce, Sharon Huber, Daren Gallacher, Tiffany Roth and Joseph Lucero

PUBLIC

None

These minutes were approved on _____

By a vote of ____ yes ____ no ____ absent ____ abstained

_____ President

_____ Secretary

I. Call to Order

Larry called to order the Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy on January 19th 2017 at 7:30 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, New Mexico 87120.

A. Roll Call

Larry asked for Tasha to call roll. Tasha called Larry Kennedy, Roland Dewing, and Farrah Nickerson. LyDawn Blount was absent.

B. Pledge of Allegiance

Larry led the Pledge of Allegiance. Thank you, Larry.

C. Adoption of Agenda

Larry called for a motion to approve the agenda. Farrah made a motion to approve the agenda and Roland seconded the motion. Larry made a motion to approve a slight change to the agenda by asking the board if he could move Item 4-A, Governing Council Member Recruitment, Item 1-E. Roland seconded the motion. Larry called for a voice vote to approve the change, and hearing none opposed, the motion carried. Larry called for a voice vote to approve the agenda, and hearing none opposed, the motion carried.

D. Review/Approval of Minutes from the December 15th 2016 Meeting

Larry asked if there was any questions or concerns for the December 15th 2016 meeting minutes. Hearing none, Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the December 15th 2016 meeting and Farrah seconded the motion. Larry called for a voice vote, and hearing that none opposed the motion carried.

E. Governing Council Member Recruitment

Larry announced that Ted Spitzmiller has resigned from the board due to personal and professional reasons. We will miss you Ted!

In our ongoing effort to recruit governing council members, Tiffany Roth will be joining the board. Tiffany had two sons attending SAMS, one is graduating this year and the other graduated, being at SAMS since its inception. She has worked for a public charter school for about three years as an administrative assistant, so she has a little bit of knowledge about the general running of a public charter school. She wanted to serve on the governing body council because she feels very strongly in the public charter school movement; she thinks it's necessary to keep our public education system improving and she thinks it's a key catalyst for improvement; and she also feels very strongly in the model SAMS provides. Her sons were not the most motivated individuals, but they have been far more successful in this model and she is far more comfortable with the education they have received than in other public school systems. She feels very strongly that the school has a good governing council that is supportive of the endeavors of the staff. If she can help in that endeavor, she would be happy to, this is her key motivation. She did not want to be a board member when her children were here, but because her youngest is almost done, she believes that now would be a good time to serve. She currently works for a local workforce board, the federal grant that handles training services, a flow through grant called Workforce Investment Opportunity Act. She is the operations manager for the 12 counties on the eastern side.

Larry asked for questions and upon hearing none made a motion to accept Tiffany Roth's membership to the SAMS Governing Council. Farrah seconded the motion. Larry called for a voice vote, and hearing no opposition, the motion carried.

Welcome aboard Tiffany!

Kirk noted that with Mr. Spitzmiller gone and having Ms. Roth, we need to have a change form to the state to make sure that they know there has been some changes on the board.

II. Closed Session

Larry made a motion for the governing body move to close session at 7:38 am to discuss the limited personnel matter pursuant to NMSA 1978, Section 10-5-1 (H)(2), employee complaint. Farrah seconded the motion. Larry asked Tasha to call roll for the closed session. Tasha called Larry Kennedy, Roland Dewing, and Farrah Nickerson; with LyDawn Blount absent.

III. Open Session

Larry made a motion that SAMS Academy move back into open session at 8:27 am and to affirm that only the items on the agenda were discussed in closed session was the personnel matter identified on the agenda, Farrah seconded the motion. Larry asked Tasha to call roll. Tasha called Larry Kennedy, Roland Dewing, and Farrah Nickerson; with LyDawn Blount absent.

Farrah moved that the Board President reiterate in writing to the employee to present a written complaint and supporting documents for the Board's Closed Session consideration at the next meeting in February. Roland seconded the motion. Larry called for a voice vote, and hearing no objection the motion carried.

IV. Ongoing Business Matters

A. Aviation Program Update

Daren announced that the avionics guy got the wingtips on, making sure that everything was on correctly, circuit breakers work great. As we were doing that the GPS lit up like a Christmas tree, and then we went to the program screen, our avionics guy that we used did not program our GPS systems. It will take a day for each unit, they have to do one first, setup the database, and then the other one. He has been out of town on vacation. He's here today, Daren called over to make sure he is there today, he is going to go after the board meeting to babysit him and make sure he is working on it.

We got some really good news on the contract for the aircraft, the Diamond. We are awaiting a final signature on the contract and we can move forward with that. The PO's has been approved for inspection and insurance. We can get the PO's for the actual lease-to-purchase of the aircraft and the hangar. The inspection will take three days and he called the guys today to let them know it's coming and they put us temporarily on the docket for Monday to inspect that aircraft and it will be ready by the end of business Wednesday. If everything works out, he can pick it up Thursday.

As far as instructors go, we interviewed a local man who would have been a great candidate but we are a little under market for what we are paying for instructors and so he turned down the position. We have a gentleman in California who will hopefully be available. We have a plan to advertise again in the newspaper, and with AOPA.

ENMU Roswell recognized the school on Friday 13, 2017 at their in-service. Their enrollment is up. They have the highest enrollment increase in the state last semester and this semester, mostly because of our program. They had an 8% increase in enrollment for the fall semester and a 9% increase in enrollment for the spring semester. Ronda asked if that was due to our high school students, Daren answered affirmatively. There was 52 dual enrollments last semester, and 64 this semester. President Maddon of ENMU Roswell said next time any of the facility are in Albuquerque to see SAMS Academy. Farrah pitched in that her son is doing dual enrollment and the staff has been phenomenal. When she has questions, they respond promptly, and actually return phone calls.

Roland inquired if we have a schedule for maintenance of the aircraft, i.e. 100-hour inspections. Daren answered that 100 hour and 50 hour inspections are conducted, especially since doing a 50-hour inspection warrants a cheaper rate on the insurance, up to three in a calendar year. They also conduct the annual inspection. Roland also queried if there was a written agreement with the mechanics, or a plan detailing that if something goes wrong we will go to this person. Daren answered no, because to the hassle that the PO's present. Roland parried with it being beneficial whoever does the repairs have to have a certain amount of insurance to work on the plane. Kirk chimed in that he believes there are agreements in place, but the contract fell through because they don't have the man power to do it. Whatever the aircraft needs, there are PO's put into place. Joseph alleged with the current mechanic, he would have to look back at the agreement we have with him. He suggests putting a clause in the next agreement saying if services and maintenance isn't provided in a timely manner deemed so by the school, then we will look for other avenues to get the airplane fixed. Larry interjected that these are different things, there is maintenance on the aircraft and there is the GARMIN issue. Daren agreed that the issue that the school is having is the avionics man.

Daren proved because of the inept timeframe that the school has had to endure proves the need for avionics in this state, and what SAMS is doing as a school is sorely needed. Roland asked how many students are interested in mechanics. Daren mentioned three from SAMS and one from SSLC enrolling in March. Avionics and pilots are in dire need in this state.

Larry asked when the plane is supposed to be promised. Daren answered this weekend. Larry reiterated that parents are unhappy. Not to mention an unhappy board. If an attorney needs to get involved, we should. Kirk summed that SAMS can begin to look for someone else. We are starting to make things systemic, scheduling things when they need to be scheduled. Getting contracts done early. Working with the state, as long as we plan way ahead, giving ourselves that time. If we need to go to Alamosa, it is easily justifiable, because we haven't had a plane in the air for five or six months. We just need a pathway in which to do that. Roland interjected that it is even more important with two planes. Daren knew that the plane was going to be down for three weeks, that is what we have planned for, actually he had planned for a month, which is why we had this scheduled for this past summer. Hindsight is 20/20. Now we know this guy is horribly inept. We will have to take it to Alamosa, CO, Phoenix, AZ, or Midland, TX. We have viable options.

Larry asked that if he is not able to get it done by the weekend as promised, is it flyable? Daren answered promptly, yes. He will get a form with the FAA. He will fly it via far day, because he does not have to have the GPS to do so. He has a handheld transceiver which will satisfy two-way radio communication and he can fly it anywhere to get it done. We just have to get the PO.

Larry agreed that the problem is paying for it. Farrah asked if the mechanic we have now has already been paid. Larry answered yes. The problem is paying someone else to do it. Joseph said it was justifiable. Larry asked if a PO could be done in one day. Joseph assured that he could make some phone calls and see if he could get an emergency PO. Daren said he was more than happy to start making phone calls and putting W-9's in place, everything needed to set Phoenix up as vendors. Larry said this was a good idea. Ronda said moving forward we can set up another maintenance agreement with someone else starting July.

Larry mentioned that last meeting Daren was asked to provide figures of training hours. Daren reported that SAMS has had 424 hours since the start of the fall semester, averaging about 32 hours per student for the 13 seniors in the simulators. He now has the juniors that have just finished ground school and we have been working with them three days in the simulators, and having the seniors help teach, so it helps cement it. If you can teach it, you know it.

B. Facility Master Plan Development

Kirk conveyed that the forms are submitted to PSFA to receive the extra grant money, to subsidize the master facility plan. We have not heard back from the state on whether they are going to grant that. We can move forward; however, he estimates it will cost \$25,000 and we will be subsidized about \$14,000. He feels confident that it will happen. Now that we are renewed, we officially must do it anyway. Now we can solicit vendors. We did get some help, from ARC, in putting together the plan to give to the state.

V. New Business Matters

A. Parent Member for Audit Committee

Larry announced that something that is required is to have parent for the audit committee. He asked Kirk if he knew a parent that might want to serve in that capacity. It will probably evolve into more than it has been as far as duties. Kirk said that getting the word out to the parents is relatively simple, using the various media outlets, like school messenger and email blasts.

B. Certificate of Agreement to Extend Deadline for Entering a Contract PED

Larry explained that this is a was something that the Board President was supposed to sign and return within two days. He is notifying the board of his actions. He received and signed it on January 4th because it was due the 6th of January. It is an agreement to develop our renewal contract no later than June 30th 2017.

Kirk expounded on this that once they have made the decision to renew the charter, the law states that they have one month to get the actual school under a charter contract. Since there is no way they can do this with all the charter schools, they do an agreement to extend this. Larry chimed in that a mutual agreement is taking place.

C. Network Infrastructure Update

Carol professed the estimate of \$150,000. Using pictures, she explained where the current servers were and the basic infrastructure we presently have. The UPS backup has already been replaced last year, so that would not have to be something we need to replace at this time. In this infrastructure upgrade, we are not just doing the equipment, we are also five years behind the operating systems. Both the virtual and physical operating machines are at 280 when they need to be at 260. The BM ware is at 5, it needs to be at 6.5.

These things work 24/7, so the physical environment is going to wear out and evidence of that has been the storage drives have started to go out. She has a maintenance agreement with these, so they send her a new piece in four hours so that she does not have any down time. Last year, she had the board approve 9TB of storage, she is going to use that 9TB as backup, it is more reliable than tapes.

Kirk informed the board that it would not come out of operational monies. We have HB-33 and SB-9 monies that can be used specifically for this cause. Joseph added being that the purchase is well over the threshold of \$60,000 we need to have board approval for the purchase. There is \$162,000 available in HB-33 and \$117,000 available in SB-9, both of those capitals are available for items such as server and other construction costs and improvements on the building. Being that it's a public building, actual construction is a little bit iffy, but being that it's a server for the infrastructure for the school, it should not be an issue. Ronda asked if the board's approval today was the first step towards an RFP. Joseph answered affirmatively.

Larry asked why the board needed to approve something that was not an RFP yet. Kirk and Carol answered that because it is over \$60,000 the board needs to approve in order to move forward with the RFP. Larry did not believe that the board needed to issue approval to gain an RFP. Joseph said he'd have to look into it.

Just to be safe Larry made a motion to issue an RFP for the new servers' system. Roland seconded the motion. Larry called for a voice vote and after hearing no opposition, the motion carried.

Farrah asked if this includes a five-year warranty. Carol replied yes. Farrah also queried as to the timeframe of installation. Carol responded the whole month of June.

Joseph added that once we have the final dollar amount we can get board approval, and simultaneously we will enter the requisitions as well.

VI. Administrative Report

A. IT Report

Carol delivered the IT report with the item V-C.

B. Data Team Report

Sharon professed that we have until February 12th to get our numbers up for the 120 day for funding for next year. At the 80 day, we had 263 students at SAMS. We'd rather have 280, that's what our goal is. Currently, we have 266 students at SAMS, and we have 14 on the waiting list as of yesterday, but they are still applying. In talking with Coreen, we decided that since we are aiming for 280-285, on order to balance this out, she's going to send out all the offers for the people that are still on the waiting list and hopefully we will get a lot of them, but we probably won't get all of them, but we will get as many as we can to get the average up for the 80 and 120 days. Tim, Paula, Terry and Sharon are going to Power School University at the end of February so that on July 1st, 2017 all schools will be cohesive.

We put out the letters of intent online on January 4th, 2017 and by Friday, January 6th, 2017 33 students have responded back for all three schools, not just SAMS. There's a letter of intent to return so students that are here currently have a letter of intent to hold their spot so they don't have to go back into the lottery system, which will be sent out February 1st. We will have the big lottery on March 8th. Farrah asked if the letters of intent to return are sent to parents or if they are online. Sharon established that they are being sent to parents.

We mailed the report cards out January 18th. February means testing. Jill and Sharon went to training last week that produced very good information and found out they are far ahead of a lot of schools in terms of being ready for testing.

C. Data Analysis for Continuous School Improvement

Kirk reported doing data analysis training for the teachers and teacher leaders, there are people here today, January 19th. The presenter comes from Education for the Future based in California, they are known through education nationally as some of the best training you can get. Basically, taking student information achievement data to inform, instruction, and interventions with kids that we can help. They really push using other information such as demographics and student climate surveys. They look at the whole school and how the demographics, what are the kids coming from, what challenges do they have, this data also informs the way in which to approach improving instruction.

D. NMPED Monitoring Site Visit

Coreen stated they were here January 17th, 2017. Little tweaks are needed to work on: more professional development for the staff, the RTI process, learning more about modifications for special education students. Things that need to stay current anyway. The biggest thing they want us to explain to them is the hours met being an online school. How do we monitor it? We take attendance but also require 20 hours at home online. They want to know how we monitor the students time at home. It's a process we are working on and have been working over the summer. It's going to be a group effort to see how we can do that. She has already called Edgenuity to see if they can help with data, what they can give about kids working. Ronda asked if they need spend extra hours at the school, they don't need to come up with the extra 20 at home. Coreen is looking into it, she does feel they need to spend extra hours at the school, that the 20 hours at home is too large of a gap.

Kirk thinks you need to be able to formalize what it is that you do, because no matter what you do charter schools are different. Seat time of 6 hours does work for all kids, it's a different environment. They have a hard time wrapping their head around this concept. It's more of a blended learning model. If we formalize the plan for them, show how the kids meet the hours, working with Edgenuity, show this is the actual time the kids are working on their curriculum, he thinks they will be in good shape.

Coreen would like to look into shortening the 20-hour gap. SAMS has opened up on Friday's, students don't usually come on Friday's, but now they come if they can provide their own transportation and surprisingly they come. Teachers can still their work done on Friday's, we rotate teachers to help them. Kirk said this is something we need to think about when we put our school calendar together for next year, if we need that extra bus or what have you.

Coreen mentioned how beneficial it is to have 25 laptops in the Smart Lab and 25 laptops in Aviation, so we are ready for extra students here.

Farrah asked how that works for students that don't necessarily need 20 hours. Coreen wants to put part of that in the equation, because we have students that know how to work hard. Kirk provided an example of a student who finished all her schoolwork in January, and she didn't put 6 hours a day in a classroom in. Adding all the dual enrollment classes help as well. Sharon has a daughter who is going to graduate from high school with three associates degrees. She came to a graduation at SSLC when a student did 7th & 8th grade in one year, 9th & 10th grade in one year, 11th & 12th grade in one year, and graduated with her PhD, so she was inspired as well.

Kirk mentioned the disadvantage to seat time for some students that have disabilities, i.e. ADHD. They are almost physically unable to be in a room for 6 hours a day. If we formalize all of these points of how it is beneficial, then the whole seat hour thing will be become less and less of an issue. Sharon thought we had some waivers in the original charters for SSLC and SAMS that had the justification for not going school 6-8 hours a day, five days a week, and it was approved. Kirk agreed that is probably in the original charter itself, he will go through it. This is the whole charter process, as far as finances go, there is a set way to do things, but when it comes to curriculum and innovation, things can be handled differently.

VII. Finance Report

A. Business Office Operations Update

Joseph stated that there are five BARS in need of board approval for this month of January. The reason is because it is a quarter month, so every quarter we do maintenance and transfer BARS to clean up any negative line items in the budget, also we did receive after the 40 day count a decrease of upwards of \$1,000. On the SEG, we also see 1.5% decrease in our monthly deposit on what we see every month for the remainder of the year. All of this came through in the special visit session to help alleviate the short fall in the overall public education department budget. This affects all public schools, not just charters.

Through the month of December, revenues came in at 46.05% of budgeted. Within 4% of 50% with half the year, that's not a problem at all.

Expenditures so far are at 74.57% to budget. That is a good point to have because SAMS is ahead of the game, this is what we've planned to spend and we're going to mostly likely spend it.

Negative Funds/Functions:

The Transportation needs to do a change order on the purchase order for the bus due to the decrease in December 2016. SAMS has to revert 50% of their unused fund balance, which has been discovered it has not been done in the past. There is a hefty balance of over \$97,000 that the school has to revert back to the transportation department. It wasn't done timely in the past so the balance just increased over the past few years.

For Instructional Materials, we do have budget the carry over after the reconciled cash balances per the audit. As of right now, we have a negative balance of \$4,302.25, but once we budget the carryover it shouldn't be an issue.

For Title I Function it's \$1,000 pending BAR.

For Dual Credit, the journal entry was prepared for \$559.44, as the approved budget for \$3,127. And the PO reissue for that was \$3,600. Since it was done on January 13th, it does not reflect on these reports. Once the BARS are approved the budget is going to look cleaner.

The bank activity revenues exceeded expenditures by \$50,409.01, increasing the reconciled cash. The outstanding items totaled \$18,934.68, and the oldest item dated on November 4th, 2016, we received January 18th, as there was an issue with the numbers on the check being a little too long, so the account and routing number was cut off at the bottom, so when the vendor tried to deposit the check, they could not do so because of the aforementioned problem. They sent a letter and a carbon copy of the check, so now there is justification for the check being renewed.

Trial balance looks really well, will be reconciling that to the second quarter as well. Will need to revert the startup balance of \$4,588.10 once the public education department catches up on and tells us to do so. SAMS is in a very healthy cash position.

B. Voucher Approvals

Larry called for a motion to approve the check register. Roland made a motion to approve the check register, Farrah seconded the motion. Larry called for a voice vote, and after hearing no objection the motion carried.

C. Budget Adjustment Requests

BAR 1617-0007-M is a Title I Maintenance BAR that is to true up the 1000 Function per how the budget has been spent so far. Since the 1000 Function is negative, Joseph needs to do a transfer from the 2100 Function to true up the 1000 Function.

BAR 1617-0011-M is the maintenance BAR for the 1000 Function in Operational. That is to true up all the negative individual lines seen in the budget.

BAR 1617-0012-M for the remaining 2000 Function lines in the budget. Joseph analyzed expenses to determine which expenses high budget authority and true out the negative line items.

BAR 1617-0013-D is the SEG decrease BAR per the 40-day count and that is to take out \$71,387 from the budget. He looked at line items that had little to no expenditures in them, still have a very healthy cash balance, annualized some expenses, and then took money out of the lines accordingly. Larry further explained that because SAMS thought to have so many students, we budgeted for so many students, when we hit our 40 days we didn't have that number of students, so we are budgeting that money out.

Larry asked for a motion to approve BAR 544-000-1617-0007-M. Farrah made a motion to approve Budget Adjustment Request 544-000-1617-007-M. Roland seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

Larry made a motion to approve BAR 544-000-1617-0008-T. Roland seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

Larry asked for a motion to approve BAR 544-000-1617-0011-M. Farrah made a motion to approve Budget Adjustment Request 544-000-1617-011-M. Roland seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

Larry asked for a motion to approve BAR 544-000-1617-0012-M. Roland made a motion to approve Budget Adjustment Request 544-000-1617-012-M. Farrah seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

Larry made a motion to approve BAR 544-000-1617-0013-T. Farrah seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

VIII. Public Comment

No public comment.

IX. Announcements

A. Date for next Regular SAMS Academy Governing Council Meeting

Larry proclaimed that the next meeting will be February 16th, 2017.

X. Adjournment

Larry called for a motion to adjourn. Farrah made a motion to adjourn, Roland seconded the motion. Larry called for a voice vote and after hearing no objection, the motion carried.

School Governance Change

North Valley Academy

On March 10, 2017, a vacancy was created on the Governing Board by the resignation of Aaron Tharpe. The school has been notified of the necessity of filling the vacancy by April 18, 2017, but because the next board meeting is not scheduled until April 20, 2017, the school has requested an extension. The school has been notified the vacancy must now be filled by May 18, 2017.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

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Name of State-Chartered School: North Valley Academy Current Number of Governing Body Members: 5

Date submitted: 3/10/2017 Contact Name: Ed Woodd E-mail: ewoodd@nvnm.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
Aaron Tharpe	7009 Westford Place, ABQ 87124 505-999-7113 atharpe@nvnm.org	Resignation	3/4/2017	Family moving to California	From: 8/18/2016 To: 3/4/2017
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

 Robert L. Taylor

Date: 03/09/2017

North Valley Academy

Governing Council Special Meeting Minutes*

March 4, 2017(Saturday) – 9 am to 3 pm

I. PROCEDURAL AGENDA

Mr. Taylor

- Call to order, Roll Call & Pledge of Allegiance. Mr. Taylor declared a quorum of members present. Meeting called to order at 9:03 am
- Members Present: Robert Taylor Chair, Ron Montoya Vice-Chair, Claudia Zamora, Secretary, Craig Sinsabaugh-member. Apologies: Ed Manzanares
- Approval of Agenda –Motion by Chair Taylor, Second by Montoya. In favor: Zamora, Taylor, Montoya and Sinsabaugh. Motion passed unanimously.
- Approval of Minutes from January 19, 2017. The chair Taylor moved the minutes be approved; seconded by Sinsabaugh. In favor: Zamora, Taylor, Montoya and Sinsabaugh. Motion passed unanimously.
- Chair Taylor read a letter from member Aaron Tharpe stating he was resigning from the GC because the family was relocating to California.

II. PUBLIC COMMENTS (3 min/person)

Mr. Taylor

None requested

III. CHAIRMAN'S REPORT

Mr. Taylor

- Governing Council Training: Members were reminded of the importance of the 5 hours of required annual training. Ms. Pina said she would forward the training announcements from the CSD.
- Closed Session to discuss legal issue: Chair Taylor made a motion to go into executive session at 9:25am to discuss a legal matter; second by Zamora. In favor: Zamora, Taylor, Montoya and Sinsabaugh. Motion passed unanimously. Ms. McConnell, and Mr. Woodd were invited to stay for the closed session. Sarah Pina was invited into the closed session at 9:35am. The governing council moved to come out of executive session at 10:03am. Motion by Montoya; second by Sinsabaugh. In favor: In favor: Zamora, Taylor, Montoya and Sinsabaugh. Motion passed unanimously.

IV. FINANCIAL INITIATIVES COMMITTEE

Ms. Pina

- Financial Report, Statements & BARs

Ms. Pina presented the monthly financials. Taylor moved to approve the financial report, Statements, BARs and Bank Reconciliation as of Jan 31; seconded by Montoya. In favor: Zamora, Taylor, Montoya and Sinsabaugh. Motion passed unanimously.

V. NVA ADMINISTRATIVE REPORT

Operations

Mr. Woodd

Mr. Woodd facilitated the strategic planning utilizing the Appreciative Inquiry Model.

- Strategic Planning 5 Year Goals

- Academic: Reach 70% Proficiency in both ELA and math as evidenced by short cycle assessments
 - Growth: Increase enrollment to 533 students, have a wait list; attain 5 year renewal from PEC w/ no conditions; Raise our Reputation (State, community, Legislation), create a healthy school climate.
 - Finance: Obtain a Lease/ Purchase agreement; Foundation, add members, engage in lobby efforts, better relationship w/ legislators. Add Programs, GC recruiting of Lawyer/ Accountant/ Legislator for Board
 - The board charged NVA administration to create an action plan and report during the April meeting
- Lease-Purchase Agreement:* Mr. Woodd reported on progress with financing options and meeting with owner. No action taken.

Instructional

Ms. McConnell

- Instructional Updates: Ms McConnell provided the GC with Discovery Ed results for Test C 15 teachers made an increase in proficiency by 20% or more in both ELA and Math. Those teachers have been given certificates to acknowledge their amazing success.
- Ms McConnell became ill and needed to go home early. Staffing updates were tabled until next meeting.

VI. GENERAL ISSUES & ADJOURNMENT

Mr. Taylor

Chair Taylor moved to adjourn at 2:30pm; Montoya seconded the motion. In favor: Zamora, Sinsabaugh, Montoya, Taylor. Motion passed unanimously.

- Next Regular Meeting – Thurs, March 16, 2017 (4:30 p.m.)

*Note: Items marked with an * denote possible action items. GC reserves the discretion to take any agenda item out of order, to facilitate business-at-hand.

School Governance Change

New America School-Las Cruces

On May 12, 2016, New America School-Las Cruces designated a new board member, Fernando Macias. The school failed to notify the PED of the change by the required date of June 12, 2016, but notification was received on August 15, 2016. Final documentation for the change was received on February 28, 2017.

On January 12, 2017, a second board member was designated, Oscar Juarez. The PED received notification of the change on February 14, 2017 and final documentation was received on February 28, 2017.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

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Name of State-Chartered School: New America School-Las Cruces

Date submitted: 6/13/2016

Contact Name: Margarita Porter

E-mail: mporter@newamericaschoolnm.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Fernando Macias	Designation	5/12/2016	Click here to enter text.	From: 5/12/2016 To: 5/10/2018
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:

Date: 7/19/12

Printed Name of Governing Council President or Designee:

Mr. John Muñoz

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.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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


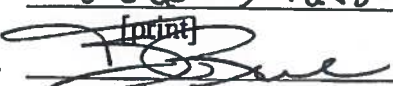



In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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]
José M. Muro
[print]
2. 
[signature]
Toby S. Rue
[print]
3. 
[signature]
Susie Kimble
[print]
4. 
[signature]
Martha R. Valdez
[print]
5. 
[signature]
Jennifer L. Garcia Kozlowski
[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Fernando Macías after being duly sworn, state:

1. My name is Fernando MACÍAS and I reside in Las Cruces, New Mexico.

2. I am a member of the governing body of the New America School-Las Cruces 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 New America School-Las Cruces' 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.

Fernando R. Macías
[Signature]

Date

2/16/17

Fernando R. MACÍAS
[Print]

VERIFICATION

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

[Notary Seal:]

Stacy S. Mora
NOTARY PUBLIC

My commission expires: July 8, 2019.



*Our Mission:
To empower new
immigrants, English
language learners and
academically
underserved students
with the educational
tools and support they
need to maximize their
potential, succeed and
live the
American Dream.*

New America School-Las Cruces

GC Meeting

Thursday May 12, 2016

207 S. Main St.

Las Cruces, NM 88001

5:00-6:30 PM

Agenda

1. Call to order
2. Pledge of Allegiance
3. Mission Statement
4. Students of the month

Action Items

1. Approval of the agenda
2. Approval of the minutes of April 14, 2016
3. FY 2016-17 budget
The public is invited to review the school's draft budget and provide input at the public hearing. Copies of the proposed budget are available from 8:30 AM to 5:30 PM from April 10, 2016 at 207 S Main St. and also will be available for review at the hearing.
4. Discussion and action on the school budget for 2016-17
5. Discussion and action on Board nominees
6. Discussion regarding financial reports and approval of the BARs if required

Information Items

7. Dashboard
8. Principal Report
9. Meeting schedule for next year
10. Public Input
11. Adjournment

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 ddifelice@newamericaschool.org at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact ddifelice@newamericaschool.org if a summary or other type of accessible format is needed.

New America School-Las Cruces
Governing Council
Thursday, May 12, 2016
5:00 PM
207 S. Main
Las Cruces NM

Board Members Present: Susie Kimble (Vice-President), John Munoz (President), Toby Rue

Regrets: Jennifer Garcia Kozlowski (Treasurer), Martha Valdez (Secretary)

Staff Present: Dominic DiFelice, Margarita Porter, Veronica Gonzalez, Craig Cook, Roberto Lozano, Mike Vigil II

Minutes of the GC

1. The meeting was called to order at 5:01 PM.
 2. The Pledge of Allegiance was recited.
 3. The mission statement was read by Toby Rue.
 4. Students of the months were introduced. If parents/relatives were in attendance they were introduced. Students answered questions from the GC members. The following students received awards:
 - Enedina Arciniega, 16
 - Thomas Melendez, 16
 - Kody Keding, 16
 - Rodrigo Salas, 18
 - Ian Cutler, 19
 - Brandon DeMerritt, 20
 - Jason Ortiz, 27
 5. The consent agenda and minutes were unanimously approved.
 6. The principal provided a detailed overview of each of the contracts under discussion. She indicated the projected amounts to be received, how the monies will be allocated and addressed any questions from the GC. Roberto Lozano reviewed the status of E-Rate. The school will be 80% in category 1, the only application the school applied for. It will also receive monies for internet and phone services. This reflects a net 10% decrease from last year. Moved by Toby Rue and seconded by Susie Kimble that the following contracts be approved:
 - Title I
 - Title II
 - Title III
 - IDEA-B
 - E-Rate
- Votes: Unanimous.
7. The Superintendent indicated the contract for Matthews-Fox under discussion was the same as last year except for a \$20/hr. increase in fees. Moved by Susie Kimble and seconded by Toby Rue that the service agreement with Matthew-Fox be approved. Votes: Unanimous.

8. The Vigil Group contract is exactly the same as last year. Moved by Toby Rue and seconded by Susie Kimble that the service agreement with the Vigil Group be approved. Votes: Unanimous.
9. The Superintendent indicated the PSA with the Network is the same as last year except that the term has been reduced from 2 to 1 year. Moved by Toby Rue and seconded by Susie Kimble that the service agreement with the NAS Network be approved. Votes: Unanimous.
10. The lease assistance agreement was presented, reviewed and discussed. Counsel for the GC has reviewed the application and the Superintendent cautioned the school that the checklist be completed in its entirety before submission.
11. The Finance Committee reviewed the draft budget and recommended the GC approve an increase in employee benefits from 60% to 80%. This was passed unanimously.
12. No one spoke during the public hearing of the draft 2016-2017 school budget.
13. Final discussion and approval of the FY2016-17 budget will be delayed until the June 2016 meeting of the Board.
14. The chair indicated he had received one resume from the possible nominees to the GC. The other two nominees will be considered when their information is received. Moved by Susie Kimble and seconded by Toby Rue that Judge Fernando Macias be elected to the Board effective June 1, 2016 with term ending December 2018. Votes: Unanimous.
15. The financial reports were presented by Mike Vigil II, business manager. The financial reports ending 4/30/16 were discussed in detail with the finance committee prior to the GC meeting as normal. Revenue from the USDA for reimbursement from an October 2015 submission had been held up but Mr. Lozano had worked with the PED to get this cleared up. The school has ordered the food warmer from its special USDA equipment grant and it has not yet been received. Since it has not been received, the school cannot issue a check for the purchase which means it cannot yet request reimbursement from the state. The only new item of significance on the expenditure report was an issuance of a PO to Camnet of a little over \$3k for the moving of the email server to the cloud so that the school can be independent of the Albuquerque NAS. Revenues exceeded expenditures for the month of April resulting in a reconciled cash balance of \$979,985.63. The activity account had a reconciled balance of \$3,318.68. Mr. Cook added the discussion in finance committee about the school's bank account not being interest bearing. The BARs were discussed. Moved by Toby Rue and seconded by Susie Kimble that BARs 0018-I to 0020-I be approved as presented. Votes: Unanimous.
16. Dashboard: The principal presented results from the Quality of Ed survey. 156 surveys were returned. All results were in the 90%+ range.
17. Principal report:
 - Block v. regular schedule for night program-67% dropout rate, same as last year. Will need to determine passing rates from last year vs. this year to determine how to move forward.
 - PARCC testing completed. 97% participation rate
 - Truancy Coordinator Award received. This has a value of \$50-70K.
 - Summer school, 4 credits will be offered
 - 16 new inductees to Honor Society
 - Renewal Application is now available online. Process will begin starting early June with state training.

18. The scheduled meeting for June 8, 2017 will be rescheduled for June 15th 2017.
19. Public Input: None
20. Adjournment 6:38 pm

Next Meeting will be held at 5:00 pm on Thursday, June 9, 2016 at New America School 207 S. Main, Las Cruces, NM.

Signed _____
Martha Valdez, Secretary

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: New America School-Las Cruces

Date submitted: 2/10/2017

Contact Name: Margarita Porter

E-mail: mporter@newamericaschoolnm.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Oscar Juarez	Designation	1/12/2017	Click here to enter text.	From: 2017 To: 1/9/2020
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
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: *OS Juarez*

Date: 2-10-17

Printed Name of Governing Council President or Designee: Susie Kimble

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.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the New America School-Las Cruces located in Las Cruces New Mexico.

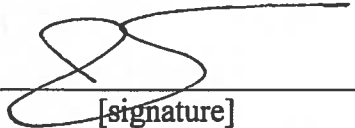
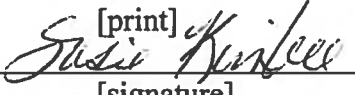
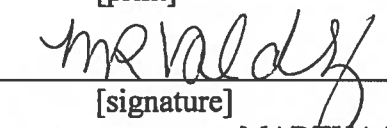
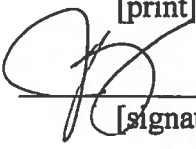

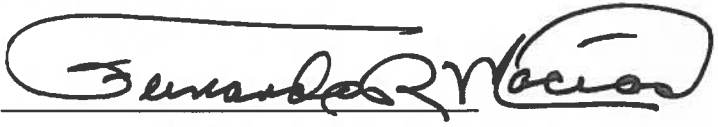
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of New America School-Las Cruces' 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 NEW AMERICA SCHOOL-LAS CRUCES GIVE THE FOREGOING STATEMENT THIS 15 DAY OF FEBRARY, 2017.

1. 
[signature] _____
JOHN MUNOZ _____
2. 
[signature] _____
SUSIE KIMBLE _____
[print] _____
3. 
[signature] _____
MARTHA VALDEZ _____
[print] _____
4. 
[signature] _____
JENNIFER KOZLOWSKI _____
[print] _____
5. 
[signature] _____
TOBY RUE _____
[print] _____
6. 
FERNANDO MACIAS _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, OSCAR JUAREZ JR., after being duly sworn, state:

1. My name is OSCAR JUAREZ JR. and I reside in Las Cruces, New Mexico.

2. I am a member of the governing body of the New America School-Las Cruces 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 New America School-Las Cruces' governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]

2-16-17
Date

Oscar Juarez Jr
[Print]

VERIFICATION

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

[Notary Seal:]

Sandra Aguirre
NOTARY PUBLIC

My commission expires: Dec 01, 2020.



*Our Mission:
To empower new
immigrants, English
language learners and
academically
underserved students
with the educational
tools and support they
need to maximize their
potential, succeed and
live the
American Dream.*

New America School-Las Cruces

GC Meeting

Thursday October 13, 2016

207 S. Main St.

Las Cruces, NM 88001

5:00-6:30 PM

Agenda

1. Call to order
2. Pledge of Allegiance
3. Mission Statement
4. Students of the month

Action Items

1. Approval of the agenda
2. Approval of the minutes of September 8, 2016 and September 27, 2016
3. Discussion and action on new board member
4. Discussion and approval of school policies
 - a. Mileage and per diem
5. Discussion regarding financial reports and approval of the BARs if required

Information Items

6. Charter renewal update
 - a. Community support letters
 - b. Campaign to promote school
7. Dashboard
8. Principal Report
9. FMP update
10. Fund balance considerations
11. Public Input
12. Adjournment

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 ddifelice@newamericaschool.org at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact ddifelice@newamericaschool.org if a summary or other type of accessible format is needed.

New America School-Las Cruces
Governing Council
Thursday, October 13, 2016
5:00 PM
207 S. Main
Las Cruces NM

Board Members Present: Susie Kimble (Vice-President), John Munoz (President), Toby Rue, Fernando Macias, Jennifer Garcia Kozlowski (Treasurer), Martha Valdez (Secretary)

Regrets:

Staff Present: Dominic DiFelice, Margarita Porter, Mike Vigil II, Veronica Gonzales

Minutes of the GC

1. The meeting was called to order at 5:04 PM by John Munoz
2. The Pledge of Allegiance was recited.
3. The mission statement was read by Susie Kimble.
4. Student of the month awards were presented. Family members joined the students to address questions from the GC. The following received awards
 - Thomas Melendez
 - Ruben Sandoval
 - Frida Valenzuela-Maldonado
 - Leanne Nieto
 - Jocelyn Ortiz
 - Cody Forrister
 - Miriam Puentes
5. The consent agenda and minutes were approved unanimously.
6. Moved by Susie Kimble and seconded by Martha Valdez that Oscar Juarez Jr. be elected to the Board effective January 2017 for a three year term. Votes: Unanimous.
7. The principal presented the mileage and per diem policy. Moved by Fernando Macias and seconded by Susie Kimble that the mileage and per diem policy be approved as presented. Votes: Unanimous.
8. Business Manager Mike Vigil II addressed the Governing Council regarding the financial reports. The finance committee met prior to the GC meeting as normal to discuss the financial reports ending 9/30/16 in detail. Both the revenue and expenditure reports had very little change. The expenditure reports included the increase in medical benefit premiums which were increased by 8% through NMPSIA. It was discussed that maintenance BARs would most likely be brought to the GC at the next meeting to clean up any outstanding negative budget line items in anticipation of a budget reduction from the state. A 1.5% reduction to current year funding is anticipated as early as December 2016. For the NAS-LC, this is estimated to be approximately \$32.5k in reduction to current year funding. Revenues were exceeded by expenditures by about \$39k but this is normal for the first few months of the school year. There was no indication of any issues with the outstanding PO's. The bank statement reconciled to the GL at \$924,767.31 while the activity account balanced to the GL at \$2,322.39. 2 BARs were presented for approval. #0003-IB in the amount of \$2,264 for Dual Credit Instructional Materials for students

attending DACC. #0004-IB in the amount of \$214,985 for PSCOC lease reimbursement. Moved by Susie Kimble and seconded by Toby Rue that BARs 0003-IB and 0004-IB be approved as presented. Votes: Unanimous.

9. Charter Renewal Update:

- Site visit occurred on October 12th. A number of follow-up items were requested. All are available and will be sent to the CSD.
- The principal expressed thanks to the GC members who attended the site visit to answer questions of the CSD team
- Fernando Macias complimented the GC on their commitment and great working relationship among members
- A preliminary report will be received by Nov 14th that will provide feedback on the site visit, the renewal application, and the stated metrics
- The school will have one week to respond to this feedback
- Final recommendation to the PEC from the CSD will be made on Nov 30th
- On Dec 8th the school will have a 15 minute time slot for a response and a 5 minute public input opportunity
- John Munoz and Susie Kimble will co-present in the public input portion
- Margarita will present in the 15 minute slot
- Letters of support have also been sent to the CSD

10. The dashboard presented an age breakdown for students and the number of students per grade level. MAP results along with national percentile equivalence will be presented next month.

11. Principal Report

- Enrollment 317
- Projected enrollment was 292
- Hygiene drive is on until Dec 1st
- Two teachers will be presenting at the NMCCS
- NMCCS will be held Oct 27-28

12. The school has received a letter indicating that the FMP was approved.

13. There was some discussion on how the fund balance might be spent. The GC directed the principal to compile a list of items for consideration.

14. Public Input: None

15. Adjournment 6:44 pm

Next Meeting will be held at 5:00 pm on Thursday, November 10, 2016 at New America School
207 S. Main, Las Cruces, NM.

Signed

Martha Valdez, Secretary

RE: Addition of GC Member

Margarita Porter <MPorter@newamericaschoolnm.org>

Wed 2/15/2017 4:29 PM

To: Schools, Charter, PED <Charter.Schools@state.nm.us>;

Ms. Laurel, I need an extension to get the documents notarized. The members on our board have high profile jobs and it makes it very difficult to get signatures. Is there any way I can have until March 9 at my next GC meeting?

I am trying to locate the info for Fernando Macias. I believe I email it in the fall of 2016. Where would I have sent it?

I appreciate it!

Margarita L. Porter, Ed.S.

The New America School- Las Cruces
207 S. Main St.
Las Cruces, NM 88001
(575)527-9085



From: Schools, Charter, PED [<mailto:Charter.Schools@state.nm.us>]
Sent: Tuesday, February 14, 2017 9:48 AM
To: Margarita Porter
Subject: Re: Addition of GC Member

Thank you. Please see the attached letter for further information regarding the change in your Governing Body.

Laurel Pierce
NMPED
Options for Parents and Families

From: Margarita Porter <MPorter@newamericaschoolnm.org>
Sent: Monday, February 13, 2017 8:36 PM
To: Schools, Charter, PED
Subject: Addition of GC Member

Please confirm

Margarita L. Porter, Ed.S.

Tani Arness

To: fkauger@comcast.net
Subject: RE: Send Email of Resignation?

From: fkauger@comcast.net [mailto:fkauger@comcast.net]
Sent: Wednesday, March 16, 2016 8:51 AM
To: Arness, Tani
Subject: Re: Send Email of Resignation?

Please accept my resignation from the Governing Board of the CCCS effective February 23, 2016. It has been my pleasure to serve as a board member of CCCS, and I wish the board, staff and students every success as they continue to be leaders in the charter school movement.
Keith Auger

From: "Tani Arness" <tarness@cesarchavezcharter.net>

We were able to vote at our last GC meeting to remove you both as members and vote in two new members. We appreciate your support in that process.

I have one more request. For our records, could you please send me an email stating your resignation official as of the GC meeting on February 23, 2016. We are supposed to have a resignation in writing and I wanted to have the correct dates.

Thank you again for everything!

All my best!

Tani Arness

Executive Director/Principal

Cesar Chavez Community School

505-877-0558 ext. 102

School Governance Change

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

On October 7, 2016, a vacancy was created on the Governing Board by the resignation of Dornell Pete. On January 4, 2017, two vacancies were created by the resignation of Florinda Jackson and the removal of Janet Hoskie. DEAP notified the PED of the changes on February 20, 2017 and final documentation was received on February 28, 2017. These changes leave the Governing Board with only four designated members and the school is out of compliance with the charter contract.

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

45

Name of State-Chartered School: Dzil Diti'ooi School of Empowerment, Action and Perseverance (DEAP)

Date submitted: 2/16/2017

Contact Name: Prestene Garnenez

E-mail: pgarnenez@deapschool.org

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Dornell Pete	Resignation	10/7/2016	Moved to Seattle, Washington	From: 5/1/2015 To: 10/7/2017
Florinda Jackson	Resignation	1/4/2017	New employment and work commitments	From: 12/1/2014 To: 1/4/2017
Janet Hoskie	Removal	1/4/2017	Failure to attend 2 consecutive meetings and non-attendance of every other meeting	From: 12/1/2014 To: 1/4/2017

Original Signature of Governing Council President or Designee:

Prestene Garnenez

Date:

2/16/17

Printed Name of Governing Council President or Designee:

Shayla Yellowhair

Required Attachments:

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

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



Prestene Garnenez <pgarnenez@gmail.com>

Resignation as a Governing Council Member

Dornell Pete <dornell.pete@gmail.com>
To: Prestene Garnenez <pgarnenez@gmail.com>

Sun, Oct 9, 2016 at 9:22 PM

Dear DEAP Staff and Fellow Governing Council Members,

Please accept this letter as a formal notification that I will be resigning from my position as Governing Council Member with the Dził Dítł'ooi School of Empowerment Action and Perseverance Charter School. I have started my doctoral program at the University of Washington in Seattle and would like to focus on school. My last day is Friday, October 7, 2016.

I am truly grateful for the opportunity to be part of a Navajo charter school that aims to improve and strengthen the educational experience of Navajo students. I have learned so much about the operations of a charter school, and thoroughly enjoyed the interactions I have had with governing council members. I will certainly take these experiences with me.

Thank you and I look forward to staying in touch!

Sincerely,
Dornell Pete
dornell.pete@gmail.com

Florinda Jackson, Ed.D.
P.O. Box 2211
Window Rock, Arizona 86515

January 4, 2017

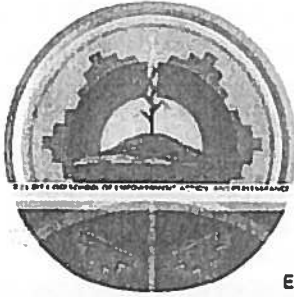
Dzil Dítł'ooi School of Empowerment, Action, and Perseverance (DEAP)
P.O. Box 156
Navajo, New Mexico 87238

Dear Governing Council Members,

Please accept my letter of resignation as a Governing Council member of the DEAP School. I have a new job and my travel will not allow for flexibility in the evening hours to continue to be a member of the council. I have enjoyed being a part of the founding movement in the initial 2 years of the DEAP Charter School organization.

I wish you all the best,

Florinda Jackson
(electronic signature)



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

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

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

**Dzil Diti'ooi School of Empowerment, Action & Perseverance (DEAP)
Governing Council Meeting Minutes
Wednesday, January 04, 2017
Location: DEAP School**

- A. Shayla Yellowhair called the meeting to order at 5:40 PM.**
- B. Roll call of Governing Council members**
- | | |
|---------------------------------|-----------------------|
| 1. Shayla Yellowhair, President | Present |
| 2. Janet Hoskie, Vice-President | Absent |
| 3. Michaela Shirley, Secretary | Present via telephone |
| 4. Benita Litson, Treasurer | Present |
| 5. Florinda Jackson, Member | Absent |
- Others in Attendance:** Prestene Garnenez, Kayla Begay, and Karen Mailman
- C. Review & Approval of Agenda**
Motion to approve the agenda with the addition of Item E4, Governing Council Membership by Benita Litson and second by Michaela Shirley. The vote was 3-0-0.
- D. Review & Approval of December 10, 2016 Meeting Minutes**
A motion was made to approve December 10, 2016 meeting minutes by Benita Litson and second by Michaela Shirley. The vote was 3-0-0.
- E. Discussion and possible Action Items:**
- 1. Discuss Governing Council Bylaws Revision**
A motion to accept the changes to Article I Section 3 and Article II Section 2 was made by Benita Litson and second by Michaela Shirley. The vote was 3-0-0.
 - 2. Approval of Resolution: DEAP Meeting Notices**
A motion to approve resolution # 2017-01-01 which indicates regular Governing Council meetings to be held every 2nd Wednesday of each month at 5:30PM was made by Benita Litson and second by Michaela Shirley. The vote was 3-0-0.
 - 3. Approval of BARs:**
 - a. NISN \$77,778.00 for Sub-grant for personnel, supplies and other expenses
 - b. NISN \$6,000.00 for Sub-grant for Diné and English Literacy
 - c. NISN \$16,150.00 for Sub-grant for technology, furniture and equipmentA motion to approve NISN \$77,778.00, NISN \$6,000.00, and NISN \$16,150.00 was made by Michaela Shirley and second by Benita Litson. The vote was 3-0-0.

4. Governing Council Membership

A motion to remove inactive member, Janet Hoskie, as pertaining to Governing Council bylaws made by Michaela Shirley and second by Benita Litson. The vote was 3-0-0.

F. Reports from DEAP Management

1. Head Administrator's Report

No report, as the Head Administrator started on January 2, 2017.

2. Finance Manager's Report

No Report.

3. Director of Curriculum's Report

Ms. Begay reflected on the Alkaan demonstration last month; it was great learning experience for the students.

4. Director of Operations' Report

Ms. Garnenez working on several fronts including looking to work with Red Lake Chapter and McKinley County to begin road improvements on Shephard Springs Boulevard and Mill Road within 2017.

G. Public Comment

No public comment.

H. The next meeting for DEAP Governing Council will be February 08, 2017 5:30 pm at DEAP Charter School.

I. Shayla Yellowhair adjourned the meeting at 7:00 PM.

These minutes were approved by the Governing Council of the Dził Dítł'ool School of Empowerment, Action and Perseverance (DEAP) on February 08, 2017 by a vote of 3 in favor, 0 opposed, and 0 abstentions.

DZIL DITL'OOI SCHOOL OF EMPOWERMENT, ACTION & PERSEVERANCE:

ATTEST:



President of Governing Council



DEAP Governing Council Member

School Governance Change

Cesar Chavez Community School

On February 23, 2016 two vacancies were created on the Governing Board by the resignations of Kiera Duddy and Keith Auger. These vacancies were filled by Anacelie Verde-Claro and John Krone on March 22, 2016 although complete documentation was not provided to the PED until March 1, 2017. An additional board member, Jess Lionne was designated on December 6, 2016. The NMPED received all complete documentation of this designation on February 28, 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: Cesar Chavez Community School

Date submitted: 4/18/2016

Contact Name: Tanl Arnese, Exec. Director

E-mail: tarnese@cesarchavezcharter.net

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Kiera Duddy	Resignation	2/23/2016	Family Obligations	From: 12/7/2010 To: 2/23/2016
Keith Auger	Resignation	2/23/2016	Personal Reasons	From: 3/23/2010 To: 2/23/2016
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

Tanl Arnese
TANL ARNESE

Date:

4/18/16

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.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

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

Date submitted: 2/28/2017

Contact Name: Tani Arness

E-mail: tarness@cesarchavezcharter.net

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Anacelle Verde-Claro	Designation	3/22/2016	New Member	From: 3/22/2016 To: 3/31/2018
John Krone	Designation	3/22/2016	New Member	From: 3/22/2016 To: 3/31/2018
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: 2/28/17

Printed Name of Governing Council President or Designee:

Tani Shapiro
Dan Shapiro

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.

Tani,

After much consideration, I have decided to resign from the governance board and the finance and audit committees, effective February 23, 2016. I have had a wonderful experience over the last five years as a member and as part of Cesar Chavez but I now need to focus on being a mom. You have a great group of individuals and I will miss being a part of the group.

Kiera Kennedy

Tani, Dan, members of the CCCS Governing Council,

After several years of service to the CCCS, I am herewith submitting my resignation as a member of the CCCS Governing Council, effective 2/23/16.

It has been my pleasure to serve as a member of the council, and I wish the school, the staff and leadership, and the governing council continued success in offering a quality educational experience for the many students who choose the CCCS as their path to obtain a high school diploma.

Sincerely,

A handwritten signature in black ink, reading "Keith Auger". The signature is written in a cursive, flowing style.

Keith Auger

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Anacelie Verde Claro, after being duly sworn, state as follows:

1. My name is Anacelie V. C. and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Cesar Chavez Community 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.

Anacelie Verde Claro
[Signature]

2/18/16
Date

Anacelie Verde Claro, Governing Body Member of Cesar Chavez Community School
Charter School Print Name

Subscribed and sworn to before me, this 23 day of February, 2016

[Notary Seal:]



Socorro Karina Cuara
[signature of Notary]

Socorro Karina Cuara
[typed name of Notary]

NOTARY PUBLIC

My commission expires: March 25, 2019.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, John Krone, after being duly sworn, state as follows:

1. My name is John Krone and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the ^{at} Ch Cesar Chavez 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.

John Krone
(Signature)

3/18/16
Date

John Krone, Governing Body Member of Cesar Chavez Charter School

Subscribed and sworn to before me, this 18th day of March, 2016.

[Notary Seal:]

[Signature]
[signature of Notary]

Jose M. Gonzalez
[typed name of Notary]

NOTARY PUBLIC

My commission expires: 10/30, 2019.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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


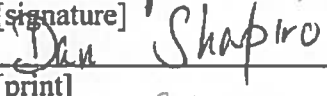
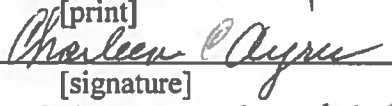
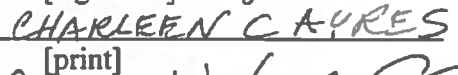

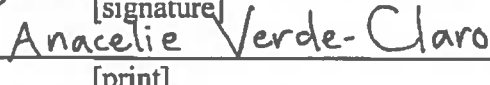
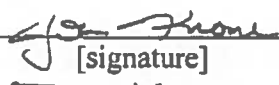
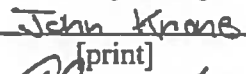
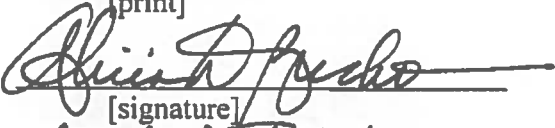
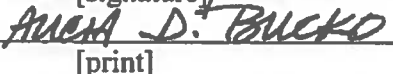
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Cesar Chavez Community School's 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 29th DAY OF MARCH, 2016.

1. 
[signature]

[print]
2. 
[signature]

[print]
3. 
[signature]

[print]
4. 
[signature]

[print]
5. 
[signature]

[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 Cesar Chavez Community 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 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 29th DAY OF MARCH, 2016.

1. 
[signature]
Allan T. Badman
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

Cesar Chavez Community School
1325 Palomas SE
Albuquerque, NM 87108
505-877-0558

Governance Council Meeting Minutes

Date: 02/23/2016 _____ Time: 5:06pm _____ Location: 1325 Palomas SE _____ Regular Meeting X Special
Meeting _____ Committee _____
In Attendance: (bolded)
Rebekah Runyan **Keith Auger** (KA) **Alicia D Bucko** (ADB) *Secretary* **Charleen Ayres** (CA) **John Krone** (JK)
Tani Arness **Dan Shapiro** (DS) *President* **Keira Duddy** **Al Bodmer** (AB) *V.P.* **Anacelie Verde-Claro** (AVC)

Motion was made by DS, seconded by AB and unanimously voted YES by board to move the agenda item numbers 6 and 7 to position numbers 1 and 2 and to vote on new action items 1 and 2 after approval of minutes

1. Review of Final Agenda			
Motion by:	AB	2 nd :	ADB
			YES
			Motion to: No: _____

Notes:

Action item 1: Motion was made to approve new GC members Anacelie Verde-Caro and John Krone by DS and seconded by AB and voted YES unanimously by the board
Action item 2: Motion to accept resignation as requested from the GC Board by Keith Auger and Kiery Duddy by DS and AB and voted YES unanimously by Board members.

2. Review of previous meeting Minutes dated: 01/26/16			
Motion by:	DS	2 nd :	CA
			YES
			Motion to: No: _____

Notes:

3. Director's Report presented by Tani Arness			
---	--	--	--

Notes: In depth discussion of Title 1 Improvement Grant

Cesar Chavez Community School
1325 Palomas SE
Albuquerque, NM 87108
505-877-0558

Action Items: (Item, motion by, second by, vote results)

	MOTION	SECOND	YES	NO
Financial Reports, Accounts Payable Payment Vouchers and Payroll Payment Vouchers approved with single motion				
Financial Reports Accepted for (month/s) January 2016				
Accounts Payable Payment Vouchers Accepted for (month/s) January 2016	DS	CA	YES	
Payroll Payment Vouchers for (month/s) January 2016				

All BARS approved with single motion

BARS	512000-1516-0015-IB	28203	AB	DS	YES
	512000-1516-0016-T	24162			
	512000-1516-0017-I	24101			

Title I School Improvement Grant: Motion made by AB and seconded by DS to allow President Dan Shapiro to approve application which authorizes up to \$2500 in funds to be allocated for substitute teaching for math and reading with the remainder to spend for technology aids for math and reading. The motion was passed and voted YES unanimously by the board.

Discussion Items:

Principal/Director's Evaluation forms were distributed to DS, AB and ADB for tallying the responses and the report to be presented at the next meeting.
GC self-evaluation was tabled until the next meeting.
Time to discuss school topics/strategic plan tabled until the next meeting.

Next meeting date: 03/22/16

#	Assigned Tasks	Point of Responsibility	Date Assigned	Deadline
1				
2				
3				

Adjourment Time: 5:58pm	2 nd .	ADB	YES	No:
Motion by: AB				

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: Cesar Chavez Community School

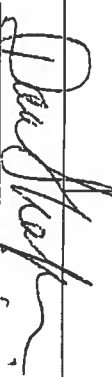
Date submitted: 12/12/2016

Contact Name: Tani Arness

E-mail: tarress@cesarchavezcharter.net

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Jess Lionne	Designation	12/6/2016	Click here to enter text.	From: 12/6/2016 To: 12/4/2018
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:

12/6/16

Printed Name of Governing Council President or Designee:

Dan Shapiro

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, Tess Lionne, after being duly sworn, state as follows:

1. My name is Tess Lionne and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Cesar Chavez Community 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.

Tess T. Lionne

[Signature]

12/16/2016

Date

Tess Lionne, Governing Body Member of Cesar Chavez Community Charter School

Subscribed and sworn to before me, this 16 day of December, 2016.

[Notary Seal:]

Socorro Karina Cuara

[Signature of Notary]

Socorro Karina Cuara

[Typed name of Notary]



NOTARY PUBLIC

My commission expires: March 25, 2019.

Cesar Chavez Community School
1325 Palomas SE
Albuquerque, NM 87108
505-877-0558

Governance Council Meeting Minutes

Date: 12/06/2016 Time: 5:11 pm Location: 1325 Palomas SE Regular Meeting X Special Meeting
Committee

In Attendance: (bolded)

Rebekah Runyan **Dan Shapiro (DS)** President **Al Bodmer (AB)** V.P. **Alicia D Bucko (ADB)** *Secretary* **Charleen Ayres (CA)**
Tani Arness **John Krone (JK)** **Anacelle Verde-Ciaro (AVC)** Guest: Jess Lione

1. Review of Final Agenda: Motion to approve final agenda made by: DS 2nd: AB IF unanimous check here X No:

Notes: Prior to approval 3 discussion items were added: #4. Dan as Voting Member of Foundation, #5. Building Requirement, Amending of Foundation Lease, 6. Roberts Rules of Order

2. Review of previous meeting minutes dated: 09/27/16 and 10/25/16 Motion made to accept by AB 2nd: DS IF unanimous check here X No:

Notes: Accepted with Date Correction on 10/25/16

3. Director's Report presented by Tani Arness.

Notes: Director's report was reviewed in detail including a discussion of Short Cycle Assessment and an in-depth discussion of the multiple parameters used to derive at the School Grade of C.

Cesar Chavez Community School
1325 Palomas SE
Albuquerque, NM 87108
505-877-0558

Action Items: (Item, motion by, second by, vote results)

1. **Possible New Member, Jess Lionne:** voted in as new GC member, Motion by DS, 2nd by A VC, unanimously voted Yes
2. **Financial reports** accepted for Sept. and Oct. 2016 (single motion items 2-4) DS AB unanimous yes
- 3/4. **Accounts Payable Payment Vouchers and Payroll Payment Vouchers** for Sept. and Oct. 2016 Accepted

5. BARS

- BAR 512-000-1617-0007- IB 31200 – Lease Assistance – New Award - Increase
- BAR 512-000-1617-0009- I 11000 – Operational – E-Rate – New Award - Increase
- BAR 512-000-1617-0010- T 11000 – Operational – Transfer
- BAR 512-000-1617-0011- I 11000 – Operational – Cash Carryover– Increase
- BAR 512-000-1617-0012- D 14000 – Instructional Materials – Cash Carryover– Decrease
- BAR 512-000-1617-0013- I 21000 – Food Services – Cash Carryover– Increase
- BAR 512-000-1617-0014- I 23000 – Student Activities – Cash Carryover– Increase
- BAR 512-000-1617-0015- I 25152 – Title XIX Medicaid – Cash Carryover– Increase
- BAR 512-000-1617-0016- I 26207 – CNM Foundation – Cash Carryover– Increase
- BAR 512-000-1617-0017- I 28203 – GRADS Plus – Cash Carryover– Increase
- BAR 512-000-1617-0018- I 31701 – SB-9 Local – Cash Carryover– Increase
- BAR 512-000-1617-0019- I 26207 – CNM Foundation – New Award – Increase
- BAR 512-000-1617-0020- I 28203 – GRADS Plus – New Award – Increase

All BARS approved with a single motion made by DS seconded by AB and approved unanimously by all members.

6. **GC Resolution:** 2016-17 Resolution “Cesar Chavez Community School Notice of Meetings Resolution No. 02 2016-17” (2016-17 date change was made prior to acceptance)

Motion by AB, 2nd by DS, Unanimous Yes vote

7. **Amend Bylaws:** Motion made to remove position of Treasurer and any reference to it in all bylaws and policies for the CCCS Governance Council, Also to defer further action on GC Policy and bylaws for next meeting

Cesar Chavez Community School
1325 Palomas SE
Albuquerque, NM 87108
505-877-0558

8. CCCS Comp Time and Overtime Policy, 5.06: accepted DS Motion by DS, 2nd by AB, Unanimous Yes vote
AB Unanimous Yes

Discussion Items:

1. Audit update: The audit is still pending and there is no news.
2. GC Self Evaluation Rubric: Jess, Dan and Al agree to meet and discuss at 4:30 pm before next meeting
3. CSD: Site visits will be scheduled in the future.
4. Dan as Voting Member of Foundation: Dan informed board that he wants to remain a voting member of the CCCS Foundation despite possible issue with Conflict of Interest. No Board members disagreed with Dan's logic that the conflict of interest would not apply to his position due to no "financial interest"
5. Building Requirement and Amending the Foundation Lease: Dan and are waiting to hear back from the school lawyer about clarifying language in the Foundation lease to more clearly meeting Charter School Building Requirements
6. Robert's Rules of Order: Dan would like to request copies of Robert's Rules of Order for every GC member

#	Assigned Tasks	Point of Responsibility	Date Assigned	Deadline
	1. Request and Buy 8 copies of Robert's Rules of Order	1. Dan Request, Tani Buy	12/6/16	1/24/17
	2. January Mtg. Financial Committee 4:00 pm, GC Self Evaluation Rubric Mtg. 4:30 PM	2. Dan, Al, Jess	12/6/16	1/24/17
	3. GC Member Binders Updated and copies distributed	3. Tani	12/6/16	1/24/17
	4. Clarify language in bylaws for further amendment	4. Dan	12/6/16	1/24/16

Adjournment Time: 6:33 pm Motion made by AB 2nd by DS and unanimously approved. Next meeting 1/24/17

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Cesar Chavez Community 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 Cesar Chavez Community 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.

Al Bodner
[signature]

Al Bodner, Member of Governing Body of Cesar Chavez Charter School

Don Shapiro
[signature]

Don Shapiro, Member of Governing Body of Cesar Chavez Charter School

Jess T. Lionne
[signature]

Jess T. Lionne, Member of Governing Body of Cesar Chavez Charter School

Anaceli Verde Claro
[signature]

Anaceli Verde Claro, Member of Governing Body of Cesar Chavez Charter School

John Krone
[signature]

John Krone, Member of Governing Body of Cesar Chavez Charter School

[signature]

_____, Member of Governing Body of _____ Charter School

[signature]

_____, Member of Governing Body of _____ Charter School

12-6-16
Date

School Governance Change

Anthony Charter School

On June 11, 2016, a vacancy was created on the Governance Board due to the removal of Blanca Hernandez. Although the school failed to fill the vacancy by the required due date, July 26, 2016, and was not in compliance with the charter, a new board member, Rocio Rodriguez, was designated on September 10, 2016. The NMPED received notification of the removal and designation on November 15, 2016; however, the complete documentation required was not submitted until March 24, 2017.

On February 13, 2017, a vacancy was created on the Governance Board due to the resignation of Rita Gutierrez. At that time, the vacancy was filled by Elsa Johnston and an additional board member was designated, Eustacio Olivas. The NMPED received confirmation of the change on February 28, 2017, but did not receive complete documentation until March 24, 2017.

On March 20, 2017 a vacancy was created by the resignation of Rodolfo Franco. The documentation is still pending. The school has been notified the vacancy must be filled by May 4, 2017 or an extension must be filed.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Anthony Charter School Current Number of Governing Body Members: 6

Date submitted: 6/11/2016 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
Blanca Hernandez	Click here to enter address. 575-882-3554 blanca.hernandez@jgray.com	Removal	6/11/2016	Non attendance	From: 8/3/2014 To: 6/11/2016
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 phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:

Printed Name of Governing Council President or Designee:

Redolfo Franco
Date: 6/11/16

ANTHONY CHARTER SCHOOL

Governing Council Meeting

Monday, July 11th, 2016

At 6:00 pm

Conference Number: 915-504-5253

Anthony Charter School

780 Landers Rd

Anthony, NM 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. President Franco called the Governing Council Meeting to order at 6:02 pm.
- b. Roll Call- Board Member Wendler called roll of the Council Members
- c. Pledge of Allegiance- Presented by ACS Principal Dr. Abe Armendariz

In attendance were ACS Council Members:

Rudy Franco, President- Present

Charles Wendler, Board Member- Present

Patrick Banegas, Vice President- Present

Claudia Lara, Board Member- Present

ACS Council Members Absent:

Rita Gutierrez- Member- [REDACTED]

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

ACS Charter School Staff Present

Dr. Abe Armendariz- ACS Principal

Denise Marmolejo- Minute Recorder

Public in Attendance

NA

- A. Action Item: Approval of Agenda 07/11/2016-** A motion was made by GC Vice President Banegas and second by Board Member Lara to approve the agenda for 7/11/2016. The motion passed unanimously.

II. Board Items- President Rudy Franco

A. New Business

1. **Action Item: Approval of Financial Report 06.30.2017- Mike Vigil –**
Revenues came in as expected. There are a few reimbursement funds totaling about \$20.5k that we can expect to be wired to the school in July and possibly into August. The expenditure report is indicative of a budget that is fully in compliance as each function is within its budget authority. The expenditure report also indicates an expected cash carryover of nearly \$140k as we projected while building the budget. The cash carryover figure will be verified with the audit which will begin in August or September. The bank account register report shows that there was an excess of revenues over expenditures in June 2016. This resulted in a bank balance of \$193,851.52. This strong bank balance will ensure that the school has enough cash reserves to meet all obligations going forward. The Bank Reconciliation did note a variance of \$14k. This variance was due to a timing issue on the accounting system due to the final payroll on June 30. This is an issue that will be fixed systematically and has no need for an entry to the general ledger to correct. The balance sheet report and trial balance are both information only item. A motion was made by GC member Wendler second by GC Vice President Banegas to approve the Financial Report 06.30.2017. The motion passed unanimously.
2. **Action Item: Approval of BAR 556-000-1516-0023-M –** A motion was made by GC Vice President Banegas and second by GC Member Lara to approve the BAR 556-000-1516-0023-M. The motion passed unanimously.
3. **Action Item: Approval of minutes 06/16/2016 & 06/30/2016 –** A motion was made by GC Vice President Banegas and second by GC Member Lara to approve minutes for 6/16/2016. The motion passed unanimously. A motion was made by GC President Franco and second by GC Member Lara to table minutes for 6/30/2016 due to minor grammatical errors. The motion passed unanimously.
4. **Action item: Termination of Secretary for non attendance- 7th absences of Blanca Hernandez-** A motion was made by GC Member Wendler and second by GC Vice President Banegas to remove Secretary Blanca Hernandez from the GC due to excessive absences. The motion passed unanimously.
5. **Action Item: Governance Council Committees – Re-election & Assurance.**
Election of New Officers
Election Committee:
Rodolfo Franco- GC President
Patrick Banegas- GC Vice President
Rita Gutierrez- GC Members
Claudia Lara- GC Member
Charles Wendler- Secretary opened nominations. A motion was made for all existing members to be reelected for one year term. As

GC members. Moved by Charles Wendler and second by Banegas. The motion passed unanimously.

Secretary Position:

Charles Wendler, volunteered for the secretary position. A motion was made by Vice President Banegas and second by GC member Ms. Lara to approve Mr. Wendler for secretary. The motion passed unanimously.

Finance & Audit Committee

GC President Rudolfo Franco

GC Vice President Patrick Banegas

Gilbert Garcia- Parent Volunteer

Jose Terronez- Community Volunteer, Financial Expert

Rita Gutierrez- GC Member

I. Principal Report- Dr. Abe Armendariz

1. Student Handbook 2016-2017 – second reading – will be ready for approval before the August 8th, 2016. Student Attendance student tardiness. Send to GC members within the last couple of weeks.
2. Governance Council School Email- Training provided by Denise Marmolejo- next meeting meeting August 8th, 2016 at 5:00 p.m.
3. Enrollment

II. Information Items

Adjournment:

A motion was made by Governance Council Banegas and second by GC member Lara to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:16 pm.

8/18/16
(Date)

C. Wendler
Charles Wendler, Governing Council
Secretary

(07/11/2016) Anthony Charter School Governing Council Minutes

Date Approved: 8/18/16

Rudy Franco
Signature: _____
Rudy Franco, Governance Council
President

Minutes Recorded by Denise Marmolejo

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

1. Rocio Rodriguez, after being duly sworn, state:

1. My name is Rocio Rodriguez and I reside in Anthony, New Mexico.

2. I am a member of the governing body of the Anthony [insert name of school] in 2801 miles 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.

Rocio M. Rodriguez
[Signature]

Sep 10 2016
Date

Rocio M. Rodriguez
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10 day of SEP, 2016.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: April 23, 2017.

ANTHONY CHARTER SCHOOL

Governing Council Meeting
Saturday, September 10th, 2016
At 3:00 pm
Conference Number: 915-504-5253
Anthony Charter School
4335 Senna Dr
Las Cruces New Mexico 88011
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. President Franco called the Governing Council Meeting to order at 3:31 pm.
- b. Roll Call- Board Member Wendler called roll of the Council Members
- c. Pledge of Allegiance- Presented by Charles Wendler

In attendance were ACS Council Members:

Rudy Franco, President- Present
Charles Wendler, Board Member- Present
Claudia Lara, Board Member- Present
Rita Gutierrez- Member- Present

ACS Council Members Absent:

Patrick Banegas, Vice President- 

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

Rocio Rodriguez- New Member

- A. Action Item: Approval of Agenda 09/10/2016-** A motion was made by GC Member Gutierrez and second by Board Member Lara to approve the agenda for 9/10/2016. The motion passed unanimously.

II. Board Items- President Rudy Franco

A. New Business

1. **Action Item: Approval of New Board Member Rocio Rodriguez- Sworn In-** A motion was made by Secretary Wendler and second by Board Member Gutierrez to approve Ms. Rocio Rodriguez as a new member of ACS Governance Council. The motion passed unanimously.
2. **Action Item: Approval of minutes 08/18/2016-** A motion was made by Secretary Wendler and second by Board Member Gutierrez to approve the minutes for 8/18/2016. A motion passed unanimously.
3. **Action Item: Financial Report 08.31.2016-** A motion was made by GC member Gutierrez and second by GC member Lara to approve the financial report 08.31.2016. The motion passed unanimously. Dr. Armendariz explained to New Member Rodriguez about the importance on overseeing the ACS Budget and making decisions.
4. **Action Item: BAR556-000-1617-0001-I-** A motion was made by GC Member Gutierrez and second by GC member Lara to approve the BAR 556-000-1617-0001-I. The motion passed unanimously.
5. **Action Item: Approval of Permanent Cash Transfer from Fun 31700 to 31701-** A motion was made by GC member Gutierrez and second by GC member Lara to approve the permanent cash transfer from Fun 31700 to 31701. The motion passed unanimously.

B. Old Business

1. **Action Item: Approval of Title IX Assurance-** A motion was made by GC Member Gutierrez and second by GC member Rodriguez to approve the Title IX assurance. The motion passed unanimously.
2. **Action Item: Approval of Student Handbook-** A motion was made by Secretary Wendler and second by GC member Gutierrez to TABLE until next board meeting. The motion passed unanimously.
3. **Action Item: Approval of Staff Handbook-** A motion was made by GC member Gutierrez and second by GC member Lara to TABLE until next board meeting. The motion passed unanimously.
4. **Action Item: Approval of Improvement Plan for SY 2016-2017-** A motion was made by Secretary Wendler and second by GC member Rodriguez to approve the Improvement Plan. The motion passed unanimously.

I. Principal Report- Dr. Abe Armendariz

1. Student Enrollment – Dr. Armendariz reported to the board on the current student population of 100 students.

Adjournment:

A motion was made by Governance Council Gutierrez and second by GC member Lara to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 4:30 pm.

10/10/16

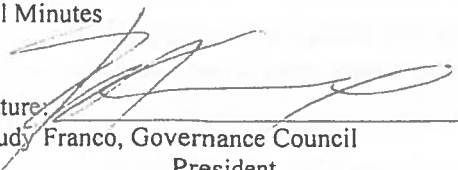
(Date)

C. Wendler

Charles Wendler, Governing Council
Secretary

(9/10/2016) Anthony Charter School Governing Council Minutes

Date Approved: 10/10/16

Signature: 

Rudy Franco, Governance Council
President

Minutes Recorded by Denise Marmolejo

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

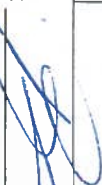
Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Anthony Charter School Current Number of Governing Body Members: 6

Date submitted: 3/21/2017 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
Rita Gutierrez	Click here to enter address. 575-621-0156 Heartpace3@gmail.com	Resignation	2/13/2017	Personal Reasons	From: 2/22/2016 To: 2/13/2017
Elsa Johnston	Click here to enter address. 720-309-5537 Elsaortega99@hotmail.com	Designation	2/13/2017	Community Member	From: 2/13/2015 To: 2/13/2018
Eustacio Olivas	Click here to enter address. 915-490-03630 Click here to enter email address.	Designation	2/13/2017	Community Member	From: 2/13/2017 To: 2/13/2018

Original Signature of Governing Council President or Designee:



Date: 3/13/17

Printed Name of Governing Council President or Designee:

Elsaortega99



ANTHONY CHARTER SCHOOL

Governing Council Meeting
Monday, February 13th, 2017
At 6:00 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. President Franco called the Governing Council Meeting to order at 6:07 pm.
- b. Roll Call- President Franco called roll of the Council Members
- c. Pledge of Allegiance- Dr. Abe Armendariz

In attendance were ACS Council Members:

Rudy Franco, President- Present
Charles Wendler, Board Member- Present
Claudia Lara, Board Member- Present
Rocio Rodriguez, Board Member- Present

ACS Council Members Absent:

Rita Gutierrez- Member- 2nd Absent Turned in letter of Resignation

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

Eustacio Olivas
Elsa Johnston
Barbie Garcia

- A. Action Item: Approval of Agenda 02/13/2017-** A motion was made by GC Secretary Wendler and second by Board Member Rodriguez to approve the agenda for 02/13/2017. The motion passed unanimously. Secretary Wendler- aye, GC Lara- aye, GC Rodriguez, President Franco- aye.

II. Board Items- President Rudy Franco

A. New Business Financial Report 01.30.2017 Mike Vigil- A motion was made by GC Secretary Wendler and seconded by GC Member Quinonez to approve the financial report 01.20.2017. The motion passed unanimously. GC Wendler- aye, GC Quinonez- aye, GC Member Rodriguez, President Franco- aye.

1. Action Item: Approval of BAR #556-000-1617.0017- -A motion was made by GC Member Rodriguez and seconded by GC Member Quinonez to approve the BAR 0017. The motion passed unanimously. GC Wendler- aye, GC Quinonez- aye, GC Member Rodriguez, President Franco- aye. Discussion- The board question the reason for the BAR adjustment as to why there was an increase. Dr Armendariz explained to the board that due to the fact that the student enrollment has increase drastically all expenses projected and set on Budget back on May 2016 was build upon 78 student projection. Student enrollment has increased to 114 students.

2. Action Item: Approval of Minutes 1/07/17, 01/09/17 & 01/14/17- Secretary Wendler recommended to the board the approve all minutes. A motion was made by GC Member Quinonez and seconded by GC Member Rodriguez to approve minutes 1/07/17, 01/09/17 & 01/14/17. The motion passed unanimously. GC Wendler- aye, GC Quinonez- aye, GC Member Rodriguez, President Franco- aye.

3. Action Item: Approval of New Members: Elsa Johnston, Maria Delgado & Eustacio Olivas- A motion was made by GC Member Rodriguez and seconded by GC Member Quinonez to accept the new GC Members Present Eustacio Olivas, and Elsa Johnston. The motion passed unanimously. GC Wendler- aye, GC Quinonez- aye, GC Member Rodriguez, President Franco- aye.

Discussion: Secretary Wendler announced that Mr. Eustacio Olivas is related to Dr Armendariz and to make clear to the public and GC Members that Mr. Eustacio Olivas wont and cannot participate in any evaluation, employment or renewal matters of Dr. Abe Armendariz. Eustacio Olivas vote will not be allowed in any matters related to Dr. Armendariz employment.

4. Action Item: Vice President Resignation- Rita Gutierrez- A motion was made by GC Member Quinonez and second by GC Member Rodriguez to accept the Vice President Rita Gutierrez resignation to the GC of Anthony Charter School due to family/personal reasons. The motion passed unanimously. GC Wendler- aye, GC Member Rodriguez, President Franco- aye.

5. Action Item: Approval of Donation Leave Policy- A motion was made by GC Member Quinonez and seconded by GC member Rodriguez to approve the Donation Leave Policy for Anthony Charter School. Recommendation for minor changes to the Donation Leave Policy. The motion passed unanimously. GC Wendler- aye, GC Quinonez- aye, GC Member Rodriguez, President Franco- aye, GC Olivas- aye, GC Johnston- aye

6. Action Item: Set up times for future meetings- The GC Members agreed to leave the monthly meetings the same without any changes. GC Member Rodriguez informed the GC members of her late arrival at 6:15 due to the fact that she attends school in El Paso and will take her 15 minutes to arrive at the GC Meetings. The motion was made by GC member Rodriguez and second by GC Member Quinonez to leave the monthly GC Meeting the same

without any changes. The motion passed unanimously. GC Wendler- aye, GC Quinonez- aye, GC Member Rodriguez, President Franco- aye, GC Johnston- aye, GC Olivas- aye

III. Old Business

1. Action Item: NA

IV. Principal Report- Dr. Abe Armenariz

- 1. CSD Visit April 12, 2016-** Dr. Armendariz reminded the board of the CSD visit scheduled for April 12, 2017 from 8:00 am to 3:00 pm. He informed the board the they will be evaluating the functions and performance indications of the school that have been met or not met.

V. Information Items

N/A

VI. Public Input- 3 minutes

No public Input

Adjournment:

A motion was made by GC Secretary Wendler and second by GC Member Rodriguez to adjourn the meeting. The motion passed unanimously. GC Wendler- aye, GC Lara- aye, , President Franco- aye, GC Olivas, GC Johnston.. The meeting was adjourned at 7:16 pm.

(Date)

Charles Wendler, Governing Council
Secretary

(02/13/2016) Anthony Charter School Governing Council Minutes

Date Approved: _____

Signature: _____
Rudy Franco, Governance Council
President

Minutes Recorded by Denise Marmolejo

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Elsa Johnston, after being duly sworn, state:

1. My name is Elsa Johnston and I reside in Anthony, New Mexico.

2. I am a member of the governing body of the Anthony Charter [insert name of school] in Edmondes, 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 [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.

Elsa Johnston

[Signature]

Feb 13, 2017
Date

Elsa Johnston

[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 13 day of Feb, 20 17.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: April 23, 20 17.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Eustacio Olivas, after being duly sworn, state:

1. My name is Eustacio Olivas and I reside in Anthony, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Anthony, New Mexico. Anthony charter 7801 Londers

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.

Eustacio Olivas

[Signature]

EUSTACIO OLIVAS

[Print]

Feb 13, 2017

Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 13 day of Feb, 20 17.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: Apr 23, 20 17.

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 Rd Anthony NM 88021 _____, 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} [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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


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

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 13 DAY OF Feb, 2017.


1.


[signature]
Rudy Franco
[print]

2.


[signature]
Charles Wendler
[print]


3.



[signature]
Claudia Lara Quinonez
[print]

4.

[signature]
Eustacio Olivas
[print]

5.


[signature]
Elsa Johnston
[print]


Rocio M. Rodriguez
Rocio Rodriguez

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: Anthony Charter School Current Number of Governing Body Members: 6

Date submitted: 3/21/2017 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
Rodolfo Franco	Click here to enter address. 575-642-5498 rvfranco@aol.com	Resignation	3/20/2017	Health reasons	From: 6/13/2015 To: 3/20/2017
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number.	Designation	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Designation	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: 

Date: 3/20/17.

Printed Name of Governing Council President or Designee: Rodolfo Franco.

C. Report on School Closures

1. Uplift Community School

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)

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	-Representative from School District where school resides 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

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
6	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
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
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 - email, if possible. School to provide copy to PEC and CSD	School Staff	February 1	Completed 2/3/2017 and emailed to PEC & CSD on 2/5/2017 @11:30 am
Action Item		Responsibility for	Due Date	Status

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

		Completing Action		
13	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			This letter will be sent closer to the end

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Distribute letter with detailed guidance regarding transition plan. School to provide copy to PEC and CSD.	School Staff	Week of April 1	of the school year and will indicate when parents can anticipate receiving final report cards and where requests for records may be sent after the close of the school.
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.
	Action Item	Responsibility for Completing Action	Due Date	Status
	RECORDS			

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

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.
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
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.	See above
Action Item		Responsibility for	Due Date	Status

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

		Completing Action		
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	There are no testing materials to be transferred. All testing is done on-line.
	Action Item	Responsibility for Completing Action	Due Date	Status

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

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	Met with Technology Consultant 2/1/17 to discuss process. OneServe Inc is POC for server, network, and backups. 4-3-17 Plans in place to complete electronic records back up and scrubbing of all hard drives and the server
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School head administrator and CSD will provide closure status report to the Governing Board at each meeting.

PUBLIC EDUCATION COMMISSION

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

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	
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

PEC CHARTER SCHOOL

Completed tasks

CLOSURE PROCESS

School Priority Tasks/Events

PEC/PED Follow-up

(PEC TEMPLATE APPROVAL 12/13/13)

District Follow-Up

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	
	Action Item	Responsibility for Completing Action	Due Date	Status

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

27	Inventory Need to get inventory list of assets and books to BPS asap.	School Staff	By May 15	The school is preparing inventory lists for discard and disposal to present to the GC for approval. The school does not own any assets valued over \$5,000
28	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. A process will be implemented to dispose of all inventory. This process will be overseen by the school and S Beery. All inventory will either be discarded or disposed of prior to June 30, 2017
29	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.

	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.
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.	Vigil Group will send out letters

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
34	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)	
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	

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
41	Utilization of Operational Budget approved by PED (if applicable)	School Staff PED/CSD	On going	
42	Notice to PED Divisions and Bureaus	CSD	60 Days prior to school closure	

This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.

We strongly suggest you retain legal counsel to assist you in the closure process.

PED/CSD and PEC will provide oversight and monitoring for all applicable actions.

PEC CHARTER SCHOOL

Completed tasks

CLOSURE PROCESS

School Priority Tasks/Events

PEC/PED Follow-up

(PEC TEMPLATE APPROVAL 12/13/13)

District Follow-Up

2. Sage Montessori Charter School

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> - Lead person from Authorizer(PEC/PED) Staff; --PED/CSD Attorney --Contract Business Official - School PED Budget Analyst; - Charter School Board chair; - Lead Administrator from the Charter School; - Lead Finance person from the Charter School; --School Attorney - Lead person from the Charter School Faculty; and, - Lead person from the Charter School Parent Organization -Representative from School District where school resides	PEC/PED Staff School Staff	February 1	Team at school level consists of Director, Office Manager, and Board President

PEC CHARTER SCHOOL
CLOSURE PROCESS
(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
3	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	
5	Initial Closure Notification Letter: PED and School District School to provide copy to PEC and CSD	School Staff	Week of January 15	

PEC CHARTER SCHOOL

Completed tasks

CLOSURE PROCESS

School Priority Tasks/Events

PEC/PED Follow-up

(PEC TEMPLATE APPROVAL 12/13/13)

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	
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

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-up

	Action Item	Responsibility for Completing Action	Due Date	Status
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
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	
14	Convene Parent Closure Meeting Plan and convene a parent closure meeting.	School Staff	March 1	
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.

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
	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.
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

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
	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.
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
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

PEC CHARTER SCHOOL**CLOSURE PROCESS**

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
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>	<p>According to the PED Assessment Timeline</p>	<p>3-7-17 There are no testing materials to be transferred</p>

PEC CHARTER SCHOOL

Completed tasks

CLOSURE PROCESS

School Priority Tasks/Events

PEC/PED Follow-up

(PEC TEMPLATE APPROVAL 12/13/13)

District Follow-Up

	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

PEC CHARTER SCHOOL

Completed tasks

CLOSURE PROCESS

School Priority Tasks/Events

PEC/PED Follow-up

(PEC TEMPLATE APPROVAL 12/13/13)

District Follow-Up

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	
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	

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
25	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	

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
27	Inventory Need to get inventory list of assets and books to BPS asap.	School Staff	By May 15	
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.
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	

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
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	

	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.	

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
34	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)	
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)	

PEC CHARTER SCHOOL

CLOSURE PROCESS

(PEC TEMPLATE APPROVAL 12/13/13)

Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
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	

PEC CHARTER SCHOOL

CLOSURE PROCESS

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Completed tasks

School Priority Tasks/Events

PEC/PED Follow-up

District Follow-Up

	Action Item	Responsibility for Completing Action	Due Date	Status
41	Utilization of Operational Budget approved by PED (if applicable)	School Staff PED/CSD	On going	
42	Notice to PED Divisions and Bureaus	CSD	60 Days prior to school closure	

This document not intended as legal advice, should not serve as the basis for decision-making in specific situations, and does not create an attorney-client relationship.

We strongly suggest you retain legal counsel to assist you in the closure process.

PED/CSD and PEC will provide oversight and monitoring for all applicable actions.