

B. Report on Governance Changes

- i. Cariños De Los Niños Charter School
- ii. Coral Community Charter School
- iii. Dzit Dit'Looi School of Empowerment Action and Perseverance (DEAP)
- iv. Gilbert L. Sena Charter High School
- v. La Promesa Early Learning Center
- vi. New Mexico Connections Academy
- vii. North Valley Academy
- viii. Red River Valley Charter School
- ix. Southwest Aeronautics, Mathematics, and Sciences Academy
- x. Student Athlete Headquarters Academy
- xi. Taos International School
- xii. Turquoise Trail Community Charter School

## School Governance Change

### **Cariños De Los Niños Charter School**

On August 4, 2017, a vacancy was created on the board by the resignation of Tomas Garcia. Although notification was not submitted in a timely fashion, all documentation has been received. The resignation of Mr. Garcia did drop the board below the mandated 5 members. On October 4, 2017, the vacancy was filled by the designation of Louise Sanchez. No extension was filed and the designation was not made in a timely fashion, but all documentation has been received.

On August 30, 2017, a vacancy was created on the board by the resignation of Robert Candelaria. Although notification was not submitted in a timely fashion, all documentation has been received. The resignation of Mr. Candelaria dropped the board to only 3 members. On October 4, 2017, the vacancy was filled by the designation of Isaac Medina. All documentation has been received.

On October 16, 2017, a vacancy was created on the board by the resignation of Louise Sanchez. On November 8, 2017, this vacancy was filled by the designation of Carla Ann Martinez. Although the notification was submitted in a timely manner, all documentation has not yet been received.

The school currently has 5 seated board members and is in compliance with statute and their Annual Report.

**STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM**

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

Name of State-Chartered School: Cariños Charter School Current Number of Governing Body Members: 5

Date submitted: 10/5/2017 Contact Name: Vernon Jaramillo, Chancellor E-mail: vernon\_jaramillo@hotmail.com

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Tomas Garcia	Espanola , New Mexico 505-927-0488	Resignation	8/30/2017	Personal - Cannot devote time.	From: 3/30/2015 To: 3/30, 2019
Robert Candelaria	tomas.garcia@kdce.com Espanola , NM 505-901-8053	Resignation	8/30/2017	Personal - Cannot devote time.	From: 3/7/2017 To: 1/30/2021
Louise Sanchez	r.candearia@okycasino.com Chamita , NM 505-927- 5171 Irsanchez@rio-arriba.org	Designation	10/4/2017		From: 10/4/2017 To: 10/4/2021

Original Signature of Governing Council President or Designee: Suanita O. Cata Date: 10/6/17

Printed Name of Governing Council President or Designee: Suanita O. Cata

**STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM**

Please complete and submit this form to: Charter Schools Division, Public Education Department, [charter\\_schools@state.nm.us](mailto:charter_schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Cariños Charter School    Current Number of Governing Body Members: Five  
 Date submitted: 10/6/2017    Contact Name: Vernon Jaramillo, Chancellor    E-mail: [vernon\\_jaramillo@hotmail.com](mailto:vernon_jaramillo@hotmail.com)

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Isaac Medina	Alcalde , New Mexico 505-470-4643 <a href="mailto:isaac.medina@carinos.com">isaac.medina@carinos.com</a>	Designation	10/4/2017	.	From: 10/4/2017 To: 1/ 27, 2021
				.	From: To:
					From: To:

Original Signature of Governing Council President or Designee: *Vernon Jaramillo*    Date: 10/6/17  
 Printed Name of Governing Council President or Designee: Vernon Jaramillo

To:  
Carinos Charter School  
116 Espinosa Ave  
Española, NM  
87532

August 4, 2017

Dear president Dr. Cata and CEO Vernon Jaramillo,

I wish to at this moment to tender my resignation from the position of Carinos Charter School Governance board. I have to move on because of personal reasons.

I would like to place on record my appreciation and gratitude for the school and my colleagues here. I would like to thank you for providing me the opportunity to learn a great deal and grow professionally in the two years that I have been part of this wonderful school.

Respectfully,

Thomas J. Garcia

August 15, 2017

Dear Vernon & Dr. Cata,

I would like to express my appreciation for being a part of the Carinos Governance Board. I am submitting this correspondence to you as my resignation from Carinos Charter School. My career has increasingly become more demanding and requires my 100% attention. My last day of service to the board will be August 30<sup>th</sup> 2017. Please accept this as my official charter school resignation letter and formal two weeks' notice of intent to resign.

I do apologize for any inconvenience this may cause the board members of CCS. I am more than willing to assist in wrapping up my duties and helping my replacement get up to speed on the position if needed. Should you need anything further from me as I am always willing to do my best to provide services for any event or fundraising opportunities you may have in the future. Feel free to contact me via phone or email at 505-901-8053 or [r.candelaria@ohkaycasino.net](mailto:r.candelaria@ohkaycasino.net).

I have enjoyed my time serving on the board and am grateful for the experience. I will miss the interactions with my fellow board members and the community. Thank you for your understanding.

Sincerely

Robert Candelaria

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
ESPANOLA, NM)  
COUNTY OF RIO ARRIBA)

I, Louise Sanchez, after being duly sworn, state:

1. My name is Louise and Sanchez I reside in Chamita, New Mexico.
2. I am a member of the governing body of the Cariños De Los Niño’s Charter School in Espanola, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Cariños De Los Niño’s Charter 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.

Louise Sanchez  
[Signature]

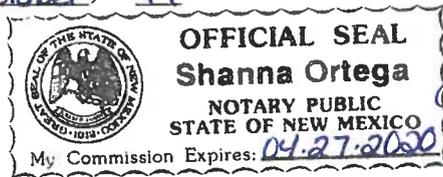
10/10/17  
Date

Louise Sanchez  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10 day of October, 2017.

[Notary Seal:]



Shanna Ortega  
NOTARY PUBLIC

My commission expires: April 27, 2020.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
ESPANOLA, NM)  
COUNTY OF RIO ARRIBA)

I, Isaac Medina, after being duly sworn, state:

1. My name is Isaac Medina and I reside in Alcalde, New Mexico.
2. I am a member of the governing body of the Cariños De Los Niño's Charter School in Espanola, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Cariños De Los Niño's Charter 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.

Isaac Medina  
[Signature]

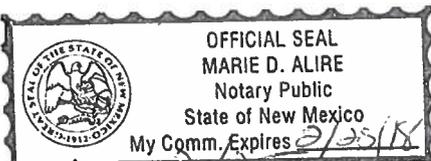
10-6-17  
Date

Isaac Medina  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4 day of October, 2017.

[Notary Seal:



My commission expires: 2/25, 2018.

Marie D. Alire  
NOTARY PUBLIC

Regular Board Meeting Minutes –Cariños Charter School  
October 4, 2017

Regular Governance Board Meeting

Wednesday, October 4, 2017 at 4:30 p.m.

Cariños de los Niño’s Charter School

Cariños Charter Conference Room – 714 Calle Don Diego

Espanola, New Mexico - 87532.

**DRAFT MINUTES**

CALL TO ORDER:

Dr. Cata stated that the Regular Board Meeting for Cariños de los Niño’s for the Month of September 27, 2017 is postponed for October 4, 2017 as posted on the Cariños information bulletin board, announced on the Cariños Website and the KDCE Radio. Location: Cariños Charter Conference Room – 714 Calle Don Diego - Espanola, New Mexico - 87532.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Board.

ROLL CALL:

Dr. Juanita Cata, President did the roll call:

Mr. Leo R. Marquez II, Board Member –Yes

Ms. Glenda Sanchez, Secretary – Yes

Dr. Juanita Cata, Board President –Yes

Dr. Juanita Cata, President stated that three Board members were present and that the two new Board members will be appointed this evening to fill in the two board vacant positions within the given 45 day time line given by NMPED/NMPEC after the resignations for the two former board members ; and that the Cariños Governance Board has a quorum to conduct business today, Wednesday , October 4, 2017 at 4:30 p.m. at its Regular Board Meeting.

Dr. Cata reviewed the Agenda. Dr. Cata stated that the Board had ample time to review the agenda and asked if there was a motion to approve the Agenda as presented.

\* Ms. Glenda Sanchez, Board Secretary made a Motion to approve the Board Agenda as presented.

\* Mr. Leo R. Marquez, II Vice President seconded the Motion to approve the Board Agenda as presented.

Regular Board Meeting Minutes –Cariños Charter School  
October 4, 2017

\*Dr. Juanita Cata, Board President stated that the motion was made by Ms. Glenda Sanchez and Mr. Leo R. Marquez II seconded by seconded the Motion to approve the Board Agenda as presented was passed unanimously.

Dr. Cata stated that the Amended Approved Agenda read as follows:

The Regular Board Meeting for Cariños de los Niño’s for the Month of September 27, 2017 has been rescheduled to take place on Wednesday, October 4, 2017. Notices have been timely posted on the Cariños information bulletin board, on the Cariños Website and Meeting date will be announced on KDCE Radio. Location: At the Cariños Charter School –Board Conference Room – 714 Calle Don Diego - Espanola, New Mexico - 87532. Notation: However, The Cariños’ appointed Finance and Audit Committee composed of Dr. Juanita Cata, Board President and Mr. Vernon Jaramillo , Chancellor and Principal ; Mr. Leo R. Marquez II, Vice President, Ms. Glenda Sanchez, Board Secretary Ms. Corrine Teller , Business Manager, Ms. Jennifer Lucero, Office Manager and will meet at 4:00 p.m. to 4:30 p.m. at the same location on Wednesday, October 4 , 2017 for the purpose of discussing: The status of the Audit Entrance for 2016-2017 SY, Review Revenue Reports, Expenditure Reports and Financial Reports for the Month of August of 2017 pursuant to N.M. - HEC/HB227 & 251; providing information and an over view of the Budget for 2017-2018; and to provide explanation of the Budget Adjustments Requests (BARS), if any.

I. OPENING BUSINESS AT 4:30 P.M. ON WEDNESDAY, October 4, 2017:

- |                           |                                       |
|---------------------------|---------------------------------------|
| A. Call to Order          | Dr. Juanita Cata, President           |
| B. Pledge of Allegiance   | Dr. Juanita Cata, President and Board |
| C. Roll Call              | Ms. Glenda Sanchez, Secretary         |
| D. Approval of Agenda     | Dr. Juanita Cata, President and Board |
| E. Introduction of Guests | Dr. Juanita Cata, President           |

II. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 -OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. H-2 - Limited to Personnel Matters
2. H-7 - Legal Matters – HRB Claim and EEOC Claim

III. FINANCIAL REPORT(S) FOR 2017-2018 SCHOOL YEAR: (For Information Purpose/None Audited Reports)

- A. Report from Cariños Finance Committee and Ms. Corrine Teller, Business Manager regarding the review and acceptance of the following Financial Reports for the month of August 2017 and a general overview of Cariños Budget for 2017-2018 School Year, in compliance with NM HEC/HB227 & 251 - and explanation of BARS, if any.

IV. PUBLIC PARTICIPATION: Pursuant to Cariños Governance Policy all participants must submit a prior request to the CEO/Chancellor through proper forms for public participation. Each participant will introduce self and will be allowed five (5) minute's maximum per spokesperson. This is unless, CEO has approved a designated time for faculty members, PAC, or collaborative partners to make presentations to the Board.

1. Presentation by Ms. Bernice Life, Administrative Assistant and Acting Chancellor and Principal in the absence of Vernon Jaramillo –Ref: Cariños Charter School Continued School Improvement Plan for 2017-2018 School Year.
2. Presentation by Ms. Bernice Life, Administrative Assistant and Acting Chancellor and Principal in the absence of Vernon Jaramillo - Ref: Current Enrollment by Grade-K-8 for 2017-2018.

V. BOARD AGENDA ACTION ITEMS:

1. Approval of Board Minutes for Regular Board Meeting of September 5, 2017 - By Dr. Juanita Cata, Board President.
2. Ratification / Approval of Two (2) BARS – BARS to be presented by Ms. Corrine Teller, Cariños Business Manager.
3. Approval of Cariños Charter School Continued School Improvement Plan for 2017-2018 School Year.
4. Ratification/Approval of Contract for Regina Martinez, Consultant -Not to exceed \$13,000.00 –Scope of Work: Enter data and prepare/submit reports for STARS, PAWS, Transportation and Food Services and etc.
5. Approval to Contract with ITSQUEST Employment Services through CES for Temporary Help such as IT Tech Support & other support services.
6. Approval of Cariños Charter School Organizations Chart for 2017-2018 School Year.
7. Approval to Contract with Ms. Bernadette Galvez for Test Coordinating Support & Other Support Services.
8. Approval to contract with Lorna M. Wiggins, Legal Firm for legal services regarding HRB Claim, EEOC Claim, inclusive of any other Claims or Complaints against the Chief Executive Officer /Counselor /Principal, his Acting Administrative Designee(s), as employees of Cariños Charter School.
9. Approval of Appointment of Two (2) Board Members for the Cariños Charter School - Effective October 4, 2017 for a 4 Year Period - Until October 4, 2021.
10. Approval to authorize the Administration of the Oath of Office for the two newly appointed Board Members by a Notary Public at the earliest.

VI. ROUTINE MATTERS/INFORMATIVE REPORTS/ ENROLLMENT -BY MR. VERNON JARAMILLO, CHANCELLOR AND PRINCIPAL:

1. Informative Reports by Mr. Vernon Jaramillo, Chancellor.
2. Personnel Action List provided by Ms. Bernice Life, appointed as Acting Chancellor and Principal from late August of 2017 and Sept of 2017, due to Mr. Vernon Jaramillo absence, due to health reasons, referencing:

A. Resignations

B. Termination of “At Will Contract”

C. New Hires

VII. ANNOUNCEMENT(S):

1. October 26, 2017 (Thursday) - Cariños Regular Board Meeting TBA –Time: 4:30 p.m.

VIII. ADJOURNMENT:

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Dr. Juanita Cata, Board President asked Mr. Vernon Jaramillo, Chancellor to introduce the guests:

Mr. Vernon Jaramillo, Chancellor introduced the following guest: Ms. Jennifer Lucero, Cariños Office Manager.

Again, Dr. Juanita Cata stated that the Approved Agenda reads as follows for presentations, discussion and board action as needed:

II. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 -OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. H-2 - Limited to Personnel Matters
2. H-7 - Legal Matters – Ref: HRB Claim and EEOC Claim

**\*\*Dr. Juanita Cata, President asked Chancellor Jaramillo if there was a need for executive session to discuss Limited Personnel Matters and Legal Matters.**

**\*Chancellor Vernon Jaramillo responded that there was a need to go into executive session to discuss Limited to Personnel Matters and Legal Matters – Ref: HRB Claim and EEOC Claim, as items are referenced on the Agenda, under Executive Session.**

**\* Dr. Juanita Cata stated that the Board needed to go into executive session to discuss Limited to Personnel Matters and Legal Matters –HRB Claim and EEOC Claim, as referenced on the Agenda, under Executive Session.**

\* Ms. Glenda Sanchez made a motion to go into executive session to discuss Limited to Personnel Matters and Legal Matters – HRB Claim and EEOC Claim as referenced on the Agenda, under Executive Session.

\* Mr. Leo R. Marquez II seconded the motion to go into executive session to discuss Limited to Personnel Matters and Legal Matters – HRB Claim and EEOC Claim as referenced on the Agenda, under Executive Session.

\*Roll call vote was called by Dr. Juanita Cata, President to go into executive session by Dr. Juanita Cata at 4:35 p.m. to discuss Limited to Personnel Matters and Legal Matters – HRB Claim and EEOC Claim as referenced on the Agenda, under Executive Session.

\*Mr. Leo R. Marquez II, Vice President – Yes

\*Ms. Glenda Sanchez, Board Secretary – Yes

\*Dr. Juanita Cata, Board President –Yes

\* The Board went into executive session at 4:40 p.m.

\*The Board came out of executive session at 4:50 p.m.

\*Dr. Juanita Cata, President made a motion to come out of executive session by roll call.

\* Mr. Leo R. Marquez II, Vice President seconded the motion to come out of executive session by roll call.

\*Roll call vote was called to come out of executive session by Dr. Juanita Cata at 4:51 p.m.

Mr. Leo R. Marquez, II, Vice President – Yes

Ms. Glenda Sanchez, Board Secretary – Yes

Dr. Juanita Cata, Board President –Yes

\*Dr. Juanita Cata, Board President stated for the record that the board met in Executive Session and that discussion was limited to Personnel Matters, and Legal Matters – Ref: HRB Claim and EEOC Claim as referenced on the Agenda, under Executive Session and that no action was taken.

### III. FINANCIAL REPORT(S) FOR 2017-2018 SCHOOL YEAR: (For Information Purpose/None Audited Reports)

A. Report from Cariños Finance Committee and Ms. Corrine Teller, Business Manager regarding the review and acceptance of the following Financial Reports for the month of August 2017 and a general overview of Cariños Budget for 2017-2018 School Year, in compliance with NM HEC/HB227 & 251 - and explanation of BARS, if any.

\* No Reports – Ms. Corrine Teller, Business Manager was excused for this Board Meeting.

IV. PUBLIC PARTICIPATION: Pursuant to Cariños Governance Policy all participants must submit a prior request to the CEO/Chancellor through proper forms for public participation. Each participant will introduce self and will be allowed five (5) minutes maximum per spokesperson. This is unless, CEO has approved a designated time for faculty members, PAC, or collaborative partners to make presentations to the Board.

1. Presentation by Ms. Bernice Life, Administrative Assistant and Acting Chancellor and Principal in the absence of Vernon Jaramillo –Ref: Cariños Charter School Continued School Improvement Plan for 2017-2018 School Year.

\* Ms. Bernice Life was unable to make a presentation due to a pre scheduled eye surgery. However, Mr. Vernon Jaramillo , Chancellor provided a brief presentation of the Cariños Charter School Continued School Improvement Plan for 2017-2018 School Year as the document was developed by Ms. Bernice Life.

2. Presentation by Ms. Bernice Life, Administrative Assistant and Acting Chancellor and Principal in the absence of Vernon Jaramillo - Ref: Current Enrollment by Grade-K-8 for 2017-2018.

\* Ms. Bernice Life was unable to make a presentation due to a pre schedule eye surgery. However, Mr. Vernon Jaramillo , Chancellor provided a brief presentation based on information provided to him by Ms. Bernice Life that the enrollment as of October 3, 2017 is 100 for grades Kgn thru 8. Ms. Bernice Life was concerned that approximately 20 plus students withdrew in the month of August 2017 and of the many challenges that she was encountering.

\* Mr. Leo R. Marquez II, Board Vice President said that he too was very concerned over the loss of students and wanted to know why the parents withdrew their children from Cariños. Mr. Leo Marquez stated that the project goal was at 130 students since we had a deficit. Mr. Leo Marquez II, said this is certainly going to affect our budget and force this Board to make decisions and possible reductions. Mr. Leo R. Marquez II said, I wish Ms. Bernice Life was here today to answers my questions as to why these many students dis-enrolled in a month.

\* Ms. Glenda Sanchez, Board Secretary said that it was sad to find out that 20 students withdrew within a month.

\* Dr. Juanita Cata, President also expressed her concern and sadness to find out that 20 students withdrew after all the hard work of recruiting students.

V. BOARD AGENDA ACTION ITEMS:

**Vote Outcome for Board Action Items # 1 through # 8:**

\* Dr. Juanita Cata, Board President informed the Board Members that the floor was open for motions from the Board on the following Board Agenda Action Items.

Regular Board Meeting Minutes –Cariños Charter School  
October 4, 2017

\*Mr. Leo R. Marquez II stated that the Board had ample time to review the items and in the best interest of time he made a motion to approve items 1, 2, 3, 4, 5, 6, 7, and 8 under a form of Consent Agenda and that item 9 and 10 be addressed on a separate Board action item vote.

\*Ms. Glenda Sanchez seconded the motion to approve items 1, 2, 3, 4, 5, 6, 7, and 8 under a form of Consent Agenda and that item 9 and 10 be addressed on a separate Board action item vote.

\*Dr. Juanita Cata called for a Voice Vote:

\*Mr. Leo R. Marquez – Yes

\*Ms. Glenda Sanchez – Yes

\* Dr. Juanita Cata- Yes

\* Dr. Juanita Cata, Board President stated for the record that the motion to approve items 1, 2, 3, 4, 5, 6, 7, and 8 under a form of Consent Agenda was passed unanimously; and that items 9 and 10 be addressed on a separate Board Action Item Vote was also passed unanimously.

1. Approval of Board Minutes for Regular Board Meeting of September 5, 2017 - By Dr. Juanita Cata, Board President.
2. Ratification /Approval of Two (2) BARS – BARS to be presented by Ms. Corrine Teller, Cariños Business Manager.
3. Approval of Cariños Charter School Continued School Improvement Plan for 2017-2018 School Year.
4. Ratification/Approval of Contract for Regina Martinez, Consultant -Not to exceed \$13,000.00 –Scope of Work: Enter data and prepare/submit reports for STARS, PAWS, Transportation and Food Services and etc.
5. Approval to Contract with ITSQUEST Employment Services through CES for Temporary Help such as IT Tech Support & other support services.
6. Approval of Cariños Charter School Organizations Chart for 2017-2018 School Year.
7. Approval to Contract with Ms. Bernadette Galvez for Test Coordinating Support & Other Support Services.
8. Approval to contract with Lorna M. Wiggins, Legal Firm for legal services regarding HRB Claim, EEOC Claim, inclusive of any other Claims or Complaints against the Chief Executive Officer /Counselor /Principal, his Acting Administrative Designee(s), as employees of Cariños Charter School.
9. Approval of Appointment of Two (2) Board Members for the Cariños Charter School - Effective October 4, 2017 for a 4 Year Period - Until October 4, 2021. Item # 10 is missing

**Vote Outcome for Board Action Item # 9:**

\* Dr. Juanita Cata, Board President asked Chancellor Jaramillo if any applicants applied for candidates to be considered members to the Cariños Governance Board in order to meet the required time line to fill the position.

\*Mr. Vernon Jaramillo, Chancellor informed the Governance Board that two candidates had applied via Letters of Interest. Mr. Jaramillo said that their names are Ms. Louise Sanchez and Mr. Isaac Medina and they meet the criteria for Board consideration.

\*Mr. Leo R. Marquez II stated that he knew of the qualifications and characters for both candidates and he made a motion that both Ms. Louise Sanchez and Mr. Isaac Medina be approved and appointed as Board Members for the Cariños Charter School - Effective October 4, 2017 for a 4 Year Period - Until October 4, 2021.

\* Ms. Glenda Sanchez made an motion that both Ms. Louise Sanchez and Mr. Isaac Medina be approved and appointed as Board Members for the Cariños Charter School - Effective October 4, 2017 for a 4 Year Period - Until October 4, 2021.

\*Dr. Juanita Cata called for a Voice Vote:

\*Mr. Leo R. Marquez II – Yes

\*Ms. Glenda Sanchez – Yes

\* Dr. Juanita Cata- Yes

\* Dr. Juanita Cata, Board President stated for the record that the motion to approve both Ms. Louise Sanchez and Mr. Isaac Medina be approved and appointed as Board Members for the Cariños Charter School - Effective October 4, 2017 for a 4 Year Period - Until October 4, 2021 was passed unanimously.

10. Approval to authorize the Administration of the Oath of Office for the two newly appointed Board Members by a Notary Public at the earliest.

**Vote Outcome for Board Action Item # 10:**

\*Mr. Leo R. Marquez II made a motion for both Ms. Louise Sanchez and Mr. Isaac Medina be approved and authorized to take the Administration of the Oath of Office as the newly appointed Board Members by a Notary Public at the earliest.

\* Ms. Glenda Sanchez made a motion for both Ms. Louise Sanchez and Mr. Isaac Medina be approved and authorized to take the Administration of the Oath of Office as the newly appointed Board Members by a Notary Public at the earliest.

\*Dr. Juanita Cata called for a Voice Vote:

\*Mr. Leo R. Marquez II – Yes

\*Ms. Glenda Sanchez – Yes

\* Dr. Juanita Cata- Yes

\* Dr. Juanita Cata, Board President stated for the record that the motion for both Ms. Louise Sanchez and Mr. Isaac Medina be approved and authorized to take the Administration of the Oath of Office as the newly appointed Board Members by a Notary Public at the earliest was passed unanimously.

VI. ROUTINE MATTERS/INFORMATIVE REPORTS/ ENROLLMENT -BY MR. VERNON JARAMILLO, CHANCELLOR AND PRINCIPAL:

1. Informative Reports by Mr. Vernon Jaramillo, Chancellor:

A. Mr. Vernon Jaramillo, Chancellor inform the Board that he had been released by his doctor to return to work on October 4, 2017. Mr. Jaramillo thanked the Cariños Governance Board for their understanding and support during his sick leave /medical leave absence. Mr. Jaramillo also thanked his entire staff, teachers, sub teachers, our head cook, custodian and bus drivers, Ms. Jenny Lucero, Office Manager, Ms. Corrine Teller, Business Manager and Ms. Bernice Life for working together in his absence. Again, Mr. Jaramillo reiterated that he wanted to thank all the employees for operating the school for the month of September under Ms. Bernice Life's Leadership as she was appointed as the Acting Chancellor and Principal. Mr. Jaramillo also thanked the parents for their support of the Cariños Charter School and its Dual Language Program.

B. Mr. Vernon Jaramillo, Chancellor informed the Board that he was concerned that there was a shortage of teachers in the Espanola Valley and New Mexico. Mr. Jaramillo stated that he understood that the Espanola School District is recruiting our teachers and offering stipends.

Mr. Jaramillo informed the Board that he was communicating with Ms. Maria Gemma Hilotin-Teach-USA – located in Rio Rancho, NM – Regarding the possibility of Hiring Filipino Teachers but Cariños would have to invest in paying for the VISAS (within a range of \$3,000.00 to \$5,000.00 per teacher).

Mr. Vernon Jaramillo stated that at present our challenge is to find funds to help our current teachers with the \$3000.00 Bilingual and the \$2,000.00 TESOL Stipends.

2. Personnel Action List provided by Ms. Bernice Life, appointed as Acting Chancellor and Principal from late August of 2017 and Sept of 2017, due to Mr. Vernon Jaramillo absence, due to health reasons, referencing:

A. Resignations:

1. Melisa Martinez – At Will Employee – Cook Aide

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2. Rosella Valdez, Teacher for 7<sup>th</sup> and 8<sup>th</sup> Grade (English Component) - Resigned without giving a 30 day notice. A complaint was filed with NMPED by Bernice Life, Acting Chancellor and Principal for not giving Cariños a 30 day notice.

3. Cindy Maestas, Teacher for Grades: 1 and 2<sup>nd</sup> in the Morning; and Grades 3 and 4 in the Afternoon (English Component).

B. Termination of “At Will Contract”:

1. Deana Gallegos – At Will Employee – Cafeteria /Transportation / Admin Assistant (STARS, PAWS, Medicaid and other duties that Ms. Deana Gallegos had agreed to via contract. Ms. Gallegos’ “At Will Contract” was terminated on September 18, 2017 by Ms. Bernice Life, appointed as Acting Chancellor and Principal. However, Ms. Deana Gallegos received 15 days of pay after September 18, 2017 as required by At Will Contract.

C. New Hires:

1. Nora Martinez, Teacher for Grades 5<sup>th</sup> and 6<sup>th</sup> (Bilingual Setting –English and Spanish) effective October 2, 2017.

2, Claudine Martinez – Cook Aide – At Will Employee

VII. ANNOUNCEMENT(S):

1. October 26, 2017 (Thursday) - Cariños Regular Board Meeting TBA –Time: 4:30 p.m.

VIII. ADJOURNMENT:

\*Dr. Juanita Cata called for a motion to adjourn the meeting.

\* Mr. Leo R. Marquez II made a motion to adjourn the meeting.

\*Ms. Glenda Sanchez seconded the motion.

\* Dr. Juanita Cata stated that the motion was carried unanimously to adjourn the Cariños Regular Board Meeting at 5:15 p.m.

CERTIFICATION:

Dr. Juanita Cata, Governance Board President                      Date

ATTEST:

Ms. Glenda Sanchez, Governance Board Secretary                      Date

Regular Board Meeting Minutes –Cariños Charter School  
October 4, 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](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: **Cariños Charter School**      Contact Name: **Vernon Jaramillo, Chancellor**      Current Number of Governing Body Members: **5**  
 Date submitted: **11/3/2017**      E-mail: **vernon\_jaramillo@hotmail.com**

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Louise Sanchez	Chamita , New Mexico 505-927-5171 irsanchez@rio-arriba.org	Resignation	10/16/2017	Resigned. No time left to attend Board Meetings, due to career change, commitment to job and added duties as a Grant Writer.	From: 10/4/2017 To: 10/4/2021
					From: To:
					From: To:

Original Signature of Governing Council President or Designee: \_\_\_\_\_ Date: 11/3/17

Printed Name of Governing Council President or Designee: Juanita O. Cata

October 16, 2017

Dear Mr. Vernon Jaramillo, Chancellor and Dr. Juanita Cata, Cariños Board President

It is with regret that I inform you that I need to resign my position as a board member effective today, October 16, 2017. I just realized that my career demands 100 per-cent of my time, especially with my new assignment in Grant Writing.

I wish Cariños Charter School the best.

Thank you for your understanding.

Sincerely,

Louise Sanchez

Louise Sanchez, RACSTOP Director

1122 Industrial Park Road

Espanola, N.M 87532

Rio Arriba County Substance

Treatment Outreach & Prevention

Office # 505 – 747-1418 Ex 212

Cell # 505 – 927-5171

Fax # 505 – 505-753-6557

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: **Cariños Charter School**      Current Number of Governing Body Members: **5**  
 Date submitted: **11/8/2017**      Contact Name: **Vernon Jaramillo, Chancellor**      E-mail: **vernon\_jaramillo@hotmail.com**

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Carla Ann Martinez	Espanola , New Mexico 505-670-6010 scooty@lanl.gov	Designation	11/8/2017		From: 11/8/2017 To: 11/8/2021
					From: To:
					From: To:

Original Signature of Governing Council President or Designee: *Marita O. Cata*      Date: 11/8/17

Printed Name of Governing Council President or Designee: Marita O. Cata

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF Rio Arriba )

I, Carla Ann Martinez, after being duly sworn, state:

1. My name is Carla Ann Martinez and I reside in Espanola, New Mexico.
2. I am a member of the governing body of the Cariños De Los Niño’s Charter School in Espanola,, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Cariños De Los Niño’s Charter 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.

Carla Ann Martinez  
[Signature]

11/8/2017  
Date

Carla Ann MARTINEZ  
[Print]

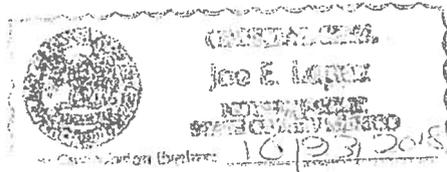
**VERIFICATION**

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

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 10/23, 2018.



**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Cariños De Los Niño's Charter School, located in Espanola, New Mexico.

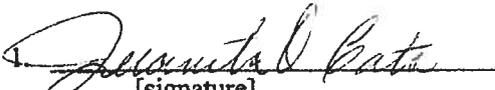
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Cariños De Los Niño's Charter School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

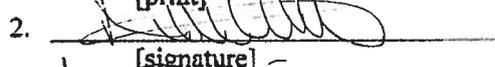
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

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

THE FOLLOWING MEMBERS OF THE CARINOS DE LOS NINOS CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 8TH DAY OF NOVEMBER, 2017.

1.   
[signature]

Juanita O. Cata  
[print]

2.   
[signature]

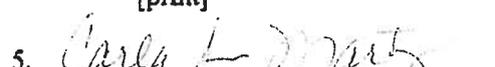
LEO R. MARQUEZ, II  
[print]

3.   
[signature]

Glenda Sanchez  
[print]

4.   
[signature]

Isaac Medina  
[print]

5.   
[signature]

Carla Ann Martinez  
[print]

Attach additional pages if membership exceeds five.

## School Governance Change

### **Coral Community Charter School**

On July 26, 2017, two positions were added to the governing board. These positions were filled by Mary Merchant and Catherine Begaye. On August 29, 2017, the board voted to seat 11 members this school year resulting in one vacancy. On September 26, 2017, the vacancy was filled by Fawn Turner. Although notification for the first two positions was not timely received, all documentation has been received for all three positions and the board is in compliance with the number submitted in their annual report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Coral Community Charter School

Date submitted: 9/27/2017      Contact Name: Lori Bachman      E-mail: lbachman@coralcharter.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Mary Merchant	Designation	7/26/2017	Click here to enter text.	From: 7/26/2017 To: 9/1/2017
Catherine Begaye	Designation	7/26/2017	Click here to enter text.	From: 9/26/2017 To: 9/1/2019
Fawn Turner	Designation	9/26/2017	Click here to enter text.	From: 9/26/2017 To: 9/1/2019

Original Signature of Governing Council President or Designee:  Date: 9/26/17

Printed Name of Governing Council President or Designee: Keren H. Fenderson

**Required Attachments:**

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

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

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO

COUNTY OF Bernalillo

I, Mary E Merchant, after being duly sworn, state:

1. My name is Mary E Merchant and I reside in Albuquerque, New Mexico.

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

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

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

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

Mary E Merchant

[Signature]

8/16/17

Date

Mary E Merchant [Print]

**VERIFICATION**

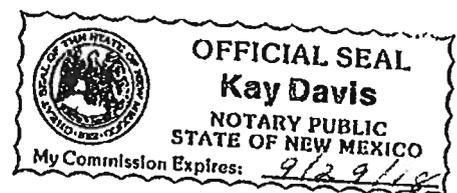
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16<sup>th</sup> day of AUG, 2017.

[Notary Seal:]

Kay Davis  
NOTARY PUBLIC

My commission expires: 9/29, 2018.

Revised 10-5-2011



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Catherine A. Bezuye, after being duly sworn, state:

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

[Signature]  
[Signature]

9/27/17  
Date

Catherine A. Bezuye  
[Print]

**VERIFICATION**

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

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: June 8, 2018.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Fawn Turner, after being duly sworn, state:

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

[Signature]  
[Signature]

9/29/17  
Date

Fawn Turner  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 29 day of Sept., 20 17.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: Feb 1, 20 18.





Coral Community Charter School

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

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

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

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

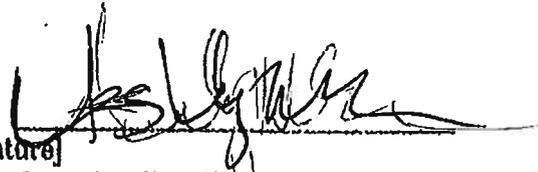
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

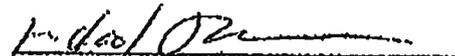
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

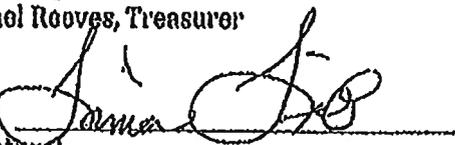
THE FOLLOWING MEMBERS OF THE CORAL COMMUNITY CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 26 DAY OF September 2017.

1.   
[signature]  
Keren Fenderson, Chair

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

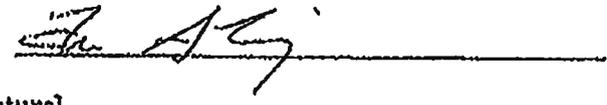
2.   
[signature]  
Ashley Sarracino, Vice Chair

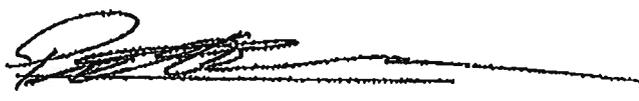
3.   
[signature]  
Michael Reeves, Treasurer

4.   
[signature]  
Tania Triolo, Secretary

5.   
[signature]  
Krleta Martinez

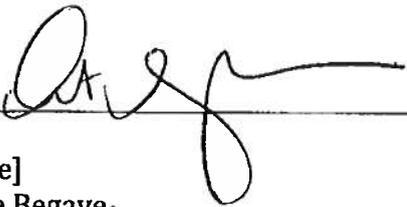
6.   
[signature]  
Kimberlee Brazell

7.   
[signature]  
Freeman Leaming

8.   
[signature]  
Patrick Correa

9.   
[signature]  
Mary Merchant

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

10.  \_\_\_\_\_

[signature]  
Catherine Begaye

11.  \_\_\_\_\_

[signature]  
Fawn Turner

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

**MINUTES OF A REGULAR MEETING OF  
THE GOVERNANCE COUNCIL  
OF CORAL COMMUNITY CHARTER SCHOOL**

A regular meeting of the Governance Council of Coral Community Charter School was held on **July 25, 2017**.

The following Governance Council Members were present: Karen Fenderson, Michael Reeves, Ashley Sarracino, and Tania Triolo (via telephone). The following guests were present: Lori Bachman, Angie Lerner, Mary Merchant, and Catherine Begay.

The meeting began with the reading of the mission, an introduction of guests, and approval of the consent agenda. Michael Reeves made the motion to move into the consent agenda, second by Ashley Sarracino. The Governance Council approved the motion to move into consent agenda by a 4-0 vote.

The meeting proceeded to a discussion about the following GC meeting minutes: 6-9-2017, 6-27-2017, and 7-10-2017.

**RESOLVED**, Mike Reeves made the motion to approve the following GC meeting minutes (6-9-2017, 6-27-2017, 7-10-2017), second by Ashley Sarracino; the GC unanimously approved the motion by a 4-0 vote.

The GC moved to the next item on the agenda, the Budget/Finance report. Angie Lerner gave the GC an explanation about the following bars (1M-SEG, 2M-SEG, 3M-Title 1, 4M-Reads to Lead, 5M-Pre-K, 6T-K-3 Plus, 7M-K-3 Plus, 8T-Pre-K, 9I, and Food Service).

**RESOLVED**, Mike Reeves made the motion to approve the following Bars (1M-SEG, 2M-SEG, 3M-Title 1, 4M-Reads to Lead, 5M-Pre-K, 6T-K-3 Plus, 7M-K-3 Plus, 8T-Pre-K, 9I, and Food Service), second by Ashley Sarracino; the GC unanimously approved the motion by a 4-0 vote.

The GC move on to the next item on the agenda, the Salary Schedule – Chief Academic Officer. A brief discussion took place among the GC and staff. A motion was made by Mike Reeves to approve the salary schedule, second by Tania Triolo. There was a 3-0 vote with one GC member abstaining from the vote. There was not a quorum for this item, so it was automatically tabled until the next meeting.

The GC moved on to the next item on the agenda, the Executive Director Support Committee. The Executive Director gave her report and a discussion took place among the GC regarding the Head Administrator Evaluation.

**RESOLVED**, Mike Reeves made the motion to table approving the Head Administrator Evaluation in order to allow other GC members to submit comments by 7/28/2017, second by Ashley Sarracino. The GC unanimously approved the motion by a 4-0 vote.

The GC decided to have a special meeting on 7/31/2017 in order to finalize and vote on the Head Administrator's evaluation. No further discussion took place so the GC moved on to the next item on the agenda.

---

The GC discussed the items on the Governance Committee, the new candidates for the GC gave an introduction to the GC and the following items were also discussed: Title IX Assurances, Parent/Guardian Handbook, and Employee Handbook.

**RESOLVED**, Mike Reeves made the motion for the GC to have an annual resolution for GC members to officially start in September each year second by Ashley Sarracino. The GC unanimously approved the motion by a 4-0 vote.

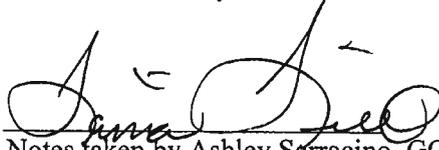
**RESOLVED**, Ashley made the motion to approve Mary Merchant as new GC member, effective August 2017 and Catherine Begay's term effective September 2017, second by Mike Reeves. The GC unanimously approved the motion by a 4-0 vote.

**RESOLVED**, Mike Reeves made the motion to accept the proposed changes to the Parent/Guardian handbook present by Ms. Bachman, second by Tania Triolo. The GC unanimously approved the motion by a 4-0 vote.

**RESOLVED**, Mike Reeves made the motion to accept the proposed edits to the Employee handbook by Ms. Bachman, no policy changes just consistency and formatting changes, second by Ashley Sarracino. The GC unanimously approved the motion by a 4-0 vote.

The GC did not discuss the following agenda items due to time constraints: Academic Committee, Technology committee, and New Business.

**RESOLVED**, Mike Reeves made the motion to adjourn the meeting, second by Ashley Sarracino. The GC unanimously approved the motion by a 4-0 vote.

A handwritten signature in black ink, appearing to read 'Ashley Sarracino', written over a horizontal line.

Notes taken by Ashley Sarracino, GC Member

Tania Triolo, Secretary

**Coral Community Charter School Governance Council**  
 4401 Silver Ave SE  
 Albuquerque, NM 87108

**Minutes: 9-26-17**

**Mission:** We are dedicated to providing single-gender classes, quality instruction, individualization, and family/community involvement in order to ensure students' proficiency

**GC Members Present:** Keren Fenderson, Krista Martinez, Freeman Learning, Tañia Triolo, Patrick Correa, Mary Merchant, Michael Reeves (via phone for part of the meeting)

**GC Members Absent:** Kim Brazell, Ashley Sarracino, Catherine Begaye

**Guests:** Lori Bachman, Angela Lerner, Patricio Rojas, Fawn Turner

Agenda Item	Action	Materials	Minutes
I. Opening Items A. Call to order /Reading of mission/Agenda/ B. Roll Call C. Introduction of Guests D. Consent agenda to include: minutes (see list in Materials column) financial documents (account summary, bank rec, PO report, balance sheet for 8-31-17, journal entries)	1) Discussion / Vote	<ul style="list-style-type: none"> <li>• Roll sheet</li> <li>• Minutes from 8-29-17</li> <li>• Balance sheet for 8-31-17</li> </ul>	A regular meeting of the Coral GC was held on September 26, 2017 and called to order at 5:35 pm.  The meeting began with the reading of the mission and introduction of guests.  Due to the absence of Mike Reeves the financial committee was unable to review August financials. <ul style="list-style-type: none"> <li>• A motion was made by Tañia Triolo and seconded by Patrick Correa to move out of a consent agenda and table August financials until the next regular meeting. The motion passed on a 6-0 vote.</li> </ul> The following changes will be made to minutes from 8-29-17 Spelling of Catherine Begaye's name Change of 4-0 vote to 7-0 vote (typo) on adjournment vote <ul style="list-style-type: none"> <li>• A motion was made by Tañia Triolo and seconded by Krista Martinez to accept the minutes with changes for 8-29-17. The motion passed on a 6-0 vote.</li> </ul>

Agenda Item	Action	Materials	Minutes																																																							
II. Academic Committee <ul style="list-style-type: none"> <li>• AS</li> </ul>	1) Update from Committee 2) 2016-17 EOY Data Presentation: Dr. Rojas	<ul style="list-style-type: none"> <li>• Updated 2016-17 student data sheet</li> <li>• Dr. Rojas' Data</li> </ul>	<p>A presentation was made by Dr. Rojas about the end of year student data which included testing from I-station/Dibels, MAP, and PARCC 2017. Information was presented in a graph format, broken into proficiency and growth levels for each grade and gender. Proficiency is the percent of students that are on grade level/proficient while growth is the percent of students making gains. The testing includes all students both English as a second language and students with special needs. It was also pointed out that if the group is small, for example a group of 7 girls or boys, 1 students' data can make a big impact in changing data. Also, when it comes to PARCC testing this is only given 1x per year while the others are given at least 3 times and in the case of istation/dibels more than 3 times.</p> <p>End of Year School Test Results for All Grades Combined:</p> <table border="1" data-bbox="247 806 391 1332"> <thead> <tr> <th>Test</th> <th>Growth/Proficiency</th> <th>Girls</th> <th>Boys</th> <th>School</th> </tr> </thead> <tbody> <tr> <td>MAP Math</td> <td>Proficiency</td> <td>63%</td> <td>51%</td> <td>56%</td> </tr> <tr> <td>MAP Math</td> <td>Growth</td> <td>49%</td> <td>42%</td> <td>48%</td> </tr> <tr> <td>MAP Reading Literacy</td> <td>Proficiency</td> <td>74%</td> <td>56%</td> <td>64%</td> </tr> <tr> <td>MAP Reading Literacy</td> <td>Growth</td> <td>46%</td> <td>47%</td> <td>47%</td> </tr> <tr> <td>I-station Reading</td> <td>Proficiency</td> <td>85%</td> <td>76%</td> <td>80%</td> </tr> <tr> <td>I-station Reading</td> <td>Growth</td> <td>67%</td> <td>73%</td> <td>70%</td> </tr> <tr> <td>PARCC Math</td> <td>Proficiency</td> <td>37%</td> <td>25%</td> <td>31%</td> </tr> <tr> <td>PARCC Math</td> <td>Growth</td> <td>100%</td> <td>63%</td> <td>81%</td> </tr> <tr> <td>PARCC Reading/Language</td> <td>Proficiency</td> <td>50%</td> <td>26%</td> <td>38%</td> </tr> <tr> <td>PARCC Reading/Language</td> <td>Growth</td> <td>65%</td> <td>49%</td> <td>57%</td> </tr> </tbody> </table> <p>Overall conclusions:</p> <ul style="list-style-type: none"> <li>- Females performed significantly higher than males</li> <li>- Fifth graders (currently 6<sup>th</sup>) performed significantly above other grades</li> <li>- Coral outperformed APS and NM State school averages</li> <li>- Coral received a "B" on NMPED report card</li> </ul>	Test	Growth/Proficiency	Girls	Boys	School	MAP Math	Proficiency	63%	51%	56%	MAP Math	Growth	49%	42%	48%	MAP Reading Literacy	Proficiency	74%	56%	64%	MAP Reading Literacy	Growth	46%	47%	47%	I-station Reading	Proficiency	85%	76%	80%	I-station Reading	Growth	67%	73%	70%	PARCC Math	Proficiency	37%	25%	31%	PARCC Math	Growth	100%	63%	81%	PARCC Reading/Language	Proficiency	50%	26%	38%	PARCC Reading/Language	Growth	65%	49%	57%
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PARCC Reading/Language	Growth	65%	49%	57%																																																						

Agenda Item	Action	Materials	Minutes
III. Budget / Finance/ • KF/MR	1) Update from Committee 2) Discussion & Vote on BARS 3) Discussion & Vote on FY17 Inventory List	<b>BARS</b> <ul style="list-style-type: none"> <li>• 19M SEG</li> <li>• 20T SEG</li> <li>• 21T SEG</li> <li>• 22M Instructional Materials</li> <li>• 23 IB Lease Reimbursement</li> <li>• 24M Pre-k</li> </ul> <b>OTHER</b> <ul style="list-style-type: none"> <li>• Inventory List for FY 17</li> </ul>	The GC then moved into a discussion and to vote on the following budget amendment requests (BARS) <ul style="list-style-type: none"> <li>- 19M SEG – Maintenance BAR</li> <li>- Budget moving from liabilities into supplies and materials</li> <li>- 20T SEG – Transfer BAR</li> <li>- Move from instruction salaries to support service; salaries for front desk. This does not reduce number of teachers hired or hours.</li> <li>- 21T SEG – Transfer BAR</li> <li>- Move from instruction salaries to food service salaries. This does not reduce the number of teachers hired or hours.</li> <li>- 22M Instructional Materials – Maintenance Bar</li> <li>- Adjustment for Math U See from manipulatives to text books</li> <li>- 24M Pre-K – Maintenance Expense</li> <li>- Adjustment of salary expenses</li> </ul> <ul style="list-style-type: none"> <li>• After discussion a motion was made by Krista Martinez and seconded by Patrick Correa to approve bars 19M, 20T, 21T, 22M, and 24M. The motion passed on a 6-0 vote.</li> <li>• A motion was made by Krista Martinez and seconded by Patrick Correa to table Bar 23IB due to information not yet available. The motion passed on a 6-0 vote.</li> </ul> The discussion next moved to the inventory list which included descriptions and locations of assets, dates of purchase and amounts. After review: <ul style="list-style-type: none"> <li>• Mary Merchant made a motion to add a column to indicate the first year an item is inventoried which was seconded by Freeman Learning. The motion passed on a 6-0 vote.</li> <li>• Tañia Triolo made a motion to approve the inventory list and Mary Merchant seconded. The motion passed on a 6-0 vote.</li> </ul>
IV. Audit Committee • MR/TT	1) Update from the Committee		The Audit Committee reports the initial entrance meeting took place and the 2016-17 audit is in progress. Information will be presented once the audit is final and approved.

Agenda Item	Action	Materials	Minutes
IV. Executive Director Support Committee <ul style="list-style-type: none"> <li>• KM, KF, MR</li> </ul>	1) Update from Committee 2) Discussion – ED Report	<ul style="list-style-type: none"> <li>• ED Report</li> </ul>	The ED support committee will meet in November.  Ms. Bauchman's ED report is in Dropbox – Informational updates include: follow up areas, organizational leadership, operations management, finance oversight & management, implementation of charter terms & performance framework, communication & outreach, instructional leadership, and goal areas of communication with teachers, renewal/relationship with PED/PEC, and academic plan.
V. Facility Committee <ul style="list-style-type: none"> <li>• FL / TT</li> </ul>	1) Update from Committee		No new information until new lease is proposed
VI. Governance Committee <ul style="list-style-type: none"> <li>• KF / TT</li> </ul>	1) Update from Committee 2) Bylaws amendment to reflect membership number 3) GC Self-evaluation 4) Vote on New GC Member 5) Vote on response to PED 6) Nominations & Elections 7) Committee Assignments 8) Statement of Governing Body Signatures 9) Annual resolution	<ul style="list-style-type: none"> <li>• Proposed bylaws language</li> <li>• GC Self evaluation</li> <li>• Parent GC</li> <li>• Candidate Resume &amp; Responses</li> <li>• Draft response to PED</li> <li>• 2016-17 Annual Resolution</li> </ul>	The new bylaws language to reflect 11 GC members was discussed. <ul style="list-style-type: none"> <li>• A motion was made by Tania Triolo and seconded by Mary Merchant to accept the bylaws amendment to reflect 11 GC members. Motion passed on a 6-0 vote.</li> <li>• A motion was made by Tania Triolo and seconded by Patrick Correa to table GC self-evaluation until the next meeting to gather more input from GC. Motion passed on a 6-0 vote.</li> <li>• A motion was made by Mary Merchant and seconded by Freeman Learning to accept the nomination of parent GC representative and add to the GC board for the September 2017-2019 term Fawn Turner. Motion was approved on a 6-0 vote.</li> <li>• A motion was made by Mary Merchant and seconded by Krista Martinez to approve the response to CSD regarding concerns and recommendations for GC meetings. Motion approved on a 6-0 vote.</li> </ul> Suggestions made to improve GC meetings were as follows: <ul style="list-style-type: none"> <li>- Add footers with dates on materials</li> <li>- Use a roll call list with chair reading names for each person to vote</li> </ul> Mike Reeves joined the meeting telephonically. Fawn Turner began to vote as a GC member since she has completed her state mandated training.  Nominations and re-elections for the following GC members to serve from September 2017-September 2019 were made: Krista Martinez – Community Member

Agenda Item	Action	Materials	Minutes
			<ul style="list-style-type: none"> <li>• Motion made by Mary Merchant to approve Krista Martinez and seconded by Tañia Triolo. Motion approved on a 7-0 roll call vote (Krista abstained)</li> </ul> <p>Tañia Triolo – Community Member</p> <ul style="list-style-type: none"> <li>• Motion made by Mary Merchant to approve Tañia Triolo and seconded by Freeman Learning. Motion approved on a 7-0 roll call vote (Tañia abstained)</li> </ul> <p>Patrick Correa – Community Member</p> <ul style="list-style-type: none"> <li>• Motion made by Mary Merchant to approve Patrick Correa and seconded by Tañia Triolo. Motion approved on a 7-0 roll call vote (Patrick abstained)</li> </ul> <p>Freeman Learning – Parent Member</p> <ul style="list-style-type: none"> <li>• Motion made by Mary Merchant to approve Freeman Learning and seconded by Patrick Correa. Motion approved on a 7-0 roll call vote (Patrick abstained)</li> </ul> <p>Next the meeting moved to discussion and approval of officers for the 2017-18 academic year.</p> <ul style="list-style-type: none"> <li>• A motion was made by Mary Merchant and seconded by Patrick Correa to nominate and approve Keren Fenderson as chair. Motion passed on a 7-0 roll call vote (Keren abstained)</li> <li>• A motion was made by Tañia Triolo and seconded by Mary Merchant to nominate and approve Freeman Learning as vice-chair. Motion passed on a 7-0 roll call vote (Freeman abstained)</li> <li>• A motion was made by Tañia Triolo and seconded by Mary Merchant to nominate and approve Krista Martinez as secretary. Motion passed on a 7-0 roll call vote (Krista abstained)</li> <li>• A motion was made by Tañia Triolo and seconded by Fawn Turner to nominate and approve Mike Reeves as treasurer. Motion passed on a 7-0 roll call vote (Mike abstained).</li> </ul> <p>The meeting then moved to discuss committees. Each GC member is expected to serve on 2 committees unless they are an officer in which case they only need to serve on 1 committee. The following committees were formed for the 2017-18 year:</p> <p><u>Academic Committee</u> Ashley Sarracino Mary Merchant Fawn Turner</p>

Agenda Item	Action	Materials	Minutes
			<p><u>E/D Support Committee</u>  Mary Merchant  Keren Fenderson  Krista Martinez  <u>Technology Committee</u>  Patrick Correa  Fawn Turner  <u>Finance Committee</u>  Mike Reeves - chair  Freeman Learning  Keren Fenderson  <u>Audit Committee</u>  Mike Reeves  Taïia Triolo  <u>Governance Committee</u>  Taïia Triolo  Patrick Correa  Catherine Begaye  <u>Facility Committee</u>  Freeman Learning  Taïia Triolo</p> <p>Ashley Sarracino and Catherine Begaye will pick one other committee to add to their assignment. Technology and Facility are both needing one other member.</p> <p>The statement of governing body signatures was circulated and signed.</p> <p>The next item for discussion was the annual resolution. Some changes were suggested by Freeman Learning but it was noted the language used is from the open meetings act and cannot be changed. Discussion also took place about changing the date of the meeting but it was decided to keep the time and date the same which is currently the last Tuesday of the month.</p> <ul style="list-style-type: none"> <li>• A motion was made by Krista Martinez and seconded by Patrick Correa to approve the Annual Resolution with meetings being held the last Tuesday of the month and Keren Fenderson presiding as chair. The motion passed on a 7-0 roll call vote with Fawn Turner abstaining.</li> </ul>

Agenda Item	Action	Materials	Minutes
VII. Technology Committee <ul style="list-style-type: none"> <li>• FL</li> </ul>	1) Update from Committee		No new information
VIII. New Business/Happenings <ul style="list-style-type: none"> <li>• Regular Meeting: 10-31-17 @5:30 pm</li> </ul>			Due to the next meeting being on Halloween <ul style="list-style-type: none"> <li>• Motion was made by Patrick Correa and seconded by Mary Merchant to move the date to 10-24-17. The motion was approved on an 8-0 roll call vote.</li> </ul>
IX. Adjournment	1) Vote		Thereby being no further business <ul style="list-style-type: none"> <li>• Motion for adjournment made by Krista Martinez and seconded by Mary Merchant. Motion approved on a 8-0 vote.</li> </ul>

**Conference Call:** (515) 604-9300  
 Access Code: 366909

*Krista Martinez*

## School Governance Change

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

On September 29, 2017, a vacancy was created on the Governance Board by the resignation of Shayla Yellowhair. The date of resignation is unclear as the original document was altered. Although the resignation was not submitted in a timely manner, all documentation has been received.

The school currently has five seated board members. The Annual Report indicated the school would seat six board members for the 2017-2018 school year. The school has been notified that the vacancy must be filled by November 13, 2017 or an extension filed to be compliant with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: **Dzil Dit'ooi School of Empowerment, Action and Perseverance (DEAP)**      Current Number of Governing Body Members: **5**

Date submitted: **10/27/2017**      Contact Name: **Louella Poblano**      E-mail: **administrator@deapschool.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
Shayla Yellowhair	P.O. Box 3387 Window Rock, AZ 86515  (505)240-2792	Resignation	10/11/2017	New job position requiring resignation	From: 12/1/2014 To: 9/27/2019
Click here to enter Board Member name.	Cooke.Shayla@gmail.com 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.
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: *Benita Litson*      Date: 10/27/2017

Printed Name of Governing Council President or Designee: Benita Litson

Dzil Dilt'ooi School of Empowerment, Action, and Perseverance Governing Council  
Dzil Dilt'ooi School of Empowerment, Action, and Perseverance  
Navajo, NM

September 29, 2017

Dear Governing Council,

It is with regret that I resign from the post of Governing Council President and from the Governing Council overall. I will be leaving my current employment with Teach for America on 9/15/2017 and starting with the New Mexico Public Education Department- Indian Education Division (IED) on 9/18/2017.

I have so much faith in everything the DEAP team does and will continue to do in the future. I am always an ally and will be here to support events for the students, teachers, and staff. Please feel free to contact me at the number and email below.

Thank you all so much for the opportunity to be a part of DEAP for the past 3 years.

I hope only the best for the school in the coming years.

Sincerely,



Shayla Yellowhair

[cooke.shayla@gmail.com](mailto:cooke.shayla@gmail.com)

(928)380-9430

## School Governance Change

### **Gilbert L. Sena Charter High School**

On July 25, 2017, a vacancy was created on the Governing Board by the resignation of Linda Bradley. Although it was not reported in a timely fashion, all documentation has been received. On September 24, 2017, the vacancy was filled by the designation of Theresa Acker. Although the designation did not take place in a timely fashion, all documentation has been received.

The board currently has five seated members and is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

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

Date submitted: 9/26/2017    Contact Name: Nadine Torres    E-mail: ntorres@senahigh.com

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Theresa Acker	2741 Violeta Circle SE Rio Rancho, NM 87124 505 720-1358 Click here to enter email address.	Designation	9/24/2017	Need 5 members per statute	From: 9/26/2017 To: present
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	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.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: Mary Louise Sena    Date: 9-26-17

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

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Theresa L. Acker, after being duly sworn, state:

1. My name is Theresa L. Acker and I reside in Rio Rancho, New Mexico.
2. I am a member of the governing body of the Gilbert L Sena Charter HS in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Gilbert L Sena Charter HS'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.

Theresa L. Acker  
[Signature]

10.24.17  
Date

Theresa L. Acker  
[Print]

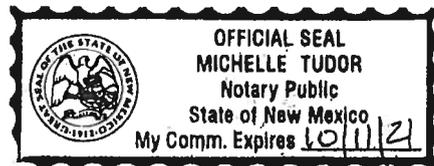
**VERIFICATION**

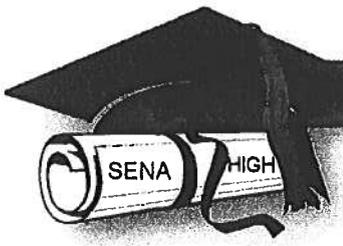
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 24<sup>th</sup> day of October, 2017.

[Notary Seal:]

Michelle Tudor  
NOTARY PUBLIC

My commission expires: October 17<sup>th</sup>, 2021.





# Opportunity to Accelerate Student Success!

## STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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

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

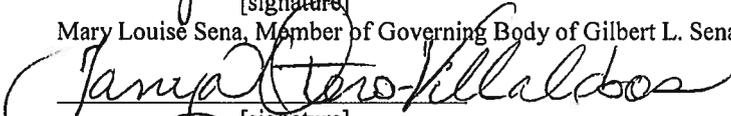
We make this statement as part of Gilbert L. Sena Charter High School's application as a board of finance under 6.80.4.16 NMAC.

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

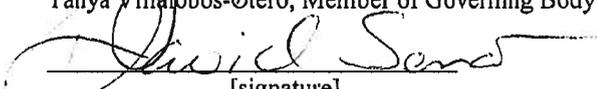
We understand that we must submit a new, signed statement to the New Mexico Public Education Commission within 30 days of a change in membership of our governing body.

  
[signature]

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

  
[signature]

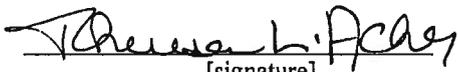
Tanya Villalobos-Otero, Member of Governing Body of Gilbert L. Sena Charter High School

  
[signature]

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

  
[signature]

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

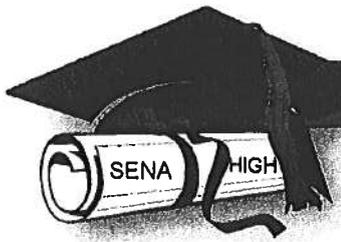
  
[signature]

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

September 26, 2017  
Date



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



## Opportunity to Accelerate Student Success!

September 26, 2017

### Annual Statements

Each Director, employee, Council member and member of a committee with governance council delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy
- b. Has read and understands the policy, and
- c. Has agreed to comply with the policy.

Mary Louise Sena, Gilbert L. Sena Charter HS Governance Council President

Amber O'Brien, Gilbert L. Sena Charter HS Governance Council Member

Tanya Otero-Villalobos, Gilbert L. Sena Charter HS Governance Council Vice President/Treasurer

David Sena, Gilbert L. Sena Charter HS Governance Council Secretary

Theresa Acker, Gilbert L. Sena Charter HS Governance Council Member

### **Gilbert L. Sena Charter High School**

69 Hotel Circle NE • Albuquerque NM 87123

Phone: 505.237.2374 • Fax: 505.237.2380

Gilbert L. Sena Charter High School

Governance Council Meeting  
Sena High School, Albuquerque, NM

Governance Council Meeting  
Tuesday, September 26, 2017

**Present:**

Governance Council members: Mary Louise Sena, Amber O'Brien, David Sena, and Tanya Otero-Villalobos

Staff members: Nadine Torres, Michelle Tudor

Business office: Ashley Rodriguez

**Absent:**

None

Mary Louise Sena called the regular meeting of the governance council to order at 5:11 p.m.

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

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

The next item of business was approval of the minutes from August 29, 2017. Mr. Sena moved to approve the minutes. Ms. O'Brien seconded the motion, role was called, and it passed unanimously.

**PUBLIC FORUM:**

Theresa Acker was present as an intended Governing Council member.

**NEW BUSINESS:**

The Reasonable Restraint Policy was reviewed for possible revisions or corrections.

Theresa Acker was presented as a new council member.

**BUSINESS MANAGER REPORT:**

The Finance Committee reviewed the finance report in their meeting.

Ms. Otero-Villalobos moved to approve BAR 514-000-1718-0002-M for an adjustment to the budget to match expenditures. Ms. O'Brien seconded the motion, role was called, and it passed unanimously.

Mr. Sena moved to approve BAR 514-000-1718-0003-T to move funds from 2500 to 3100. Ms. Otero-Villalobos seconded the motion, role was called, and it passed unanimously.

Ms. O'Brien moved to approve BAR 514-000-1718-0004-IB for dual credit and instructional materials in the amount of \$1376.00. Ms. Otero-Villalobos seconded the motion, role was called, and it passed unanimously.

Ms. O'Brien moved to approve the Accounts Payable and Payroll Liability Listing ending August 31, 2017. Mr. Sena seconded the motion, role was called, and it passed unanimously.

There are no audit updates.

The Vigil Group is investigating bank statements from 2011-2013 due to the investigation of fiscal mismanagement at La Promesa Early Learning center by Julieann Maestas.

#### **DIRECTOR'S REPORT:**

There are currently 171 students enrolled with three pending lottery intakes.

Cay Moore with Jim Shipley and Associates will be working with the Leadership Team on September 28<sup>th</sup>.

Ms. Torres, Martha Gabilondo (Admin Assistant), and Fran Fulton (Registrar/STARs Coordinator) will be attending School Master training October 1<sup>st</sup>-3<sup>rd</sup> in Arizona.

Sena High has increased its internet speed from 20mbs to 200mbs to help deal with internet lagging issues.

Graduation Information Night is October 4<sup>th</sup> for all seniors.

The PSAT will be given on the Sena High campus on October 11<sup>th</sup> to all 10<sup>th</sup> graders.

The FAFSA workshop, lead by CNM, will be on October 11<sup>th</sup> at 5:30pm.

The College and Career Fair will be November 1<sup>st</sup> during 4<sup>th</sup> and 5<sup>th</sup> periods.

The Capital Outlay money we were granted from the legislature was spent on new phones, cameras, and new computers.

The reduction in Lease Assistance will not take effect until the 2018-2019 school year. The amount of the reduction is to be determined still.

The Student Ambassadors are organizing Spirit Week the week of October 2<sup>nd</sup> to celebrate Sena High receiving a B on the report card along with Breast Cancer Awareness and Drug Free Awareness.

The first Parent Advisory Council meeting was September 20<sup>th</sup>. Fifteen people were present, and Family Link information was shared with families.

There are 50 dual credit courses being taken by Sena High students; four of those are off campus.

The Short Cycle Assessment was the week of September 18<sup>th</sup>. Make up testing will happen beginning September 26<sup>th</sup>.

#### **DISCUSSION/ACTION:**

Ms. Torres presented the Ms. Acker with the GC member Oath, which Ms. Acker signed and Ms. Tudor notarized. All council members signed the Statement of Governing Body consultation form along with the Conflict of Interest statement. Ms. Otero-Villalobos moved to accept Ms. Acker as a council member. Ms. O'Brien seconded the motion, role was called, and it passed unanimously.

Ms. O'Brien moved to approve the Reasonable Restraint Policy 210 as amended. Mr. Sena seconded the motion, role was called, and it passed unanimously.

The Procedures and Internal Controls were reviewed by all Governance Council members. Sena High's legal counsel and business manager have also reviewed them.

Cay Moore will be working with the Governance Council on September 27<sup>th</sup> from 4-6pm.

Mr. Sena moved to enter into Executive Session at 6:32pm. Ms. Otero-Villalobos seconded the motion, role was called, and it passed unanimously.

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

Open session was reconvened at 6:49pm.

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

Ms. Otero-Villalobos moved to approve the Director's Professional Development Plan for the 2017-2018 school year. Ms. O'Brien seconded the motion, role was called, and it passed unanimously.

Mr. Sena moved to approve the Director's goals for the 2017-2018 school year. Ms. Acker seconded the motion, role was called, and it passed unanimously.

Ms. Otero-Villalobos moved to adjourn the meeting at 6:51p.m. Mr. Sena seconded the motion, role was called, and it passed unanimously.

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## School Governance Change

### **La Promesa Early Learning Center**

On August 22, 2017, a vacancy was created on the governing board by the resignation of Ray Rivera. The vacancy was filled by the designation of Brenda Baca on September 26, 2017. The resignation and designation were reported in a timely fashion, and all documentation has now been received.

On September 14, 2017, a vacancy was created on the governing board by the resignation of Cipriano Lucero. The email stated Mr. Lucero would be applied to for an extension of his service. No reply was noted. The board minutes for September 24, 2017, reflect a decision to “table” the resignation of Mr. Lucero until the following meeting. Mr. Lucero was not present at this meeting. On October 10, 2017, a special meeting was called that included Mr. Lucero as a board member. On October 24, 2017, Mr. Lucero’s resignation was “accepted” and the vacancy created by his resignation was filled by the designation of Andrew Mathis. On October 31, 2017, the information regarding the resignation and designation was submitted to the PED.

The school currently has 5 seated board members. The school is compliant with the statute and their Annual Report.

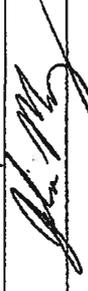
# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: **La Promesa Early Learning Center**

Date submitted: **9/27/2017** Contact Name: **Chris Jones** E-mail: **cjones@lpelc.com**

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Brenda Baca	Designation	9/26/2017	Click here to enter text.	From: 9/26/2017 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.
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: 9/26/17

Printed Name of Governing Council President or Designee: Julian Murdz

**Required Attachments:**

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

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

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
COUNTY OF  
Bernalillo )

I, Brenda Baca, after being duly sworn, state:

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

[Signature]

9/29/2017  
Date

Brenda Baca

[Print]

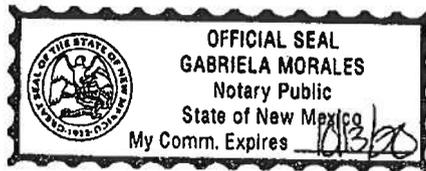
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 29th day of September, 2017.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: 10/13, 2020.



**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the La Promesa Early Learning Center, located in Albuquerque, New Mexico.

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

We make this statement as part of <sup>LA PROMESA EARLY LEARNING CENTER'S</sup> [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

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

THE FOLLOWING MEMBERS OF THE La Promesa Early Learning Center GIVE THE FOREGOING STATEMENT THIS 26th DAY OF September 2017.

1. Judy M. Griego  
[signature]  
Judy M. Griego  
[print]
2. \_\_\_\_\_  
[signature]  
Brandi M. Baca  
[print]
3. \_\_\_\_\_  
[signature]  
Julian Muñoz  
[print]
4. \_\_\_\_\_  
[signature]  
Cipriano Lucero  
[print]
5. \_\_\_\_\_  
[signature]  
Regina Sanchez  
[print]

**LA PROMESA EARLY LEARNING CENTER**  
**Governance Council Board Meeting Minutes**  
**Date: September 26, 2017**

<b>Board Members Present</b>	Julian Munoz, Judy Griego, Regina Sanchez	
<b>Absent</b>	Cipriano Lucero	
<b>Others in Attendance</b>	Chris Jones, Danielle Miranda, Brenda Baca, Ray Rivera, Patty Matthews, Mike Vigil, Alyssa Lucero	
<b>QUORUM</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Meeting called to order</b>	Mr. Munoz called the meeting to order at 5:39pm	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of the Agenda</b>	No discussion.	Julian Munoz called for a motion to approve the agenda. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
<b>Approval of Minutes</b>	Minutes were reviewed and approved	Julian Munoz called for a motion to approve the minutes from 9/2 Special Meeting. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
<b>Discussion/Action Items</b>		
<b>Budget Report</b>	<p><u>Vigil:</u> I want to introduce Alyssa Lucero; she works with me at The Vigil Group. The Account Summary Reports that you have are through August 31<sup>st</sup>. Everything is coming in as normal, I don't expect anything to be out of the norm as far as our revenues. There is a possibility for insurance recoveries. In light of what has happened over the past couple of weeks, as you all know, there is the option to make a claim against your insurance. So you are protected by your risk insurance and we've already put in the claim report. They will review that, along with the state auditor report, and with any report from APD and after that is done they will make a determination of what qualifies and what does not. We're hoping that check comes within this year because if the school can claim everything that was on that report, we'd be open for the next 2-3 years like we were thinking it would take us.</p> <p>Page 3- Operational: We do have availability for \$113,029 and that is going to be boosted by what we will get from the lease reimbursement. They approved a flat funding, so we know that we are going to get that, close to the same amount as last year, if not more. Overall the expenditure budget is looking a lot cleaner than last year.</p>	
<b>Approval of BARs</b>	<p>BARs for consideration:</p> <ol style="list-style-type: none"> <li>1. 528-000-1718-0001-I</li> <li>2. 528-000-1718-0002-D</li> <li>3. 528-000-1718-0005-I</li> <li>4. 528-000-1718-0006-M</li> <li>5. 528-000-1718-0007-I</li> <li>6. 528-000-1718-0009-T</li> </ol> <p><u>Vigil:</u></p> <ol style="list-style-type: none"> <li>1. Student Library Funds- it's an adjustment of \$1. <i>Justification: Budgeting of award per PED.</i></li> <li>2. This is another PED request from the Capital Outlay Bureau. A portion of your special procreation expired last year in the amount of \$112,001. We still have access to some of these; you have 4 separate capital procreations. <i>Justification: Reduction of award per PED.</i></li> <li>3. This is for that E-rate funding that we received of \$26, 027. We're using it for individual lines that were currently negative. There is no requirement to use them for how they were expended in the previous year; so we can use them how we want.</li> </ol>	
		Julian Munoz called for a motion to approve BARs #0001, #0002, #0005, #0006, #0007, and #0009. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained

	<p><i>Justification: Entry of actual revenues received to date.</i></p> <p>4. This is Maintenance on your K-3 Plus program from the support services. The office of administration went over budget based on our projections. But we did have availability in your general administration (advertising budget) and central services. We are transferring some budget from one area to another; this transfer ensures that by function you have budget in the correct place. <i>Justification: Regular maintenance on 2000 functions.</i></p> <p>5. This is an increase for Instructional Materials. At the end of June, PED gathered all the instructional materials money that was sent to private schools that wasn't spent and redistributed it to public and charter schools. Your portion was about \$29,000; we didn't have time to budget it last year, so we do have this cash carrying over into the current year. <i>Justification: Increase to restricted cash per email from IM Bureau at PED.</i></p> <p>6. This is a transfer; no new money it's just an adjustment <i>Justification: Transfer from function 1000 to function 2100 for parent liaison position per application submitted to PED.</i></p>	
<p><b>Corrective Action Plan (CAP) Updates</b></p>	<p>1. NM Dash Plan Approval: <u>Jones:</u> This is one of our Corrective Action Plan items. The school turnaround plan that we were required to develop was shared with you during our Special Meeting. I did submit our plan to Mr. Martinez (facilitator). I am waiting for my credentials so that I can upload our plan to their online system. We are registered for the next NMDash Training-Step 2 on October 5<sup>th</sup>. He said that we will get our credentials on October 5<sup>th</sup> at the training.</p> <p>2. BOY short cycle assessment data updates: <u>Jones:</u> Istation ISIP for grades K-2<sup>nd</sup>, in the last few months our students have made some gains. It looks like 33% of our students are considered proficient right now; we're expecting for this trend to remain. We want to see the number of Tier 1 students continue to increase. We're using this data to recommend students for interventions (after-school).</p> <p>3. NWEA: <u>Jones:</u> We're using this assessment for our performance framework. We have to achieve 1.5 years of growth for 85% of our students. BOY assessments are just wrapping up and we're looking at that data. In the initial CAP they misstated the language; what Julia Barnes proposed is inaccurate. Looking at these reports, there is more to it than what was proposed. If they hold us to what they originally proposed, we're going to be out of luck because that is not how you do the calculations. We really won't know if we met our goal until March or April. We created our testing windows so that this test would be complete before we begin the PARCC because we want to know our destiny. NWEA has their own research that they conducted and it showed that 1.5 years of growth is something you shouldn't even ask for and I've shared that with the PEC.</p> <p>4. Assurance letter RE: Maestas Affiliation: <u>Jones:</u> We sent this letter via email and through certified mail to Patricia Gibson and Katie Poulos.</p> <p>5. Council recruitment and selection plan update: <u>Griego:</u> I made some changes from the last time and I will include Patty's changes. I can put a Board Manual together. <u>Jones:</u> This is another element of our CAP, it's a requirement and we have a site visit on October 20<sup>th</sup>.</p> <p>6. Head Administrator Travel Request for required leadership training: <u>Jones:</u> I submitted a travel request that is in your packet. One of the parts of the CAP is for me to attend Leadership Training; I have to attend trainings on a quarterly basis. For my first training, I attended Superintendent Training in Denver. I would like to attend a training provided by Solution Tree called 'Leadership NOW Summit' in Las Vegas, NV. This training is for principals and superintendents. I provided you with an estimate for \$1,500.</p>	<p>#5 Julian Munoz called for a motion to approve the Governing Council Recruitment Plan as amended by Ms. Patty Matthews. Regina Sanchez motioned, Judy Griego seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p> <p>#8 Julian Munoz called for a motion to approve Head Administer Travel Request. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
<p><b>Performance Framework Updates</b></p>	<p>1. Serving ELs (mission-specific indicator): <u>Jones:</u> We have to renegotiate our mission specific indicator because only 23% of our students met that goal based on the restructuring of the Access Test. We are going to propose an amendment; that language has to be changed. 75% of our kids this year are not going to meet that goal. We just finished our screening of EL's based on the surveys; we will be sending notifications home to parents.</p> <p>2. Enrollment: <u>Jones:</u> We are at 362 students right now; we should be at 384, our enrollment is down. We are having a lot of parents question whether or not their kids should be here, the more we are on the news. We also do not have a lot of staff members lined</p>	

	<p>up to come and be here. So I'm really trying to work with the staff through coaching because we are not going to get replacements. Our 40<sup>th</sup> day is on October 11<sup>th</sup>; on the 40-day report they true up your budget. Your budget is based on your 80 and 120 day report.</p> <p>3. Credentialing:  <u>Jones:</u> I have 4 teachers who just submitted for their TESOL certification. It's difficult to find teachers.</p> <p>4. Facilities master plan update:  <u>Jones:</u> We did meet with The Design Group. We told them that we would like to put our energy into this facility. Central is not a good option for us; we would have to decrease so many students and with the Art Project there is no way for us to live there. I feel comfortable with the staffing pattern that I created this year and we have enough in budget to pay for the facility. I do have to submit a maintenance plan; David Craig did not approve our Maintenance Contract. I have to meet with David Craig by phone and send him a narrative. I also have to submit a Technology Plan. We should be finalizing that soon.</p> <p>5. Council committee member re-organization and selection:  Move</p> <p>6. Consideration of council member resignation and replacement:  <u>Baca:</u> I have been on the YDI Board for a few years. I have worked at Professional Home Care taking care of special needs children. I worked for Belen schools for 17 years. I worked for the State of New Mexico as a Correctional Officer, as a Nurse, also a Guard, and cook area person. I am a part of the PTA here at school. I also been a part of the 'Grandparents Raising Grandkids' organization here. I do a lot of work for kids. I am raising my granddaughter and she does come here. I think this is the best thing for us; we need more people from the community on the board. At the training, they said if you should commit 10-20 hours/week for this and if you're ok with that and you can handle that, we will take it.</p> <p>5. Council committee member re-organization and selection:  <u>Munoz:</u> Ms. Regina Sanchez will you accept the responsibility of being the Head of the Finance Committee? Which would include scheduling the meetings, membership outreach, and be ready to present the financial items during the regular meeting?  Ms. Baca would you also want to be on that committee?  <u>Griego:</u> I accept.  <u>Baca:</u> Yes.  <u>Munoz:</u> The Finance Committee will be Regina and Brenda. The Audit Committee will be myself and Judy. I would like to table the council member resignation until the next meeting until we get clarification from Mr. Lucero and the PEC.</p>	<p>#5 Julian Munoz called for a motion to move item "Council committee member re-organization" until after new member nomination. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p> <p>#6 Julian Munoz called for a motion to approve Brenda's application into the La Promesa's Governing Council. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p> <p>#6 Julian Munoz called for a motion to table the resignation of Mr. Cipriano Lucero until next meeting. Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p><b>Approval of 10/24/17 Regular Meeting</b></p>	<p><u>Jones:</u> The 24<sup>th</sup> is the Tuesday before our regular meeting. Our regular meeting is scheduled for the last Tuesday of every month, which is October 31<sup>st</sup>.</p>	<p>Julian Munoz called for a motion to move our normally scheduled meeting, which is held on the last Tuesday of every month, to October 24<sup>th</sup>. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p><b>Closed Session</b></p>		<p>Julian Munoz called for a motion for La Promesa Board of Education to convene an Executive Session for the Purpose of Discussing Pending Litigation and the OSA's Risk Review, Property Tax Exemption, and La Morada Facility Lease Amendment. Judy Griego motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>

<b>Reconvene to Open Session</b>	Reconvene at 8:37pm <u>Munoz</u> : Roll Call- states that all members agree that the matters discussed in the Executive Session were only limited to those specified in the agenda. Roll Call by Judy Griego	<b>Reconvene to Open Session</b>
<b>Action as Necessary from Closed Session (Discussion/Action)</b>	<u>Munoz</u> : Vote on the Lease Agreement	Julian Munoz called for a motion to vote on the amendment to the Lease Agreement. Judy Griego motioned, Brenda Baca seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
<b>Head Administrator Report</b>	<u>Jones</u> : We do have the Harvest Festival on Friday, October 27 <sup>th</sup> and I encourage you to all attend. We do have athletics and I will share the schedules with you to attend. I would encourage you to drop in and see what the teachers are doing. We are also going to Santa Fe for a PEC Meeting on the 12 <sup>th</sup> if you all could attend; it starts at 9am. It will be a really good experience for you. <u>Munoz</u> : Mr. Ray, Ms. Judy will be in contact with you for the application process. Keep in mind we also need Foundation members.	
<b>Public Comment</b>  <b>Adjourn</b>	N/A  Next GC meeting: October 24, 2017 at 5:30pm  Meeting was adjourned at 8:45pm	Julian Munoz asked for a motion to adjourn. Brenda Baca motioned, Regina Sanchez seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: La Promesa Early Learning Center

Date submitted: 10/31/2017

Contact Name: Chris Jones

E-mail: cjones@lpelc.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Cipriano Lucero	Resignation	10/24/2017	Resignation- caretaker for ill mother.	From: 10/18/2016 To: 10/24/2017
Click here to enter text: Andrew Mathis	Designation	10/24/2017	Replacing member (CL) due to resignation.	From: 10/24/2017 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: \_\_\_\_\_ Date: 10/24/17

Printed Name of Governing Council President or Designee: Julian M. Luna

**Required Attachments:**

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

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



Chris Jones &lt;cjones@lpec.com&gt;

---

**Fwd: Governance Council**

Julian Munoz <munoz\_julian@hotmail.com>  
To: Chris Jones <cjones@lpec.com>

Thu, Sep 14, 2017 at 11:04 AM

FYI

We need to start looking asap!

Regards,

Julian Munoz

Get Outlook for iOS

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**From:** Julian Munoz <munoz\_julian@hotmail.com>  
**Sent:** Thursday, September 14, 2017 11:04:17 AM  
**To:** ciprie1001@yahoo.com  
**Subject:** Re: Governance Council

Cirpiano,

You are extremely busy with your familial obligations, so thank you for always being a productive member of the GC. Before you make your resignation official, let's try to bring forth another member for replacing your spot. So if you could give us just a few months, that would be very helpful.

Regards,

Julian Munoz

Get Outlook for iOS

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**From:** ciprie1001@yahoo.com <ciprie1001@yahoo.com>  
**Sent:** Thursday, September 14, 2017 9:49:13 AM  
**To:** LPELC-Julian Munoz  
**Subject:** Governance Council

Julian,

After much thought I have decided that I must resign my position as LPELC GC Member. I have, at this time in my life so many familial responsibilities that I do not believe that I can effectively serve nor meet the state training requirements. LPELC is at a critical turning point that I believe GC Members must be able to devote the necessary time so that LPELC can meet its goals. I will serve as long as I can or am allowed to or, until the GC is able to replace me. I will however have to cut back in the number of meetings and/or training sessions that I attend. My schedule going forward does not allow much free time. I will give you a formal letter in the near future or at least by the next meeting.

Ciprie - Sent from my iPhone

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW  
MEXICO )  
COUNTY OF Bernalillo )

I, Andrew Mathis, after being duly sworn, state:

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

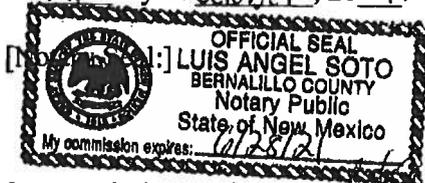
[Signature]  
[Signature]

10/26/17  
Date

Andrew Mathis  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26 day of October, 2017.



[Signature]  
NOTARY PUBLIC

My commission expires: 10/28, 2021.

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the La Promesa Early Learning Center, located in Albuquerque, New Mexico.

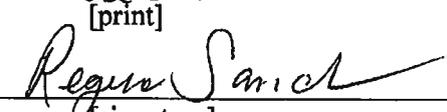
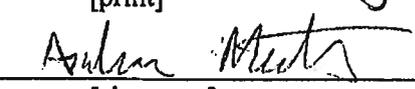
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of LPELC'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 LA PROMESA EARLY LEARNING CENTER GIVE THE FOREGOING STATEMENT THIS 24<sup>th</sup> DAY OF October, 2017.

1.   
[signature]  
Julian Munoz  
[print]
2.   
[signature]  
Brenda Baca  
[print]
3.   
[signature]  
Regina Sanchez  
[print]
4.   
[signature]  
Judy M. Griego  
[print]
5.   
[signature]  
Andrew Mathis  
[print]

**LPELC GC Meeting Minutes**  
**Date: October 24, 2017**

<b>Board Members Present</b>	Julian Munoz, Judy Griego, Regina Sanchez, Brenda Baca	
<b>Absent</b>	Cipriano Lucero	
<b>Others in Attendance</b>	Chris Jones, Danielle Miranda, Ray Lucero, Andrew Mathis	
<b>QUORUM</b>	<u>  X  </u> YES <u>  </u> NO	
<b>Meeting called to order</b>	Mr. Munoz called the meeting to order at 5:45pm.	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of the Agenda</b>	*Change item 'i' from 'Board Member Replacement' to 'Board Member Prospect Reviews'	<p>Julian Munoz called for a motion to change item 'i' under Special Issues on the agenda. Regina Sanchez motioned, Brenda Baca seconded.</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to approve the agenda as amended. Judy Griego motioned, Brenda Baca seconded</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<b>Approval of Minutes</b>	9/26/17 and 10/10/17	<p>Julian Munoz called for a motion to approve the minutes from 9/26/17 and 10/10/17. Judy Griego motioned, Brenda Baca seconded</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<b>Discussion/Action Items</b>		
<b>Budget Review</b>	<p><u>Jones:</u> Mr. Vigil is unable to join us because he had a prior engagement. But what I explained to the Finance Committee earlier was that our Title funds are doing well; everything so far is going good. We have the PSCOC Award and that should help us out a lot.</p> <ol style="list-style-type: none"> <li>1. Title 1- we will have about \$22,000 availability to purchase resources or to continue with Professional Development.</li> <li>2. Title 2- I am resubmitting the application so that we can use the Title 2 Award. That award amount is about \$22,000 and it's for the development of principals and teachers</li> <li>3. Title 3- we have a lot of availability. I am submitting an amendment for that so we can purchase additional ELD kits.</li> </ol> <p>Everything else does not make a lot of sense to me so I will defer to Mr. Vigil when he comes back. I do not know how he configures the report; he can explain it when he comes.</p>	

<p><b>Approval of BARs</b></p>	<p>BAR for consideration:  1. 528-000-1718-0010-IB</p> <p><u>Jones:</u> The BAR that we have to approve is PSCOC Award and it's based on our Lease Assistance Application. We were at risk of losing about 20% of the award. At a few meetings, we discussed what we would do if \$50,000 was taken from the top. Patty Matthews was able to get the PSCOC Committee to reinstate the full award amount; so all Charter School who received the award received 100% of that award. It does not mean that we will not face the same problem next year; from what I understand, they're going back to the table to discuss how they will decrease that award amount. So we did receive the award and the amount is \$277,566 and it will get us through 6 months of our Lease which is something we couldn't afford; we couldn't afford this building without that award. Our lease is very expensive; it is double what we have in award.</p>	<p>Julian Munoz called for a motion to approve BAR #0010-IB.  Judy Griego motioned, Regina Sanchez seconded.  -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p><b>October 12 PEC Update</b></p>	<p><u>Munoz:</u> The questioned us for about 2 hours. Mr. Jones answered very well. Ms. Patty was very eloquent in her defense of us. The PEC seemed supportive and they were surprised that we have made progress in the CAP. Even though we have not received the final copy of the CAP. They do not want Mr. Jones having to do anything with the nominating committee; so we will have to adjust our bylaws to remove Executive Director involvement.</p> <p><u>Jones:</u> I think overall they are impressed and they did acknowledge the work that we put forth as a council and as a staff. They commended us, considering what has gone on and everything you've heard on the news. It was nice because it was honestly one of the first meetings where I've presented to the PEC where it seemed positive and spun more in our favor. They are impressed with what we've done considering we didn't have a firm and final CAP. We have a lot of work to do and I look forward to fulfilling all of the requirements of the CAP. I thank you for attending and all of the work that the Council has done.</p>	
<p><b>CSD Bi-Annual Site Visit Update</b></p>	<p><u>Jones:</u> The CSD came out and brought with them 5 people; last time they brought 6 people. For most Charter Schools, they take 2 people to do a visit. They looked through our Personal Records, IEP's, CUM's, SAT Program, ELL Program, and Safety Plan and Emergency Drills. They also observed classrooms and learning. They looked at everything we had and at the Exit Meeting they didn't have too many things that we need to work on. Things were minor, for example have exit routes in all classrooms. They really commended us because we had things that we've never had before and they recognized that; they said everything we're doing has improved. Overall, we have a handful of things to fix based on what they've given us. The next step is that they have 45 days to respond through the Web EPSS (online tool) and determine if we met standards or not. From that point I will have 30 days to respond and provide documentation. Our next visit is in January.</p>	
<p><b>Facilities Update</b></p>	<p><u>Jones:</u> Every 5 years, Charter Schools have to have a Facilities Master plan and our plan just expired. It was due last year on April 1<sup>st</sup> but because of our situation at the time, I worked with the PSFA to extend it. We have had several Facilities Meetings and we're going through our next phase. We've identified our priorities and decided that this location will be our home.</p> <ul style="list-style-type: none"> <li>• Priority #1- Acoustics in the Cafeteria.</li> <li>• Priority #2-Development of another building for a gym for P.E. and multipurpose space that would allow us to have parent and staff meetings.</li> <li>• Priority #3- Landscaping in the courtyard- safety priority</li> </ul> <p><u>Griego:</u> We met on 9/12 and 10/23 to discuss what we want to do with this facility and also the Central facility. This committee needs to take a look at the complex on Central and make a decision on what we're going to do with it. I can have some options ready for the next meeting; they will be similar to what I had before. But I think we need to make a decision based on those options at the next meeting.</p> <p><u>Jones:</u> The tricky part is that we are leasing from a foundation; we do not own this property and we cannot make any permanent improvements to this property. The foundation is actually supposed to be maintaining all our systems like the HVAC and the safety hazards in the courtyard. We do have some prospect of selling Central; Maestas &amp; Ward are interested in the facility. I have to send them the floor plan and give them a tour and then they will give us a firm price on what it could be sold for. If we sell it, that money will be off limits to us. We can do whatever we want operationally but we cannot make any improvements on the building because we do not own it. We could get into a Lease to Purchase; right now we are just leasing the building. If we get into that agreement through the PSFA, we could do whatever we wanted to the buildings. It's really important that we think about the sale of the building; we have to really decide what's going to happen asap. I have talked to YDI and the Pre-K staff and told them our</p>	

	<p>situation; if we sell the building in December, all programs are finished.</p> <p><u>Munoz:</u> The idea is great and if we can have an update by November that would be great. So that way we can have a solid plan and the GC can make a decision.</p>	
<b>Corrective Action Plan (CAP) Updates</b>	<p><u>Jones:</u> We still have not received a finalized CAP from the PEC; they have not sent us back any information as far as their revisions. I have sent you all the CAP documents that I've submitted to the PEC. You're going to see the CAP document that outlines all of our requirements with the evidence pieces. The only thing that we really have to focus on at this time is the GC and Head Administrator Evaluations.</p> <p><u>Munoz:</u> We are meeting with her this Friday to develop a scope of work and find out who owns the tool. Once that has been defined, we can have her incorporated into a contract and then get that contract to the PEC.</p> <p><u>Jones:</u> The academic component of the CAP requires that 75% of our students in grades 1-8 to make 1.5 years of growth. Last week during our visit, Baylor told us that it is impossible and it can't be measured. I have provided the PEC with the research from NWEA which says they do not recommend it because it cannot be done.</p> <p>In both Math and Reading, our students have to be either proficient (on grade level) or they have to make 1.5 years of growth. It all begins with Baseline Data and when we review it, we're going to see how far away we are when it comes to academic proficiency. NWEA is closely aligned to the PARCC and the PARCC is a really hard assessment.</p>	
<b>Review of Bylaws- Head Admin. Role in Nominating Members</b>	<p><u>Munoz:</u> The PEC would like for us to exclude the Executive Director from nominating any potential council members. Please email Ms. Patty and ask her about the changes.</p> <p><u>Griego:</u> They said they didn't want him involved in the nominating portion of it but they didn't exclude him from being involved in reviewing the nominations. That is my concern because if you look at our bylaws and the Recruiting Plan it states that he doesn't get to vote. I still believe that in order for us to gauge the type of potentials that we want on the board, he as the Executive Director has a vested interest to make sure we have council members that have the criteria. I will look at look at the Bylaws and the Recruiting Plan and I can also make those changes that he is not involved in the nominating or voting and we could easily appoint his designee, Ms. Miranda.</p>	
<b>Performance Framework Updates</b>	<p><u>Jones:</u> We have not received our final draft from the PEC. It is going to take awhile and as soon as we do get it back we're going to have to perhaps redevelop that monitoring tool. We will have to take a look at that and make sure it's still all consistent because they are making a few changes. The monitoring visit feedback that we get back is specific to each area in the Performance Framework, so it is very long.</p>	
<b>Board Member Prospect Reviews</b>	<p><u>Griego:</u> We will have 1 vacant position open. We have Cipriano Lucero's resignation email from the GC; he has resigned.</p> <p><u>Munoz:</u> We got clarification from the PEC stating that the date of the email was considered the date of his resignation. The email was dated 9/14/2017.</p> <p><u>Griego:</u> First of all, I want to welcome Andrew Mathis and Ray Rivera to our monthly La Promesa GC Meeting and thank you for taking the time and an interest in being a board member. A couple of months ago, we developed a Recruiting Plan to ensure that we are recruiting the correct members; it was also on the CAP. The Recruitment committee met earlier today and reviewed the applications and we think that both of you are qualified candidates for the GC. I will ask both candidates to briefly share their experiences and then the board can ask some questions.</p> <p><u>Mathis:</u> I'm currently the Manager of a landscaping company called WaterQuest. I'm a graduate from UNM and I have a Master's in Business from Regis University in Denver. My background is primarily in marketing and public relations types of roles. I had to opportunity to work with the Mayor's office and spent the last couple of years working in the administration and running a program called 'Running Start for Careers'. We work with high school students (10<sup>th</sup> grade and above) to provide students with real hands on industry based opportunities to explore what they want to do. I was in partnership with CNM and with industries; students would get dual-credit opportunities to work in different industries like construction, hospitality, health care, and film.</p> <p>We were serving about 250-300 students a semester. While working with CNM, I was on the advisory board of many programs, so I'm fairly well connected to that higher education world. CTE programs are not emphasized the way they should be, we've put way to much emphasis on the traditional 4 year school. The majority of our jobs in our state are middle skills jobs and we're really missing the mark. I think that population that this school serves really speaks a lot to the message of the importance of CTE programs. If La Promesa is still looking to grow beyond the elementary to the secondary grade levels, I would really like to be a part of helping designing some programs that are CTE programs. I sat in the pre-audit meeting as a community member and I have to commend</p>	<p>Julian Munoz called for a motion to accept Cipriano Lucero's resignation from this GC.</p> <p>Judy Griego motioned, Brenda Baca seconded.</p> <p>-Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>

all of you for really holding down and moving this organization forward and I would like to be a part of continuing to change the public perception of what's going on at La Promesa.

Sanchez: We appreciate your willingness to come and help us to keep this together because these guys have worked hard but we need a lot more input.

Munoz: I want you to be aware that we expect you to be at the meetings and contribute because we are a very small council. Keep in mind that this work can be anywhere from 10-20 hours a week and if you're comfortable with that we are going to definitely use your skill set.

Baca: Our school is in distress so being at meetings is our big priority and actually being there to help out and make ourselves present in a positive aspect.

Griego: It's very rewarding to be a council member. It can be scary at the beginning but I think as long as you're willing to make that commitment and go to the training. That has been one of our biggest issues because we're under the microscope, so we have to attend the trainings. The trainings are interesting and you walk out feeling at least you learned something. If you get selected as the newest member, take advantages of all the opportunities because that will make all the difference.

Lucero: As you all know, I was on the council before and I had to resign because my wife was sick and that kept me away from my duties but she's better now. So I would like to get back on the board and continue working; this time with more energy and more drive and more intensity so that I can make a positive impact on the school. As you all may know, I have volunteered for 6 years. I have had 7 grandkids come through this school and I've got an 8<sup>th</sup> grader right now. I know most of the teachers and I have an intimate knowledge of what their needs are based on what they've conveyed to me. I know the student's and what learning goes on in the school. I did go through the qualifications for the Recruiting Plan and I hit 14/25 of the areas that you're looking for. I'm also retired military; I have 22 ½ years of active duty. I've had jobs at the Pentagon and the American Embassies; I was always a top administrator. That is where my strength comes in. I also worked for the City of Albuquerque and I was able to implement changes. Then I went to work at Cliffs Aviation; I managed to work on 200 of their aircraft and that is where I ended my career as a worker. As far as the school is concerned, I do have a very vested interest in this school and to see it grow and move in the direction we want it to. I do have a big concern about the education of the children here. I have ideas that I could present to make our Bilingual concept work better. I see myself as being a proactive representative of the teachers and what I can do for them and the children, also being a voice for some of the parents.

Baca: How long were you previously on the board and what was your role then? Are you willing to oppose to what people say and stand your ground and ask for more evidence, if needed? We are trying to build a strong program and we need to stand up for our children.

Lucero: About 2 years. The board was very different then; things weren't as hard and we weren't under as much pressures as we are today. It was a very big awakening; the governance board should have been on top of what they were doing but unfortunately we had people on the board that were halfway committed and not looking at things beyond this table. We are fortunate that we have some strong members now but I see what this group of individuals here have done so that tells me that I need to step up and I need to meet the challenges that lie ahead. If I'm voted into the council, I'm willing to come back as a hard driver and voice my differences.

Munoz: The commitment, you have to show up. The last year when you were on the board, you were the main guy missing those meetings and you left us in a really vulnerable position. My concern is can you be committed? What is going to be different?

Lucero: I wrote down the 3 things that I picked up from you #1 be willing to put in hard work, #2 be able to show up, and #3 get involved. I think I can do that and that is why I've come back and I'm still interested.

*\*Mathis & Lucero stepped out of the room; It was not a closed meeting, they volunteered to leave the room while the GC discusses the applicants.*

Munoz: At this point, we are going to vote on each application.

- Ray Rivera we are going make a vote whether or not we are going to accept you on the board. We were discussing and would like to eventually make the council bigger and if you want to prove to us that you are dedicated to this, you're going to be in our pool of applicants for the next round. You know exactly what is going on and it's just a very big liability for us right now. But again we are going to increase our council. Please keep staying around in our meetings because we do need the input and we do need community involvement.
- So now we will vote for Andrew Mathis. Mr. Mathis, thank you very much and

Julian Munoz called for a motion to vote on Ray Rivera's application.

Judy Griego motioned, Regina Sanchez seconded.

-Julian Munoz called for a vote. GC approved unanimously by a vote of 0; 4-0 opposed; 0 abstained

	<p>welcome to the GC. Again, I'm going to reiterate there is a lot of training required; you need a minimum of at least 10 hours of training before you're allowed to make a vote. Ms. Judy will be your Mentor and she'll give you copies of our bylaws. I will email Ms. Poulos to find out which classes you need to take to get the 10 hours but you also need an additional 6 hours for our CAP.</p>	<p>Julian Munoz called for a motion to vote on Andrew Mathis's application. Judy Griego motioned, Brenda Baca seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p><b>School Policy Review (handbook Updates)</b></p>	<p><u>Jones:</u> You have your policy handbooks and you're more than welcome to reference those things. So you know, these are assurances and I have to sign off on all of them and upload them to Web EPSS.</p> <ol style="list-style-type: none"> <li>1. Emergency Drill- this indicates that we do all of our emergency drills. Last Friday, the CSD reviewed the drills that we've done in the past 2 years. At the beginning of the school year, I sent out a letter to parents to let them know what we will be doing. We've already had our fire drills in accordance with this schedule and we've also done our 1<sup>st</sup> lockdown drill.</li> <li>2. Discipline Policy- on page 15 of the handbook is our discipline policy and it also come with the Discipline Matrix. We've met all of the requirements. The only thing that has been added to the Long-term Suspension area of the policy is a section for 'Students with Disabilities'. I added that we will accommodate students who have IEP's and ancillary services; we will provide them with compensatory time (service times will be made up).</li> <li>3. ADA &amp; LEP- this isn't a policy, it's a civil rights law that says we will respect the rights of people that have disabilities or different language backgrounds or barriers. We send home all of our communication in both English and Spanish to parents.</li> <li>4. Bullying Prevention- on page 18 of our handbook you will see all the language on bullying; we've also added a cyber bullying section.</li> <li>5. Child Abuse &amp; Neglect Reporting- we have to ensure that all of our staff has completed the child abuse training and that we have a copy of their certificate on file. We learn how to identify child abuse and neglect.</li> <li>6. Identification &amp; Badging- we have Ident-A-Kid software in the front office. All visitors must swipe their driver's license and sign in before entering the school. There are 2 things that preclude anyone from being around kids at school, the first is any criminal activity and the other is drug trafficking and crimes against children; those individuals will be flagged in the system and will not receive a visitor pass. I've made communication with our parents letting them know that they have to be off campus by 8:30am. For staff, we also have ID Badges that must be worn at all times while on campus; it's a requirement and has also been added to the Employee Handbook.</li> <li>7. Tobacco, Alcohol, and Drug Free School- page 7 and 8 have been modified; instead of 'smoking' it now says 'tobacco' and it also talks about vaporizers. The 'drug free' section has been modified to add alcohol to the title.</li> <li>8. Review, Revise, Secure, and Share- this is about the safe schools plan. Our safe schools plan is due in December. We do have a plan that is current, it just needs to be updated; it's a pretty comprehensive plan I could use someone to assist on that safety plan.- Brenda Baca volunteered</li> <li>9. Pest Management- this is an assurance that is a part of our safety plane. We've had many issues this year alone like the mice at central. There is a lot to know and I've learned a lot about pest management.</li> <li>10. Food Safety Inspection- this is something that I encountered this year and takes a lot of time. We also have to have our grease traps that have to be cleaned out. In the last year, we had 2 inspections done and we're submitting the report to prove that we've done the work; we will be in compliance with this.</li> </ol>	
<p><b>Head Administrator Report</b></p>	<p><u>Jones:</u> This is the student proficiency data from NWEA. Looking at this data, I do want you to realize how much work we have to do. Through the NM Dash Program, we are going to really take a hard look at what needs to change. Today I sent a Needs Assessment back to the staff because October is the burnout month. I hope through this Needs Assessment; teachers can identify what they need to improve these scores. After the next round of assessments, I will give you those scores and growth data.</p>	

March										
Grade Level	BOY	Prof	MOY	Prof	MOY	Grat	EOY	Prof	EOY	Growth
Kindergarten		27.89%								
1st		38.23%								
2nd		43.68%								
3rd		33.91%								
4th		22.23%								
5th		38.23%								
6th		33.68%								
7th		33.68%								
8th		33.68%								

March										
Grade Level	BOY	Prof	MOY	Prof	MOY	Grat	EOY	Prof	EOY	Growth
Kindergarten		48.89%								
1st		48.89%								
2nd		38.23%								
3rd		38.23%								
4th		27.57%								
5th		37.89%								
6th		33.68%								
7th		33.68%								
8th		33.68%								

**Public Comment**

Lucero: I am concerned not only about the students but the teachers. I think that the teachers are the ones holding up the school and we need to back them up. We need to keep their PD in mind and we need to listen to their concerns of what they need in the classrooms to improve. In the 6 years that I've volunteered here, we still got the same furniture that we started with. This Bilingual stuff isn't working; it's a failure. I think we need to get away from the Bilingual concept of immersing kids in a language. We need to implement it as an English as a Second Language concept like they do in Texas, California, Arizona and everywhere else. The Spanish speaking children need to learn English and the English speaking kids needs to learn the Spanish but not at the point where they will be tested and graded in Spanish.

Baca: I'm speaking as a parent now. I've been really impressed with some teachers, like Ms. Cera the Spanish teacher. I told Mr. Jones and my PTA people that we are going to do incentives for the teachers to give them praise for what they're doing.

Munoz: I think a lot of it has to do with the leadership of Mr. Jones. He provided a plan for the teachers and he's providing training for them. Now he is going to provide the resources the teachers need. He has been able to efficiently use the funds that are available to provide teachers what they need and to provide solutions to the problems that they encountered here. One thing that Mr. Jones is doing, that I really like, is he's holding teachers accountable towards how their students are performing now and it's very important.

**Announcement of Next GC Meeting**

Next GC meeting: November 28, 2017 at 5:00pm

**Adjourn**

Meeting was adjourned at 8:30pm

Julian Munoz asked for a motion to adjourn.  
 Judy Griego motioned,  
 Brenda Baca seconded  
 -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

## School Governance Change

### **New Mexico Connections Academy**

On August 29, 2017, a vacancy was created on the governing board by the resignation of Carlo Lucero. On September 26, 2017, the vacancy was filled by the designation of Lupita Gurule de Martinez. All documentation was received in a timely manner.

On September 26, 2017, a new position on the governing board was filled by the designation of Anna Harb. All documentation was received in a timely manner.

The board currently has six seated members and is compliant with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: **New Mexico Connections Academy**      Current Number of Governing Body Members: **Six**

Date submitted: **9/28/2017**      Contact Name: **Nicole Cooper**      E-mail: **nicole.cooper@pearson.com**

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Lupita Gurule De Martinez	1225 Parkway Drive Santa Fe, NM 87507  (505) 690-4436  <a href="mailto:LGdMConsulting@gmail.com">LGdMConsulting@gmail.com</a>	Designation	9/26/2017	Click here to enter Board Member name.	From: 9/26/2017 To: 6/30/2018
Anna Harb	4728 Jessica Dr NE Rio Rancho, NM 87144  (559) 975-3068  <a href="mailto:anna.harb@ring-ir.com">anna.harb@ring-ir.com</a>	Designation	9/26/2017	Click here to enter Board Member name.	From: 9/26/2017 To: 6/30/2018
Click here to enter Board Member name.	Click here to enter address.  Click here to enter phone number.  Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

*Handwritten Signature*

Original Signature of Governing Council President or Designee: \_\_\_\_\_ Date: **10/2/2017**

Printed Name of Governing Council President or Designee: **MARK BOITANO**

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Maria Guadalupe S. Gurulé, after being duly sworn, state:

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

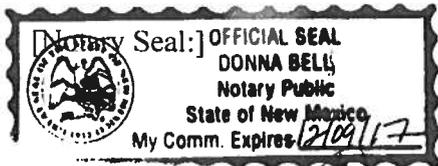
Maria Guadalupe S. Gurulé  
[Signature]

10/25/2017  
Date

Maria Guadalupe S. Gurulé  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 25<sup>th</sup> day of October, 2017.



Donna Bell  
NOTARY PUBLIC

My commission expires: Dec. 09, 2017.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF SANDOVAL )

I, Anna Harb, after being duly sworn, state:

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

*Anna Harb*  
[Signature]

October 20, 2017  
Date

Anna Harb Anna Harb  
[Print]

**VERIFICATION**

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



*Asia A. Caruth*  
NOTARY PUBLIC

My commission expires: 12/18, 2019.

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the New Mexico Connections Academy, located in SANTA FE, New Mexico.

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

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

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

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

THE FOLLOWING MEMBERS OF THE NEW MEXICO CONNECTIONS ACADEMY GIVE THE FOREGOING STATEMENT THIS 2 DAY OF OCTOBER 2017.

1. [Signature]  
[signature]  
Mark Gilbert  
[print]
2. [Signature]  
[signature]  
Jerry Schellert  
[print]
3. [Signature]  
[signature]  
Paul Gessing  
[print]
4. [Signature]  
[signature]  
Patrick Chaver  
[print]
5. [Signature]  
[signature]  
Maria Guadalupe Gurule  
[print]

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6. Anna Harb  
[signature]  
Anna Harb  
[print]



**New Mexico Connections Academy (NMCA)**  
**MINUTES OF THE GOVERNING COUNCIL MEETING**  
Tuesday, September 26, 2017 at 9:00 a.m. MT

**Held at the following locations and via teleconference:**

4001 Office Court, Suite 201-204  
Santa Fe, NM 87507  
and  
4801 Hardware Dr. NE  
Albuquerque, NM 87109

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**I. Call to Order and Roll Call**

Mr. Boitano called the meeting to order at 9:08 a.m. when all participants were present and able to hear each other. The school location was open to the public. Mr. Boitano conducted a Roll Call.

Governing Council Members Present: Mark Boitano (in person at Albuquerque location); Jerry Schalow and Paul Gessing (via phone);

Governing Council Members Joined During Meeting: Patrick Chavez (via phone);

Guests Present: Ramoncita Garcia, School Principal; Justine Vigil, School Business Manager; Mari Adkins, School staff (in person at Albuquerque location); Debbie Vigil, Amy Earle, and Tammy Woffinden, School staff; Lupita Martinez, Governing Council candidate (in person at the Santa Fe location); Jean Woodward, Julieann Quintana, Shawwna Sanchez, Jolene Ortiz, Jennifer Lawson, Christine May, Jolene Lenora, Laci Lockwood and Craig Lockwood, School staff; Anna Harb, Governing Council candidate; Bryce Adams, Jay Ragley, Tanya Lee, Ray Lambert, and Kristin DeGross, Pearson Online & Blended Learning (POBL) staff (via phone).

**II. Routine Business**

a. Approval of Agenda

Mr. Boitano asked the Governing Council to review the Agenda distributed prior to the meeting. There being no changes, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the Agenda for the September 26, 2017 New Mexico Connections Academy Governing Council Meeting, as presented, is hereby approved.

The motion passed unanimously.

**III. Public Comment**

There were no comments at this time.

#### IV. Nominating Committee Report

a. Consideration of Governing Council Member Candidate, Lupita Gurulé Dè Martinez

Mr. Boitano provided the Governing Council with brief background information on the candidate being brought to the Governing Council for consideration, including the reasons she has expressed interest in joining the Governing Council.

[Mr. Chavez joined the meeting at 9:15 a.m.]

Ms. Gurulé Dè Martinez introduced herself, and provided a brief description of her background as a parent at the school. Governing Council members discussed Ms. Gurulé Dè Martinez's background and candidacy. Mr. Boitano recommended Ms. Gurulé Dè Martinez for appointment. There being no further discussion, Mr. Gessing made the following motion and it was seconded by Mr. Schalow as follows:

**RESOLVED, that the appointment of Lupita Gurulé Dè Martinez as a Governing Council Member for a term through the 2018 Annual Meeting, subject to any and all regulatory approvals, as presented, is hereby approved.**

**The motion passed unanimously.**

Ms. DeGross reminded the Governing Council that pending Ms. Gurulé Dè Martinez's completion of new Board member training, Ms. Gurulé Dè Martinez's would abstain from voting on all items during the meeting.

b. Consideration of Governing Council Member Candidate, Anna Harb

Mr. Boitano noted the Governing Council's intent to consider this item later in the agenda, to allow for Ms. Harb to join the meeting.

c. Approval of Governing Body Membership for the 2017-2018 School Year

Mr. Boitano noted the Governing Council's intent to consider this item later in the agenda, following the consideration of Ms. Harb's candidacy.

#### V. Oral Reports

a. Principal's Report

Ms. Garcia reviewed with the Board the Monthly School Report, as included in the Governing Council package in detail.

i. Update on Back to School Activities, Staffing, and Enrollment

Ms. Garcia discussed with the Governing Council recent back to school activities. She also reviewed the current enrollment numbers for the school, noting trends and projections for the coming month.

Ms. Garcia introduced Ms. Adkins to the Governing Council, who provided a brief update on special education procedures at the school.

[Ms. Harb joined the meeting at 9:39 a.m.]

Mr. Biotano introduced Ms. Harb to the Governing Council, and reviewed her background as a parent of a student at the school. Ms. Harb provided a brief overview of her previous employment and desire to work with the Governing Council. The Governing Council thanked Ms. Harb for her time.

[Ms. Harb left the meeting at 9:48 a.m.]

ii. School Grading Report Card Improvement Plan

Ms. Garcia reviewed the school report card results from previous academic years, and asked Mr. Lockwood to provide an overview of the School Grading Report Card Improvement Plan for the Governing Council.

Mr. Lockwood introduced the format and process for creation of the Improvement Plan, as well as the staff and administration's input for the Plan.

Ms. Lockwood advised the Governing Council on the anticipated strategies to be used throughout the school year to improve on all areas of the school report card. Governing Council members discussed the Plan in detail with Mr. and Ms. Lockwood, and requested further information on followthrough procedures for the plan.

[Ms. Lockwood left the meeting at 10:26 a.m.]

iii. Renewal Application Site Visit Update

Ms. Garcia provided the Governing Council with an update on the upcoming Renewal Application site visit, scheduled to be held in mid-October. She reviewed the timing of the interview sessions with school staff, parents, and Governing Council members, and requested Governing Council attendance for the interviews.

b. Financial Report

Ms. J. Vigil reviewed the school's financial statements in detail, including the check register, revenue and expense statements, as well as the school's forecast for the school year based on enrollment trends with the Governing Council.

Mr. Schalow advised that a member of the community, Mr. Kelly Wainwright, has been submitted as a member of the Audit Committee, per the necessary requirements. Ms. Gurulé Dè Martinez noted her interest in filling the parent role on the Audit Committee, if permissible.

i. Finance Committee Updates and Recommendations for Approval

1. Approval of Connections Academy of New Mexico, LLC Invoices for August

Mr. Schalow reviewed the August invoice as drawn from the financial report provided in the meeting materials, and reviewed earlier in the meeting. He advised that he reviewed the invoice and found it to be in order and asked the Governing Council whether they had any questions on the invoice or if any items required further explanation. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Connections Academy of New Mexico, LLC invoices for August in

the amount of \$416,925.00, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Lawson left the meeting at 10:36 a.m.]

2. Approval of Budget Adjustment Reports (BARs)

a. 554-000-1718-0002-I 14000

Ms. J. Vigil provided an update on the budget adjustment reports, as included in the Governing Council materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Budget Adjustment Report: 554-000-1718-0002-I 14000, as presented, is hereby approved.

The motion passed unanimously.

3. Approval of Agreement with Sparkle Maintenance, Inc.

The Governing Council reviewed the Agreement with Sparkle Maintenance, Inc., as included in the meeting materials. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the Agreement with Sparkle Maintenance, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Woodward, Ms. Earle, Ms. Lenora, and Ms Ortiz left the meeting at 10:39 a.m.]

**VI. Consent Items**

Mr. Boitano asked the Governing Council members whether there were any items from the Consent Items that they wished to have moved to Action Items for discussion, or tabled. There being no items removed from the Consent Items, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, the Consent Items:

- a. Approval of Minutes from the August 29, 2017 Meeting; and
- b. Approval of Revision(s) to the 2017-2018 School Year State Specific School Handbook: Truancy Procedures; are hereby approved.

The motion passed unanimously.

[Ms. May left the meeting at 10:42 a.m.]

## VII. Action Items

### a. Approval of Submission of Charter Renewal Application

Mr. Boitano presented this item to the Governing Council, and advised that the application had been reviewed by legal counsel, Sue Fox.

Mr. Adams provided a brief update on the process for submission of the application, as well as the timeline for final review by the Public Education Commission (PEC). Governing Council members discussed the Charter Renewal Application in detail. There being no further discussion, a motion was made by Mr. Gessing and seconded by Mr. Schalow as follows:

RESOLVED, the submission of the Charter Renewal Application, as discussed, is hereby approved.

The motion passed unanimously.

### Legislative Update

At the request of the Governing Council, Mr. Adams provided an update on legislative matters that may impact the school.

### b. Approval of School Focus Goals for the 2017-2018 School Year

Ms. Garcia reviewed the school focus goals for the 2017-2018 school year included in the Board package with the Governing Council. She advised that the staff worked closely with school leadership and Pearson Online & Blended Learning (POBL), formerly Connections Education, on establishing the school goals. She further advised the Governing Council that the school goals represent the major driver for the staff incentive plan. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the school focus goals for the 2017-2018 school year, as presented, are hereby approved.

The motion passed unanimously.

### c. Approval of PEC Improvement Plan

Ms. Garcia presented this item to the Governing Council. She reviewed the basis for the Improvement Plan, as well as the correlation with the school's improvement plan and charter goals. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the PEC Improvement Plan, as presented, is hereby approved.

The motion passed unanimously.

[Mr. Adams left the meeting at 10:54 a.m.]

## VIII. Information Items

### a. Update on Staffing

Ms. Garcia reviewed the Staffing Report included in the meeting materials with the Governing Council and provided an update on staffing levels. The Governing Council discussed staffing levels with Ms. Garcia.

### b. Legislative Update

This item was discussed earlier in the meeting.

### c. Parter School Leadership Team Update

Mr. Lambert presented to the Governing Council on behalf of Pearson Online & Blended Learning's (POBL), School Leadership Team.

#### i. Quarterly Metrics Update

Mr. Lambert reviewed the document outlining the planned format and data to be included in the school year's School Metrics reports.

### d. Governing Council Self Evaluation

Mr. Boitano briefly reviewed the self evaluation, as recently completed by all required Governing Council members. The Governing Council noted their intent to discuss the self evaluation in greater detail at a future meeting.

[Mr. Lockwood left the meeting at 10:59 a.m.]

### e. 2017-2018 Items for Board Consideration

Ms. DeGross reviewed the outline of items planned to be presented for Governing Council consideration throughout the current school year. She further advised the Governing Council that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

### f. Curriculum Town Hall Reminder

Ms. DeGross reminded the Governing Council of the timing of the upcoming Curriculum Town Hall presentation, and encouraged Governing Council members to attend.

### Consideration of Governing Council Member Candidate, Anna Harb

Mr. Boitano reminded the Governing Council of the discussion with Ms. Harb held earlier in the meeting. Governing Council members discussed Ms. Harb's background and candidacy. Mr. Boitano recommended Ms. Harb for appointment, and reminded the Governing Council that pending Ms. Harb's completion of new Board member

training, she would abstain from voting during the meeting. There being no further discussion, Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

**RESOLVED, that the appointment of Anna Harb as a Class 1 Governing Council Member for a term through the 2018 Annual Meeting, subject to any and all regulatory approvals, as presented, is hereby approved.**

**The motion passed unanimously.**

#### Approval of Governing Body Membership for the 2017-2018 School Year

Mr. Boitano presented this item to the Governing Council. He reviewed the requirements contained within the Governing Council Bylaws and Charter Contract, and noted the intent of the Governing Council to maintain the current membership of six members throughout the 2017-2018 school year. There being no further discussion, a motion was made by Mr. Schalow and seconded by Mr. Gessing as follows:

RESOLVED, that the Governing Body Membership for the 2017-2018 school year to be maintained with six (6) members, as discussed, is hereby approved.

The motion passed unanimously.

#### **IX. Adjournment and Confirmation of Next Meeting - Tuesday, October 31, 2017 at 9:00 a.m. MT**

Mr. Boitano noted that the Governing Council was at the end of its agenda and that the next meeting is scheduled to be held on Tuesday, October 31, 2017 at 9:00 a.m. MT. At 11:04 a.m., Mr. Schalow made the following motion and it was seconded by Mr. Gessing as follows:

RESOLVED, that the adjournment of the New Mexico Connections Academy, Inc. September 26, 2017 Governing Council meeting, as discussed, is hereby approved.

The motion passed unanimously.

## School Governance Change

### **North Valley Academy**

On September 21, 2017, a new position was created on the governing board by the designation of Gayle Edwards. The notification was not provided in a timely fashion, but all documentation has been received.

The school now has 7 seated members on its governing council and is not in compliance with the Annual Report submitted that states the board will seat 6 members for the 2017-2018 school year. When contacted regarding this discrepancy, Mr. Woodd stated they would continue to operate under the range agreed upon in the school's contract and not comply with the PEC policy made in February 2017 that requires a set number of board members to be designated at the beginning of each school year.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: **North Valley Academy**      Current Number of Governing Body Members: **7**  
 Date submitted: **11/7/2017**      Contact Name: **Edward Woodd**      E-mail: **ewoodd@nvanm.org**

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Gayle Edward	16 Applewood Lane, NW Los Ranchos de ABQ 87114 505-263-1878	Designation	10/16/2017	N/A	From: 10/1/2017 To: 10/1/2019
Click here to enter Board Member name.	Gayle.edward@icloud.com Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee:  Date: 10/7/2017  
 Printed Name of Governing Council President or Designee: Robert Taylor

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Gayle Edward, after being duly sworn, state:

1. My name is Gayle Edward and I reside in Los Ranchos, NM,  
New Mexico.

2. I am a member of the governing body of the [insert name of school] in  
North Valley Academy Los Ranchos, New Mexico.

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

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

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

Gayle Edward  
[Signature]

10/10/17  
Date

Gayle Edward  
[Print]

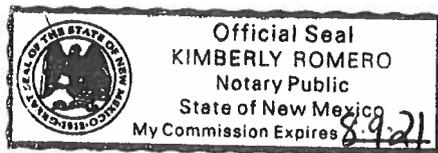
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before  
me, this 10 day of Oct, 2017

[Notary Seal:] Kimberly Romero

NOTARY PUBLIC

My commission expires: 8.9, 2021.



**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

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

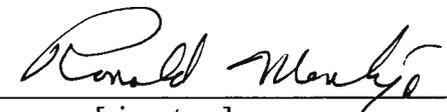
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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

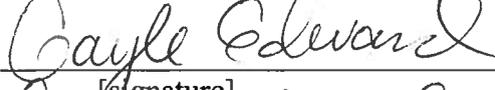
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of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

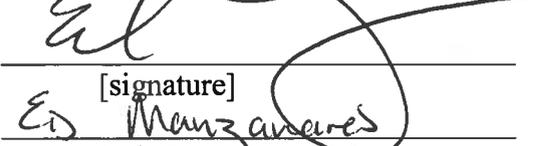
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 19 DAY OF Oct., 2017.

1.   
[signature]  
Ronald Montoya  
[print]

2.   
[signature]  
Robert Taylor  
[print]

3.   
[signature]  
Gayle Edward  
[print]

4.   
[signature]  
Ed Manzanares  
[print]

5.   
[signature]  
Thomas W. Ausley

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the <sup>North Valley Academy</sup> [insert name of school], located in Los Ranchos de ABO, New Mexico.

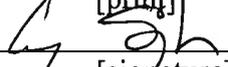
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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 19 DAY OF Oct., 2017.

1. ~~~~ duplicate of #5  
[signature]  
Thomas A. Wadsworth  
[print]
2.   
[signature]  
Craig Sinsabaugh  
[print]
3. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]
4. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]
5. \_\_\_\_\_  
[signature]  
\_\_\_\_\_

# **North Valley Academy**

**Minutes - Governing Council – Regular Meeting\***

**September 21, 2017 - 4:00 p.m.**

## **A. PROCEDURAL AGENDA**

The meeting was called to order by GC Vice-Chair Ron Montoya at 4:08 pm and initiated by a roll-call and pledge of allegiance. Members Present: Ron Montoya, Vice-Chair. Claudia Zamora, Secretary; Tommy Walmsley, member and Robert Taylor, Chair via teleconference. Ed Manzanares, absent. The Vice-Chair announced there was a quorum of members. Administrative Staff Present: Susan McConnell, principal; Edward Woodd, COO; Sara Pina, Business Mgr.

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

Member Sinsabaugh arrived at 4:13 PM

The Vice-chair asked for a motion to approve the minutes from the Sept 7, meeting. Mr. Walmsley moved to accept the meeting minutes seconded by Ms. Zamora; in favor, Taylor, Montoya, Zamora, Walmsley and Sinsabaugh. Opposed 0.

It was noted that new GC members are required take 10 hours of training from the CSD. 7 hours is now required for members that have been in office for more than a year.

## **B. Public Comment:**

1. Michele Clark, representing the NVA Foundation, requested a meeting with GC regarding the purchase of real estate for NVA.

## **C. ACTION ITEMS.**

Gayle Edward was introduced to the Governing Council as a candidate for membership. Ms. Zamora moved to accept Ms. Edward as a new board member, seconded by Mr. Walmsley. In favor, Taylor, Montoya, Zamora, Sinsabaugh and Walmsley. Opposed 0.

Ms. Pina presented the financial report for the month of July. Mr. Sinsabaugh made a motion to approve financial report. Walmsley seconded it. In favor, Montoya, Zamora, Walmsley, Edward and Sinsabaugh. Opposed 0.

Mr. Sinsabaugh made a motion to change the leave policy to 5 days of paid time off leave per school year for 12 month employees in lieu of 10 days. Seconded by Mr. Walmsley. In favor, Montoya, Zamora, Sinsabaugh, Edward and Walmsley. Opposed 0.

#### **D. Closed Session**

At 4:22, the Vice-Chair moved to go into closed session, seconded by Walmsley. Votes as follows: Taylor- yes, Montoya-yes, Zamora-yes, Walmsley-yes, Edward-yes and Sinsabaugh-yes. pm

Before going into closed session, the Vice-Chair announced that “In accordance with the Open Meetings Act exception 10-15-1(H)(8) “meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body” to discuss a possible lease NVA campus lease-purchase agreement with administration and legal counsel.

Robert Taylor left the meeting at 4:57 pm

At 5:16 pm, the Vice-Chair moved to come out of closed session with the following votes: Montoya-yes, Zamora-yes, Walmsley-yes, Edward-yes and Sinsabaugh-yes.

After coming out of closed session the Vice-Chair announced: “In accordance with the Open Meetings Act exception 10-15-1(H)(8) “meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body” to discuss a possible lease NVA campus lease-purchase agreement.

Ms. Zamora made a motion to appoint a subcommittee consisting of President, COO, and legal counsel delegating the authority to negotiate with Saylor Trust LLC, provided no final decisions are made. The resulting document to be presented to the full board for approval. Sinsabaugh seconded the motion. In favor, Montoya, Zamora, Sinsabaugh, Edward and Walmsley. Opposed 0.

#### **E. CLOSING BUSINESS**

Mr. Sinsabaugh made a motion to adjourn meeting. Walmsley seconded it. In favor, Montoya, Zamora, Walmsley, Edward and Sinsabaugh. Opposed 0.

Next regular meeting October 19, at 4:30 pm.

\*Note: GC reserves the discretion to take any agenda item out of order, to facilitate business-at-hand.

## School Governance Change

### **Red River Valley Charter School**

On September 30, 2017, two terms ended for governing board members as per the council bylaws. Rob Swan chose not to submit a request to extend his service and Katy Pierce chose not to run for the elected position on the board.

On October 1, 2017, Flavio Cisneros was voted on the board to fill the vacancy left by Katy Pierce. All documentation regarding Mr. Cisneros' designation has not been received. It is unclear what date the board voted to accept Mr. Cisneros. Documentation has been requested from the school.

As there was no other candidate for the second vacancy, Jenna Knox-Grubbs was designated by the council as per the council's bylaws. All documentation has been received regarding Ms. Knox-Grubbs designation.

The board currently has 5 members and is in compliance with their Annual Report.

## STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Red River Valley Charter School      Current Number of Governing Body Members: 5

Date submitted: 10/23/2017      Contact Name: Karen Phillips      E-mail: [administration@redrivervalleycs.com](mailto:administration@redrivervalleycs.com)

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Flavio Cisneros	PO Box 708 Questa, NM 87556 575-770-6227 <a href="mailto:FlavioCisneros41@gmail.com">FlavioCisneros41@gmail.com</a>	Designation	10/1/2017	*** Our school holds a parent and staff election for members of the Governance Council. Flavio Cisneros was elected to the Council and began serving on October 1, 2017	From: 10/1/2017 To: 9/30/2019
Jenna Knox-Grubbs	PO Box 223 Red River, NM 87558 317-544-8447 <a href="mailto:jgrubbs@redriver.org">jgrubbs@redriver.org</a>	Designation	10/9/2017	This position was designated due to lack of candidates during the election in September, 2017 as outlined in the By-Laws.	From: 10/9/2017 To: 9/30/2019
Katy Pierce	PO Box Red River, NM 87558 575-770-5454 <a href="mailto:Katypierce222@gmail.com">Katypierce222@gmail.com</a>	Resignation	9/30/2017	Katy choose not to run for the council for this election held in September, 2017.	From: 6/1/2015 To: 9/30/2017
Rob Swan	PO Box 422 Red River, NM 87558 575-770-2958 <a href="mailto:Swan754@gmail.com">Swan754@gmail.com</a>				

**STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM**

Original Signature of Governing Council President or Designee: *Courtney Henderson* Date: 10/23/17

Printed Name of Governing Council President or Designee: COURTNEY HENDERSON

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Flavio E Cisneros, after being duly sworn, state:

1. My name is Flavio E Cisneros and I reside in DRESTA, New Mexico.
2. I am a member of the governing body of the Red River Valley Charter School in Red River, 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.

Flavio E Cisneros  
[Signature]

Flavio E Cisneros  
[Print]

25 Oct 2017  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 25 day of Oct., 2017.

[Notary Seal]  
Crystal Rivera

NOTARY PUBLIC

My commission expires: 9.28., 2019.



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Jenna K. Grubbs, after being duly sworn, state:

1. My name is Jenna Knox Grubbs and I reside in Red River, New Mexico.
2. I am a member of the governing body of the Red River Valley Charter School in Red River, 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.

Jenna K. Grubbs  
[Signature]  
Jenna K. Grubbs  
[Print]

Nov. 2, 2017  
Date

**VERIFICATION**

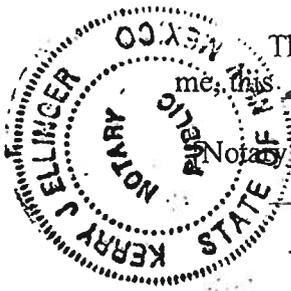
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 2<sup>nd</sup> day of November 2017

[Notary Seal:]

Kerry J. Ellinger

NOTARY PUBLIC

My commission expires: 10-23, 2019.



**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Red River Valley Charter School, located in Red River, New Mexico.

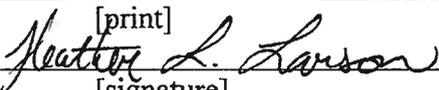
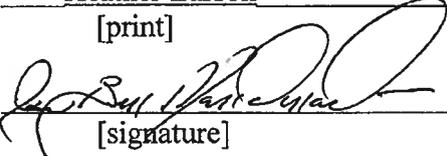
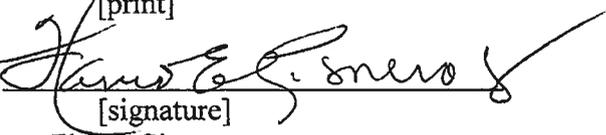
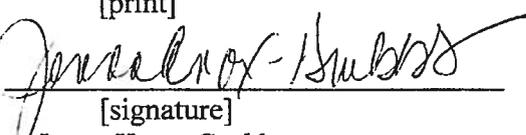
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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

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

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

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 23 DAY OF October, 2017.

1.   
[signature]  
Courtney Henderson  
[print]
2.   
[signature]  
Heather Larson  
[print]
3.   
[signature]  
Joe Ben Mandonado  
[print]
4.   
[signature]  
Flavio Cisneros  
[print]
5.   
[signature]  
Jenna Knox-Grubbs

# Red River Valley Charter School Governance Council Minutes

## Governance Council Special Meeting

Monday, October 9, 2017

5:15PM

### Multi-Purpose Room

*Mission Statement: To provide every student the opportunity to develop academically, socially and physically through quality learning experiences utilizing the Core Knowledge Curriculum*

#### Call to Order

- a) Roll Call – Courtney Henderson – Present via phone, Heather Larson – Present, Joe Ben Mandonado – Present, Flavio Cisneros- Present
- b) Approval of Agenda\* – Joe Ben Mandonado made a motion to approve, Heather Larson seconded, vote in favor was unanimous.

#### New Business –

- a) Discussion and approval of appointment of Jenna Knox-Grubbs to Governance Council\*. Joe Ben Mandonado moved to approve, Heather Larson seconded, and vote in favor was unanimous.
- b) Discussion and approval of annual reporting of Governance Council membership number\*. Governance Council\*. Joe Ben Mandonado moved to keep five council positions as specified in the By-Laws, Heather Larson seconded, and vote in favor was unanimous.

Adjournment\* – Heather Larson made a motion to adjourn, Joe Ben Mandonado seconded, vote in favor was unanimous.

Minutes prepared by Karen M. Phillips, School Administrator

## School Governance Change

### **Southwest Aeronautics, Mathematics, and Sciences Academy**

On August 17, 2017, a position was created on the governing board by the designation of Edward Smith. Although the designation was not submitted in a timely fashion, all documentation has been received.

The board has six seated members which is in compliance with their Annual Report.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: Southwest Aeronautics, Mathematics and Science Academy      Current Number of Governing Body Members: Larry Kennedy, Roland Dewing, Farrah Nickerson, LyDawn Blount, Tiffany Roth

Date submitted: 10/18/2017      Contact Name: Jill Brame      E-mail: [jbrame@samsacademy.com](mailto:jbrame@samsacademy.com)

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Edward Smith	7875 Zuni Canyon Rd. Grants, NM 87020  505-290-3072  Elsmithsr@gmail.com	Designation	8/17/2017	Edward Smith	<i>From:</i> 8/17/2017 <i>To:</i> Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address.  Click here to enter phone number.  Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address.  Click here to enter phone number.  Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	<i>From:</i> Click here to enter a date. <i>To:</i> Click here to enter a date.

Original Signature of Governing Council President or Designee:       Date: 10-19-17

Printed Name of Governing Council President or Designee: LARRY KENNEDY

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, Edward Lee Smith, after being duly sworn, state:

1. My name is Edward Lee Smith and I reside in Grants, New Mexico.

2. I am a member of the governing body of the [insert name of school] in SANMATEO Albuquerque New Mexico.

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

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

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

[Signature]  
[Signature]

9-21-2017  
Date

Edward Lee Smith  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 21 day of September, 2017.



OFFICIAL SEAL  
Linda D Garcia  
NOTARY PUBLIC  
STATE OF NEW MEXICO  
My Commission Expires: July 25, 2018

[Signature]  
NOTARY PUBLIC

My commission expires: July 25, 2018.

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of 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 SAMS Academy's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

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

THE FOLLOWING MEMBERS OF THE SAMS Academy GIVE THE FOREGOING STATEMENT THIS 17 DAY OF August, 2017.

1. [Signature]  
[signature]

LyDawn Blount  
[print]

2. [Signature]  
[signature]

Tarral Nickerson  
[print]

3. [Signature]  
[signature]

ROLAND DEWING  
[print]

4. [Signature]  
[signature]

LARRY KENNEDY  
[print]

5. [Signature]  
[signature]

Edward R. Smith  
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

6. Tiffany L. Roth  
(signature)

TIFFANY L. ROTH  
(name)



**GOVERNING COUNCIL**

Regular Meeting of the SAMS Academy Governing Council on  
Thursday, August 17, 2017

**BOARD MEMBERS PRESENT**

Larry Kennedy, Roland Dewing, Farrah Nickerson,  
LyDawn Blount, and Tiffany Roth (conference call)

**BOARD MEMBERS ABSENT**

None

**ALSO IN ATTENDANCE**

Coreen Carrillo, Ronda Joyce, Joseph Lucero, Carol Helms, Carol Jester, Edward Smith, Ed  
Wolfe, Paul Burns, Brian Liebig

**PUBLIC**

None

These minutes were approved on 8-24-17

By a vote of 4 yes 0 no 1 absent 1 abstained

Larry Kennedy President  
Jill Brame 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 August 17, 2017 at 7:31 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120.

### **A. Roll Call**

Larry asked for Jill to call roll. Jill called Larry Kennedy, Roland Dewing, Farrah Nickerson, Tiffany Roth (conference call), and LyDawn Blount.

### **B. Pledge of Allegiance**

Larry led the Pledge of Allegiance.

### **C. Adoption of Agenda**

Larry asked for a motion to approve the agenda. Roland made a motion to approve the agenda. Farrah seconded the motion. Larry called for a voice vote to approve the agenda, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

### **D. Review/ Approval of Minutes from the July 20, 2017 Regular Meeting**

Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the July 20, 2017 and Farrah seconded the motion. Larry called for a voice vote to approve the minutes, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

### **E. Review/ Approval of Minutes from the July 25, 2017 Special Meeting**

Larry called for a motion to approve the minutes. Farrah made a motion to approve the minutes from the July 25, 2017 and LyDawn seconded the motion. Larry called for a voice vote to approve the minutes, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

### **F. Review/ Approval of Minutes from the July 31, 2017 Special Meeting**

Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the July 31, 2017 and Farrah seconded the motion. Larry called for a voice vote to approve the minutes, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

### **G. Review/ Approval of Minutes from the August 4, 2017 Special Meeting**

Larry called for a motion to approve the minutes. LyDawn made a motion to approve the minutes from the August 4, 2017 and Farrah seconded the motion. Larry called for a voice vote to approve the minutes, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **II. Closed Session**

- A. Limited personal matters, interim head administrator contract, head administrator investigation, pursuant to NMSA 1978, Section 10-15-1(H)(2) and matters subject to the attorney-client privilege pertaining to threatened litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7).**

Larry made a motion to go into closed session to discuss a Limited Personal Matter, interim head administrator contract, head administrator investigation, pursuant NMSA 1978, Section 10-15-1(H)(2) and matters subject to attorney-client privilege pertaining to threatened litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7). Farrah seconded the motion. Larry asked Jill to call roll. Jill called Larry Kennedy, Roland Dewing, Farrah Nickerson, Tiffany Roth and LyDawn Blount. The board went into closed session at 7:40a.m.

### **III. Open Session**

Larry moved that SAMS Governing Council move back into Open Session and only matters on the Closed Session agenda were discussed. Farrah seconded the motion. Larry asked Jill to call roll. Jill called Larry Kennedy, Roland Dewing, Farrah Nickerson, Tiffany Roth and LyDawn Blount. The board resumed open session at 8:54am.

#### **A. Action on matters discussed in Closed Session**

Larry asked if there was any action that needed to take place that was discussed in closed session. Farrah responded yes, and made the motion to issue Coreen Carrillo an amended contract that reflects her position as Interim Head Administrator and Principal of SAMS and authorize the board president to sign the amended contract. LyDawn seconded the motion. Larry called for a voice vote, all board members present approved. Next he called for any opposition and upon hearing none, the motion carried unanimously.

### **IV. Ongoing Business Matters**

#### **A. Governing Council Member Recruitment**

Larry announced that there are a couple of interested applicants.

#### **B. Aviation Program Update**

Paul Burns was introduced as the new Aviation Program Director. Paul feels confident that he can help the students in the program. He feels the aviation program is a mess and that students and parents are disappointed. His first goal for the program is that nobody gets hurt and nothing gets broke – safety is paramount. His second goal is that students in the program graduate with UP TO 40 hours of quality flight time. This is the minimum time to qualify for a license. Starting in the spring of the junior year (3 semesters), students will fly once a week in a plane or in the simulator. He will be meeting with students and parents at an aviation program open house and hopes to clear up concerns with the program.

The airplane status: the Cesna 172 is currently flying and all is well. The Diamond is down for a cracked engine mount until the end of September. There is also an Air Worthiness Directedness by the end of August 2018. It has several issues that need to be fixed and needs to go somewhere else to be fixed. In his opinion, purchasing the Diamond was a mistake. It is uncommon for an aviation program to have two planes that are different and not good for students to be going back and forth between the two. Paul would like to get rid of the Diamond airplane. He lists a couple options with the plane. 1. Sell it and do nothing and accept consequences of limping along with one plane. 2. Sell it and then buy or lease another Cesna 172. He understands it will take some time get to the next step.

He believes that this program could grow and so staffing could be an issue. He will direct the program and oversee the instruction. He cannot be the primary flight instructor and have the program be a success. He would like to set up a Aviation Protocols for any incidents that happen. Paul is also looking into liability concerns with a lawyer.

Larry agrees that is not possible or logical to promise students they are guaranteed a pilot's license. Roland would like Paul to update the school webpage with the aviation program information. At the moment it implies students can leave with a pilot's license. Paul would like to make a mission statement for the aviation program.

Ed Wolfe spoke and will be working with Paul to make a curriculum, a syllabus, and something concrete for the students to follow.

Larry asked Paul to put together a plan to get rid of the Diamond airplane to show to the board.

**C. Parent Member for Audit Committee**

Farrah reminded Coreen that there is a parent that is interested in joining the Audit Committee. Coreen will be contacting that parent.

**V. New Business Matters**

**A. Governing Council Member**

Larry introduced Edward Lee Smith as a potential member of the governing council. Larry recommended and made a motion that Ed Smith joins governing council. Roland seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. Welcome, Ed, to the board.

Farrah reminded Ed that he needs to do some training with the NMCCS before he is able to vote.

**B. FTE Changes with Employees**

Coreen requests to table FTE changes as there are none. Larry asks for a motion to table the FTE changes. Roland made a motion to table the FTE change. Farrah seconded the motion. Larry calls for a voice vote, all present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. LyDawn had stepped out of the meeting during this vote.

**C. Salary Schedule Change**

Coreen requests to table Salary Schedule Chnages as there are none. Larry asks for a motion to table the Salary Schedule changes. Roland made a motion to table the FTE change. Farrah seconded the motion. Larry calls for a voice vote, all present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. LyDawn had stepped out of the meeting during this vote.

**D. Tuition Reimbursement Policy**

Ronda directs everyone to the handout given at the beginning of the meeting. She noted that Kirk had designated \$8000 to Tuition Reimbursement and then nothing had been voted on by the board. She also changed the dates in which the applications are due to better accommodate the teachers asking. Larry asks for a motion to approve the Tuition Reimbursement Policy. Farrah made a motion to approve the Tuition Reimbursement Policy. Roland seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. LyDawn had stepped out of the meeting during this vote.

**E. NMCCS Membership**

Ronda reported that is about \$3200 a year to be a member. You do not have to be a member to attend the trainings. She recommended to not become a member of the NMCCS and attend as many free trainings as possible.

Larry called for a motion to decline membership to the NMCCS. Farrah made a motion to decline membership to the NMCCS. Roland seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. LyDawn had stepped out of the meeting during this vote.

**F. NMSBA Membership**

Ronda reported that is about \$1350 a year to be a member. Larry said they don't usually do trainings for the board. She recommended to not become a member of the NMSBA. Larry called for a motion to decline membership to the NMSBA. Roland made a motion to decline membership to the NMSBA. Farrah seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. LyDawn had stepped out of the meeting during this vote.

**VI. Administrative Report**

**A. IT Report**

Carol said that the new server is working well and everything with the computers seem to be running smoothly.

**B. Data Team Report**

Coreen said the data we have are the PARCC-SBA reports. The reports compare SAMS to APS and the State. The second report showed how all SAMS students scored.

**C. Back-to-School/ Registration Update**

Coreen announced that there is a Back to school night on September 7, 2017

**D. PARCC-SBA Update/ Intervention Program**

The support lab will be using a program that guarantees student scores will go up.

**E. Principals Pursuing Excellence Program (PPE)**

Coreen said she was accepted into this program and will meet three times a year for two years. This is also part of Coreen's plan to improve scores.

## **VII. Finance Report**

### **A. Business Office Operations Update**

The finance committee met on Wednesday, August 16<sup>th</sup>. Joseph reported that SAMS brought in 7.4218% of the budget. The expenditures are 70.7499% of the budget. Expenditures exceeded Revenue by \$59,878.77. The Reconciled Cash Balance was \$829,124.58. Outstanding items totaled \$135,346.90. The school is waiting for rewards from Capital Outlay.

### **B. Voucher Approvals**

Larry recommended the check register for approval and called for a motion. Farrah made a motion to approve the check register. Roland seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. LyDawn had stepped out of the meeting during this vote.

### **C. Budget Adjustment Requests**

No BARS to approve.

## **VIII. Public Comment**

No public comment.

## **IX. Announcements**

### **A. Date for next Regular SAMS Academy Governing Council Meeting**

Because the finance committee will no longer meet at Southwest Secondary, Larry proposes that the finance committee meet at SAMS at 7:30am before the regular meeting. Next meeting, September 21<sup>st</sup>, will be a special meeting to bring up the Open Meetings Act to revise the regular meeting time to 8:30am.

### **B. Parent Night – Beans and Jeans – September 7, 2017**

## **X. Adjournment**

Larry called for a motion to adjourn. Tiffany made a motion to adjourn. Roland seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. LyDawn had stepped out of the meeting during this vote.

The Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy adjourned on August 17, 2017 in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120 at 10:12am.

## School Governance Change

### **Student Athlete Headquarters Academy (SAHQ)**

On September 13, 2017, a vacancy was created by the removal of Dana Allen due to lack of attendance and failure to complete the required board member training. The removal was not submitted in a timely fashion and all paperwork has not yet been received. The school has been informed that the vacancy must be filled or an extension filed immediately.

During conversations with the head administrator, it was determined another board member, Bettina Eklund, was designated on May 10, 2017. The designation was not reported in a timely fashion and all documentation has not yet been received. Ms. Eklund was designated to bring the board up to six seated members. During the meeting wherein Dana Allen was removed, the board also voted to seat five members for the 2017-2018 school year, dropping the position held by Dana Allen. An Annual Report was submitted listing five seated members for the year.

The board currently has five seated members and is compliant with the school's Annual Report.

**MEETING MINUTES**  
SAHQ Academy Governing Council  
May 10, 2017

**Item I – Opening**

- Meeting was called to order @ 8:37 PM by Chairman David Beach.
- Those Council members physically present included David Beach, Gary Stepic, Paul Fragua.
- Meeting minutes taken by David Beach, Chairman.

**Item II – Approval of Minutes**

- Acceptance of March. 17th Governing Council meeting minutes.

**Item III – Public Comments**

- No comments were offered by the public in attendance.

**Item IV – Reports**

- None

**Item V – Action Items**

- The GC approved the Budget, Salary Schedule and School Calendar: (Vote 3-0 in favor.)
- The GC approved the Employee Benefits Package. (Vote 3-0 in favor)
- The GC approved the Building Lease, and following Contracts: ( Vote 3-0 in favor)
  - o PowerSchool Software
  - o IT Services from School Tech Solutions
  - o Business Management Services from The Vigil Group
- The GC approved the appointment of Bettina Eklund to the GC: (Vote 3-0 in favor.)

**Item VI – New Business**

- Discussion of the Application for Title II funds.
- Prior to the meeting a 1hr Financial GC Training session was conducted by the Vigil Group, which completed the 5hrs of training for GC Members: Paul Fragua, and Gary Stepic.

**Item VII – Old Business**

- Discussed the review of SAHQ Academy policies with Shelly Cherrin
- GC Training:
  - Current training hours (5 required)
    - o David - 5
    - o Michael - 5
    - o Paul - 5
    - o Gary - 4
    - o Dana - 0
    - o Bettina - 0
  - We will schedule Bettina for upcoming GC Training.

**Item VIII – Next Governing Council Meeting**

- Next Governing Council Meeting proposed for June 14th at 6:30pm.

**Item IX – Adjourn**

- Meeting was adjourned at 9:18 pm by Chairman Beach.

  
DAVID BEACH



## Governing Council Meeting - Draft

September 13, 2017

Meeting called to order at 6:34 p.m.

Board Members in Attendance: David Beach, Michael Carrillo, Gary Stepic, Bettina Eckland

Guest: Patty Matthews, Justine Vigil

Non-voting: Amy Jaramillo

Audience: Charlotte Rode

Next GC Meeting new time proposed

1. GC Chair Report:
  - David working on website; will post documents for meetings on calendar on website;
  - David has been updating documents in Google drive (agendas, minutes, documents to review)
2. Discussion of Budget and Bar suggested- vote on bar next meeting
3. Questions about state charters taking expelled students; internal choice of charter school to accept or not accept expelled students.
4. Complaint to USAC and open a major e-rate provider; some contractors have been paid; request Dmitri look through and move along the process to hold Centurylink accountable for delayed service and correct POs that are not aligned with the funding provided by USAC. David volunteered to assist with the process
5. Michael moved to **approve minutes** from last meeting; Gary seconded, all in favor (passed)
6. Gary moved to **approve agenda**; all in favor (passed)
7. Action to determine how many board members ;
  - Suggested 5 members by David; discussion about board member numbers-minimum of 5;
  - Patty said that statute does not say Commission approved by-laws;
  - Range of members has been approved in by laws; Our by-laws say 5-7; suggest **we commit to five**;
  - CSD wants to support schools that have open positions according to Laurel at CSD;
  - CSD wants a specific number of board members to be identified and voted on in a board meeting.
  - Bettina **moved to have 5 council members for SY18**. Michael seconded the motion. All in favor. (passed)
8. Resignation and removal of board members;
  - Dana Allen, current board member, has not been active or completed training.
  - David shared by-laws of GC and recommended that Dana be removed from the GC based on by-law relating to missing 3 meetings in a row.
  - Gary moved to remove; Michael seconded. All in favor. (passed)



- David will send letter to Dana telling her of her removal from GC.

9. Section 5: Old business

Facilities Use Agreement (FUA):

- PEC wanted clear delineation between SAHQ Backers and SAHQ Academy.
- Current agreement is in the folder in shared Google Drive.
- Patty spoke about FUA; the provisions in the agreement are based on APS facilities use agreement; terms or policies may need to be honed or addressed by GC; agreement is for youth programs and after-school programs;
- Other possibilities for FUA such as summer coding camp will need to have a different FUA.
- Charlotte brought up the money and effort put into supporting the school by SAHQ Backers. This should be taken into consideration when putting what SB should be allowed to use/do through the FUA.
- Patty stated that the FUA states specifically: The entities need to have clear lines of contributions; first audit or scrutiny of the relationship with donations/finances will cause difficulty;
- Charlotte spoke about other organizations and partnerships where volunteer hours will go into a nominal rental rate and in-kind contributions
- Accounting for these volunteers will need to happen.
- Charlotte described the types of volunteer and donations that have been contributed to the school.
- Audits can be difficult.
- The scenario can come up where programs may not be well-articulated how they support the school.
- The Youth Program spent over \$500,000 to renovate the building and get the school and equipment ready.
- GC members asked to review the FUA and vote on it at next meeting.

10. David mentioned additional GC training opportunities.

11. Public Comments: None

12. Next GC meeting scheduled for October 11. Modified time to 11:00 a.m. on Wednesdays instead of 6:30 p.m.

13. Meeting adjourned at 7:39.

## School Governance Change

### **Taos International School**

On October 6, 2017, a vacancy was created on the governing board by the resignation of Florina Cordova. All documentation has been received in a timely fashion.

The governing board currently has five members and has been notified a new member must be designated before November 20, 2017, or an extension filed, to remain in compliance with their Annual Report identifying six seated members for the 2017-2018 school year.

# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Room 301, 300 Don Gaspar, Santa Fe, NM 87501

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

Name of State-Chartered School: Taos International      Current Number of Governing Body Members: 5  
 Date submitted: 10/31/2017      Contact Name: Nadine M. Vigil      E-mail: director@taosinternational.org

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
Florina Cordova	P.O. Box 113 Taos, NM 87571 575.741.0081	Resignation	10/10/2017	Resigned due to personal reasons.	From: 11/12/2014 To: 10/10/2017
Click here to enter Board Member name.	Click here to enter phone number. Click here to enter email address.	Designation	Click here to enter a date.		From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Designation	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: *Carla Romero*      Date: 10/31/17

Printed Name of Governing Council President or Designee: Carla Romero

FLORINA A. CORDOVA

PO Box 3  
San Cristóbal, NM 87564-0003  
575-741-0081

October 6, 2017

Dear Nadine and Fellow GC Board Members,

First of all, I would like to say it has been an honor to serve on the GC Board for the Taos International School, and with a group of dedicated people with such integrity and kindness. Unfortunately, I am resigning due to an increased student caseload, which makes it impossible for me to continue serving on the Board.

I would like to extend my sincere appreciation to Nadine, the staff of TIS, and my fellow board members for allowing me to be a part of the vision, mission, and governance of TIS. I continue to strongly believe in the success of TIS and its importance to the students and families of our unique Taos community. I wish you all the best and look forward to seeing TIS continue to blossom!

Sincerely,



Florina A. Córdoba



## TAOS INTERNATIONAL SCHOOL

### DUAL LANGUAGE K-8 STATE CHARTERED SCHOOL GOVERNING COUNCIL (GC) MEETING

**DATE:** October 10, 2017

**TIME:** 5:00 pm

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

#### Unofficial Minutes

- A. Call Meeting to Order:** 5:05 *Carla Romero called meeting to order.*
- B. Roll Call:**  
*Nadine Vigil, Head Administrator/Director-present*  
*Carla Romero, President-present*  
*Cliff Johnson, Vice President-present*  
*Florina Cordova, Secretary-absent*  
*Lorraine Cordova, Member-present*  
*Anna Parraz-Romero, Member-present*  
*Edna Pena, Member-present*
- C. Action Proposed-** Adoption of Agenda for October 10 , 2017: (*Carla Romero entertained the action proposed, adoption of the October 10, 2017 agenda. Anna P. Romero made a motion for the action proposed. Lorraine Cordova second motion, all in favor. Motion passed unanimously*)
- D. Action Proposed-** Approval of September 11, 2017 minutes: (*Carla Romero entertained the action proposed; Approval of the September 11, 2017 minutes. Cliff Johnson made a motion for the action proposed. Anna P. Romero second motion, all in favor. Motion passed unanimously*)
- E. Public Comment:** This is an opportunity for members of the public to address the Governing Council (GC) for up to five minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot take action nor have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. *None*
- F. GC Member Comment:** This is an opportunity for any GC member to make a comment. *None*
- G. Business Manager Report:** *Justine Vigil (Vigil Group) Presented several budget items; Revenue Report; Expenditure Report; Check Register; Open PO's; Bank Reconciliation; Outstanding Checks. Also presented were four BAR's for approval. Doc. ID: 555-000-1718-0003-I, Doc. ID: 555-000-1718-0004-IB, Doc. ID: 555-000-1718-0005-IB, Doc: ID: 555-000-1718-0006-I. (Cliff Johnson made a motion for the discussion and approval of the four BAR's presented. Edna Pena second motion, all in favor. Motion passed unanimously)*
- H. Public Input/Comment on FY 2017-2018 Budget:** *None*
- I. Discussion and Approval:** *Resignation of Board Member/Secretary, Florina Cordova: (Carla Romero entertained the discussion and approval of the resignation of Board Member/Secretary; Florina Cordova. Cliff Johnson made a motion for the discussion and approval. Anna P. Romero second motion, all in favor. Motion passed unanimously)*

- J. Discussion and Action Proposed: Nomination and Appointment of new GC Secretary:** *(Carla Romero entertained the discussion and action proposed. Anna P. Romero made a motion. Cliff Johnson second motion, all in favor. Motion passed unanimously)*
- K. Report on GC Training held in Taos on September 30-GC members:** *GC President, Carla Romero & Vice President, Cliff Johnson, spoke regarding the GC training they attended and all requirements, that must be obtained.*
- L. Discussion on October 25, 2017 State Charter Renewal Site Visit:** *Head Administrator/Director addressed the GC, on the upcoming State Charter Renewal Site Visit, and she would like all member to participate on any questions the board may have to answer.*

**M. Head Administrator/Director's Report**

**1. Report on Enrollment:**

Kindergarten-35

1<sup>st</sup> – 31

2<sup>nd</sup> -25

3<sup>rd</sup> – 27

4<sup>th</sup> – 19

5<sup>th</sup> -17

6<sup>th</sup> -14

7<sup>th</sup> - 18

8<sup>th</sup> - 19

Total Enrollment: 205

**2. IB:**

Staff continues working on Programme of Inquiry IB Units. Ms. Roe and Nadine worked on the PYP authorization application and submitted.

**3. 2017 State Charter Renewal Application submittal:**

**Submittal Uploaded all required documents on Monday, October 3, 2017.**

**4. Staff Professional Development:**

October 4-Head Administrator/Director, Nadine M. Vigil, attended a Chief Procurement Officer (CPO) training in Albuquerque. Received CPO certification for two years.

October 5-Head Administrator/Director, Nadine M. Vigil, Ib Coach, Ms. Roe, 2<sup>nd</sup> grade teacher, Ms. MaryAnn and TECH/STARS, Lynell Vigil attended the NMDASH Training in Albuquerque. It is a training that assists schools in developing a 90 day improvement plan.

October 5- Head Administrator/Director, Nadine M. Vigil and TECH/STARS Lynell Vigil were part of a District Test Coordinator (DTC) Webinar.

**5. GC training in Taos**

**1. Facilities:** Francisco Cordova, Landlord, will start construction for another third grade classroom. It will be built next to the current third grade classroom.

**2. Playground:** New Playground equipment has been installed.

**N. Next GC meeting scheduled for November 13, 2017 at 5:00 pm.**

**Adjournment:** *(Carla Romero entertained the motion for the adjournment. Cliff Johnson made a motion for the adjournment. Lorraine Cordova second motion, all in favor. Adjourned at 6:45 p.m.*

**Head Administrator/Director Report  
October 10, 2017**

**2017-2018 SY Report on Enrollment:**

Kindergarten-35

1<sup>st</sup> – 31

2<sup>nd</sup> -25

3<sup>rd</sup> – 27

4<sup>th</sup> – 19

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8<sup>th</sup> - 19

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October 5- Head Administrator/Director, Nadine M. Vigil and TECH/STARS Lynell Vigil were part of a District Test Coordinator (DTC)Webinar.

**2017 State Charter Renewal Application- submittal** Uploaded all required documents on Monday, October 3, 2017.

**GC State Statue Training Requirements**

Another GC Training is being planned for November 4 here in Taos.

**Facilities**

Francisco Cordova, Landlord, will start construction for another third grade classroom. It will be built next to the current third grade classroom.

**Playground**

New Playground equipment has been installed.

## School Governance Change

### **Turquoise Trail Community Charter School**

On August 17, 2017, a new position was created on the governing board by the designation of Mira Burak. The designation was reported in a timely fashion, but not all documentation has been received.

On August 17, 2017, a new position was created on the governing board by the designation of German Franco. The designation was reported in a timely fashion, but not all documentation has been received.

The governing board currently has seven seated board members and is in compliance with the number submitted in their Annual Report, although the minutes wherein the number of board members was approved have not been submitted.

# 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: **Turquoise Trail Charter School**      Current Number of Governing Body Members: **7**

Date submitted: **9/13/2017**      Contact Name: **Floyd Trujillo**      E-mail: **ftrujillo@ttschool.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
Mira Burack	90 Corazon de Oro 505 474 5255 mira@matterology.com	Choose an action.	8/17/2017	Mira Burack	From: 8/17/2017 To: N/A
German Franco	16 Oasis Street, Santa Fe NM 87508 (575) 635 7245 urlacherchitown@yahoo.com	Choose an action.	8/17/2017	German Franco	From: 8/18/2017 To: N/A
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: 

Date: 9/21/17

Printed Name of Governing Council President or Designee: FLOYD J. TRUJILLO

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, Mira Burack, after being duly sworn, state:

1. My name is Mira Burack and I reside in Cerrillos, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Turquoise Trail Charter School Santa Fe, New Mexico.

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

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

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

Mira Burack  
[Signature]

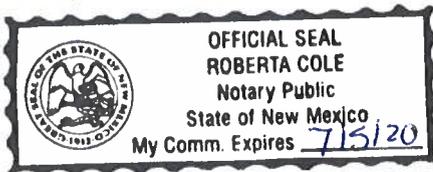
9/21/17  
Date

Mira Burack  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 21<sup>st</sup> day of Sept, 2017.

[Notary Seal:]



Roberta Cole  
NOTARY PUBLIC

My commission expires: July 5, 2020.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, German FRANCO, after being duly sworn, state:

1. My name is German FRANCO and I reside in SANTA FE, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Turquoise TRAIL CHARTER SANTA FE, New Mexico.

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

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

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

[Signature]

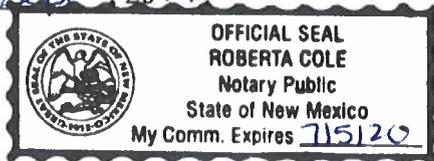
9-22-17  
Date

German FRANCO  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 22nd day of Sept, 2017.

[Notary Seal:]



Roberta Cole  
NOTARY PUBLIC

My commission expires: July 5, 2020

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Turquoise Trail Charter School, located in Santa Fe, New Mexico.

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

We make this statement as part of Turquoise Trail 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 Turquoise Trail Charter School | GIVE THE FOREGOING STATEMENT THIS 21 DAY OF September 2017.

1. [signature]  
[signature]  
FLOYD J. TRUSIELLO  
[print]
2. [signature]  
[signature]  
KEVIN W. STACK  
[print]
3. [signature]  
[signature]  
Isabelle Sandoval  
[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 Turquoise Trail located in Santa Fe, New Mexico. Charter School

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

THE FOLLOWING MEMBERS OF THE Turquoise Trail Charter School | GIVE THE FOREGOING STATEMENT THIS 22 DAY OF Sept, 2017

1. [signature]  
[signature]  
FLOYD J. TRUJILLO  
[print]
2. [signature]  
[signature]  
KEVIN W. STACK  
[print]
3. [signature]  
[signature]  
Isabelle Sandoval  
[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 Turquoise Trail Charter School, located in Santa Fe, New Mexico.

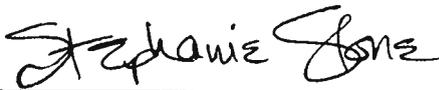
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We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF TURQUOISE TRAIL CHARTER SCHOOL BOARD GIVE THE FOREGOING STATEMENT THIS DAY 21 OF September, 2017.

1.   
\_\_\_\_\_  
[signature]  
Stephanie Slone  
\_\_\_\_\_  
[print]
2. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
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3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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[print]

Attach additional pages if membership exceeds five.

Turquoise Trail Charter School  
Governance Council Special Meeting Minutes  
August 17<sup>th</sup>, 2017

**Members Present:** Floyd Trujillo, Kevin Stack (by phone), Isabelle Sandoval and Sammi Triolo (by phone)

**Members Not Present:** George Wallace, Kenney Valdez, and Stephanie Slone

**Non-voting Members Present:** Jenny Crysler, Jill Miyagawa and Ray Griffin

**Also Present:** Francesca Margaritondo, German Franco

- I. **Call to Order – Open Session** 5:36 p.m. It was determined there was a quorum. Floyd Trujillo calls the meeting to order.
  - A. **Roll Call** – Introductions made
  - B. **\*Approval of Agenda** - Change in item IV “swearing in” to “appointment of” and Item VI adding “consent agenda” to end of title. A motion was made by Floyd Trujillo and seconded by Kevin Stack to approve the agenda with amendment. The motion passed 4 - 0.
  
- II. **Approval June of minutes:** Add “ and presented to the Governance Council” to #3 of item X. Motion to approve minutes with amendment made by Isabelle Sandoval, second by Floyd Trujillo. Sammi Triolo abstaining due to lack of info Passed 3 - 0.
  
- III. **Public Forum – None**
  
- IV. **Appointment of new Council Members:** Two new council Members, German Franco and Mira Burack. Motion to appoint new members made by Floyd Trujillo and seconded by Kevin Stack, passed 4-0
  
- V. **Roll call of Council Members for SY 2018** – Current members, Floyd Trujillo, Sammi Triolo, Kevin Stack, Isabelle Sandoval, Stephanie Slone, Mira Burack and German Franco. Staff representatives: Sharyn Gray and Jill Miyagawa.

**VI. Finance Consent Agenda**

**a. June and July Disbursements**

**b. June and July's BAR's**

**c. June and July Cash Transfers –**

Motion by Floyd Trujillo to approve, seconded by Isabelle Sandoval.

Passed 5 – 0

**VII. \*Vote Decrease BAR (\$1438) to Fund 27107 GO Bond Student Library –**

Motion made by Kevin Stack to approve, seconded by Isabelle

Sandoval. Passed 5 - 0

**VIII. \* Vote – Amend Policy 513 – operations & maintenance of plant: Motion**

to approve the amendment made by Isabelle Sandoval, seconded by

Kevin Stack. Passed 4 – 0

**IX. \* Vote – Amend Policy 248 – Fringe Benefits: Amendment to extend**

benefits through the summer for staff at or over 30 hours. Motion to

approve amendment made by Isabelle Sandoval and seconded by

Sammi Triolo. Passed 4 - 0

**X. \* Vote – Amend Policy 501 – Change Board approval limits on contracts:**

Motion to approve made by Floyd Trujillo and seconded by Isabelle

Sandoval. Roll call vote: Kevin Stack – Aye, Sammi Triolo – Aye, Isabelle

Sandoval – Aye, Floyd Trujillo – Aye. Passed

**XI. \* Vote – Open Meetings Act 2017 Resolution: Motion to approve**

amendment made by Floyd Trujillo, seconded by Isabelle Sandoval. Roll

Call vote Kevin Stack - Yes, Sammi Triolo - Yes, Isabelle Sandoval - Yes,

Floyd Trujillo - Yes. Passed

**XII. Agenda items for next meeting: Suggested items:**

**a.** Walk through of performance framework. Response: Data can be provided. Looking more for an introduction of framework to make sure all members understand what it is. Then go in detail into the individual areas. 15-20 minute discussions.

**b.** Finalize Governance Council evaluations.

- c. Orientation and succession planning.
- d. Goals for this School Year.
- e. A plan for 3<sup>rd</sup> and 4<sup>th</sup> grade, taking into account scores.
- f. "Mini teacher talks", throughout the year to hear directly from the teachers what they are doing. Standing agenda item of 10 minutes.
- g. Are we 'performing arts' or a 'STARS' school?

**XIII. Updates:**

- a. Head Administrator
- b. Business Manager
- c. Staff
- d. President

**XIV. \*Adjournment of Regular Session:** Motion made by Isabelle Sandoval to adjourn and seconded by Kevin Stack. Passed 4 – 0 adjourned 7:00pm

## Financial Record Custodian Change

### **Six Directions Indigenous School**

On July 17, 2017, the PED was notified that Amber Peña was designated as the new Financial Record Custodian as of July 1, 2017. The PEC was notified of the change at the September 1<sup>st</sup> meeting, but documentation was not available at that time. All documentation has now been received.

**AFFIDAVIT OF BUSINESS MANAGER**

STATE OF NEW MEXICO )  
  )  
COUNTY OF SANTA FE )

I, Amber Peña, after being duly sworn, states as follows:

1. My name is Amber Peña and I live in the City of Albuquerque, County of Bernalillo, New Mexico.
2. I have been hired as the business manager for the Six Directions Indigenous Charter School.
3. In my duties as business manager for Six Directions Indigenous Charter School, I will be given the responsibility of keeping the financial records of the charter school.
4. I have completed the following training in the maintenance of financial records:
  - a) NMASBO Training- Winter Conference
  - b) NMASBO Training- Spring Budget
  - c) NMSCPA Governmental Accounting and Auditing
5. I currently hold a license as a certified school business official for the State of New Mexico, and have attached a copy of this license to this document.

6. I have earned the following degrees:

Degree earned	Educational Institution
BBA	University of New Mexico
Business License	NMPED

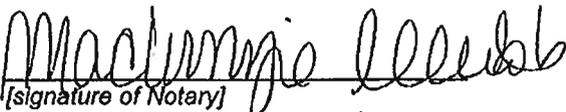
  
[signature of business manager]

7/18/2017  
Date

Business Manager for Six Directions Indigenous Charter School

Subscribed and sworn to before me, this 18 day of July, 2017.

[Notary Seal:]

  
[signature of Notary]

Mackenzie Webb  
[typed name of Notary]



NOTARY PUBLIC

My commission expires: Sept. 3, 2018.

# STATE OF NEW MEXICO



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

**LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE**

is issued to

**AMBER MARIE PENA**

Effective from July 1, 2015 to June 30, 2024

Licensure Number: 351871

*Hanna Sunders*

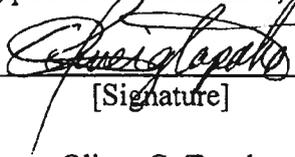
Secretary of Education

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Oliver G. Tapaha, after being duly sworn, state:

1. My name is Oliver G. Tapaha and I reside in Round Rock, Arizona.
2. I am a member of the governing body of the Six Directions Indigenous School in Gallup, 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 Six Directions Indigenous School's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

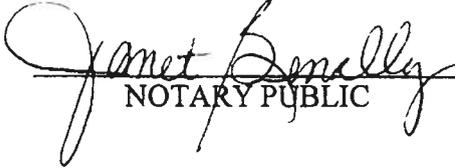
  
 [Signature]  
Oliver G. Tapaha  
 [Print]

July 18, 2017  
 Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 18<sup>th</sup> day of July, 2017.

[Notary Seal]  


  
 NOTARY PUBLIC

My commission expires: May 06, 2019.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Samuel Crowfoot, after being duly sworn, state:

1. My name is Samuel Crowfoot and I reside in 6 Mae Lane Camino New Mexico.
2. I am a member of the governing body of the [insert name of school] in Six Directions Indigenous School, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]  
[Signature]

8.25.2017  
Date

Samuel Crowfoot  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 25<sup>th</sup> day of AUGUST, 2017.



OFFICIAL SEAL  
**KRISTEN BOWANNIE**  
NOTARY PUBLIC STATE OF NEW MEXICO  
My Commission Expires: 03/23/2021

[Signature]  
NOTARY PUBLIC

My commission expires: MARCH 23<sup>rd</sup>, 2021.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/6/2017

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

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

<b>PRODUCER</b> Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367	<b>CONTACT NAME:</b> Risk Services <b>PHONE (A/C, No., Ext):</b> (800) 578-8802 <b>E-MAIL ADDRESS:</b> rservices@pomsassoc.com	<b>FAX (A/C, No.):</b> (818) 449-9449
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> New Mexico Public Schools Ins Authority Member: Six Directions Indigenous School  410 Old Taos Highway Santa Fe NM 87501	<b>INSURER A:</b> New Mexico Public Schools Ins	
	<b>INSURER B:</b> Great American	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** Six Directions Indigenous **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Owners Contractors <input type="checkbox"/> Protective Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			MOC NO. L0020	7/1/2017	7/1/2018	EACH OCCURRENCE \$ Tort Limit DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Tort Limit MED EXP (Any one person) \$ Tort Limit PERSONAL & ADV INJURY \$ Tort Limit GENERAL AGGREGATE \$ Tort Limit PRODUCTS - COMP/OP AGG \$ Tort Limit MAXIMUM LIABILITY \$ 1,050,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Self-Insured Retention for Liability: \$750,000. See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary.

EVIDENCE OF INSURANCE.

<b>CERTIFICATE HOLDER</b>  EVIDENCE OF INSURANCE	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  J Monterrosa/JMONTE

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## COMMENTS/REMARKS

Summary of New Mexico Tort Claims Act Section 41-4-19: Maximum Liability  
Governmental entities and agencies, including public schools, public charter schools and  
community colleges and universities are granted immunity from liability.  
Commercial General Liability  
Products and Completed Operations  
Professional Liability  
Contractual Liability  
Imposed by New Mexico Tort Claims Act [ NMSA 1975 §41-4-1 through 41-4-29]  
\$400,000 Bodily Injury Per Person  
\$200,000 Property Damage Per Property Address  
\$300,000 Medical  
\$750,000 Per Occurrence  
\$1,050,000 Combined Limit/Maximum Liability

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF )

I, Ben Soce, after being duly sworn, state:

1. My name is Ben Soce and I reside in Gallup, New Mexico.

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

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.

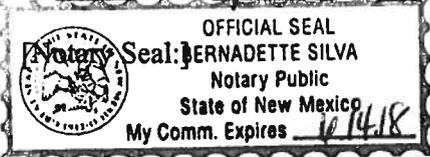
Ben Soce  
[Signature]

9-11-17  
Date

Ben Soce  
[Print]

**VERIFICATION**

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



Bernadette Silva  
NOTARY PUBLIC

My commission expires: June 14, 2018.

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Six Directions Indigenous School, located in Gallup, New Mexico.

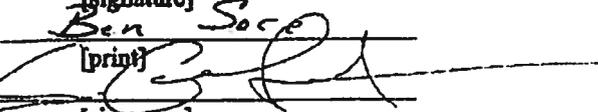
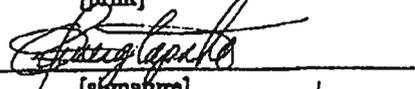
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Six Directions Indigenous 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 SIX DIRECTIONS INDIGENOUS SCHOOL GIVE THE FOREGOING STATEMENT THIS 11 DAY OF October, 2017.

1.   
[signature]  
Ben Sore  
[print]
2.   
[signature]  
Samuel Crawford  
[print]
3.   
[signature]  
Oliver G. Tapaha  
[print]
4.   
[signature]  
Susan Estrada  
[print]
5. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

## MINUTES

### Six Directions Indigenous School Governing Council Meeting

12 June 2017

2055 NM-602, Gallup, NM 87301

**In attendance:** Ben Soce, Sam Crowfoot, Madeline Leyba, Susan Estrada

**Absent:** Oliver Tapaha

**Others in attendance:** Tom Genne, Lane Towery, Amber Pena

- I. Meeting opened at 5:40 PM
- II. Roll Call
  - a. Ben (in person), Madeline (phone), Susan (phone) and Sam (in person) are present
    - i. Madeline is traveling and Susan is working from ABQ home base
  - b. Oliver is absent
- III. Approval of agenda
  - a. All GC members verbally approve
- IV. Approval of Minutes – June 14, 2017
  - a. Motion to approve June 14<sup>th</sup> Minutes: Susan
  - b. Yes: Ben, Madeline, Susan, and Sam
  - c. No: None
- V. 5:51 Oliver Tapaha joins the meeting
- VI. Public Comment
  - a. No one from the public is present
- VII. Reports
  - a. Head Administrator Report
    - i. Full for 7<sup>th</sup> and 8<sup>th</sup> grade
    - ii. 30 out of 50 slots for 6<sup>th</sup> grade filled
    - iii. Filed an IPRA request w/ Gallup McKinnely County School district. Requested addresses for 6<sup>th</sup> grade students in the district. Request was denied because the information requested is protected under state law. We have to decide if we want to pay a lawyer to demand that information. Tom would recommend hiring a lawyer to send a letter with interpretation of the law.
    - iv. Staff recruitment: We made an offer to a secondary math teacher. Still seeking an ELD, SPED, Dine Language and Culture, and a councilor/social worker. Seven applications were submitted for our Head Admin position. We need to set up a paper screening to reduce applicants to a manageable number. Be prepared to conduct interviews next week. We should decide how many finalists we want to interview. Need to begin the process.
    - v. **Amber will be managing our business services.**

- b. Tom is contacting Morgan tomorrow regarding facilities. Outreach is happening to other business owners/leasers to come up with a fiscally sound facility plan.
- c. Testing: Preliminary results are available. Acting Secretary of Education will most likely release results on or after July 17<sup>th</sup>. We can then release parent reports. PARCC
- d. We have a new Deputy/Acting Secretary of Education – Chris Ruskowski. Recent interview revealed his thinking. Less about what we're doing and more about how we're doing it. What we need to focus on now is doing what we're doing better. Expressed an interest in teacher leadership and capturing teacher voice when it comes to developing policy and programs, defining what best practices look like. Our teacher, Alanna Purdy, is demonstrating this type of leadership.
- e. NCLB and Ever Student Succeeds Act: Former President Obama put the latter initiative into motion. We saw slight improvement with NCLB. The law still builds on the idea of equitable distribution of resources. Has a new emphasis on local innovation. Firmer commitment to community involvement and input.
  - i. When are we planning to select a finalist for the Head Admin position? We need to establish a paper process to get an objective score then screen. We will review all and then evaluate according to our rubric. Folks who qualify, will enter that final round of interviews.
  - ii. Every state had to submit a plan for ESSA, in order to develop that plan, they were required to have authentic participation from community members. Alanna represented the educational committee.

VIII. At 6:07 PM Madeline's call dropped

IX. What is the best way to move forward with the Head Admin role? Lane has taken on lots of responsibilities in this first year that were necessary for the schools survival but long term are unfair. We also have seven candidates looking for principal jobs. The longer we wait the more likely they will receive other offers. We should move as quickly as possible. Every applicant has sent at least three different documents that we can start reviewing now. Tom will send by applicant name to the entire GC. Next step will be figuring out the paper screening process. Do we need to start interviews next week? A lot will need to happen before now and then. Lane knows three of the applicants. We have a strong applicant pool. Lane knows one through personal connections and work in Gallup. Another is connected to NISN. The last was interested in SDIS last year but got another opportunity. Is not available again.

X. Madeline rejoined at 6:15 PM

XI. Tom is going to send all applicant documents to the GC along with a scoring sheet. Time is of the essence. Tom can send documents provided tonight. He can create the scoring sheet tomorrow. We can give our feedback by Sunday? Sam, Susan, Oliver, Madeline, and Ben say yes. Tom will participate and tally scores. There will be different elements that they will be

scored on. Their scores will give us a sense of where they land in relation to each other. A decision will need to be made about who moves on to be interviewed by GC. At least four applicants are in or near town. How many GC members should be present? We can either announce a meeting and have more than three members or have a subcommittee that's less than three members. We should have the same people available for all interviews throughout the entire process. In the past, we had a group moved to interviews with a small group. Then a more select group (of two or three) went to the entire GC. Having as many GC members participate in interviews as possible makes a lot of sense because this decision is a big deal. Being in person would also be helpful. By Sunday night, Tom should be able to rank-order applicants. How many are local? Three that are previously known are relatively local (in or around Gallup). The position is open until filled. Susan will be occupied until late next week (7PM). Sam's schedule is also restricted next week. Evening interviews seem ideal. Ben is especially busy at the beginning of August. Sam is gone the last two weeks of July. Oliver will need to be able to notify his supervisor at least a week in advance. After three PM is preferable. Sam is traveling starting Thursday. We need to move quickly. For the first round of interviews, do we need to have two? Maybe we need to get Tom the feedback earlier. GC will provide feedback by Friday. If we get them to Tom early on Friday, he can order them by Saturday evening. We can contact applicants by Sunday. Could we send the written exercise to the top candidates on Sunday. Then we don't have to use interview time for them to do the exercise. Tom is thinking about the student scenario. We did that in the past and can give it to them before the interview. We also provided literature about Culturally Responsive education and asked for their reflections. This is a critical time. We need to move as quickly as possible. Could we do two on Tuesday and Wednesday night? Ben and Sam are available. Everyone needs to submit their top four candidates (according to an objective rubric). On the 21<sup>st</sup> SDIS is hosting a special event for TFA. Oliver is available most likely from Wednesday on. We should have a special meeting on Friday. The GC asks Tom to post the appropriate things to support that meeting. Oliver requests a schedule for next week.

- XII. Finance Report from Business Manager – Amber Pena (Vigil Group)
- a. Took us over July 1<sup>st</sup>. Reviews reports provided. Page 1 is the revenue report (all for our last school year). This review is closing out last year. BAR are Budget Adjustment Requests. BARs take money out of one line item and allocate it to a different one. We have funds that are carrying over to next year (available column). Normally we will also have an outstanding purchase order report. We will also have a bank reconciliation report. Amber, did you submit information to the PED that declares that you're our business manager? Susan will send an email to Amber and the PED requesting direction. Susan sent paperwork to newly added members (needs to be notarized). Will living in Farmington be an issue? No, you just need to meet training and being present at meetings. We ended good, healthy, not in the

negative. We will have an audit but the date is unknown. It is the duty of the board to be aware of what is going on with the budget. Operational fund is based on previous years 80 and 120<sup>th</sup> date/data. If we project 80 students and have more, they will increase funds. If we project 80 and get fewer students, they will decrease funding. We just received approval from the state for our next budget. It would be helpful to have key indicators on a dashboard report.

XIII. Executive Session

- a. We do not need to enter executive session
- b. Tom recommends we drop this from our regular agenda. Executive session is used to discuss finances and personnel issues.
- c. All GC members through verbal confirmation agree to have it taken off.

XIV. Action Item

- a. MOU between NISN and SDIS: Establishes expectations for the school. It asks the school to adhere to the NISN commitments and core values. The network will no longer provide financial services. Context: NISN has grown out of The Native American Community Academy. That school leveraged success and popularity to obtain foundation funding. They then used funds from those grants to fund NISN Fellows (our founder is one). Now they provide a number of services through NISN that support our school, including but not limited to curriculum development, data reporting and so on. We exist in this network with several other schools. Provide an opportunity for peer support, peer feedback, and peer learning. MOU is necessary for the grant to awarded. This is a great opportunity for us to continue partnership with them. Is this a one-year commitment? Currently, this MOU suggests NISN will not be charging member schools fees. We have not paid fees to the network and we will not be in the coming year. If that does happen, it would show up in the MOU. Amber's report shows that the contribution for the network is explicitly defined. With Amber onboard, we will see greater clarity. NISN helped fund the project venture project. Is that a possibility for the coming year? It's our intent to fund that program in the coming year but the exact source of funding is unclear. NIYLP is so important to the school but everyone is onboard for figuring out funding.
- b. Motion to approve MOU between NISN and SDIS: Susan (Seconded by Sam)
- c. Yes: Ben, Sam, Oliver, Madeline, and Susan
- d. No: None

XV. Discussion Items

- a. We will look forward to interviews next week
- b. Motion to close meeting: Same (seconded by Oliver)
- c. Yes: Madeline, Susan, Oliver, Sam, and Ben
- d. No: None

XVI. Meeting adjourned at 7:39 PM

Paul Agular – follow up from meeting  
Dashboard – Month-to-month indicators