

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: March 16, 2018
- II. Item Title: Report from Options for Parents & The Charter School Division—Discussion and Possible Actions
 - A. Ongoing Actions Tracker
 - B. Update on Notices of Intent
 - C. Closure Updates
 - D. Governance Changes
 - i. Coral Community Charter School
 - ii. Health Leadership High School
 - iii. La Academia Dolores Huerta
 - iv. Six Directions Indigenous School
- III. Executive Summary and Proposed Motions:

- A. Ongoing Actions Tracker

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

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

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

Charter School Name	Commission Action and Date	Alleged Violation	Status
<p>Dzil Ditl'ooi School of Empowerment, Action and Perseverance (DEAP)</p>	<p>Notice of Intent to Revoke DEAP Charter – July 7, 2017</p>	<ul style="list-style-type: none"> • The PED presented a list of concerns about the school based on it audits findings and provided testimony to the PEC on June 15, 2017. • The Intent to Revoke is based on concerns about fiscal management, the implementation of generally accepted accounting procedures, and the performance of administrative functions by a non-licensed individual. 	<ul style="list-style-type: none"> • Notice of Intent to Revoke the DEAP Charter was emailed to the head administrator, board chair, and attorneys. • On July 12, 2017, the DEAP Governing Board President informed the CSD that a new Head Administrator started on July 11, 2017. • The date of the revocation hearing has been changed from October 12, 2017 to October 13, 2017. • At the October 13, 2017 hearing, the PEC decided to conduct a second hearing scheduled for Tuesday, October 24, 2017. • At the October 24th hearing, the PEC voted (6-3) not revoke DEAP but instead impose a Corrective Action Plan. • On January 17, 2018, a CAP Negotiation meeting was held with the school, members of the PEC and CSD Director. • DEAP submitted its CAP to the CSD on February 22, 2018. The CSD provided the school feedback that the submitted

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Commission Action and Date	Alleged Violation	Status
			<p>documents did not contain detailed plans and CSD would not be able to present them with a favorable recommendation as they were.</p> <ul style="list-style-type: none"> • On March 9, 2018, the school submitted 10 documents as its revised CAP. • At the March 16, 2018 meeting, the PEC required the school to revise and resubmit its CAP for the April 13, 2018 meeting. • On Friday, March 30, 2018, the school submitted revised CAPs for the PEC's consideration. • At the April 13, 2018, the PEC accepted the school's latest revised CAPs as submitted.
New Mexico Connections Academy	Non-renewal Decision on December 15, 2017	<p>Renewal denied due to the following reasons:</p> <ul style="list-style-type: none"> • The school failed to meet and has not demonstrated substantial progress toward the Department's standards of excellence and the student performance standards identified in the charter contract. <ul style="list-style-type: none"> ○ The school earned a three-year average of "D" on the State's A-through-F school grading report, earning an overall grade of "F." ○ Taos International School was ranked in the bottom 5 percent in three of four academic categories on the most recent A-through-F 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On January 19, 2018, the school submitted a letter of intent for notice of appeal. • On February 2, 2018, the school submitted additional exhibits in support of its appeal. • A public hearing on the school's appeal has been scheduled for

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Commission Action and Date	Alleged Violation	Status
		<p style="text-align: center;">school grading report when compared to similar schools across the state.</p> <ul style="list-style-type: none"> • The school has not demonstrated the implementation of improvement efforts that are effectively improving student achievement. • And the school has failed to demonstrate that the governing board is able to meet its obligations to oversee financial oversight, including oversight of audit findings. 	<p>March 19, 2018 from 1:30-4:30pm at Mabry Hall in Santa Fe, NM.</p> <ul style="list-style-type: none"> • The public hearing was conducted as scheduled. • On April 6, 2018, the Secretary of Education issued a decision accepting the hearing officer's decision and upholding the PEC's decision to deny renewal. • On April 17, 2018, the PEC and PED received the school's notice of appeal notice of appeal of the Secretary's decision affirming the PEC's non-renewal decision.
Taos International School	Non-renewal Decision December 14, 2017	<p>Renewal denied due to the following reasons:</p> <ul style="list-style-type: none"> • The school failed to meet the Department's standards for excellence. <ul style="list-style-type: none"> ○ The school earned a three-year average of "D" on the State A-through-F school grading report and earned an overall grade of "F" in the last two years. ○ The school ranked in the bottom quartile in six of seven indicators: Current standing, school growth, highest performing, lowest performing, graduation, and college-and-career readiness on the most recent A-through-F school grading report when compared to similar schools across the state. • And the school has not demonstrated the implementation of improvement efforts that are 	<ul style="list-style-type: none"> • Signed notice of PEC decision dated December 21, 2017 was received by the school electronically on January 2, 2018. • On February 1, 2018, the school submitted a letter of intent for notice of appeal. • A public hearing on the school's appeal has been scheduled for March 23, 2018 from 9:00am - 12:00pm at Mabry Hall in Santa Fe, NM. • The public hearing was conducted as scheduled. • On April 13, 2018, the Secretary of Education issued a decision

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Commission Action and Date	Alleged Violation	Status
		effectively improving student achievement.	<p>accepting the hearing officer's decision and upholding the PEC's decision to deny renewal.</p> <ul style="list-style-type: none"> On May 1, 2018, the PEC and PED received the school's notice of appeal of the Secretary's decision affirming the PEC's non-renewal decision.
Cariños de los Niños Charter School	Notice of Intent to Revoke Cariños Charter – April 26, 2018	<ul style="list-style-type: none"> On April 13, 2018, the PED presented the PEC with a detailed report listing several concerns about the school based on the following: FY17 audits findings, the school's failure to comply with all requirements of the Corrective Action Plan, a Notice of Contemplated Action to revoke the licensure of the school's head administrator, and the school's failure to meet or make substantial progress toward the academic performance standards in the contract and the department's standards of excellence. The Intent to Revoke is based on several ongoing academic and financial performance concerns that have not been addressed by the school. 	<ul style="list-style-type: none"> Notice of Intent to Revoke the DEAP Charter was emailed to the head administrator, board chair, and attorneys on April 26, 2018. The date of the revocation hearing was scheduled for May 9, 2018. On April 30, 2018, the PEC and PED received the signed resolution of closure and cease of operations from the school. The revocation hearing has been canceled.

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

Charter School Name	Date of Commission Request	Matter	Next Report
La Promesa Early Learning Center	May 12, 2017	<ul style="list-style-type: none"> Corrective Action Plan 	<ul style="list-style-type: none"> July 21, 2017 – PED's PSB provides the

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>school individual onsite NM DASH training.</p> <ul style="list-style-type: none"> • August 15,2017 (repeated annually) – assurances that the school has not hired Analee Maestas or family members • August 15-16, 2017 – PED provides 16 hours of GB training; not all members attend the training • October 5, 2017 – 2nd NM DASH training provided – school team attended • October 12, 2017 PEC Meeting – LPELC reported on its CAP progress related to several items: training/professional development plan for school leader; report on NMDASH planning; Submission of governance recruitment and selection plan and revised bylaws; submission of credentials of external board and principal evaluator; report on compliance with FY16 audit CAP; • October 12, 2017 PEC Meeting – The PEC unanimously voted on Shelly Cherrin as the external evaluator for head administrator. • October 20, 2017 – CSD conducted LPELC Site Visit. Compliance concerns have been reported in WebEPSS and were released to school. • November 8, 2017 – LPELC attended the 3rd NM DASH training on in Albuquerque. LPELC was informed it is required to submit its NM DASH plan for PSB review and receive plan approval before login credentials will be

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>released to enter its plan using the online system.</p> <ul style="list-style-type: none"> • January 26, 2018 – CSD conducted 2nd site visit, per CAP. Compliance concerns were reported in WebEPSS and were released to the school for further action. The school submitted its responses. <ul style="list-style-type: none"> ○ The CSD reviewed the school's responses and submissions, and rated most indicators, and released the school's Preliminary Evaluation on April 22, 2018. ○ The school has the opportunity to continue to address any remaining concerns, and the evaluation will not be finalized until August when all data analysis has been conducted. • The PED received the school's final report on training/professional development and report on NMDASH planning. <ul style="list-style-type: none"> ○ Per its CAP, the school reported its progress at the PEC's April 13, 2018 meeting. • Three days after WIDA testing – WIDA data • May 20, 2018 – NWEA data reporting • Date of Annual Audit – disclosures of foundation membership
Sandoval Academy of Bilingual Education (SABE)	November 17, 2017	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide monthly Financial reporting 	<ul style="list-style-type: none"> • The PEC unanimously voted to require SABE to create a plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reports,

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			<p>including training on public school finances, financial requirements, and financial reports, specific actions by the finance committee and the old board and specific targets for financial service;</p> <ul style="list-style-type: none"> • Develop a plan to better estimate school enrollment using best practices; • Submit monthly reporting to the PEC, including monthly reports on student enrollment, including updates on the number of withdrawals and enrollments, actions taken to improve financial management, budget adjustments required to adjust for growth that has not materialized, or repayments for prior-year repayments and updated year-end position forecasts. • On December 3, 2017, the notice of the decision was sent to the school. • On December 22, 2018, the school submitted various documents per the PEC's decision. • The school submitted a January report dated January 23, 2018. • The school submitted February report with updates in its plans and additional required documentation on February 23, 2018. • The school submitted March report with updates in its plans and additional required documentation on March 21, 2018. • On April 13, 2018, the school attended the

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			PEC meeting and provided a brief statement about its progress.
Roots and Wings Charter Academy	November 17, 2017	<ul style="list-style-type: none"> • Discussion and possible action on Schools required to provide monthly Financial reporting 	<ul style="list-style-type: none"> • The PEC voted unanimously to require Roots and Wings Charter School to monitor and oversee the school's monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports, specific actions by the finance committee and the whole board, and specific targets for financial reserves. • Submit monthly reporting to the PEC, including monthly reports on actions taken to improve financial management, budget adjustments required to adjust for decreased availability of funds, and updated year and position forecasts. • On December 3, 2017, the notice of the decision was sent to the school. • On December 21, the school submitted a financial oversight plan. • On January 2, 2018, the school submitted a January report, however, it does not include the specificity of details and documentation requested by the PEC as stated above. • A February monthly report dated January 31, 2018 was also received. • At its February 9, 2018 meeting, the PEC requested that the school revise and

Public Education Commission | On-going Actions and Monitoring as of May 4, 2018

Charter School Name	Date of Commission Request	Matter	Next Report
			resubmit its Financial CAP with additional detail. <ul style="list-style-type: none"> • The school submitted its monthly report on March 1, 2018 and resubmitted its Financial CAP on March 9, 2018. • At the March 16, 2018 meeting, the PEC required the school to revise and resubmit its CAP for the April 13, 2018 meeting. • At the April 13, 2018, the PEC accepted the school's CAP as submitted to the CSD on April 7, 2018.

Schools Looking for a New Facility

Charter School Name	Date of Notification to PEC
Technology Leadership High School	November 13, 2015
La Academia Dolores Huerta	March 11, 2016
Explore Academy	March 11, 2016
Cesar Chavez Community School	October 31, 2016
Aldo Leopold Charter School	August 17, 2017

School Name	• Resignation • Removal • Term Expired	Outgoing Member's Name	Date of Action	Reported Timely	Days Overdue for Reporting	Completed Documentation	Days Overdue for Complete Submission	Position Closed	Minutes Received	Extension Requested	Incoming Member's Name	Date of Action	Filled Timely	Days Overdue for Designation	Reported Timely	Days Overdue for Reporting	Completed Documentation	Days Overdue for Complete Submission	Number of Currently Seated Members	Compliant	Days Non-Compliant	Training prior to voting	
Dream Diné Charter School	Unknown										Jeremy Simpson	10/16/2017	Unk		N	140	Y	167	5	Y		Y	
Dream Diné Charter School	Unknown										Jasper Joe	10/16/2017	Unk		N	140	Y	167	6	Y		Y	
Dream Diné Charter School	Removal	Ira Vandever	12/18/2017	N	77	Y	77	N		N	Lance Whitehair	12/18/2017	Y		N	77	N	97	?				
Dzit Dit'Looi School of Empowerment Action and Perseverance (DEAP)	Resignation	McKeon Dempsey	4/28/2017	N	8	Y		N		N	Gavin Sosa	6/14/2017	N	2	N	41	Y	41	6	Y		N/A	
Dzit Dit'Looi School of Empowerment Action and Perseverance (DEAP)	Resignation	Shayla Yellowhair	9/29/2017	N	4	Y		Y	By Annual Report										5	Y			
Dzit Dit'Looi School of Empowerment Action and Perseverance (DEAP)	Removal	Ryan Dennison	3/7/2018	N	5	Y		N		N	Delmaline Muskett	4/11/2018	Y		Y		N	Due 5/8/18	5	Y		Unknown	
Explore Academy	Resignation	Robert Morrison	7/1/2017	N	6	Y		N			Ray Barton	7/10/2017	Y		Y		Y		6	Y		N/A	
Explore Academy	Resignation	Kelly Gwartney	7/10/2017	Y		Y		N			David Kulb	7/10/2017	Y		Y		Y		6	Y		N/A	
Explore Academy	Resignation	Gloria Lueras-Kidd	10/28/2017	N	155	Y		N		N	John Garletts	11/14/2017	Y		N	138	N	131	6	Y		N	
Health Leadership High School	Resignation	Ryan Harrigan	1/27/2017	Y		Y		N		N	Abukko Estrada	5/25/2017	N	73	N	74	Y		8	Y		N/A	
Health Leadership High School	Resignation	Melissa Steffan	10/13/2017	N	145	Y	148	N		N			N	158									
La Academia Dolores Huerta	Resignation	Carmen Gallegos-Marrujo	9/2/2017	N	190	Y	180	N		N	Elaine Palma	9/7/2017	Y		N	185	Y	175	6	N		N	
La Academia Dolores Huerta	Term Expired	Spencer Herrera	9/7/2017	N	185	Y	175	N		N	Michael Sena	2/21/2018	N	122	N	18	Y	8	6	N	122	Y	
La Academia Dolores Huerta	Term Expired	Elena Hinderlich	9/7/2017	N	185	Y	175	N		N	Patty Montoya	2/21/2018	N	122	N	18	Y	8	7	Y		Y	
La Academia Dolores Huerta	Resignation	Sarah Luz Ramos	1/22/2018	N	48	Y	38	N		N	Robert Palacios	2/21/2018	Y		N	18	Y	8	7	Y		Y	
La Academia Dolores Huerta	Resignation	Michelle Saenz-Adames	1/30/2018	N	40	Y	30	N		N									8	N	49		
La Academia Dolores Huerta	Resignation	Clara Lopez	9/4/2017	N	189	Y	179	N		N	Adrian Gaytan	2/21/2018	N	125	N	18	Y	8	8	Y		Y	
La Academia Dolores Huerta	Resignation	Mariaelena De la Rosa	11/3/2017	N	136	Y	125	N		N	Yolanda Silva	2/21/2018	N	65	N	18	Y	16	8	Y		Y	
La Tierra Montessori School of the Arts & Sciences	Resignation	Marcia Brendon	10/24/2017	N	55	Y	17	N			Amy Larsen	10/24/2017	Y		Y		Y		5	Y		Y	
La Tierra Montessori School of the Arts & Sciences	Resignation	Marcie Davis	1/12/2018	N	14	Y		N		N	Steven Lujan	3/26/2018	N	28	N	12	N	2	4	N	115	Unknown	

La Tierra Montessori School of the Arts & Sciences	Resignation	Ben Sandoval	3/23/2018	Y		Y		N		N		Needed to be filled by 5/7/18						4	N	115		
Six Directions Indigenous School	Resignation	Neomi Gilmore	5/12/2017	N	26	Y	88	N		N	Sam Crowfoot	6/14/2017	Y		Y		Y	88	5	Y		N/A
Six Directions Indigenous School	Removal	Philmer Bluehouse	6/14/2017	Y		Y	88	N		N	Oliver Tapaha	6/14/2017	Y		Y		Y	88	5	Y		N/A
Six Directions Indigenous School	Resignation	Madeline Leyba	8/2/2017	N	10	Y	194	N		N	Dr. Tamarah Pfeiffer	9/6/2017	Y		Y		Y	225	5	Y		Y
Six Directions Indigenous School		New Position									Lane Towery	2/19/2018	N/A		Y		Y	5	6	Y		Y
South Valley Preparatory School											Enriquita "Etta" Cavalier	3/22/2018	N/A		Y		Y		6	Y		Y
The MASTERS Program	Resignation	Monique Anair	3/27/2018	Y		Y		N		Y												

B. Update on Notices of Intent

NOI Update

There are **6** schools submitting applications to the **PEC**:

1. Endless Sky Charter School for Boys-Bernalillo
2. Raices del Saber Xinachtli Community School-Las Cruces
3. Res Primae Classical School-Albuquerque
4. Solare Collegiate Charter School-Albuquerque

Notice of Intent 2018

NAME OF PROPOSED SCHOOL	FOUNDER	INTENDED LOCATION	Grades Served	Student Cap	Withdrawn	Seeking Authorization With	Trainings Attended
Academy of Civics and Educational Sciences (ACES)	Jimmy Gonzalez	Gadsden Independent School District	7-12	90		Gadsden Independent School District	1
Care Academy	Donald J. Heacox	Deming Public Schools	K-6	280	Withdrawn		3
Catalyst Preparatory Charter School	Elisa Cundiff	Santa Fe Public Schools	4-8	396	Withdrawn		1
Cayetana Romero Charter School	Shelly Cherrin	Albuquerque Public Schools	5-8	400		APS	1
City Schools Charter School	Chris Jones	Albuquerque Public Schools	6-12	600		APS	1
Eastern Navajo Nation Early College High School	Pamela Engstrom	Cuba Independent School District	9-12	300	Withdrawn		3
Endless Sky Charter School for Boys	Paul Lockhart	Bernalillo Public Schools	5-8	264		PEC	3
Explore Academy-Las Cruces	Justin Baiardo	Las Cruces Public Schools	6-12	700	Withdrawn		1
Foundations Learning Disabilities Center of New Mexico	Donna Wollmann	Rio Rancho Public Schools	K-8	486	Withdrawn		1
International District Success Academy	Khadijah Bottom	Albuquerque Public Schools	K-8	135		APS	1
Polaris Charter School	Michele Altherr	Los Alamos Public Schools	6-8	260	Withdrawn		3
Raices del Saber Xinachtli Community School	Lucia V. Carmona	Las Cruces Public Schools	K-5	265		PEC	4
Res Primae Classical School	Tara Beam	Albuquerque Public Schools	K-12	500		PEC	4
Sandoval Institute for Math and Science @ UNM (SIMS@UNM)	Katharina Sandoval-Snider	Rio Rancho Public Schools	6-12	360		Undecided	0
School of Innovation Academy	Aaron Lohman	Rio Rancho Public Schools	9-12	200	Withdrawn		0
Solare Collegiate Charter School	Rachael Sowards	Albuquerque Public Schools	4-8	390		PEC	4
South Valley Innovation Academy	Alma Sanchez	Albuquerque Public Schools	K-8	400	Withdrawn		2
Window of Hope Elementary School	Rianne Herrera	Albuquerque Public Schools	¹⁴ K-5	270		APS	0

C. Closure Update

4-25-18

Closure update from Sandy Beery

ATT Charter School in Albuquerque (did not appeal): Next meeting, 4-30-18.

Inventory – All inventory has been approved for disposal by the board. The process is moving forward to dispose of the inventory and will be complete no later than June 15, 2018.

Student Records - All student records with the exception of current students, are ready for archiving and storage at PED. APS is not agreeing to the transfer of the records so they will be housed with the other student records in Santa Fe. Current student records will be included once final transcripts are completed after the last day of school.

All special ed student files are ready for archiving and storage at PED. All IEPs and Re-Evals will be up to date and current prior to the last day of school

Financial Records - All prior fiscal year financial records have been digitized and are ready for delivery to PED. Current year financial records are in order and ready to be delivered to PED as well. Included with the financial records will be the governing body documents required for audit purposes.

Personnel files have been prepared for archiving and storage at PED.

Communication with Families - The school has communicated regularly and often with families and students. The school held a School Choice Fair for its students on April 11 and 15 Albuquerque area charter high schools attended to provide information to ATT students regarding possible attendance next year.

Facility - ATT worked diligently to facilitate the process for SVP to obtain the building for future use.

Anthony Charter School (did not appeal) – Anthony, NM, Next meeting 4-26-18

Inventory – Inventory will be disposed of by June 15, 2018.

Student Records - All student records with the exception of current students, are ready for archiving transfer to GISD. Current student records will be included once final transcripts are completed after the last day of school.

All special ed student files are ready for archiving transfer to GISD. All IEPs and Re-Evals will be up to date and current prior to the last day of school.

Financial Records - All prior fiscal year financial records are ready for delivery to PED. Current year financial records are in order and ready to be delivered to PED as well. Included with the financial records will be the governing body documents required for audit purposes.

Personnel files have been prepared for archiving and storage at PED.

Communication with Families - The school has communicated regularly and often with families and students. The school has provided information to families regarding options for school next year in the area as well as on-line options, as requested from their parents.

Facility – Anthony Charter School is in discussion with the City of Anthony about transfer of the facility and appropriate inventory to the City for use as a community center. I am working with Antonio Ortiz at PED regarding the procedure the school need to follow regarding this transfer.

NM Connections (appealed and has filed in District court): Last meeting 4-19-18

Inventory – Inventory will be disposed of by June 15, 2018.

Student Records - All student records with the exception of current students, are ready for archiving transfer to PED. These records are already electronic. Current student records will be included once final transcripts are completed after the last day of school.

All special ed student files are ready for archiving transfer to PED. These records are paper copy. All IEPs and Re-Evals will be up to date and current prior to the last day of school.

Financial Records - All prior fiscal year financial records are ready for delivery to PED. Current year financial records are in order and ready to be delivered to PED as well. Included with the financial records will be the governing body documents required for audit purposes.

Personnel files have been prepared for archiving and storage at PED.

Communication with Families - The school has communicated regularly and often with families and students.

Facility – NMConnections will vacate their current offices by June 30th.

Taos International School (appealed and said they will file with district court):

Last meeting 4-18-18

Inventory – Inventory will be disposed of by June 15, 2018.

Student Records - All student records with the exception of current students, are ready for archiving I am still working with the Taos district to transfer the records to them. Current student records will be included once final transcripts are completed after the last day of school.

All special ed student files are ready for archiving. I am still working with the Taos district to transfer the records to them. All IEPs and Re-Evals will be up to date and current prior to the last day of school.

Financial Records - All prior fiscal year financial records are ready for delivery to PED. Current year financial records are in order and ready to be delivered to PED as well. Included with the financial records will be the governing body documents required for audit purposes.

Personnel files have been prepared for archiving and storage at PED.

Communication with Families - The school has communicated regularly and often with families and students.

Facility – The school is forwarding there lease and have notified their landlord of notice to close.

D. Governance Changes

School Governance Change

South Valley Preparatory School

On April 12, 2018, a new position on the governing board was created by the designation of Enriquita “Etta” Cavalier. All documentation is complete and was received timely.

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: South Valley Preparatory School Current Number of Governing Body Members: 6
 Date submitted: 4/18/2018 Submitter Name: Charlotte Alderete-Trujillo charlotte.trujillo@southvalleyprep.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
Enriquita "Etta" Cavalier	2610 Norment Pl SW Albuquerque, NM 87105 505-604-3695 etta_15@msn.com	Choose an action.	3/22/2018	Click here to enter Board Member name.	From: 3/22/2018 To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter Board Member name.	Click here to enter address. Click here to enter phone number. Click here to enter email address.	Choose an action.	Click here to enter a date.	Click here to enter Board Member name.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: *Bernadette Fritze* Date: 4/18

Printed Name of Governing Council President or Designee: Bernadette Fritze

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Enriqueta Cavalier, after being duly sworn, state as follows:

1. My name is Enriqueta Cavalier and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the South Valley Preparatory School charter school located in Albuquerque, New Mexico.

3. I am not currently a member of any governing body of any other charter school.

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

5. I have read the school's conflict of interest policy and I assure that the school will be in compliance with state and federal law when administering grants and entering into contracts.

Enriqueta Cavalier
[Signature]

April 3, 2018
Date

South Valley Preparatory School, Governing Body Member of South Valley Preparatory Charter School

Subscribed and sworn to before me, this 3 day of April, 2018.

[Notary Seal:]

Luisella C Hunter
[Signature of Notary]

LUISELLA C HUNTER
[typed name of Notary]



NOTARY PUBLIC

My commission expires: 7-27, 2021.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

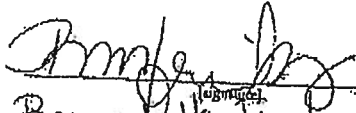
We, the undersigned, make up the governing body of the South Valley Preparatory School Charter School in Albuquerque, New Mexico.

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

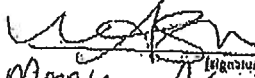
We make this statement as part of South Valley Preparatory School Charter School's application as a board of finance under 6.80.4.16 NMAC.

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

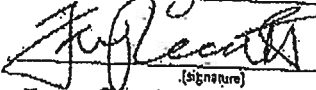
We understand that we must submit a new, signed statement to the New Mexico Public Education Commission within 60 days of a change in membership of our governing body.


[signature]


Bernadette Frieze, Member of Governing Body of South Valley Preparatory Charter School


[signature]

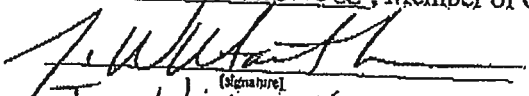
Monica Aguilar, Member of Governing Body of South Valley Preparatory Charter School


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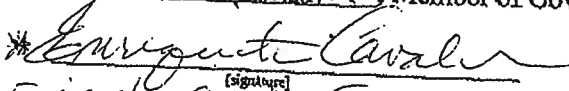
F.W. "BILL" RUELAS, Member of Governing Body of South Valley Preparatory Charter School


[signature]

MICHAELA P. TRUJILLO, Member of Governing Body of South Valley Preparatory Charter School


[signature]

Jess Wiltamuth, Member of Governing Body of South Valley Preparatory Charter School


[signature]

Enriqueta Cavalier, Member of Governing Body of South Valley Preparatory Charter School

4/3/18
Date

-
- IB. MTrujillo 2nds. Motion passes unanimously
- ~~e. Increase Governing Council Membership for 2017-2018 *...Bernadette~~ PEC
 Revised Policy, NO VOTE NEEDED
 CTrujillo reviews PEC revised policy – no vote needed to increase governing council members
- d. Etta Cavalier – New GC Member Candidate*Bernadette –
 CTrujillo presents ECavalier as a Governing Council member Candidate for consideration. CTrujillo states that ECavalier has already completed 7 of the 10 hours of the GC training which will allow her to vote immediately. ECavalier discusses the training experience, her own experience sitting on a variety of boards, career experience in Education. BFrietze calls for questions. Hearing none, BFrietze calls for a motion to approve ECavalier as a 6th member of the South Valley Preparatory School Governing Council. MAguilar motions to approve ECavalier as a new GC member. BReed 2nds the motion. Motion approved unanimously
- ~~e. Fred Wolfel – New GC member Candidate*Bernadette~~
- f. Assignment of Lease Agreement with Option to Purchase and Owner Consent to South Valley Preparatory School*Bernadette
 CTrujillo discusses the Assignment of Lease Agreement with Option to Purchase and Owner Consent to SVP from non-profit Friends of AT&THS drawn up by PMatthews. SVP GC needs consider and vote on the transfer of the existing lease with option to purchase can be voted on even though PEC approval of the amendment request is pending. BFrietze calls for questions / concerns. Discussion on the next steps, anticipation of being on the agenda for the April PEC hearing. BFrietze calls for a motion to approve the Assignment of Lease Agreement with Option to Purchase and Owner Consent to South Valley Preparatory School, pending the approval of the amendment request for a location change by the PEC. BReed motions to approve the Assignment of Lease Agreement with Option to Purchase and Owner Consent to South Valley Preparatory School. JWiltamuth 2nds the motion. Motion approved unanimously.
- g. Closed Session*Bernadette – BFrietze calls for a motion to go into Closed Session. MTrujillo motions to go into Closed session @ 5:20. BReed 2nds the motion. Motion passes unanimously.
 5:50 JWiltamuth motions to return to end closed session. BReed 2nds the motion. Motion passes unanimously.
6. Discussion ItemsCharlotte
- a. Data from 2nd Intent to re-enroll – CTrujillo will present this data at the PEC hearing. As of 3.22.18, 4 students have indicated that they will not return to SVP. Approximately 97% of the students and families intend on returning.
 - b. Copy of Mid-Year report - progress towards Performance Framework Goals turned into CSD WebEPSS - CTrujillo updated corrected data to Baylor Del Rosario. Spoke to BDelRosario on the phone, stated he will upload and note the corrections
7. Executive Director ReportCharlotte
- a. CSD Site Visit Report & Scheduled 1st Visit Report – CTrujillo has uploaded responses to all items flagged
 - b. CSD 2nd Site Visit Scheduled 4/23/18 – CTrujillo is adjusting the PARCC testing schedule to accommodate the CSD visit in order to eliminate any potential “concerns” that may arise from the site visit staff observing classes that should be testing.
 - c. Letter of Concern – PEC – Still no response.
-

-
8. Open Public Comment.....Open - None
 9. Announcements/Set Next Meeting..... Chair –
 Due to conflicts – Consensus to change next GC meeting to the 3rd Thursday of April -
 4.19.18 @ 4:30 @ SVP
 10. Adjourn..... Chair – Meeting
 Adjourned @ 6:12
-

----- Statement on Open Forum for Public Comment ----

The Governing Council welcomes public comments during the “Public Comment” portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

----- Statement of Non Discrimination ----

South Valley Preparatory School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at 222-5642 at least 24 hours prior to the meeting.

---- Additional Information ----

Regular monthly meetings 4:30p.m., Third Thursday of every month on the SVP Campus (unless indicated otherwise).

Finance Committee – Bernadette Fietze, Monica Aguilar, Charlotte Trujillo, Rhonda Cordova, Andrew Cavalier, Etta Cavalier

Facilities Committee – Bill Reed

Policy Committee – Jess Wiltamuth, Michaela Trujillo

Audit Committee – Bernadette Fietze, Monica Aguilar, Andrew Cavalier, Etta Cavalier, Charlotte Trujillo, Rhonda Cordova



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CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

April 25, 2018

Bernadette Frietze
South Valley Preparatory School
2813 Gun Club Road SW
Albuquerque, NM 87105

Dear Ms. Frietze:

Thank you for your notification of a governing body designation dated April 12, 2018 in which South Valley Preparatory School provided notification to the Public Education Commission (PEC) of the designation of Enriquita Cavalier.

This notification of a governing body designation will be presented to the PEC at the meeting on May 11, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families

School Governance Change

The MASTERS Program

On March 27, 2018, the school was notified a board member would be resigning as of April 1, 2018. The vacancy was reported timely and the school has requested an extension. The school has been notified that a replacement must be designated by June 15, 2018 or the position must be closed.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

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

Name of State-Chartered School: **The MASTERS Program** Current Number of Governing Body Members: **9**
 Date submitted: **4/11/2018** Submitter Name: **Lisa Lucas, Business Manager** llucas@tmpsantafe.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
Monique Anair	990 Calle Katarina, Santa Fe, NM 87505 505-470-3251 monique.anair@sfcc.edu	Resignation	3/27/2018	Monique Anair – See Attached Letter	From: 7/1/2015 To: 3/27/2018
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.
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: *John Triolo* Date: 4-10-18

Printed Name of Governing Council President or Designee: John Triolo

March 27, 2018

To: Mr. John Triolo

Chair, Governing Council President

The Masters Program Early College Charter High School

&

Ms. Anne Salzman

Head of School

The Master Program Early College Charter High School

Dear John and Anne,

I am writing to notify you that I am resigning from my position as a member of the general council for TMP. My last day of service will be April 1, 2018. I have accepted a new position as an associate director at the Seattle Film Institute and will be moving to Seattle to begin that position June 1, 2018. I appreciate the opportunity I have had to serve The Masters Program. Your service and dedication to education is a model for me moving forward in my future endeavors.

Sincerely,

Monique Anair

Asst. Professor, Media Studies and Film Production

Santa Fe Community College

(505) 428-1738

Lisa Lucas

From: Anne Salzmann
Sent: Tuesday, March 27, 2018 10:10 AM
To: Lisa Lucas; Carol Witter
Subject: Fwd: Letter of Resignation
Attachments: TMP_resignation.pdf

We now have a definitive letter of resignation so we will use it to count the time needed to adding a new board member.

Anne

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

From: Monique Anair <monique.anair@sfcc.edu>

Date: Tue, Mar 27, 2018 at 8:35 AM

Subject: Letter of Resignation

To: "johnltriolo@yahoo.com" <johnltriolo@yahoo.com>, Anne Salzmann <asalzmann@tmpsantafe.org>

?John and Anne,

Please find my letter of resignation attached. I thank you for the chance to serve on the GC for the TMP.

Best regards,

Monique M. Anair, MA
Coordinator. PROTEC
Faculty, SFCC FILM
[505 428-1738](tel:5054281738)
<http://www.sfcc.edu/programs/film>
<https://protecsantafe.blogspot.com/>

--

Anne Salzmann
Head of School
The MASTERS Program Early College Charter High School
505 428-7320



The MASTERS Program
Early College Charter High School

April 12, 2018

New Mexico Public Education Department
Charter Schools Division
300 Don Gaspar, Room 301
Santa Fe, NM 87501

Dear Sir or Madam:

Please consider this letter a request for an extension to replace a Governing Board Member that resigned on 3/27/2018. We are requesting an extension of 75 days to June 10, 2018.

If you need further information, please contact our Business Manager, Lisa Lucas, at 505-428-7321 or llucas@tmepsantafe.org.

Thank you for your consideration,

Anne Salzman, Head of School
The MASTERS Program



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CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

April 25, 2018

John Triolo
The MASTERS Program Early College Charter School
SFCC LL320 6401 Richards Avenue
Santa Fe, NM 87508

Dear Mr. Triolo:

Thank you for your notification of a governing body resignation dated April 11, 2018 in which The MASTERS Program Early College Charter School provided notification to the Public Education Commission (PEC) of the resignation of Monique Anair. The notification contained all required information.

Please be advised the school's contract with the PEC requires that the school fill the vacancy on its governing body created by this resignation no later than 45 days from the date of the vacancy or seek an extension for such appointment from the Authorizer in writing. Therefore, The MASTERS Program Early College Charter School must designate a new member to fill the vacancy created by the resignation of Monique Anair, or request an extension, no later than May 11, 2018. If the vacancy is not filled or the school does not request an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

This notification of a governing body resignation will be presented to the PEC at the meeting on May 11, 2018. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Laurel Pierce".

Laurel Pierce
Options for Parents and Families



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The MASTERS Program Early College Charter School has been granted an extension until June 10, 2018 to designate a new member to fill the vacancy created by the resignation of Monique Anair. If the vacancy is not filled within the time granted as an extension, the school will be added to the PEC's agenda for consideration and potential corrective action.

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