

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [Taos Academy Charter School], hereafter "The School", effective [11th] of [October], [2021]. The School was approved for a [5 year] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS: 5

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 5

RESIGNATION

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER:

NAME OF INDIVIDUAL RESIGNING:

REMOVAL

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO AN EXISTING POSITION OR A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD: October 11th, 2021

NAME OF INDIVIDUAL BEING DESIGNATED: Donna Mellinger

HOME ADDRESS: P.O. Box 608 Arroyo Seco, New Mexico 87514

PHONE NUMBER: 314-560-7110

EMAIL ADDRESS: donnakopf@mellinger.com

NAME OF BOARD MEMBER BEING REPLACED: Matthew Currey

REQUEST FOR EXTENSION:

VOTE NOT TO REPLACE MEMBER:

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by [Traci Filliss] on [10/12/21], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of change in membership; and
- The school's governing board is in compliance with all reporting requirements.



Charter School Representative Signature

10/11/21

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

Approved

Denied

Chair, Public Education Commission

Date

Approved Meeting Minutes
Taos Academy Charter School
Governing Council Meeting
110 Paseo Del Canon Taos NM 87571
Monday, October 11th, 2021
5:30pm
Google Meet joining info

Video call link: <https://meet.google.com/ccx-kvho-bcc>

Or dial: (US) +1 929-277-6767 PIN: 210 345 036#

Live stream <https://stream.meet.google.com/stream/5854bd0e-1c74-49ee-b14f-9e383302b29e>

A. Call To Order – 5:43

B. Roll Call – Dean Caldwell (President), Karen Shannon (Vice President), Matthew Currey (Treasurer), Simeon Herskovits (Secretary)

Absent: Kristen Torres (Member),

NON-VOTING STAFF ATTENDANCE- Traci Filiss (Executive Director), Jamie Lucero-Martinez (Community Coordinator), Elizabeth LeBlanc (Director Teaching and Learning), Deanna Mooney (Contracted Finance Director/Business Official), Pamela Rodriguez (Assistant Finance Manager), Bill MacDonald (exiting GC member), Kenny Shannon (Tech).

C. Pledge of Allegiance

D. Approval of Minutes (Action) – Approval for August minutes Karen moves to approve minutes, Matthew seconds, Roll call, Dean yes, Karen yes Simeon yes, Matthew yes. Motion carries. September minutes tabled.

E. Approval of Agenda (Action) - Approval for October agenda Karen moves to approve agenda, Matthew seconds, Roll call, Dean yes, Karen yes, Simeon yes, Matthew yes. Motion carries.

F. Governing Council Input- Dean asked for the September agenda to be tabled for review. Karen Shannon suggested the agenda be placed prior to minutes.

G. Public Input (See below) - George Otero of the Center for Relational Learning - Community Schools Presentation.

H. Financial reports (Discussion & Action)

a. Business Services update - Working on First Reporting Quarter of the Fiscal Year for PED Actuals and Cash Reporting, RfR Submissions - Third Quarter Calendar Year Reporting for 941, WC, SUTA Reporting. RfR's (REQUESTS FOR REIMBURSEMENTS) are in process and some are already completed for the First Quarter..

b. BAR Approvals (Action) - *The following BARS will be presented for your approval:*

BAR 510-000-2122-0007-IB is an initial BAR for FUND 31200 LEASE ASSISTANCE in the amount of our award of \$172,266.00.

BAR 510-000-2122-0008-T is a transfer BAR for FUND 24308 ESSER II FUNDING to transfer funds that are allocated to the new building.

BAR 510-000-2122-0009-IB is an initial BAR for FUND 24330 ESSER III FUNDING to budget amount of award \$394,447.00.

BAR 510-000-2122-0010-IB is an initial BAR for FUND 24316 ESSER II AIR QUALITY FUNDING to budget amount of award \$3,304.00.

BAR 510-000-2122-0011-IB is an initial BAR for FUND 24176 CARL D PERKINS REDISTRIBUTION to budget amount of award \$7,631.00.

BAR 510-000-2122-0012-I is an increase BAR for FUND 23000 ACTIVITY ACCOUNT to budget additional carryover of \$4,617.00.

BAR 510-000-2122-0013-D is a decrease BAR for FUND 31100 BOND BUILDING to budget amount of carryover from County. Amount of decrease is \$72,691.00 - Remaining Funds-\$77,308.24.

BAR 510-000-2122-0014-IB is an initial BAR for FUND 29102 PRIVATE GRANTS to budget amount of carryover from prior year in the amount of \$653.09.

Simeon moves to approve the BARs as presented; Matthew seconds the motion. Roll call, Dean yes, Karen yes, Simeon yes, Matthew yes. Motion carries.

- c. Finance/Audit Committee update** - Finance committee met and discussed expenditures from September reports. Year End balance of Operational Funds is healthy for the coming year.. Karen has requested a list of fund numbers as related to what the funds are named. Simeon moves to approve the unaudited financial reports as presented, Matthew seconds the motion. Roll call, Dean yes, Karen yes, Simeon yes, Matthew yes. Motion carries.

I. Operations & Instructional Reports (Discussion & Action)-

- a. Foundation Report** - TAF Board of Directors will meet on October 25, 2021 in order to get back on regularly scheduled meetings. The Krispy Kreme fundraiser was held and 329 dozen donuts have been sold. They will be distributed Wednesday, October 13 at Taos Academy campus. The annual audit for Taos Academy Foundation is ongoing. The foundation spent \$3,441 so far for greenhouse repair. The hose bib was replaced, rotting wood beams replaced, and panels sealed against the weather. TA Foundation received \$3,500 for Jimmy's Music Program from proceeds of selling a handmade guitar at the annual barn dance.
- b. STEM/Community Coordinator's Report** - Open house event was held on Friday, October 8th at TA. This was the first in-person community event held at TA since Winter of 2019. 214 students and families signed in for the event. Community partners - Common Grounds supplied food for the event and information about their programs. STEM+ Arts Institute Music and theatre classes performed for the event. Staff and teachers provided information to families and activities related to their classes for all to try. Families had the opportunity to complete the "Digital Equity" survey. HS SAC raised \$247 for their activities. Culinary Raised \$53 with their treat sale. Improved partnership with Lewis Vending to provide Fresh market vending for TA.
- c. Parent/Student Advisory and Equity Council Report** - PAC/EC met on September 28th, 2021 with 16 people present- staff, parents, and

students were represented at the meeting. Items discussed: Open house, Digital equity survey, Senior events, and student led conferences. Mr. Kelly completed an Affective Statements activity - Identifying Emotions and Needs with families. Jamie Lucero-Martinez discussed the upcoming PSAT/NMSQT testing. Dr. Filiss provided a facility update on the incoming CTE building.

Equity Council- Meeting was tabled. There were no new membership requests to discuss. Present members discussed moving the EQ meeting before PAC once per quarter to improve attendance.

- d. **Director of Teaching & Learning Report** - We are ending the first 9 weeks this week; teachers have set a schoolwide goal of “Empowering students, teachers, and families to build positive relationships that foster equity, literacy, and social justice.” All of their professional development plans align with this goal.

We will be holding Student-Led Conferences on October 22nd (and the week before and after this date to accommodate families and we are offering these virtually as well as face-to-face, depending on the preference of the family).

In terms of state reporting, we are projecting 267 students for our 40th day count. More students and more staff than ever before in our school’s history.

- e. **Executive Director’s Report** - The GC discussed the process for bringing a new GC member. Taos Academy continues to move forward with CTE building. Waiting for the permitting processes and in the meantime we have been working on the landscaping. Fully staffed now with 32 staff and 265 students. Hired two full time FTE with school counselor and support counselor.

- f. **Policy Approval (Action)** -

[Local Demonstration of Competency](#),

Graduation Competency meeting of course requirements as an additional option for the demonstration of competency this year. For any student meeting the course requirements for graduation during the 2021-2022 and 2022-2023 school years, they may also be considered to have met their local demonstration of competency requirements, rather than having to complete a separate demonstration of competency.

Local Demonstration of Competency: Taos Academy will require 100% of course completion in Math (Algebra II, Financial Math, Geometry, Probability and Stats or Trigonometry), Science (Physics, Chemistry, Env Science or Physical Science), Social Studies (NM History, US History, World History, Government or Economics), or English (English III or higher) with a passing final grade (60% or higher) and passing of the final comprehensive exam with a cut score of 30.

- For the Writing assessment, the final essay assignment in English IIIA, IIIB, IVA, or IVB will be graded and must demonstrate a score of 80% or higher on the TA rubric.
- For UNM “HS credit-bearing classes”: “The equivalent or higher Dual Credit class as identified by the TA Academic Framework in each subject area. Student must earn a “C” or higher in the Dual Credit course for local demonstration of competency.”

Simeon makes a motion to amend LDC, Matthew seconds, Roll call, Dean yes, Karen yes Simeon yes, Matthew yes, Kristin yes. Motion carries.

Attendance: Traci, Deanna, Karin, Elizabeth, Bill, Kenny, Jamie

g. Closed Session - Personnel - 7:03 Karen makes a motion to go into closed session to discuss personnel issues, Matthew seconds, Roll call, Dean yes, Karen yes, Simeon yes, Matthew yes, Motion carries.

Attendance: Traci, Deanna, Karin, Elizabeth, Bill, Simeon and Karen.

7:04- Simeon moves to come out of closed session, Karen seconds the motion. Roll call, Dean yes, Karen yes, Simeon yes, Matthew yes. Motion carries.

Matters discussed during the closed session were limited to those specified in the motion for closure.

h. New GC member (Action) - GC resignation of Seat 2 treasurer, Matthew Currey – Expires June 30th 2023. Appointment of Donna Mellinger to seat 2 . Simeon moves to appoint Donna Millenger to the Taos Academy GC, Karen seconds the motion. Roll call, Dean yes, Karen yes, Simeon yes, Matthew yes. Motion Carries

i.....Next Board Meeting Agenda -strategic planning (GC positions, calendar of events) and dinner.

j.....Adjournment- Matthew moves to adjourn, Karen seconds the motion. Roll call, Dean yes, Karen yes, Simeon (absent), Matthew yes Motion carries

Public Input: Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Taos Academy Governing Council asks that any and all public input be limited to a reasonable amount of time, three to five minutes. No action will be taken on items presented and comments regarding matters under litigation will not be allowed. Individuals with a disability who need any form of auxiliary aid or service to attend or participate at this meeting are to contact Director Traci Filiss at tfiliss@taosacademy.org at least one week prior to the meeting.

CERTIFICATE OF GOVERNING BODY VOTE

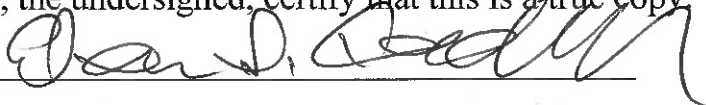
This document certifies that on October 11th 2021 at 5:30 pm., a meeting of the Governing Body of Taos Academy, a New Mexico public charter school, was held at Taos Academy Charter School. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 4 in favor, 1 missing, and 0 opposed to New GC Member (Action) – Simeon moves to appoint Donna Mellinger to replace Matthew Currey with the proviso that Matthew Currey will retain his right to vote on the GC until such a time that Donna Mellinger is able to vote, Karen Shannon seconds the motion, motion carries.

The members voting in favor were: Dean Caldwell (yes), Simeon Herskovits (yes), Matthew Currey (yes), and Karen Shannon (yes). Kristin Torrez absent

The members voting in opposition were: None

I, the undersigned, certify that this is a true copy



Secretary or Designee

STATE OF NEW MEXICO



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

LEVEL THREE-B PRE K-12 ADMINISTRATIVE LICENSE

is issued to

TRACI O. FILLISS

Effective from July 1, 2018 to June 30, 2023

Licensure Number: 257978

A handwritten signature in black ink, appearing to read "C. M.", written over a horizontal line.

Secretary of Education

To the Taos Academy Governing Council/Dr. Traci Filiss,

I would like to formally submit my letter of resignation from the governing Council of Taos Academy Charter School. I have enjoyed the many years serving on the council, but have come to the conclusion that it is time to step down. I have been happy to be part of such a progressive school that has offered so many students and families the opportunities for growth and learning. The administration has been very supportive of the council and the way we have navigated through so many obstacles. I believe that we have been a very strong team by keeping the scores of the school high and growing the school within our budgeting limitations.

I would like to thank the board and staff for all of their hard work and letting me be a part of it. I am sure that the replacement will be honored to participate as part of the council at Taos Academy and help the school achieve many more great things in the future.

Thank you,

Matthew Currey

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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


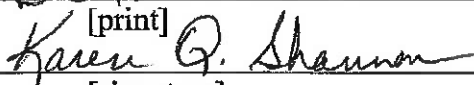
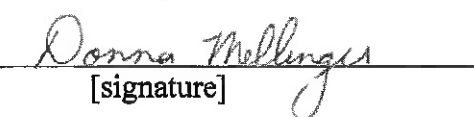
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

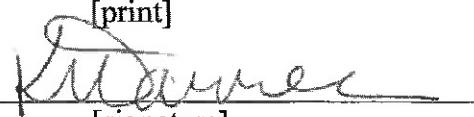
We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


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

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

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS ___ DAY OF _____, 2021.

1. 
[signature]
Dean S. Caldwell
[print]
2. 
[signature]
Karen G. Shannon
[print]
3. 
[signature]

[print]
4. 
[signature]

[print]
5. 
[signature]

[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Donna Mellinger, after being duly sworn, state:

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

Donna K Mellinger
[Signature]

10-15-21
Date

Donna K Mellinger
[Print]

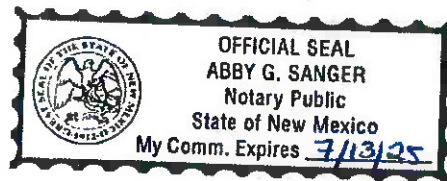
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of October, 2021.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: July 13, 2025.



ASSURANCES

My name is Donna Mellinger and I reside in Taos, NM. I am a member of the governing body for Taos Academy a charter school which is located at Taos, NM. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Donna Mellinger
Printed Name

Donna Mellinger
Signature

October 15, 2021
Date

Donna Mellinger

P.O. Box 608 Arroyo Seco, New Mexico 87514

donnakopf@mellinger.com • 314-560-7110

Summary

I retired from corporate life in 2008. My husband and I own Sabroso Restaurant in Arroyo Seco. Women Give-Taos Community Foundation, Shared Table and Taos Milagro Rotary are community organizations I am active in and support.

Successful sales professional seeking an opportunity to apply skills, knowledge, and leadership in the marketing of products to educational professionals. Accomplished in identifying and capturing market opportunities to accelerate expansion, increase revenues and improve profit contributions. Extensive background in new product launch, product management and account management and retention.

Areas of Expertise

- Sales professional accustomed to meeting and exceeding expectations, goals and quotas.
- Consistently recognized for meeting sales quotas by receiving many "Top Sales Representative" awards.
- Creative developer of innovative marketing and advertising programs proven to generate impressive results.
- Client-oriented, with the ability to develop lasting relationships with new and existing customers through careful listening skills, attention to detail, and providing service beyond expectation.
- Natural leader and teacher, with the capacity to train, develop and motivate diverse individuals toward accomplishing common goals.

Experience

Harcourt School Publishers, St. Louis, Missouri

Sales Representative

1997-2008

Consistently achieved sales goals and managed an expense budget of \$650,000 effectively and efficiently to support the revenue goals. Successfully promoted textbook programs to curriculum directors, associate superintendents, and committees. Worked closely with team members to coordinate plans, strategies and promotion programs for various textbook programs. Created business plans to penetrate region and manage over 200 accounts for over a \$4.1 million territory.

Loehmann's Inc., St. Louis, Missouri

1992 to 1997

Manager

Hired, trained, supervised, and evaluated personnel for ladies ready to wear apparel. Coordinated promotional events, negotiated contracts and wrote/compiled reports. Performed sales forecasting, profit and loss statements and inventory control. Consistently increased revenue/profits each year to over \$2 million in sales.

Pitney Bowes Corporation, St. Louis, Missouri

1985 to 1992

Account Executive

Successfully managed an established geographic territory in Missouri and Illinois. Sold the full line of Pitney Bowes mailing systems and copier systems to a variety of industries. Honored as Rookie of the Year in 1986. Consistently met sales goals.

Education

Lindenwood University St. Louis Missouri

Bachelor of Science in Business Administration
Masters of Business Administration