

**NOTICE REGARDING MEETING MINUTES FOR RENEWAL HEARING
HELD DECEMBER 7, 2021 – DECEMBER 9-2021**

Due to the unexpected injury of the court reporter and the unavailability of a replacement given the short notice, the PEC will follow the following process at the renewal hearings held December 7, 2021 – December 9, 2021:

1. The hearings will be recorded on Zoom.
2. If no school requests otherwise, the Zoom recording will be maintained and meeting minutes will be provided in accordance with the Open Meetings Act along with a link to the full recording as required by the Open Meeting Act:

NMSA 10-15-1 G.”The board, commission or other policymaking body shall keep written minutes of all of its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of the members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body.”

These minutes, including the minimum information set in the Open Meetings Act and with the link to the Zoom recorded meeting, will be the proposed minutes for the school renewal hearings.

3. If a school is not renewed, the PEC will assume that a school wants the full three-days of renewal hearing transcripts for the purposes of a possible appeal. The PEC shall then request that the court reporter transcribe the full transcripts of all the renewal hearing within 10 days after the meeting, and those transcripts will be the proposed minutes for the school renewal hearings rather than the minutes proposed in paragraph 2 above.