

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 [Explore Academy - Las Cruces], hereafter "The School", effective [1st] of [July], [2021].
The School was approved for a [FIVE-YEAR TERM] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS:

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 5

☒ **RESIGNATION**

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER: 4/13/2022

NAME OF INDIVIDUAL RESIGNING: Karen Dixon *Note: Ms. Dixon's resignation letter is dated 2/9/2022, to be effective "after completing my role on upcoming audit." The board voted to relieve her of that responsibility at the April 13, 2022 meeting.*

☐ **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: April 13, 2022

NAME OF INDIVIDUAL BEING DESIGNATED: Kimberly Knox

HOME ADDRESS: 5500 Redfox Rd Las Cruces, NM 88007

PHONE NUMBER: 575-635-1988

EMAIL ADDRESS: kimberlyknox@nmhu.edu

NAME OF BOARD MEMBER BEING REPLACED: Karen Dixon


☐ **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 [Clara Welles]
on [April 22, 2022], 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.

 _____ April 22, 2022
Charter School Representative Signature Date

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

☐ Approved ☐ Denied

Chair, Public Education Commission Date

Board Member Resignation Letter

On Wed, Feb 9, 2022, 1:45 AM Karen <kdixon1124@gmail.com> wrote:

I am writing this letter to inform you all of my resignation from my position on the board of Explore Academy Las Cruces, NM effective after completing my role on upcoming Audit.

As many of you know, I have considered this many times due to having to take care of my parents, and soon becoming full time care for my new grandson who will be here soon! Family first. I have missed some meetings due to some new developments mostly on my dad's side of the health situation. Since he also takes care of my mother with Dementia, that places the care on us to fulfill the normal care he would do.. I have also stepped down from the Las Cruces Public Schools Associate Librarian position effective Dec. 31, 2021 for this same reason.

Because of my belief that we take care of our families first, I accommodate my life to take care of such matters. It would be in the interest of both myself, my family and Explore Academy Las Cruces to step down from the board effective after the Audit is complete, since I already volunteered to be a part of that process coming up, unless a replacement can be found sooner. I will relinquish all of my responsibilities and privileges as a board member. I appreciate your patience and cooperation in this matter. This has been an honor to serve with you all, and have no doubt a suitable replacement can be found.

I know that this inconvenience will cause the school board some time and I am actively trying to seek a replacement for my position. Thank you for allowing me to be a part of your team.

Sincerely,
Karen A Dixon

CERTIFICATE OF GOVERNING BODY VOTE

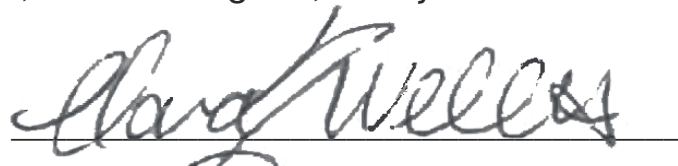
This document certifies that on April 13, 2022 at 6:00 pm, a meeting of the Governing Body of Explore Academy - Las Cruces, a New Mexico public charter school, was held virtually via Zoom. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted four (4) in favor and zero (0) opposed to seeking an amendment request to the charter contract to add grades K-5 as grade levels served.

The members voting in favor were: Clara Welles, Gabriela Graham, Jenifer Lichtenfels, and Claren Mulhall.

No members voted in opposition.

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



Board President

ASSURANCES

My name is Kimberly Knox and I reside in Las Cruces, NM. I am a member of the governing body for Explore Academy a charter school which is located at Albuquerque, 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.

<u>Kim Knox</u>	<u><i>kim knox</i></u>	<u>04/26/2022</u>
Printed Name	Signature	Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of Explore Academy - Las Cruces located in Las Cruces, NM.


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 Explore Academy - Las Cruces'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.

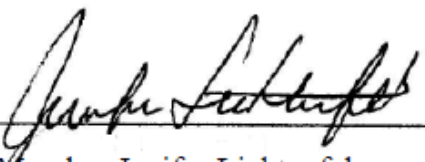
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 30 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE **Explore Academy - Las Cruces's Governing Board** GIVE THE FOREGOING STATEMENT THIS **13th DAY OF April, 2022**.

1. 
Chair Clara Wells

2. 
Vice Chair Gabriela Graham

3. 
Secretary Claren Wilson Mulhall

4. 
Member Jenifer Lichtenfels

5. 
Member Kimberly Knox