

Public Education Commission Governing Body Member Change Notification Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and **Roots and Wings Community School**, hereafter "The School", effective [1st] of [July], [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

EFFECTIVE DATE OF CHANGE:

☐ RESIGNATION

DATE OF RESIGNATION:

NAME OF INDIVIDUAL RESIGNING:

X REMOVAL

DATE OF REMOVAL: Sept 20th, 2022

NAME OF INDIVIDUAL BEING REMOVED: Jerrod Rowlison-Elliot

REASON FOR REMOVAL: repeat absences

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

DATE OF DESIGNATION: Sept. 20th, 2022

NAME OF INDIVIDUAL BEING DESIGNATED: Amye Elizabeth Anderson

HOME ADDRESS:

PHONE NUMBER: 575-741-5125

EMAIL ADDRESS: eanderson.gc@rwcs.org

NAME OF BOARD MEMBER BEING REPLACED: Jerrod Rowlison-Elliot

X REQUEST FOR EXTENSION: was submitted on November 3rd, 2022

☐ VOTE NOT TO REPLACE MEMBER:

The School's Governing Body Member Change Notification is hereby submitted by, [Erica Lannon], on [December 13th, 2022], and affirms the school meets the following eligibility criteria:

☐ Notification was submitted to the PEC within 30 days of change in membership.

☐ The school's governing board is in compliance with all reporting requirements.



Charter School Representative Signature

12/13/22

Date

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

☐ Approved

☐ Denied

Chair, Public Education Commission

Date

Roots & Wings Community School
Governing Council Regular Meeting
In-Person or virtually on Google Meets.
35 La Lama Rd, Questa, NM 87556

Approved Minutes

5:00 pm, September 20, 2022

The RWCS GC may take any agenda item out of order to better facilitate the business at hand.

I. Opening Business

- A. Call to Order at 5:08
- B. Roll Call: GB Members: Robin Mayo present, Scotney Blackburn present, Jerrod Rowlison-Elliott absent, Erica Lannon present, Aline Robertson present.
We do have a quorum

Others in Attendance: Jon Orris & Sarah Pina

Members of the Public: Elizabeth Anderson

- C. Reading of Mission Statement:
Our mission is to inspire our students to academic & personal excellence.
Our innovative learning community creates classroom, farm & wilderness adventure– Engaging the head, hands & heart – Enabling students to achieve more than they think possible & to take an active role in our ever-changing world!
- D. Approve, Amend or Denial of Current Meeting Agenda: **9/20/2022**
Erica Lannon moves to approve the agenda with one amendment: move closed session after board development. Scotney Blackburn seconds. Roll call vote: Robin Mayo aye, Scotney Blackburn aye, Erica Lannon aye, Aline Robertson aye. Motion carries.
- E. Approve, Amend or Denial of Prior Meeting Minutes: **8/16/2022**
Scotney Blackburn moves to approve the minutes with the addition of dollar amounts for BARs, Erica Lannon seconds. Roll call vote: Robin Mayo aye, Scotney Blackburn aye, Erica Lannon aye, Aline Robertson aye. Motion carries.
- F. Mission Moment: (Jon)
We completed all of our outdoor trips!


II. Public Comment: *(max time of 3 minutes/person or 15 minutes)* If more time is needed, the GC suggests a letter/email be written & made available to all GC members, preferably 3 days before the meeting. The GC shall not respond to public comments presented at this time, but will take all comments under advisement.

No public comment

III. Informational/Discussion Items

- A. Directors Report: (Jon)
- B. Facilities Report: (Erica)
To be discussed in closed session
- C. Finance Committee Report (Aline)
Much discussion on the budget for property acquisition. Business manager requests the board review its preferred cash carryover percentage. \$828,122 is SEG. Ended last year with \$126,000 which is ~ 15%. Some of this will be spent on bus monitors this year. Business manager recommends the board consider 10-12% in reserves given the unknown expenditures of future property ownership.
- D. RWCS Testing Results from EOY 22.
From the beginning of year (BOY) to the end of year (EOY) we saw great improvement. We have 50% new students this year and almost all of them are coming in 3-5 years behind their grade level. Jon is aiming for at least a years' growth even if they're still not at grade level. Very hard to make up for more than a years' learning loss in one year.

IV. Action Items

- A. Discussion and possible action on new board members
Erica Lannon moves to remove Jerrod Rowilson-Elliot from the board and bring on Elizabeth Anderson. Scotney Blackburn seconds. Roll call vote: Robin Mayo aye, Scotney Blackburn aye, Erica Lannon aye, Aline Robertson aye. Motion carries. Erica will be training Scotney as Secretary, and also wants to bring Aline up to speed on President duties to onboard new members.
- B. Budget Adjustment Requests (Sarah)
Two BARS presented:
570-000-2223-0004-IB Initial budget BAR for GRT funds \$45,846
570-000-2223-0005-I Increase BAR for private and direct grants \$50,000
Erica Lannon moves to approve BARs as presented, Scotney Blackburn seconds. Roll call vote: Robin Mayo aye, Scotney Blackburn aye, Erica Lannon aye, Aline Robertson aye. Elizabeth Anderson abstains. Motion carries.
Gender Identity Policy and Procedural Directive (Jon- one update)
Scotney Blackburn moves to approve the amendments to the Gender Identity Policy and Procedural Directive, Erica Lannon seconds. Roll call vote: Robin Mayo abstains, Scotney Blackburn aye, Erica Lannon aye, Aline Robertson aye, Elizabeth Anderson abstains. Motion carries.
- C. Bylaws review & possible revision (All)  RWCS BYLAWS .pdf
Everyone reviews the bylaws before the next meeting and bring areas in need of discussion/revision or sign off on them as they are. Everybody will bring one comment to the next meeting.

V. Board Development

- A. Training courses for FY 22-23 (Aline)
PCSNM is having a conference December 8th/9th - all required training hours can be obtained at that conference. \$450 per person for members (we're a member). If we get 4 or more people to go it reduces to \$400 per person. Jon is registered. Let's try to have one board member go down with Jon - Scotney will, pending running the dates by her partner. If she can't go Erica will. Initiate PO's for one board member.
- B. Recruitment of possible new members:
Andrea is interested and ready for next steps. Jamaica is a potential - Scotney will reach out to her with more information.
[W](#) 2020-08 GC Member Commitment.docx
- C. Succession planning
- D. Google Drive updates
Brief overview of progress towards GC Drive. Protocols for what gets uploaded as a PDF. Need a generic GC email address as administrator. Have a public and private folder. Public has all PDFs so no one can edit important documents
- E. Retreat on ?? → new date needed
Tabled till next meeting when we hope to have another new member.

VI. Closed Session - *Closed Session Pursuant to Section 10-15-1(H)(8) NMSA 1978, the Board will meet in closed session to discuss the purchase of real property.*

- A. Vote to go into Closed Session: Aline Robertson moves to go into closed session, Erica Lannon seconds Roll call vote: Robin Mayo aye, Scotney Blackburn aye, Erica Lannon aye, Aline Robertson aye. Elizabeth Anderson abstains. Motion carries.
- B. Following Closed Session the Council will return to Open Session and may take action.
Council came out of closed session at 7:46pm. No action was taken, and only the matters listed on the agenda were discussed.

VI. Closing Business

- A. Next Meeting: **Note day change: Monday** October 17, 2022 @ 5:30pm
- B. Meeting adjourned at 7:51pm

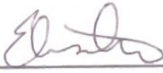
CERTIFICATE OF ASSURANCES

My name is Amye Elizabeth Anderson and I reside in Taos, New Mexico. I am a member of the governing body for Roots and Wings Community School a charter school which is located at 35 LaLana Rd, Questa. I certify that 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 Disability 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.

Amy Elizabeth Anderson
Printed Name


Signature

Nov. 10, 2022
Date



Governance Council Member Commitment

The Three Fundamentals:

- I. Inasmuch as the Governing Council is responsible for goings on at RWCS – through its own actions and those it delegates to others – The GC has the responsibility to fulfill this obligation.
- II. The quality of education at a charter school, and therefore Roots and Wings, depends upon a professional and high functioning Governance Council.
- III. In support of the first two fundamentals, members honor others by being punctual, prepared, consistent in their contribution, and committed to the school and its mission.

The Commitment:

The Governing Council is grateful to those who serve. For its part, the GC commits this open statement of responsibilities in advance so a prospective member may join with full understanding of those responsibilities.

I, the undersigned, agree to and understand the responsibilities of a GC member as follows:

- i. I agree to these time commitments each year:
 - six to eight hours per month on average, which includes a two hour GC meeting
 - one all day GC Retreat
 - ten hours of federally mandated GC training in the first year, and eight hours yearly thereafter
 - occasional special GC meetings when the workload necessitates, rarely more than two per year
- ii. I agree to participate on one sub-committee on an ongoing basis, whether ad hoc or a standing committee.
- iii. I agree to timely follow-through on assignments given to me by the GC
- iv. I agree to review all documents made available to me before each GC meeting
- v. I have read and understand the current Bylaws of RWCS with regards to meeting attendance requirements and term limits listed in Article VII.
- vi. I have read the Conflict of Interest Policy and agree to its terms

vii. I will respect the confidentiality appropriate to issues of a sensitive nature



Governance Council Member Signature

Nov. 10, 2022
Date

Amye Elizabeth Anderson

Printed Name



**Thank you for being a part of Roots and Wings
Community School!**

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
COUNTY OF TAOS)

I, Amye Elizabeth Anderson, after being duly sworn, state:

1. My name is Amye Elizabeth Anderson and I reside in Taos, New Mexico.

2. I am a member of the governing body of Roots and Wings Community School in Lama, 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 Roots and Wings Community 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]

Nov 15, 2022
Date

Amye Elizabeth Anderson
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of Nov, 2022.

[Notary Seal:]

STATE OF NEW MEXICO
NOTARY PUBLIC
Joaquin Nathan Collins
Commission Number 1138279
My Commission Expires June 29, 2026

Joy Nathan Collins
NOTARY PUBLIC

My commission expires: June 29, 2026.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Roots and Wings Community School, located in Lama, 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 Roots and Wings Community 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 ROOTS AND WINGS COMMUNITY SCHOOL GOVERNING COUNCIL GIVE THE FOREGOING STATEMENT THIS 22 DAY OF November, 20 22.

1. 
Aline Robertson (Nov 23, 2022 12:10 MST)


[signature]
Aline Robertson

[print]
2. 
Erica Lannon (Nov 23, 2022 12:11 MST)


[signature]
Erica Lannon

[print]
3. 
Robin Mayo (Nov 23, 2022 12:10 MST)

[signature]
Robin Mayo

[print]
4. 
Scotney Blackburn (Nov 23, 2022 12:10 MST)

[signature]
Scotney Blackburn

[print]
5. 
Amye Elizabeth Anderson (Nov 24, 2022 09:48:57)

[signature]
Amye Elizabeth Anderson

[print]