

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 [], hereafter "The School", effective [] of [], [].
The School was approved for a [] Charter Contract.



NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS:

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS:

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:

NAME OF INDIVIDUAL BEING DESIGNATED:

HOME ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

NAME OF BOARD MEMBER BEING REPLACED:


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 [] on [], 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

Date

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

Approved

Denied

Chair, Public Education Commission

Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Donatna

I, Gabriel Holquin, after being duly sworn, state:

1. My name is Gabriel I. Holquin and I reside in Donatna County, New Mexico.

2. I am a member of the governing body of Alma d'arte Charter High School in Las Cruces, 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.

[Handwritten Signature]
[Signature]

11/16/2022
Date

Gabriel I. Holquin
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16th day of NOV, 2022.

[Notary Seal:]

[Handwritten Signature]
NOTARY PUBLIC

My commission expires: JULY 23, 2025.

STATE OF NEW MEXICO
NOTARY PUBLIC
JAMES JONES
COMMISSION NUMBER 1134994
EXPIRATION DATE 07-23-2025

ASSURANCES

My name is Gabriel I. Holquin and I reside in 846 Hettlinga #72 Anthony, NM 88021. I am a member of the governing body for Alma d'arte Charter High School a charter school which is located at 402 W. Court Las Cruces, 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.

Gabriel I. Holguín

Printed Name



Signature

11/15/22

Date



ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Minutes

Regular Meeting, Monday, November 14, 2022 @ 6:00 pm

Alma d'arte Charter High School, Room C-106

COUNCIL MEMBERS Paul Dulin | Kimberly Skaggs | Ron Fitzherbert | Vernon Wilson |
Richelle Peugh-Swofford | Cynthia Wise

DRAFT

I. Introduction

- A. Call to Order. (G) - Chairman Dulin called the meeting to order at 6:00pm
- B. Roll Call of Members. (G) - Members present are C. Wise, R. Peugh-Swofford, R. Fitzherbert, V. Wilson, & P. Dulin. K. Skaggs is absent.
- C. Conflict of Interest Disclosures as may be applicable. (G) - n/a
- D. Approval of Agenda. (G) - C. Wise made a motion to approve the agenda as published. R. Peugh-Swofford seconded the motion. All members voted in favor and the agenda was approved.
- E. Approval of the minutes of the Regular Meeting of the GC on October 17 and the minutes of Special Meeting of November 7, 2022. (G) - C. Wise made a motion to approve the October 17, 2022 & November 7, 2022, minutes as published. R. Peugh-Swofford seconded the motion. All members present voted in favor and the minutes were approved.
- F. Announcements. - R. Peugh-Swofford announced the neighborhood association has planned for a luminaria celebration in the Alma neighborhood. C. Wise informed the group of a possible funding opportunity for the school.

II. Public Comment *(Three minutes per speaker, 30-minutes for all speakers. No action will be taken.)*

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

III. New Business

- A. Introduction and approval of Governance Council membership of Gabriel Holguin and Ryan Bradley. (G)¹ - Mr. Dulin presented the candidacy of Mr. Bradley & Mr. Holguin for election to the Governance Council. The candidates applied for candidacy prior to this meeting and were interviewed by Mr. Dulin & Ms. Skaggs. R. Peugh-Swofford made a motion to elect both gentlemen to the Alma GC. R. Fitzherbert seconded the motion to elect the new members. Members present voted as follows: R. Peugh-Swofford - yes, R. Fitzherbert - yes, C. Wise - yes, V. Wilson - yes, P. Dulin - yes. The majority voted in favor and the candidates were elected as new GC members.

IV. Old/Recurring Business

- A. Monthly Financial Report
 1. Representation of Financial Statements for the months of August and September, as well as presentation of the monthly financial report as of October 31, 2022. (F) - C. Masters presented the financial statements for acceptance and approval to the GC.
 2. BAR's Approval (if required). (G) - BAR 31200 – PSCOC Lease Assistance Award - \$96,241, BAR 24346 – ARP IDEA (American Rescue Plan Act of 2021 Individuals with Disabilities Act) - \$7,933, BAR 24349 – ARP IDEA-B PS - \$688. R. Fitzherbert made a motion to approve the listed BARS. V. Wilson seconded the motion. R. Fitzherbert -yes, V. Wilson - yes, R. Peugh-Swofford - yes, P. Dulin - yes, C. Wise - abstain.

¹ Gabriel and Ryan will leave the room while the GC discusses and votes on their GC membership.

3. Payroll and Accounts Payable Acceptance and Approval. (G) R. Peugh-Swofford made a motion to accept the payroll & accounts payable for the months of August, September & to approve & accept the payroll & accounts payable for October 2022. R. Fitzherbert seconded the motion. Members voted as follows: P. Dulin - yes, V. Wilson - yes, R. Peugh-Swofford - yes, R. Fitzherbert - yes, C. Wise - yes. The Majority voted in favor & the Acceptance and approval of the aforementioned months were approved.
- B. Naming the Alma Auditorium after Irene Oliver-Lewis. (I. Oliver-Lewis/A) - The board discussed forming a committee to organize the naming event for Irene Oliver-Lewis. R. Peugh-Swofford volunteered to chair the committee. With other members assisting along with Alma staff they will begin preparing for the February 2024 event.
- C. Monthly Administrative Report
 1. Monthly Principal's Update Report. (A) - K. Martinez presented the monthly administrative report to the GC.
 - a. Monthly attendance is at 92.8%. Ms. Martinez has found a program to trial run for Math Interventions. We will be using one of our long-term subs as a temporary reading & math interventionist to help students build those skills.
 - b. Enrollment at Alma. - Enrollment is at 121, with several applications pending. We lost 2 students recently. One to a virtual school and one moving out of town. Recruitment efforts – Fall Festival went well. With the raffle we had graciously donated by one of our parent volunteers and the festival, we made \$1,148. The amount was split between the school and the 3 clubs that volunteered their time to helping at the fall Fest. Something we want to continue to do in the future. Coordinating a time with JPTA will benefit us immensely when holding one next year. We attended the Renaissance Fair on November 5th – 6th and had multiple students selling their items at the fair along with recruitment efforts. We have so far had one student enroll, another take a tour, another registration packet go out, and a potential substitute interested in the school. 8th grade students from La Academia Dolores Huerta visited Alma on November 4th. Staff & Faculty participated in the ALICE Active Shooter Training on November 7th.
 - c. Data on academic performance of students. - Practice ACTs were on the 12th. All PSAT testing went well. Will see scores in the spring usually. Formal Walkthroughs are continuing through November. A majority of teachers are already completed.
 - d. Integration of the arts in the curricula of all classes. - Ms. Roanna St. Clair spoke about a collaboration between culinary & ethnic & gender studies students. This was an arts collaboration in which Ethnic & Gender studies students & Culinary students designed culturally diverse menus and prepared a presentation about those meals to enlighten & educate our Alma community. Teachers are continuing to work with Stephanie on various arts integration projects and also on their own. We have a common statement in the works and will be presented to staff at Tuesday's staff meeting on their thoughts. Classroom Activity – Mr. Kirker has is bringing in an actor friend of his (Gonzo from Breaking Bad, most known role) to work with our kids in a new short film they are making within the school. All arts classes are preparing for the Winter Showcase coming up in December. Ms. Shearill's poetry class and English classes are creating their own books (poetry and children's literature) and illustrating them.
 - e. Increased engagement with the community, the press, and local businesses and organizations. - Renaissance Fair November 5th – 6th, Thanksgiving Dinner with

our school families – November 11th, November Community Spotlight Artists – November 17th.

f. Improvement of the Alma d'arte Website. - Website is being continually updated. Policies and bylaws are still being reviewed (website vs. paper binder)

2. Equity Council Update by Ray Padilla. (A/G) - R. Padilla, Equity Council lead spoke about the latest equity council developments. Mr. Padilla informed that all charter schools will now be serviced by a new facilitator, Mr. Frank McCullough as part of a larger consortium of schools.

D. Attendance of the Charter Schools Conference on December 8-9, 2022. (A/G) - After the last meeting Ms. Martinez attempted to register P. Dulin, V. Wilson & K. Skaggs for the conference and she was informed that they would be on a waitlist until further notice.

E. GC Member Required Training Update. (A/G) - Members were again reminded of the required trainings for membership.

VI. Future Business/Next Meeting Agenda Items for Discussion or Revision

1. Principal CAO Evaluation
2. Irene Oliver-Lewis event committee update.
3. Updates for future meetings.

VII. Adjournment - C. Wise made a motion to adjourn the meeting. V. Wilson seconded the motion. All voted in favor & the meeting was adjourned at 7:28pm.

**** (A) - Administration, (G) – Governance Council, (F) - Finance **** *One or the other of these three notations will appear at the end of each item, depending on who is introducing the item.*