



## New Mexico Public Education Commission (PEC)

### Governing Body Member Change Notification Instructions

**Purpose:**

To notify the Public Education Commission (PEC) of a change in a member of the school's governing body.

**Submission Deadline:**

Changes to the governing body do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

**Information provided by the School:**

- Fully completed form
- Approved board minutes or certification of the vote taken by the board accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) if you have questions about completing or submitting documents.



# New Mexico Public Education Commission (PEC)

## Governing Body Change Notification Request FORM

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Pecos Cyber Academy, hereafter "the School," effective on 7/1/2022

**Current Governing Body Officers:**

**Chair/President:** Kyla Anderson

**Vice Chair/Vice President:** Seeking a replacement

**Secretary:** Denise Smythe

**Current Governing Body members (non-officers):** Byron Taylor, Brandy Tillian

**Resigned or removed Governing Body member:** Resigned 5/2/2023---Lorissa Marshall

**New Governing Body member(s) and position(s), please include contact information such as phone number(s) and email(s):** seeking new members to come on the board in July

**Number of personnel changes and governing body changes submitted to PEC in the last 12 months:** GC changes –3 total, 2 resigned and 1 new member

**The School's Governing Body notification is hereby submitted by:**

*Dr. Kim Aite-Pope, EdD*  
Click to enter signature  
Charter School Representative

5/3/2023 to enter a date.  
Date

**School Amendment Approval (electronic signature governing board chair):**

*Kyla Anderson*  
Click to enter signature  
Governing Board Chair/President

5/3/2023 to enter a date.  
Date

**For PEC/CSD use**

only\_\_\_\_\_

**PEC Meeting Date:** Click or tap to enter a date.

**Agenda:**

Regular

Consent

**Notification Number:** Click or tap here to enter text.

**Number of personnel changes in last 12 months:** Click or tap here to enter text.

**The Governing Body Notification was:**

Approved

Denied (see transcript)

**Electronic signature of CSD:**

***CSD***

Click to enter signature

***Date***

Click or tap to enter a date.

## Valenzuela, Lucy, PED

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**From:** Kim Hite-Pope <[khitepop@pecosca.us](mailto:khitepop@pecosca.us)>  
**Sent:** Friday, May 5, 2023 10:17 AM  
**To:** Chavez, Corina, PED; Schools, Charter, PED  
**Cc:** Brown, Melissa, PED  
**Subject:** [EXTERNAL] Fwd: Resigning from Board

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

----- Forwarded message -----

From: **Kyla Anderson** <[wktwanderson@gmail.com](mailto:wktwanderson@gmail.com)>  
Date: Wed, May 3, 2023 at 4:44 PM  
Subject: Fwd: Resigning from Board  
To: Daniel Hill <[dan@dmhlaw.us](mailto:dan@dmhlaw.us)>, Kim Hite-Pope <[khitepop@pecosca.us](mailto:khitepop@pecosca.us)>

----- Forwarded message -----

From: **Lorissa Marshall** <[lorissa.marshall@yahoo.com](mailto:lorissa.marshall@yahoo.com)>  
Date: Tue, May 2, 2023 at 6:16 PM  
Subject: Resigning from Board  
To: Kyla Anderson <[wktwanderson@gmail.com](mailto:wktwanderson@gmail.com)>

I am formally resigning from the board effective immediately.

Sent from my iPhone

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Dr. Kim Hite-Pope, EdD  
Executive Director  
Pecos Cyber Academy  
505-609-8197