

La Tierra Montessori School of the Arts and Sciences Update to PEC
August 23, 2023

- Appeal Status: The La Tierra Governing Council [voted to appeal to district court on August 8th](#). Then [on Tuesday, August 15, 2023](#) the GC of LTMAS held a special meeting. In that meeting they voted to rescind their decision from their 8.8.23 meeting (draft minutes are pending). We are now in the closure process at LTMAS. Official correspondence is being drafted from NMPED to CLA, PSFA, NMPSIA, ERB, NMOSA, POMS, to inform them of school closure.
- Notice to Vacate: On Wednesday, August 9th, CSD staff met with Ron Lovato to discuss the Notice to Vacate that terminates the lease on August 31, 2023. TSAY corp is firm about the lease termination date with La Tierra. However, TSAY Corp is willing to extend a lease with PED for use of the building no later than November.
- Budget Update: LTMAS and CSD are currently working with PED's School Budget Bureau who is acting as the schools board of finance. As of 8.17.23 checks totaling \$24,912.27 for operating expenses were signed. SBB and Office and Business Manager are working on closing out accounts with vendors, awaiting financial reports from Vigil group to see where the school is financially. The Office Manager is working on the PBC (prepared by client) list for the FY23 audit. Q4 reports indicate the school ended with a cash balance of \$33,604.96. As of 8.21.23 SBB has requested that Ortiz and Zamora only work on outstanding litigation of which they have been involved with in SBB's cost savings measure. They are no longer on call to work on items without SBB's prior authorization.
- Staff Update: On Wednesday, August 9th, CSD visited the school and met with the Head Administrator and staff to discuss school closure and plans to contact families. Staff were given termination notice to their contracts that end on 8.16.23 with the exception of the head learner, office manager, custodian and office assistant who were given until August 31, 2023, and possibly as long as September 30, 2023—with the last day of employment subject to review and approval by NMPED.
- Student Update: On 8.17.23 LTMAS held a meeting for parents. Only one family attended the meeting. The family was aware of what was going on and needed the students IEP and student records. This student will be transferred to Pecos Cyber Academy. There has been a slight influx of records transfers however, most enrolled students at other schools. Not sure if there was really ever a true MEM count of 39 as previously reported.
- Digitization of documents: The school has begun listing the inventory assets. On 8.17.23 Matt with (company name) was at the school identifying files for digitization. An expected quote for Monday, 8.21.23. Currently working on a disposal of assets document that will be a working document for schools to sign up for those items that wish to receive in the disposal process, more to come.
- Asset inventory: Tagging and inventory lists need to be created. As soon as the contractor is hired, the work will commence.

- Legal Matters: La Tierra is involved in an employment claim filed against them for an employee discharged in 2022. The Department of Workforce Solutions held a hearing on 8.23.23 about the matter.
- Financial Audit: La Tierra is late in providing information, hasn't had an active audit committee, and has been unable to provide documentation to support the financial audit. CSD is working closely with staff to clarify the need to compile the documentation for the auditors and has facilitated communication between the school staff, the board, the auditors, and the school business manager.