



## **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 or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

**Submission Deadline:** Changes to the Governing Body membership 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.

#### **The school must provide:**

- Fully completed form
- Approved board minutes or certification of the board's vote 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) with questions about completing or submitting documents.

**Governing Body Member Change Notification 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 North Valley Academy, hereafter "the school," effective on 6/7/2021.**

**Current Governing Body Members and Positions:** William Duran-Council Chair, Victor Marthe-Vice Chair, Thomas Walmsley-Member, Ellen Argyres, Member

**Governing Body Member(s) Resigning or Removed:** Claudia Zamora, Monica Chavez

**New Governing Body Member(s) and Position(s):** N/A

**Contact information for New Governing Body Member(s) (phone, email):** N/A

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 3

**Effective Date:** 6/30/2023

**The school's notification is hereby submitted by:** Julie Geldmacher

**Signature of School Representative:** *Julie Geldmacher* Julie Geldmacher (Aug 10, 2023 04:31 MDT) **Date:** Aug 10, 2023

**Signature of Governing Board Chair:** *William J. Duran* William J. Duran (Aug 10, 2023 06:02 MDT) **Date:** Aug 10, 2023

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Consent (typical)       Regular (unusual circumstance)

**The school's notification was:**  Accepted       Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Julie Geldmacher &lt;jgeldmacher@nvanm.org&gt;

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**Re: Governing council**

1 message

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**Will Duran** <wduran@nvanm.org>

Fri, Jun 2, 2023 at 10:33 AM

To: Monica Chavez &lt;mchavez@nvanm.org&gt;

Cc: Julie Geldmacher &lt;jgeldmacher@nvanm.org&gt;

Good morning Monica. Although I am sad to see you go, this email will suffice as your resignation. Thank you for staying on for the June meeting as I was afraid I'm not having a quorum. Congrats on your son getting accepted at Cottonwood and thank you for your service here. I have copied Julie on this email to loop her in.

Sent from my iPhone

> On Jun 1, 2023, at 15:27, Monica Chavez <mchavez@nvanm.org> wrote:

>

> Hi Will,

> I wasn't sure what I needed to do but I will be resigning from the governing council. Jacob is going to be going to cottonwood classical for 6th grade and I'd like to get on their governing council. Let me know if I need to draft a letter or something else. I assume this June meeting will my last?

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> Thanks

> Monica

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**Claudia I. Zamora**

1412 Bridle Wood Rd  
Albuquerque, NM 87113  
505.350.6830  
citzamora@gmail.com

June 28, 2023

**Will Duran**

NVA Governing Board Chair and members

Dear Mr Duran,

It is with great regret that I am writing to inform you of my decision to resign from the NVA Board effective Jun 30, 2023 .

I have proudly served 4 terms on this board and I think it is time for me to give the opportunity to someone else. I am proud of all the accomplishments in the past 8 years. I have no doubt that the board will continue to support the leadership, and make North Valley Academy a top tier school.

I wish only the best to this school and know that you will always have my heart. If there is anything I can do in the future, please do not hesitate to contact me.

Sincerely,

**Claudia I Zamora**

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the **North Valley Academy**, located in Los Ranchos de Albuquerque, 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 **North Valley Academy'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 NORTH VALLEY ACADEMY GIVE THE FOREGOING STATEMENT THIS 9 DAY OF AUGUST, 2023.

1. William J. Duran  
[signature]  
Will Duran  
\_\_\_\_\_  
[print]
2. [Signature]  
[signature]  
Victor Marthe  
\_\_\_\_\_  
[print]
3. [Signature]  
[signature]  
Thomas Walmsley  
\_\_\_\_\_  
[print]
4. [Signature]  
[signature]  
Ellen Argyres  
\_\_\_\_\_  
[print]
5. \_\_\_\_\_  
[signature]  
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[print]

Attach additional pages if membership exceeds five.