



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 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@state.nm.us 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

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and The Montessori Elementary and Middle School, hereafter "the school," effective on 7/1/2023.

Current Governing Body Members and Positions: Alan Li, President and Secretary; Mary Salazar, Vice President and Treasurer

New Governing Body Member(s) and Position(s): Gregory Marez, board member; Charles Kraft, board member; Jeffrey Li, board member

Contact information for New Governing Body Member(s) (phone, email): Gregory Marez (gmarez@tmesnm.com/505-264-2377), Charles Kraft (ckraft@tmesnm.com/505-350-3453), Jeffrey Li (jli@tmesnm.com/505-610-8384)

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 5

Effective Date: 7/1/2023

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 7/25/2023

Signature of Governing Board Chair:  **Date:** 7/25/23

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

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

Electronic signature of CSD Director: _____ **Date:** _____

**MINUTES OF
THE MONTESSORI ELEMENTARY & MIDDLE SCHOOL
REGULAR MEETING OF THE GOVERNING COUNCIL
Tuesday, June 27, 2023
1730 Montano Road, NE
ALBUQUERQUE, NM 87107**

Present: Alan Li (president), Ed Gonzales (vice president), Jordan Reed (secretary), Mary Salazar

Absent: None

Administration: Piper Curry, Alissa Sanchez

Note taker: Jordan Reed

Call to Order

Alan called the Regular Meeting of the Governing Council to order at 4:36 and confirmed a quorum was present with a roll call vote.

Approval of the Agenda

Ed's motion to approve the agenda was seconded by Mary. The motion to approve the agenda passed unanimously.

Public Comment

None.

Review and approve meeting minutes for June 6, 2023 (Special Meeting)

Mary's motion to approve the minutes from the special governing council meeting held on Tuesday, June 6, 2023, was seconded by Ed. The motion to approve passed unanimously.

Discussion/Action – Governance Council Change

Pablo Torres submitted his letter of resignation effective June 16, 2023. Ed Gonzales also submitted his letter of resignation effective June 30, 2023. Jordan Reed will be submitting her letter of resignation effective June 30, 2023, at the adjournment of this meeting.

Discussion/Action – Election of new Governing Council Members

The Nominating Committee (Alan, Mary, & Piper) interviewed Jeffery Li, Charles Kraft, Gregory Marez for the available positions.

Mary's motion to elect Jeffery Li to the Governance Council was seconded by Ed. The motion to elect Jeffery Li to the Governance Council passed 3-0 with a roll call vote, with Alan abstaining.

Alan's motion to elect Charles Kraft to the Governance Council was seconded by Mary. The motion to elect Charles Kraft to the Governance Council passed 4-0.

Mary's motion to elect Gregory Marez to the Governance Council was seconded by Ed. The motion to elect Gregory Marez to the Governance Council passed 4-0 with a roll call vote.

CLOSED SESSION – pursuant to NMSA 1978, § 10-5-1 (H) (2) Limited Personnel matters regarding Executive Director and Acting Executive Director

Jordan's motion to move to a closed session inviting Jeffery Li, Charles Kraft, Gregory Marez, Patty Matthews, Jason Burnette, and Piper Curry to join the closed session was seconded by Mary. The motion to move to a closed session passed 4-0 with a roll call vote. The Governing Council moved to a closed session at 4:45 pm. At 4:51 pm the newly elected members, whose membership becomes effective on July 1, 2023, departed the closed session. Closed session continued with attending board members, Patty Matthews, Jason Burnette, and Piper Curry. At 5:37 pm Patty Matthews and Jason Burnette departed. Closed session ended at 6:08 pm, only limited matters relating to the Executive Director and Acting Executive Director were discussed and no votes were taken. The regular meeting resumed at 6:11 pm.

Discussion/Action – Matters discussed in Closed Session

There are no items that need to be discussed further or voted on that were discussed in Closed Session.

Discussion/Action – Acting Executive Director's Contract

Jordan's motion to approve Piper Curry's contract as the Acting Executive Director for the 2023-2024 school year was seconded by Mary. There was no discussion. The motion to approve passed 4-0 with a roll call vote.

Discussion/Action – Election of Officers

Jordan's motion to nominate and elect Mary for the vacated portion of Treasurer for the remainder of the term, was seconded by Alan. Mary accepted the nomination. The motion to elect Mary as the Treasurer passed unanimously.

Discussion/ Action – Finance Committee

1. BARS

- o There were no bars.

2. Expense Reports

- o Jordan's motion to approve the May 2023 Expenditure Report was seconded by Mary. The motion passed unanimously.

3. Chair – Update

- o No chair update was presented as Pablo Torres resigned between meetings.

Discussion/Action – Dress Code Policy for the Middle School

Mary's motion to approve the Dress Code Policy for the Middle School (grades 6-8) was seconded by Ed. The motion to approve passed 3-1 with the roll call vote:

Alan Li – Aye

Ed Gonzalez – Aye

Jordan Reed – Nay

Mary Salazar – Aye

Discussion/Action – School Handbook Approval

Ed's motion to approve the 2023/2024 School Handbook was seconded by Ed. The motion to approve passed unanimously with Jordan abstaining.

Discussion/Action – Salary Schedules Approval for SY 23-24

1. Mary's motion to approve the counselor and certified staff salary schedule for the 2023-2024 school year was seconded by Ed. The motion to approve passed unanimously.
2. Ed motion to approve the diagnosticians and special education director salary schedule for the 2023/2024 school year was seconded by Ed. The motion to approve passed unanimously.

Discussion/Action – IDEA-B Application Approval for SY 23-24

Jordan's motion to approve the IDEA-B Application Approval for SY 23-24 was seconded by Ed. The motion to approve passed unanimously.

Discussion/Action – Title IV Application Approval for SY 23-24

Jordan's motion to approve the Title IV Application Approval for SY 23-24 was seconded by Ed. The motion to approve passed unanimously.

Discussion/Action – Approval for donation of Technology

Ed's motion to approve the technology donation was seconded by Mary. The motion to approve passed unanimously.

Discussion/Action -- Director's Report

Piper presented the Director's Report the Governing Council. Please see attached report for additional details.

Discussion – Board Training

All board members for the 2022/2023 year have completed board training.

New Business – Next Meeting

Next regular meeting is scheduled for Tuesday, July 25, 2023, at 4:30 pm.

Adjournment

Jordan's motion to adjourn the meeting was seconded by Mary. The motion to adjourn passed unanimously. Meeting adjourned at 7:06 pm.

Signed:

Governing Council of The Montessori Elementary & Middle School

By:



Alan Li, President

Board resignation

Pablo Torres <ptorres@tmesnm.com>

Thu 6/8/2023 10:36 AM

To: Alan Li <ali@tmesnm.com>

Dear Alan,

The recent months have been incredibly trying for me on a personal level and I can no longer contribute my time or votes in the upcoming hearings-- so I think that it is best for me to depart from this work.

I am writing to let you know that I am resigning my position on the TMMES Governing Council effective next week: June 16, 2023.

In joining the council, I hoped to contribute to positive activities to help grow the school. I am thankful to have been part of efforts that benefitted the school like the real estate purchase. I hoped to do more with student enrollment & fundraising and I am saddened to write this. Perhaps in the future I may be able to volunteer in another capacity with the school.

I will be available to discuss any questions with you, other council members, and the school's legal counsel as the situation with the school leadership proceeds. I just cannot be involved in voting anymore in the upcoming hearings.

Pablo Torres

505-946-8107

torresapablo@gmail.com

From the Desk of Edward D. Gonzales

To: Alan Li, Board President

TMES Governance Council

My fellow Board Members, in the light of my current job situation, I have decided to resign from The Montessori Elementary and Middle School Governance Council Effective now in June 30, 2023.

I would like to thank you for the opportunity to get to work with each of you.

Respectfully,

A handwritten signature in cursive script that reads "Edward D. Gonzales".

Edward D. Gonzales, Vice President

CC: Piper Curry, Interm Director

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of The Montessori Elementary and Middle School, located in 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 The Montessori Elementary and Middle 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 MONTESSORI ELEMENTARY AND MIDDLE SCHOOL GIVE THE

FOREGOING STATEMENT THIS 25 DAY OF July, 2023.

1. 

[signature]

Charles Kraft

[print]

2. 

[signature]

JEFFREY A. LI

[print]

3. 

[signature]

Alan LI

[print]

4. 

[signature]

MARY E. SALAZAR

[print]

5. Gregory L. Marez

[signature]



[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

)

COUNTY OF)

I, Gregory L. Marez, after being duly sworn, state:

1. My name is Gregory L. Marez and I reside in Moriarty, New Mexico.
2. I am a member of the governing body of The Montessori Elementary and Middle School in Albuquerque, 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 Montessori Elementary and Middle 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.

Gregory L. Marez
[Signature]

7/19/23
Date

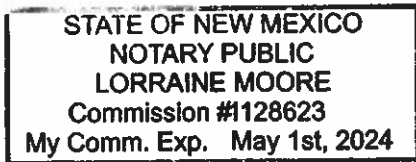
Gregory L. Marez
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 19th day of July, 2023.

[Notary Seal:]

Lorraine Moore
NOTARY PUBLIC



My commission expires: May 1st, 2024.

ASSURANCES

My name is Gregory L. Marez and I reside in Moriarty, New Mexico. I am a member of the governing body for The Montessori Elementary and Middle School, a charter school which is located at 1730 Montano Road, Albuquerque, NM 87107. 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.

Gregory L. Marez
Printed Name

Gregory L. Marez
Signature

7/19/23
Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

)

COUNTY OF)

I, Charles Kraft, after being duly sworn, state:

1. My name is Charles Kraft and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of The Montessori Elementary and Middle School in Albuquerque, 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 Montessori Elementary and Middle 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.

Charles Kraft
[Signature]

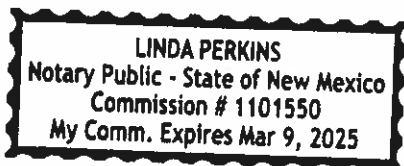
July 25, 2023
Date

Charles Kraft
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 25th day of July, 2023.

[Notary Seal:]



Linda Perkins
NOTARY PUBLIC

My commission expires: March 9, 2025.

ASSURANCES

My name is Charles Kraft and I reside in Albuquerque, NM. I am a member of the governing body for The Montessori Elementary and Middle School, a charter school which is located at 1730 Montano Road, Albuquerque, NM 87107. 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.
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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.

Charles Kraft
Printed Name

[Signature]
Signature

July 25, 2023
Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, JEFFREY A. LI, after being duly sworn, state:

1. My name is JEFFREY A. LI and I reside in ALBUQUERQUE, New Mexico.
2. I am a member of the governing body of The Montessori Elementary and Middle School in Albuquerque, 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 Montessori Elementary and Middle 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.

Jeffrey A. Li
[Signature]

7/20/23
Date

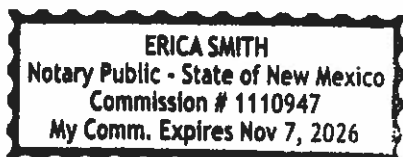
JEFFREY A. LI
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 20 day of July, 2023.

[Notary Seal:]

[Signature]
NOTARY PUBLIC



My commission expires: November 7, 2026.

ASSURANCES

My name is JEFFREY A LI and I reside in Albuquerque, NM. I am a member of the governing body for The Montessori Elementary and Middle School, a charter school which is located at 1730 Montano Road, Albuquerque, NM 87107. 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:

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Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

JEFFREY A LI

Printed Name

J. A. Li

Signature

7/20/23

Date