



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 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

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Middle College High School, hereafter "the School," effective on 7/1/2019

Current Governing Body Officers:

Chair/President: Dr. Matthew Mingus

Vice Chair/Vice President: Dr. Betty Sutliff

Secretary: Ms. Lisa Bracken

Current Governing Body members (non-officers): Ms. Monica Yazzie, Mr. Olin Kieyoomia, Ms. Janene Yazzie

Resigned or removed Governing Body member: Dr. Matthew Mingus

New Governing Body member(s) and position(s), please include contact information such as phone number(s) and email(s): Dr. Carolyn Kuchera, 505-239-1018, ckuchera@unm.edu

Number of personnel changes and governing body changes submitted to PEC in the last 12 months: One addition to GC of Janene Yazzie on October 26, 2022

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

Dr. Robert Hunter 6/30/2023
Charter School Representative Date

School Amendment Approval (electronic signature governing board chair):

Dr. Matthew Mingus 6/30/2023
Governing Board Chair/President 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.



MIDDLE COLLEGE HIGH SCHOOL

Certification of Board Vote

Certificate of Governing Body Vote

This document certifies that on June 21, 2023, at 5:00 PM, a meeting of the Governing Body of Middle College High School, a New Mexico public charter school, was held at 939 Gurley Avenue in Gallup, New Mexico. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body’s members being present and voting, it was voted four (4) in favor and none (0) opposed to approve the nomination and acceptance of Dr. Carolyn Kuchera to the Middle College High School Governing Board.

The members voting in favor were:

- Dr. Matthew Mingus: Yes
- Dr. Betty Sutliff: Yes
- Ms. Lisa Bracken: Yes
- Ms. Monica Yazzie: Yes

The members voting in opposition were:

NONE

I, the undersigned, certify that this is a true copy.

Signature of Individual Authorized to Certify the Vote (Secretary or Other Officer)

Dr. Matthew Mingus
Governing Board President
June 21, 2023



2 June 2023

Rob Hunter
Middle College High School
Gallup, NM

Dr. Hunter,

It was recently announced that on July 1st I will begin a four-year term as Chair of the Fine Arts, Humanities, and Social Sciences Division at UNM-Gallup. In this capacity, I do not believe it would be appropriate for me to continue to serve on the Governing Council of Middle College High School. I have decided, then, to step down from the Council at the end of this fiscal year.

If you have any questions or concerns, don't hesitate to contact me. I appreciate your understanding, and I hope you know that I really appreciated my time serving on the MCHS Governing Council.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matthew D. Mingus', followed by three dots.

Matthew D. Mingus
Associate Professor of History
University of New Mexico-Gallup

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Middle College High School, located in Gallup, 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 Middle College High 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 MIDDLE COLLEGE HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 22 DAY OF JUNE, 2023.

1.  [signature]

Matthew D. Mingus [print]

2.  [signature]

Lisa Bracken [print]

3.  [signature]

Betty Sutliff [print]

4.  [signature]


Monica L. Yazzie [print]

5.  [signature]

Carolyn Kuchera [print]

6.  [signature]

JANENE YAZZIE [print]

7.  [signature]

Olin Kieyoomia [print]

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

)

COUNTY OF McKINLEY)

I, Dr. Carolyn Kuchera, after being duly sworn, state:

- 1. My name is Dr. Carolyn Kuchera and I reside in Gallup, New Mexico.
- 2. I am a member of the governing body of the Middle College High School in Gallup, 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.

Carolyn Kuchera 6/21/23
 [Signature] Date

Dr. Carolyn Kuchera

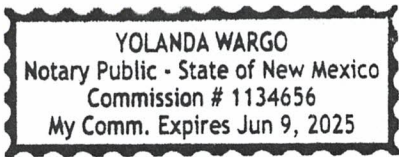
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 22nd day of June, 2023.

[Notary Seal:] Yolanda Wargo NOTARY PUBLIC

My commission expires: June 9, 2025.



ASSURANCES

My name is Dr. Carolyn Kuchera and I reside in Gallup, New Mexico. I am a member of the governing body for Middle College High School a charter school which is located at 939 Gurley Avenue, 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.

Dr. Carolyn Kuchera
Printed Name


Signature

6/22/2023
Date