



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 Tierra Adentro of New Mexico, hereafter "the School," effective on 7/1/2010

Current Governing Body Officers:

Chair/President: Ted Baca

Vice Chair/Vice President: Carol Crawford

Secretary: Liz Marshall

Current Governing Body members (non-officers): Sandy Martinez

Resigned or removed Governing Body member: Rosalia Pacheco

New Governing Body member(s) and position(s), please include contact information such as phone number(s) and email(s): Click or tap here to enter text.

Number of personnel changes and governing body changes submitted to PEC in the last 12 months: NA

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

Click to enter signature 
Charter School Representative

Click or tap to enter a date.
Date **7/13/23**

School Amendment Approval (electronic signature governing board chair):

Click to enter signature
Governing Board Chair/President

Click or tap to enter a date.
Date **7/13/23**



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

From: Veronica Torres <veronicalyntorres@gmail.com>
Sent: Friday, July 14, 2023 11:13 AM
To: Schools, Charter, PED
Subject: [EXTERNAL] GC Resignation
Attachments: RP_GCResignation.pdf

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

Good morning,

Attached is the PED form and letter of resignation from Rosalia Pacheco.

Thank you,

Veronica Torres
Executive Director
Tierra Adentro of New Mexico
1781 Bellamah Ave NW
Albuquerque, NM 87104
w. 505-967-4720 ext. 1003 c. 505-489-1900



Rosalia Pacheco <rpacheco@tierraadentronm.org>
to Elizabeth, me ▾

Apr 14, 2023, 1:33 PM ☆ ↶ ⋮

Hi Veronica,

I have not had any success finding people to donate. Carlos and I can donate \$100. Should we write out a check and mail it? I also reached out to Khia Griffith with the Albuquerque Community Foundation because they have a Community Impact Program. They should get back to me next week. I am hopeful they may be able to help or offer suggestions. I will let you know as soon as I hear back.

I also am preparing for my course load at UNM this summer and in the fall. Sadly, the courses I will be teaching will likely conflict with TANM board meeting times and school events. After thinking this through, I apologize that I will only be able to remain on the board until the end of June. This was a very difficult and sad decision to make. I hope within that time you can find someone else to replace me. I sincerely apologize. I know this is difficult because I just completed most of my training. I think this decision will be best because I will not be able to fully participate and that is also not fair to the other members of the board and to the commitment of being on the board. Thank you so much for inviting me to be a part of this important work. I will remain an advocate and supporter of TANM and hope to continue helping in any way I can.

Thank you,
Rosalia



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 with questions about completing or submitting documents.

Governing Body Member Change Notification Form

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The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Tierra Adentro Charter School, hereafter "the school," effective on 7/1/2020.

Current Governing Body Members and Positions: 4

Governing Body Member(s) Resigning or Removed: Click or tap here to enter text.

New Governing Body Member(s) and Position(s): 1

Contact information for New Governing Body Member(s) (phone, email): Carrie Freeman, 505-301-4574, carrie.t.freeman@gmail.com

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: Click or tap here to enter text.

Effective Date: 8/10/2023

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 8/9/23

Signature of Governing Board Chair:  **Date:** 8/9/23

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:** _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Carrie Freeman, after being duly sworn, state:

1. My name is Carrie T Freeman and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Tierra Adelante, 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.

Carrie Freeman
[Signature]

8/15/2023
Date

Carrie T Freeman
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 15 day of August, 2023.

[Notary Seal:]

STATE OF NEW MEXICO
NOTARY PUBLIC
Edward Alexander Hanrahan
Commission Number 1139637
My Commission Expires February 3, 2027

[Signature]
NOTARY PUBLIC

My commission expires: February 3, 2027.

ASSURANCES

My name is Carrie T Freeman and I reside in Albuquerque, NM. I am a member of the governing body for _____ a charter school which is located at _____, 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.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

Tierra Adentro of New Mexico Charter School

We, the undersigned, make up the governing body of the [insert name of 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.

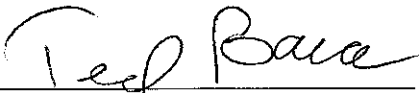


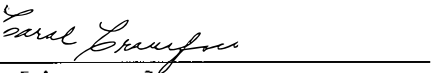
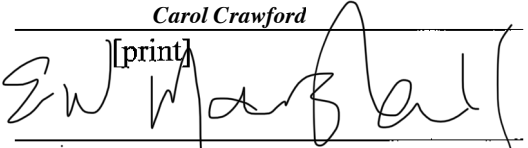
We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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.

Tierra Adentro of New Mexico Charter School

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS ___ DAY OF _____, 2011. 2023

1. 
[signature]
TEED BACA
[print]
2. 
[signature]
Carrie Freeman
[print]
3. 
[signature]
Sandy Martinez
[print]
4. 
[signature]
Carol Crawford
[print]
5. 
[signature]
Elizabeth Marshall
[print]

Attach additional pages if membership exceeds five.