

Personnel 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 Eastancia Valley Classical Academy, hereafter "the school," effective on 7/1/2022.

The school is notifying the PEC of a change in personnel (check one):

- Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

- Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Jennifer Rivera

New Head Administrator/Business Manager/Procurement Officer: Jennifer Dukes

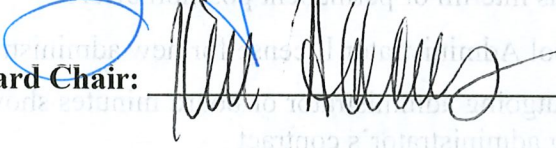
Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): jdukes@theevca.com / 505-413-3822

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2

Effective Date: 6/20/2023

The school's notification is hereby submitted by: Kim Adams, GC President

Signature of School Representative:  _____ **Date:** 08/23/2023

Signature of Governing Board Chair:  _____ **Date:** 8/23/22

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:** _____



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

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 personnel change. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form

For Head Administrator:

- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For Business Manager:

- Board minutes approving the business manager change
- Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Officer:

- Board minutes approving the procurement officer change
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Jennifer Dukes

*Who has satisfactorily pursued the certification training program and
passed the required examination*

in accordance with the requirements established pursuant to

NMSA 13-1-95.2

is hereby awarded on this 27th day of April 2023

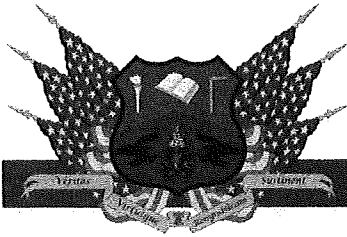
Chief Procurement Officer Certification

Certificate No. **CPO-2023-00000-04377**



Sharon

State Purchasing Agent



REGULAR MEETING MINUTES

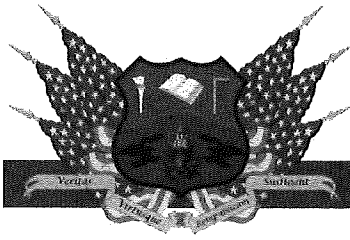
19 June 2023 at 6:30 PM

110 State Hwy 344, Edgewood, NM 87015

- I. Call to order - Gov. Knoner called the meeting to order at 6:31 PM.
- II. Pledge of Allegiance & Invocation – After a call for volunteers, Gov. Richard offered an invocation.
- III. EVCA Mission Statement – Ms. Dukes recited the EVCA mission statement.
- IV. Ascertain quorum – A quorum was present and consisted of the following:

Member	Initially Present		Note
	Present	Later	
Deron Knoner, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kim Adams, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tera Dick, Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Joined virtually at 9:19 PM
Stephen Dauphin, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Roger Lenard, Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Joined at 7:00 PM; left at 7:45 PM
Theresa Nunneley, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill Richard, Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- V. * Review and Approval of Agenda – Gov Adams moved to modify the agenda to have the Facilities committee update immediately follow the Finance committee update. Gov Nunneley seconded it. The motion was approved by unanimous consent.
- VI. Public Comment (time limitations may apply) - None
- VII. * Consent Agenda Items



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- A. Approve 18 May 2023 Regular GC Meeting Minutes – approved by unanimous consent
- B. Approve 22 May 2023 Special GC Budget Input Meeting Minutes - approved by unanimous consent.

VIII. External reports

- A. Correspondence and Announcements – Gov Knoner noted that correspondence with Hillsdale regarding a curriculum school agreement would be discussed later in the evening.
- B. * EVCA Foundation Report – No report

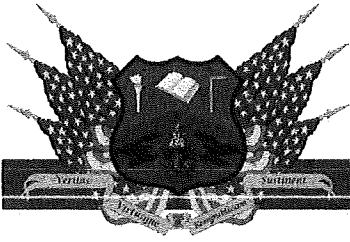
IX. Executive Director's Report (portions may be closed to the public pursuant to 10-15-1 NMSA, Open Meetings Act, paragraphs H(2), H(4), and H(7)) – Exec. Dir. Rivera presented her report which included: 1) the final SY22-23 enrollment of 609 students; 2) Special mention: EVCA placed in the top 25% of NM schools, which grants the EVCA a "SPOTLIGHT" school of merit title, as recorded in the recently updated *NM Vistas* website for SY21-22. The EVCA earned an overall school rating of 79. In comparison, the average NM school rating is 48 for elementary schools, and 49 for high schools. For grades 3-11, EVCA students achieved an 88% overall in Reading, and a 68% in Mathematics; and 3) an Organizational Chart draft for consideration. Gov Adams inquired about the ED's intent to hire two Deans. Gov Adams suggested that it be a priority to hire an assistant executive director with a level 3-B license.

- A. * Equity Council report – Equity Council Lead Seagers reported there has been no EC meeting since the last GC meeting. EC members Casey and Mikayle Peterson attended the June 7-9 Summer Specific Training: Black Education Act-Building an Equity Bridge.
- B. * Student academic performance – No further questions
- C. Student Government – No report
- D. Non-discretionary Waiver form for NMPED Elevate NM teacher evaluation system – Mrs. Rivera withdrew this request for the time being.

X. * Committee Updates

- A. Finance – (portions may be closed to the public pursuant to 10-15-1 NMSA, Open Meetings act, paragraphs H(2), H(4), and H(7))
 - 1. Financial reports – Finance Committee Chair Richard reported that the Finance Committee met on June 9, 2023, and reviewed the school's bank statements, the check vouchers and cash transactions for the period ending May 31, 2023. No anomalies were found.

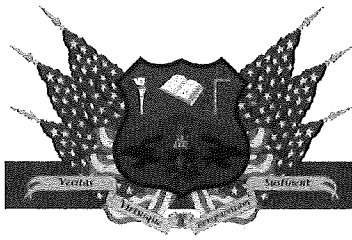
* Indicates possible action on this item or sub-items.



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2. BARs, if any – Gov Nunneley moved to approve BAR 35-I as presented. Gov Richard seconded the motion. It passed unanimously.
3. Out-of-state travel, if any – None.
4. New staff positions and service contracts, if any – None
5. Application Approvals – None.
6. Ad valorem Approvals – None.
7. Furniture/equipment disposal – None
8. BAR approval process and resolution – Gov Adams moved to approve GC Resolution No. 2022-002 as presented by Gov Knoner. The motion was seconded by Gov Richard, and it passed unanimously.
9. Check Signers – Presently, Exec. Dir. Rivera and two GC members-- Gov Knoner (who is resigning from the GC effective June 30, 2023) and Gov Adams-- are authorized to sign checks. Gov Adams suggested that placing three GC members on the check signing list would help ensure that check signers are available when needed. Gov Adams moved to remove Gov Knoner as check signer, and to add Gov Dick and Gov Richard as check signers. The motion was seconded by Gov Dauphin. It passed unanimously.
10. CPO approval – Gov Richard reported the Finance Committee's recommendation to allow Ms. Dukes to serve as CPO until further notice. Business Manager Lovato reminded the GC that a CPO ensures that all purchasing rules are upheld. Gov Richard moved that, notwithstanding any prior directive of the GC, Ms. Dukes will serve as the CPO. Gov Adams seconded that. The motion passed without opposition. Gov Lenard then moved to amend the previous motion to state that the CPO must be credentialed. Gov Richard seconded that. The motion passed unanimously.



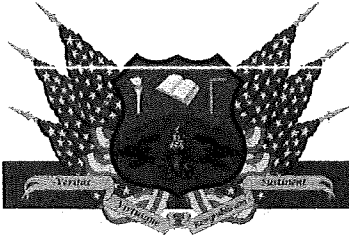
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TRUTH AND VIRTUE UPHOLD THE REPUBLIC

- B. Student Services (portions may be closed to the public pursuant to 10-15-1 NMSA, Open Meetings Act, paragraphs H(2), H(4), and H(7)) – Gov Nunneley inquired whether a Manifestation Determination Review (MDR) must be held within 10 days, to which Miss Carlisle replied yes. Gov Adams asked what is to be done about the remaining physical therapy hours reflected in the Student Services report. Miss Carlisle responded that the 90 plus hours need to be made up next SY. Exec. Dir. Rivera stated that a staff member is looking into whether she can secure re-certification as a physical therapist in order to fill the PT vacancy.
- C. Audit – 1. Brief of 2021-2022 State Audit – Audit Committee Chair Lenard reported that the committee planned to schedule soon for the upcoming state audit. Gov Knoner received an email from parent Glenn Hassler expressing his interest in serving on the Audit Committee; this information was well-received.
- D. Curriculum – Gov Knoner reported that recent correspondence with Hillsdale included an agreement granting the EVCA license to use the Hillsdale logo and to be recognized as a Hillsdale curriculum-affiliated school. Gov Lenard made a motion to authorize President Knoner to sign the agreement with Hillsdale. This was seconded by Gov Nunneley, and the motion passed unanimously. Gov Lenard invited everyone to attend his Climate Change presentation during a regular meeting of the Civil Air Patrol on Monday, June 26, at 7:00 PM.
 - 1. Moral Philosophy Thesis - Exec. Dir. Rivera reported that all of the Juniors have picked up their notebooks and have chosen their advisors.
- E. Enrollment & Outreach – E & O Chair Nunneley reported that 92 students have been seated, and 139 were added to the waitlist. Since June 16, an additional seven students have applied for enrollment. The waitlists are long for most grades—Kindergarten is the highest at 30, and seven other grades have double digit waitlists. Only 7th, 11th, and 12th grade have no waitlist. Calculations project an enrollment of 665 for SY23-24.
- F. Charter Renewal — Exec. Dir. Rivera is updating data for the charter-specific goals for History and the Visual Arts.
- G. Facilities – Facilities Chair Adams asked when the school's extensive weed problem would be addressed. Both ED Rivera and Ms. Dukes cited a lack of response to their continual attempts to secure bids (quotes) from numerous groundskeepers. Gov Adams encouraged them to continue to seek bids.
- H. Special Events – nothing to report

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I. Nominating & Governance (portions may be closed to the public pursuant to 10-15-1 NMSA, Open Meetings Act, paragraphs H(2), H(4), and H(7)). Gov Adams moved to enter Executive Session to discuss Personnel and Legal matters. Gov Richard seconded the motion. Roll Call: Gov Adams – aye, Gov Nunneley – aye, Gov Richard – aye, Gov Dauphin – aye, Gov Knoner – aye. The motion passed. Executive Session was entered at 8:05 PM. A motion to exit Executive Session was made by Gov Adams, and seconded by Gov Dauphin. It passed unanimously. Executive Session was exited at 9:56 PM.

1. Parental Notification Policy – deferred and dropped from the Agenda
2. ED Evaluation – Gov Knoner facilitated the discussion during the GC’s SY22-23 ED evaluation with Exec. Dir. Rivera. Gov Knoner will produce a formal copy of the evaluation for signatures and presentation to Exec. Dir. Rivera.
3. Policy regarding knives – no action taken
4. 2023-24 Officer and Committee Election – Gov Adams moved to approve GC Officers as follows for SY23-24: President- Gov Adams, Vice President- Gov Dauphin, and Secretary– Gov Dick. The motion was seconded by Gov Nunneley. Motion carried unanimously.

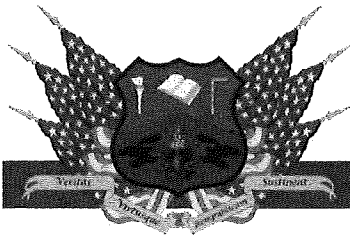
A motion was made by Gov Nunneley and seconded by Gov Adams to elect the following Committee Chairs and members:

- Audit - Lenard (Chair) and Dauphin
- Charter Renewal - Dauphin (Chair)
- Curriculum - Dauphin (Chair) and Lenard
- Enrollment and Outreach – Nunneley (Chair) and Richard
- Facilities- Adams (Chair) and Nunneley
- Finance - Richard (Chair) and Dick
- Nominating and Governance - Richard (Chair) and Lenard
- Special Events - Dick (Chair)

The motion carried unanimously.

Additionally, Gov Adams will attend the monthly Foundation meetings, and Gov Dick will attend Advisory School Council (ASC) meetings, during SY23-24.

- XI. *Next meeting - The Regular GC Meeting will be Thursday, July 20, 2023, at **6:00 PM**
XII. Adjourned at 10:15 PM



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Draft sent to Governing Council on 20 June 2023

Approved by Governing Council on 20 July 2023

Signed by: _____ Date signed: 20 July 2023

Tera Dick
EVCA GC Secretary