



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

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 MONTE DEL SOL CHARTER hereafter "the school," effective on 6/11/2020.

Current Governing Body Members and Positions: ANNE SALZMANN – VICE PRESIDENT, YALITZA SALCIDO – TREASURER, ANTHONY BOWLES – GOVERNING MEMBER, PETER MITCHELL – GOVERNING MEMBER, SEAN PILGRAM – GOVERNING MEMBER

Governing Body Member(s) Resigning or Removed: DR ROBERT JENKINS – PRESIDENT, LISA BYE – SECRETARY

New Governing Body Member(s) and Position(s): PETER MITCHELL - GOVERNING MEMBER, SEAN PILGRAM – GOVERNING MEMBER,

Contact information for New Governing Body Member(s) (phone, email): PETER MITCHELL – PETER.MITCHELL@MONTEDELSOL.ORG (505) 920 – 8869 AND SEAN PILGRAM – SEAN.PILGRAM@MONTEDELSOL.ORG (505) 690-2680

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 6

Effective Date: 7/25/2023

The school's notification is hereby submitted by: ELIZABETH FRANCO, BUSINESS MANAGER

Signature of School Representative: [Signature] **Date:** 8/24/23

Signature of Governing Board Chair: [Signature] **Date:** 8/24/23
Vice President

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:** _____

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on JULY 25, 2023 at 5:30

P.m., a meeting of the Governing Body of

Monte del Sol Charter, a New Mexico public charter school,
was held at 4157 WALKING RAIN RD SANTA FE, NM 87507

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 5 in favor and 0 opposed to

making Peter Mitchell and Sean Pilgrim a member of the governing board

The members voting in favor were:

Robert Jenkins, Anne Salzman, Lisa Bye, Yalitza Salcido, Anthony Bowles

The members voting in opposition were:

N/A

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

Elizabeth Franco, Business Manager

Secretary (we don't have an official secretary)

ASSURANCES

My name is SEAN PILGRIM and I reside in SANTA FE. I am a member of the governing body for MONTE DEL SOL CHARTER a charter school which is located at MONTE DEL SOL CHARTER. I assure that 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 Disability 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.

SEAN PILGRIM

Printed Name



Signature

8/21/23

Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF SANTA FE)

I, Sean Pilgrim, after being duly sworn, state:

1. My name is Sean Pilgrim and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of the Monte Del Sol Charter School in Santa Fe, 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 Monte Del Sol Charter 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.

[Signature]
[Signature]

8/16/23
Date

Sean Pilgrim
[Print]

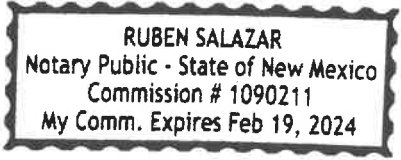
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16 day of August, 2023.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 02/19, 2024.



ASSURANCES

My name is PETER MITCHELL and I reside in SANTA FE. I am a member of the governing body for MONTE DEL SOL CHARTER a charter school which is located at MONTE DEL SOL CHARTER. I assure that 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.
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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.

PETER MITCHELL

Printed Name


Signature

8/16/23
Date



8. Head Learner's Report – Dr. Zoe Nelson - See Attachment

9. Board President Report – Dr. Robert Jenkins -

- Board members discussed and confirmed Sean Pilgrim's interest in joining the Board. Dr. Jenkins outlined suggestions for after he leaves the Board:
- Maintaining the Open Meetings Act
- Maintaining financial practices
- Possibly change monthly meeting dates
- Continuing Head learner evaluation process

Items for Discussion/Vote –

1. Previous Month/Finance Month End Report - Yalithza Salcido/Elizabeth Franco-

Financial Considerations to be voted upon – Yalithza Salcido/Elizabeth Franco

a. Consideration of bank reconciliations and checks

b. Consideration of BARs –564-000-2324-0001-I Private Direct Grant - \$40,700

Motion to approve the BARs 564-000-2324-0001-I:

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa Bye	Yes

2. Contract Review-

- Facility Lease Agreement FY24 – Signatures needed as contract has not changed

3. Board Resolution – None Currently

4. Election of Governing Board Members

Motion to have Peter Mitchell voted onto the Board:

Monte del Sol Charter School educates and inspires Santa Fe's diverse population in grades 7 through 12



Monte del Sol Charter School • Santa Fe

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa Bye	Yes

Motion to have Sean Pilgrim voted onto the Board:

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa bye	Yes

Motion to accept with regret Lisa Bye's Resignation:

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Peter Mitchell	Yes
	Sean Pilgrim	Yes
	Lisa Bye	Yes

Motion to table Dr. Robert Jenkin's resignation

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Peter Mitchell	Yes
	Sean Pilgrim	Yes
	Lisa Bye	Yes



Monte del Sol Charter School • Santa Fe


6. Items for next regular Board Meeting-

- CBA review
- Election of officers

5. Motion for Adjournment at: 7:36 pm –

Motion by Peter Mitchell, 2nd Sean Pilgrim

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Peter Mitchell	Yes
	Sean Pilgrim	Yes
	Lisa Bye	Yes

 8/15/23
Approved by President Date

***Next regular meeting is Tuesday, August 15 , 2023, at 5:30 P.M.**

*Agenda is available at montedelsol.org, emailed to parents and faculty, and a paper copy is posted on the front door of the school.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact Monte del Sol Charter School at 505-982-5225, at least one week prior to the meeting if possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office of the Head Learner at 505-982-5225 if a summary or other format is needed.



Monte del Sol Charter School • Santa Fe

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Monte del Sol Charter School is inviting you to a scheduled Zoom meeting.

Topic: Monthly Governing Board Meeting

Time: This is a recurring meeting, 3rd Tuesday of the Month unless otherwise stated

Join Zoom Meeting

<https://us02web.zoom.us/j/84240236424>

HYPERLINK "<https://us02web.zoom.us/j/84240236424>" Meeting ID: 842 4023 6424

One tap mobile

+12532158782,,84240236424# US (Tacoma)

+13462487799,,84240236424# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 842 4023 6424

Find your local number: <https://us02web.zoom.us/u/kcR4tMzMcr>



Monte del Sol Charter School • Santa Fe

Board Minutes - Regular Board Meeting
Governing Board Monte del Sol Charter School
4157 Walking Rain Road
Santa Fe, NM 87507
Tuesday July 25, 2023
5:30 PM Gathering Space on campus

Call to Order/General Welcome – 5:42 PM:

Roll Call of Governing Body Attendance –

**Dr. Robert Jenkins (President), Anne Salzmann (Vice President), Lisa Bye (Secretary)
Yalithza Salcido (Treasurer), Anthony Bowles (Member), Peter Mitchell (Member), Sean
Pilgrim (Member)**

**Dr. Zoe Nelsen (Head Learner), Elizabeth Franco (Business Manager), Tiffany Alonzo
(Scribe), Manuel Estrada (Guest)**

**Review and Approval Agenda for July 25, 2023, Motion to approve Agenda as
presented: Yalithza Salcido, 2nd Anthony Bowles**

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa Bye	Yes

**Review and Approval of Minutes for June 20, 2023: - Motion to approve Minutes as
presented/corrected: Yalithza Salcido, 2nd Anthony Bowles**

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa Bye	Yes



Public Comment: None currently

Board Appreciation: The Governing Council (GC) and administration members appreciate Lisa Bye and Dr. Robert Jenkins. Lisa Bye's service as the board secretary played a crucial role in professionalizing the board's operations. Her steadfast presence and thoughtful questions propelled the school forward. Dr. Robert Jenkins' long tenure on the GC, including his time as President, has been characterized by exceptional leadership and dedication. He has exemplified what it means to be a board president, with other board members acknowledging him as outstanding. By actively representing the GC at school events and networking, he has been a strong advocate for the school, promoting its mission and values within the community. The contributions of Lisa Bye and Dr. Robert Jenkins have undoubtedly made Monte del Sol Charter School sounder and more successful, and their exemplary service serves as an inspiration to others involved in the school's governance and administration.

Board Business:

Standing Reports

1. **Faculty Report** – TY McCormick/Amy Schroth- Absent
2. **NEA Report** – Wendy Leighton – Absent see attachment
3. **MDS Foundation Report:** Dr. Robert Jessen – Absent
4. **Questions from potential Board Member(s) -**
 - The Board had a question/answer session with Sean Pilgrim outlining time commitments and his professional experience
5. **Standing Board Committees Reports** - None currently
6. **Building Project Update:** Dr. Zoe Nelsen
 - Dr. Nelsen mentioned that she has an upcoming meeting with the CSDC.
 - There have been no discussions since the last regular Board meeting
7. **Standing MDS Committees:**
 - Equity Council – Erika Penczer – Absent



8. Head Learner's Report – Dr. Zoe Nelson - See Attachment

9. Board President Report – Dr. Robert Jenkins -

- Board members discussed and confirmed Sean Pilgrim's interest in joining the Board. Dr. Jenkins outlined suggestions for after he leaves the Board:
- Maintaining the Open Meetings Act
- Maintaining financial practices
- Possibly change monthly meeting dates
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Items for Discussion/Vote –

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a. Consideration of bank reconciliations and checks

b. Consideration of BARs –564-000-2324-0001-I Private Direct Grant - \$40,700

Motion to approve the BARs 564-000-2324-0001-I:

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa Bye	Yes

2. Contract Review-

- Facility Lease Agreement FY24 – Signatures needed as contract has not changed

3. Board Resolution – None Currently

4. Election of Governing Board Members

Motion to have Peter Mitchell voted onto the Board:

Monte del Sol Charter School educates and inspires Santa Fe's diverse population in grades 7 through 12



Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa Bye	Yes

Motion to have Sean Pilgrim voted onto the Board:

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Lisa bye	Yes

Motion to accept with regret Lisa Bye's Resignation:

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Peter Mitchell	Yes
	Sean Pilgrim	Yes
	Lisa Bye	Yes

Motion to table Dr. Robert Jenkin's resignation

Moved by Anne Salzman, 2nd by Yalithza Salcido

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Peter Mitchell	Yes
	Sean Pilgrim	Yes
	Lisa Bye	Yes



6. Items for next regular Board Meeting-

- CBA review
- Election of officers

5. Motion for Adjournment at: 7:36 pm –

Motion by Peter Mitchell, 2nd Sean Pilgrim

Roll call vote:	Dr. Robert Jenkins	Yes
	Anne Salzman	Yes
	Anthony Bowles	Yes
	Yalithza Salcido	Yes
	Peter Mitchell	Yes
	Sean Pilgrim	Yes
	Lisa Bye	Yes

Approved by President Date

***Next regular meeting is Tuesday, August 15, 2023, at 5:30 P.M.**

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One tap mobile

+12532158782,,84240236424# US (Tacoma)

+13462487799,,84240236424# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 842 4023 6424

Find your local number: <https://us02web.zoom.us/j/84240236424>

Dear Monte del Sol Governing Board:

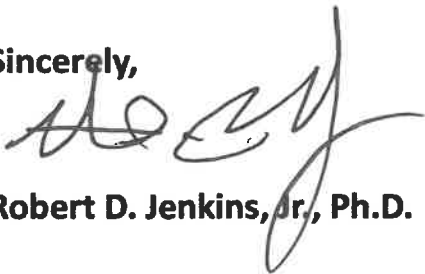
These past six years as a member of the MDS Governing Board and three as President have been quite fulfilling for me professionally and personally. What an honor and privilege it has been to work with a Board and staff that is leading MDS towards being the *standard* of how to meet its students' needs and dreams while providing a world class education.

However, it's time to for me to move on and observe the school's ongoing trajectory towards excellence while no longer on the Board. I have thoroughly enjoyed every minute of my work with the Board. Thank you for all your support and ideas.

Therefore, I am resigning my position as President and a member of the Monte del Sol Governing Board as soon as the Board has named a replacement.

Go Dragons!

Sincerely,



8/18/23

Robert D. Jenkins, Jr., Ph.D.

Dear Monte Del Sol Board President and Members,

This letter is to formally notify you that I am resigning as a board member and as board secretary effective July 31, 2023.

Thank you so much for the opportunity to work with all of you for the past 2 years. It has been an eye opening experience to learn about what happens behind the scenes to run a school. I really appreciate and admire your dedication to the school, staff and students.

If there is something I can do before the end of July, please let me know.

I have only the best wishes for Monte del Sol's future.

Go Dragons!

Lisa Bye

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Monte del Sol Charter [insert name of school], located in Santa Fe, NM, New Mexico.

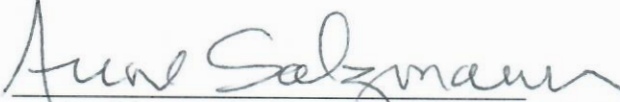
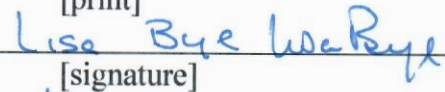
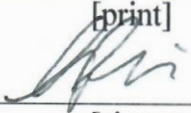
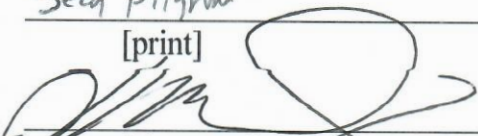
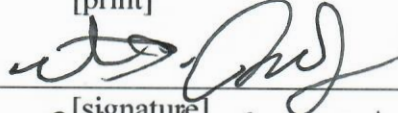
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Monte del Sol Charter [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 30 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 25 DAY OF August, 2023.

1. 
[signature]
Anne Salzman
[print]
2. 
[signature]
Lisa Bye
[print]
3. 
[signature]
Sean Pilgram
[print]
4. 
[signature]
Valhiza Salcido
[print]
5. 
[signature]
Robert D. Jenkins Jr.
[print]

Attach additional pages if membership exceeds five.


Anthony Bowles

Peter Mitchell

Peter Mitchell