



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 Taos Integrated School of the Arts, hereafter "the school," effective on 5/10/2019.

Current Governing Body Members and Positions: Yvonne Trujillo, President; Alejandra Villalobos Melendez, Vice President; Sarah Dziejewcynski, Secretary; Linda Seto, Member; Alison Haney, Member; Andrea Nicholson, Member

Governing Body Member(s) Resigning or Removed: Julee LaMure


New Governing Body Member(s) and Position(s): April Grayson, Member

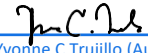
Contact information for New Governing Body Member(s) (phone, email):
april@aprilgrayson.com, 662-832-8248

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

Effective Date: 8/30/2023

The school's notification is hereby submitted by:

Signature of School Representative:  _____ **Date:** 8/30/2023

Signature of Governing Board Chair:  _____ **Date:** Aug 30, 2023
[Yvonne C Trujillo \(Aug 30, 2023 18:35 MDT\)](#)

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:** _____

DRAFT

TAOS INTEGRATED SCHOOL OF THE ARTS GOVERNING COUNCIL

Tuesday August 15th, 2023 at 5:45 PM (MST)

118 Toalne Drive, Taos, NM 87571

Join Zoom Meeting

<https://us04web.zoom.us/j/71697487051?pwd=cUF2eU5DUkwK254c1FHamybnJFdz09>

Meeting ID: 716 9748 7051 Passcode: m9g9Yp

Where decisions for children are made with heart and mind!

Meeting Minutes

MEMBERS	COMMITTEE	PRESENT	ABSENT
Yvonne Trujillo (President)	Audit, Board Policy	Present	
Alejandra Villalobos Meléndez (Vice President)	Finance		Absent
Sarah Dzieweczynski (Secretary & Treasurer)	Calendar, Data, Facilities	Present	
Linda Seto (Member)	Facilities & Data	Present	
Alison Haney (Member)	Facilities	Present	
Andrea Nicholson (Member)	Data	Present	

Staff Present:

Richard Greywolf (Director)

Nicole Abeyta (School Business Official/Compliance Officer)

- I. Call to order: Yvonne Trujillo (President) calls to order at 5:50 PM
- II. Establish quorum: Yvonne Trujillo (President) established quorum at 5:51 PM.
- III. Review of Governing Council Mission:

The mission of TISA Governing Council is to ensure the goals of the TISA charter are met and to work towards creating a cooperative relationship between TISA and the community. This mission will be accomplished by focusing on the TISA's fundamental values of providing opportunities for our students to reach their maximum potential through a standards-based, multicultural, thematic, and arts-integrated

curriculum as stated in our charter. Our priority is the concerns and needs of TISA including parents, children, and staff, as it related to TISA's operations and its financial base.

IV. Consent Agenda

- i. Agenda (Discussion) (Action Item)
 - ii. Review minutes from June 20th, 2023 (Discussion) (Action Item)
- Sarah Dzieweczynski, (Secretary & Treasurer) makes a motion to accept meeting minutes from June 20th, 2023 as presented, and Agenda for August 15th, 2023 with the change to item IV. ii from "6 th" to "20 th".
 - Linda Seto (Member) seconds.
 - 5 Yea 0 Nay. All in favor, motion carries.

V. Public Comments- Please sign the Public Attendance Sheet and limit comments to (2 minutes per person). NONE

VI. Financial Report and BARS - (Discussion) (Action Item)

- Financial reports for the month and year were sent prior to the meeting via email from Nicole Abeyta (School Business Official/Compliance Officer) to all TISA Governing Council members for review.
- The June and July 2023 Hillcrest bank account reconciled with no variance.
- June 30th, 2023 end of Fiscal Year 2023
- July 1st, 2023 beginning of Fiscal Year 2024
- Waiting on reimbursement from TMS in the amount of \$80,934, have received \$129,233
- Receipt of Indian Education grant in the amount of \$54,021. Yvonne Trujillo, current TISA GC President will serve as the grant liaison. This situation has been approved by the State and reviewed by the TISA lawyer.
- BAR's- Budget Adjustment Requests
 - 521-000-2324-0002-I Fund 31703-Increase State of NM Special Appropriation FY23 SB-9 allocations in the amount of \$4,134 for District/State Charter Allocation- SB-9 Laws of 2011 and \$2,629 for District/State Charter Allocation- SB-9 HB-119 for a total BAR of \$6,763.00 for land improvements.
 - 521-000-2324-0003-IB- Fund 27901 Initial Budget for State of NM Special Appropriation grant for improving educational and cultural outcomes for Native American students in the amount of \$54,021.00. The grant will be used to hire a contractor who will identify and monitor student success, provide a variety of enrichment activities that ultimately increase school attendance and academic success, and cultivate a sense of connection between the students' Native American cultures and the school culture at TISA.
- Motion to approve financials and BAR'S as presented by Andrea Nicholson (Member).
- Sarah Dzieweczynski, (Secretary & Treasurer) makes seconds.
- 5 Yea 0 Nay. All in favor, motion carries.

VII. Review and approval of the FY24 Public School Capital Outlay Council Application for Lease Assistance - (Discussion) (Action Item)

- Lease assistance due August 17^h, 2023
- FY2023 amount \$162,304
- FY2024 estimated amount \$166,382, more than projected, an increase of \$4,078
- Award letter generally arrives in October

- Sarah Dzieweczynski, (Secretary & Treasurer) makes a motion to accept application as presented.
- Alison Haney (Member) seconds.
- 5 Yea 0 Nay. All in favor, motion carries.

VIII. Consideration of Ms Grayson as a candidate for TISA Governing Council (Discussion) (Action Item)

- Sarah Dzieweczynski, (Secretary & Treasurer) makes a motion to accept Ms Grayson's application to the TISA Governing Council and welcome her as a member.
- Yvonne Trujillo (President) seconds.
- 5 Yea 0 Nay. All in favor, motion carries.

IX. Audit/Treasurer TISA GC Bylaws (Discussion) (Action Item)

- Main role of Treasurer to track and oversee funds raised by the TISA GC.
- TISA PTO fundraises separately than the TISA GC to provide funds for field trips and classroom supplies.
- TISA GC collectively serves to oversee TISA finances and budget
- Currently TISA GC Bylaws do not represent the true role of the TISA GC Treasurer; revisions to the Bylaws will be proposed at the September 2023 meeting
- No Action Taken

X. Governing Council Roles (Discussion) (Action Item) - No action taken

XI. Student Handbook with Background Check additions (Discussion) (Action Item)

Grammar, wording, font and formatting changes made

He/she expanded to he/she/they, parent expanded to parent/guardian

Lunch cost matrix removed as meals are not provided by the State of NM

- Sarah Dzieweczynski, (Secretary & Treasurer) makes a motion to accept Student Handbook edits as presented.
- Linda Seto (Member) seconds.
- 5 Yea 0 Nay. All in favor, motion carries.

XII. Website designer – presented by Director Greywolf (Discussion) (Action Item)

- Nicole Abeyta (School Business Official/Compliance Officer) has researched and located Education Networks Website Design
- Company offers free website development and set-up
- Yearly cost \$3600
- Nicole Abeyta (School Business Official/Compliance Officer) will send link to GC members to view samples of the companies work
- No action taken

XIII. Director's Report (Discussion)

- Community School grant received
- Indian Education grant received – Yvonne Trujillo will served as coordinator
- Spanish teacher, originally from Taos, will be coming from Spain
- Have PE/STEAM, Art/Music and Performing Arts teachers
- Afterschool care happening with 4-5 teachers and includes tutoring and educational activities
- Tutoring for Math in 6th grade happening
- TISA is a Spotlight school recognized by the State of NM
- 2nd-8th grade summer school provided intensive work with students under the 25th percentile
- Linda Seto, retired 5th grade teacher, will come into position of Assistant Principal/Director. She will work support integration of the Arts, Math curriculum and continuity of student progress reporting (portfolios, conferences, etc.)
- Sex Ed is being taught in the 8th grade class
- Yoga for all students
- Mindfulness class at TISA
- Writing grant
- Reading grant supports Letters program – gives teachers stipends for training and brings in Linda Valencia to support teachers
- Remaining fence going in next week
- DOT- Paul Brasher regarding turn lane onto Toalane states “under consideration”
- TISA performs in the top tier for attendance in NM, therefore State Legislators will be visiting TISA on September 21st, 2023

XIV. Announcements - None

XV. Committee Reports

- Audit – nothing to report – in progress – will be complete end of September
- Finance – will report quarterly
- Calendar – OMA needs revisiting – determined last done 1/2023, begin yearly

GC trainings

- Data – students finishing 1st round of assessments
- Facilities
 - Current buildings will be paid off in 2025
 - TISA would like to acquire/build 3-4 additional classrooms, a gym/auditorium and auxiliary spaces.
 - Options for financing include: USDA loan (1-1 1/5 year process), State loan/grant (information on how to apply has not been released yet), loan obtained through the Friends of TISA non-profit, state approved vendor Mobil lease buildings
 - New building needs to be in place by 2025 to continue lease assistance program uninterrupted
 - Facilities committee will meet to determine building needs and report back to TISA GC in September

XVI. Items for next month's agenda (Discussion)

- Director's goals and strategic plan
- TISA GC Bylaw revisions concerning Treasurer role
- TISA GC roles
- Facilities committee report

XVII. Review date of next meeting – Tuesday September 19th, 2023 at 5:45 PM

XVIII. Adjournment (Action Item)

- Andrea Nicholson (Member) makes a motion to adjourn meeting at 7:53 PM.
- Alison Haney (Member) seconds.
- 5 Yea 0 Nay. All in favor, motion carries.

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 hearing or meeting, please contact Rich Greywolf at 575-779-9311 least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Rich Greywolf at 575-779-9311 if a summary or other type of accessible format is needed.

Julee LaMure

1 Conchas Ct.
Santa Fe, NM 87508

(575) 779-4845
6lamure@gmail.com

November 15, 2022

Richard Greywolf
Members of the TISA Governing Council
Taos Integrated School of the Arts

Dear Sirs and Madams;

It has been my great honor to serve on the governing board of TISA for the past seven years, and as president for the past six. Over that time, I have been privileged to watch the school grow and become a high performing and sought after charter school.

I regrettably must resign my post as president of the board effective December 1, 2022. In addition, I must resign my position as member of the board effective June 1, 2022.

Thank you for the opportunity to serve TISA. I am proud to have been associated with such great people and with such a great school!

Warm regards,

Julee LaMure

Julee LaMure

1 Conchas Ct.
Santa Fe, NM 87508

(575) 779-4845
6lamure@gmail.com

November 15, 2022

Richard Greywolf
Members of the TISA Governing Council
Taos Integrated School of the Arts

Dear Sirs and Madams;

It has been my great honor to serve on the governing board of TISA for the past seven years, and as president for the past six. Over that time, I have been privileged to watch the school grow and become a high performing and sought after charter school.

I regrettably must resign my post as president of the board effective December 1, 2022. In addition, I must resign my position as member of the board effective June 1, 2022.

Thank you for the opportunity to serve TISA. I am proud to have been associated with such great people and with such a great school!

Warm regards,

Julee LaMure

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF TAOS)

I, April Grayson, after being duly sworn, state:

1. My name is April Grayson and I reside in Taos, New Mexico.

2. I am a member of the governing body of the Taos Integrated School of the Arts in Taos, 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.

[Signature]
[Signature]

Sept 6, 2023
Date

April L. Grayson
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 6th day of September, 2023

[Notary Seal:]

Wendy LaCome
NOTARY PUBLIC

My commission expires: 4-20, 2026

STATE OF NEW MEXICO
NOTARY PUBLIC
WENDY LACOME
Commission # 1137815
My Comm. Exp. April 20th 2026

ASSURANCES

My name is April Grayson and I reside in Taos, New Mexico. I am a member of the governing body for Taos Integrated School of the Arts a charter school which is located at Taos, NM, 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.

April Grayson

Printed Name

April Grayson

[April Grayson \(Aug 30, 2023 18:13 MDT\)](#)

Signature

Aug 30, 2023

Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [insert name of school], located in Taos , 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.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 30 DAY OF August , 2023.

- 1. April Grayson
April Grayson (Aug 30, 2023 18:14 MDT)
_____ [signature]
_____ April Grayson
_____ [print]
- 2. _____
_____ [signature]
_____ [print]
- 3. _____
_____ [signature]
_____ [print]
- 4. _____
_____ [signature]
_____ [print]
- 5. _____
_____ [signature]
_____ [print]

Attach additional pages if membership exceeds five.

From: Richard Greywolf <rgreywolf@tisataos.org>
Sent: Thursday, September 7, 2023 3:29 PM
To: Schools, Charter, PED <Charter.Schools@ped.nm.gov>
Subject: Re: [EXTERNAL] Governing Body Member Change

They will be finalized this month, on the 19th.

On Thu, Sep 7, 2023 at 12:35 PM Schools, Charter, PED <Charter.Schools@ped.nm.gov> wrote:

Good afternoon,

Thank you for your submission of the Governing Body Change Notification. The governing council minutes attached are a draft. Do you have the finalized version ?

Thank you,

Options for Parents & Families | Charter Schools Division

New Mexico Public Education Department

300 Don Gaspar Ave. | Santa Fe, NM 87501

Options for Parents and Families Help Desk: (505) 827-6909