



New Mexico Public Education Commission (PEC)

Foundation Membership Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the membership of an associated Foundation (Component Unit).

Submission Deadline: Changes to the Foundation board 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 change.

PEC Direction: If the facility is now owned by a Foundation (Component Unit) of the school, please complete the Non-profit Foundation Partnership Agreement form as well.

The school must provide:

- Fully completed form
- Approved board minutes showing notification of the Foundation membership change
- Current Foundation membership list that contains printed names, email addresses, and phone numbers of all members or officers of the Foundation.
- Signed statement from all members and officers disclosing all conflicts of interest in the relationship between the school and the Foundation that are created by any of the members or officers
- List of school personnel who work for, or are on the board of, the Foundation

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

Foundation Membership 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 Estancia Valley Classical Academy, hereafter "the school," effective on 7/1/2022.


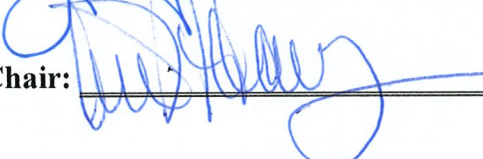
Current Foundation (Component Unit) membership: Alisha Urquhart, Treasurer, 505-350-9218, aurquhart@evcafoundation.org/ Dan Garton, member, 505-440-0476, dgarton@evcafoundation.org/ Tiffany Abbot, non-voting member, tabbot@evcafoundation.org, 505-681-9575 (she was a member, until this change)

New Foundation (Component Unit) membership and contact information (names, phone numbers, and emails): David Abbot, president, dabbot@evcafoundation.org, 808-343-3932/ Tiffany Abbot, non-voting member, tabbot@evcafoundation.org, 505-681-9575 (she was a member, until this change)

List of school personnel who work for, or are on the board of, the Non-Profit Foundation):
None

Effective Date: 8/1/2023

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

Signature of School Representative:  **Date:** 09/25/2023
Signature of Governing Board Chair:  **Date:** 9/25/23

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:** _____

EVCA Foundation Meeting August 1, 2023

Annual Meeting

- I. **Call to Order:** 6:15 p.m.
- II. **Pledge of Allegiance**
- III. **Invocation:** Tiffany Abbott
- IV. **Ascertain Quorum:** Tiffany Abbott, Alisha Urquhart, Dan Garton **Guests:** Dave Abbott, Cid Schumpert
- V. **Review and Approval of Agenda:** Alisha moved to approve the agenda. Dan seconded. All approved.
- VI. **Review and Approval of Prior Meeting Minutes:** Tiffany moved to approve Prior Meeting Minutes. Dan seconded. All approved.
- VII. **Review and Approval of Special Meeting Minutes:** Tiffany moved to approve Special Meeting Minutes. Alisha seconded. All approved.
- VIII. **GC Representation:** G.C. Representative was not present.
- IX. **Finance Committee and Funding Review:**
 - A. **Review Of Financial Report** – Slow month not much activity to report.
 - The bond payment was paid.
 - There was discussion about the limited amount of funds in the checking account. The concern is if the school is late on the payment there is the potential that the auto-pay will overdraw the account. Not unfounded, as they were late this past spring.
 - Possible preemptive measures could include: having a conversation with Jennifer Dukes the Business Manager about the importance of a timely payment. Sending the Invoice on the 1st of the month and requesting payment no later than the 10th. There was discussion about if we should request more money from the facilities committee to help pad the account to in case of over draft. No decision was made on this point.
 - B. **APPROVAL Of Financial Report** – Dan moved to approve Financial Report. Tiffany seconded. All approved.
 - C. **Outstanding Checks and Donations-**
 - Found Tractor Supply Receipt with purchased 2- yr. replacement plan from solar charger purchase 10/2021. Dan will check about getting an refund issued since he purchased one to fix the electric fence, while still under warranty.
 - The Architect fee is still pending - Previously disputed (\$17,760) on the grounds that we didn't have as many construction meetings that we are being billed for (48). NCA Architects replied back with a reduction of cost (\$14,060.00 -\$15,132.08 after taxes) We will have another conversation with them as this is still an over estimate of the number of meetings attended (38), we will looking into our records in ProCore for the construction meetings to confirm but we remember the number being closer to 26.
- X. **Facilities Committee:**
 - Parking lot was striped. Contractor(Superior Striping Services LLC) recommends seal-coat in the future to reduce further cracking and deterioration and will extend the striping job from 1-2 years to 4 years. Will follow up with a quote.
 - Facilities committee meeting scheduled for Thursday, August 3, 2:30 pm
 - The trash can gates need to be discussed and ultimately repaired.
 - A. **Fencing-** No reports about cows breaching the fence since the barbed wire was added. Sufficient for the time being. South fence-line will need barbed wire added in the future, will schedule this fall to include additional volunteers.

XI. Fund Raising Committee:

- Walk Run Roll needs to be scheduled - Tiffany will follow up with Admin/Special Events for a date in Oct.

- A. Gun Raffle** - Will be delayed until the spring 2024. Have decided to purchase firearms from Peacemaker Guns & Ammo LLC in Gallup. Guns to purchase include Colt AR-15 A4 5.56mm & Springfield Hellcat Pro BLK 9mm. Total purchase price \$1,795.94. Requested check and NTTC to be issued prior to August 19th. Abbott's will be in Gallup to pick up firearms that weekend.

XII. Communications Committee-

A. Donations - Alisha has updated all of the donor information up to 2022 for recognition. The plaques have been ordered. Tiffany will follow up by putting the information onto the website.

B. Grants - Always a good idea to keep an eye out for useful grants.

XIII. Other Reports:

A. Conflict of Interest Forms- Due to changes on the board - Fill out, Scan and email to Kim Adams (GC) and Tiffany

B. Background Checks -Reminded of policy: update background check every two years (same as school requirements). Background check company has changed to IdentoGO cost increased to \$59. Discussed making it an option for new and existing directors to get their background check fee reimbursed. Discussed if we want the background check information to be sent to us or to stay within the business office. Decided not necessary but we may want to look into discussing with the business manager any red-flags that we should know about which may differ from those that the school considers. ex: embezzlement.

C. Key Authorization- Discussed adding "authorized users" to the master key documentation form that the school has. It would be prudent to allow foundation members and select volunteers to be able to have access to the key at the key holders discretion. Dave and Tiffany will follow up with Mr. Vaughn. Meeting Mr. Vaughn on Thur. Aug. 3 to sign the master key over to David Abbott.

- Tiffany requested to keep her swipe card as a volunteer. Will follow up with Vaughn to confirm.

D. By-Laws - Discussion on proposed Changes- Discussed proposed changes to the by-laws, a few sections need further discussion before they can be reviewed and voted for. Plan to complete the process at the next meeting.

E. Ex-Officio Directors- Our teacher liaisons will now be referred to as Ex-Officio Directors. The role will not change, just aligning the position to our By-Laws.

F. Plans for Recruitment-

- Speak during teacher in-service, Tiffany will follow up with admin to see when we can be scheduled. Recruit Upper School Ex-Officio Director. Lay out Mrs. Ford's idea to get class/grade level parents to attend foundation meetings. Dan or Alisha will have to speak.

-Put out Newsletter about the foundation. Tiffany will work on.

- "Hire" intern to manage online presence (social media / website) - perks: volunteer hours, gains experience.

-Host a Foundation Open House - tentatively scheduled prior to the Oct. meeting. Have snacks, and informal talk about the foundation, some ice breaker or door prizes. Needs further planning.

- Host additional info meetings throughout the year.

-additional idea: Have our meetings posted on the schools google calendar - with link to the meeting. Tiffany will follow up.

- XIV. Election of New Directors:** Dan moved to elect David Abbott as Foundation Director. Alisha seconded. All approved.
- XV. Director Resignation:** Tiffany Abbott is resigning as the President of the Board, effective immediately. Resignation letter was handed in. More discussion and research needed as to whether she will resign completely from the board and just volunteer or become a non-voting director.
- XVI. 8-23-23: Post Meeting Update:** Upon researching our by-laws those of the governing council and the IRS stipulations regarding husband/wife serving on the same board - Tiffany can serve as a NON-Voting Director with avoids any conflicts of interest due to quaram requirements and spouses.
-Due to this discussed information on 8/23/23 the board made a dicision on this matter via text message.
- Alisha Urquhart motioned that Tiffany Abbott Stas on the board as a non-voting director,
-David Abbott seconded the motion
-All in favor: Alisah: Aye - Dave: Aye - Dan: Aye
-Motion Approved
- Nominating and Voting of Officers**
- President: Dan nominated David Abbott, Alisha seconded; motion passed
 - Treasurer: Dan nominated Alisha Urquhart, Dave seconded; motion passed
 - Secretary: Tabled needs further discussion
- XVII. Update Second Account Signer**
- Due to changes on the board we need to remove Tiffany Abbott and Sue Walter from the account and add another signer. Since Dan's job prohibits him from being a signer, David Abbott will be added to the account as a signer.
- XVIII. Agenda Items and Schedule for Next Meeting – Tuesday, September 12, 6:00**
- XIX. Adjournment: 8:31 pm.**

David Abbott

[Signature] 9/12/23

**Estancia Valley Classical Academy Foundation
Compliance with the New Mexico Government Conduct Act-Ethics and Conflict
Of Interest Disclosures**

Date: 8/18/2023

I, Alisha Urauhart (name), as a member of the EVCA Foundation, a state-chartered school 501-C-3 Corporation with sole purpose to support the EVCA and pursuant to the New Mexico Governmental Conduct Act (para. 10-16-1 *et al*) make this conflict of Interest disclosure stating the following:

Am I shall treat my position with the EVCA Foundation as a public trust and shall use the powers and resources of my position to advance the public interest and not obtain personal benefits or pursue private interests.

Am shall conduct myself in a manner that justifies the confidence placed in me by the people, at all times maintaining the integrity and discharging ethically the high responsibilities of public service.

Am I shall not request or receive nor offer a legislator, public official or public employee any money, thing of value or promise thereof that is conditioned upon or given in exchange for promised performance of an official act.

Am I shall not directly or indirectly coerce or attempt to coerce another public officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political purpose. I shall not directly or indirectly coerce or attempt to coerce the political activities of another employee when they are acting as a private citizen.

Am I shall not use or disclose confidential information acquired by virtue of my position with EVCA Foundation for my or another's private gain.

Am I shall fully disclose real or potential conflicts of interest and shall make reasonable efforts to avoid undue influence and abuse of my position.

Am I or a family member (spouse, domestic partner, sibling and /or child), have a financial interest in the following business or businesses (substantial interest means ownership interest in a business greater than 20%:

Name of Business	Myself or Family member	Type of interest financial interest Substantial Interest	Does the business currently contract with the EVCA Foundation or have a Future interest in contracting with the EVCA Foundation or School?
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N/A

On I shall abstain from participation in any decision involving this/these business entity (ies) or real property, unless permitted to do so pursuant to the New Mexico Governmental Conduct Act.

On I am an unpaid volunteer to the EVCA Foundation.

On I am engaged in the following employment outside of the EVCA Foundation:

Employer	Position	Summary of Duties	Contract with EVCA Foundation?	Other notes
Teknicare Inc	Business Controller	all financial related	No	N/A

The statements contained herein are based on my personal knowledge and are true and correct. I understand that failure to comply with the above provisions and the Governmental Conduct Act of the State of New Mexico may be grounds for disciplinary action including removal from the EVCA Foundation and may be punishable in criminal or civil court. I understand that it is my responsibility to update this conflict of interest disclosure if a new financial interest or employment occurs prior to the annual review of this document.

Name: Alisha Urquhart (please print)

Signature: Alisha Urquhart

**Estancia Valley Classical Academy Foundation
Compliance with the New Mexico Government Conduct Act-Ethics and Conflict
Of Interest Disclosures**

Date: 08/18/2023

I, Dan Garton (name), as a member of the EVCA Foundation, a state-chartered school 501-C-3 Corporation with sole purpose to support the EVCA and pursuant to the New Mexico Governmental Conduct Act (para. 10-16-1 *et al*) make this conflict of Interest disclosure stating the following: _____ I shall treat my position with the EVCA Foundation as a public trust and shall use the powers and resources of my position to advance the public interest and not obtain personal benefits or pursue private interests.

Dis I shall conduct myself in a manner that justifies the confidence placed in me by the people, at all times maintaining the integrity and discharging ethically the high responsibilities of public service.

Dis I shall not request or receive nor offer a legislator, public official or public employee any money, thing of value or promise thereof that is conditioned upon or given in exchange for promised performance of an official act.

Dis I shall not directly or indirectly coerce or attempt to coerce another public officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political purpose. I shall not directly or indirectly coerce or attempt to coerce the political activities of another employee when they are acting as a private citizen.

Dis I shall not use or disclose confidential information acquired by virtue of my position with EVCA Foundation for my or another's private gain.

Dis I shall fully disclose real or potential conflicts of interest and shall make reasonable efforts to avoid undue influence and abuse of my position.

Dis I or a family member (spouse, domestic partner, sibling and /or child), have a financial interest in the following business or businesses (substantial interest means ownership interest in a business greater than 20%:

Name of Business	Myself or Family member	Type of interest financial interest Substantial Interest	Does the business currently contract with the EVCA Foundation or have a Future interest in contracting with the EVCA Foundation or School?
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<u>CISE Financial</u>	<u>Myself</u>	<u>Substantial</u>	<u>No</u>

DB I shall abstain from participation in any decision involving this/these business entity (ies) or real property, unless permitted to do so pursuant to the New Mexico Governmental Conduct Act.

DB I am an unpaid volunteer to the EVCA Foundation.

DB I am engaged in the following employment outside of the EVCA Foundation:

Employer	Position	Summary of Duties	Contract with EVCA Foundation?	Other notes
<u>Myself</u>	<u>Financial Advisor</u>	<u>Investment Advice</u>	<u>NO</u>	<u>N/A</u>

The statements contained herein are based on my personal knowledge and are true and correct. I understand that failure to comply with the above provisions and the Governmental Conduct Act of the State of New Mexico may be grounds for disciplinary action including removal from the EVCA Foundation and may be punishable in criminal or civil court. I understand that it is my responsibility to update this conflict of interest disclosure if a new financial interest or employment occurs prior to the annual review of this document.

Name: Dan Garton (please print)

Signature: 

Estancia Valley Classical Academy Foundation
 Compliance with the New Mexico Government Conduct Act-Ethics and Conflict
 Of Interest Disclosures

Date: 8/15/23

I, David Abbott (name), as a member of the EVCA Foundation, a state-chartered school 501-C-3 Corporation with sole purpose to support the EVCA and pursuant to the New Mexico Governmental Conduct Act (para. 10-16-1 et al) make this conflict of interest disclosure stating the following:

DF I shall treat my position with the EVCA Foundation as a public trust and shall use the powers and resources of my position to advance the public interest and not obtain personal benefits or pursue private interests.

DF I shall conduct myself in a manner that justifies the confidence placed in me by the people, at all times maintaining the integrity and discharging ethically the high responsibilities of public service.

DF I shall not request or receive nor offer a legislator, public official or public employee any money, thing of value or promise thereof that is conditioned upon or given in exchange for promised performance of an official act.

DF I shall not directly or indirectly coerce or attempt to coerce another public officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political purpose. I shall not directly or indirectly coerce or attempt to coerce the political activities of another employee when they are acting as a private citizen.

DF I shall not use or disclose confidential information acquired by virtue of my position with EVCA Foundation for my or another's private gain.

DF I shall fully disclose real or potential conflicts of interest and shall make reasonable efforts to avoid undue influence and abuse of my position.

NA I or a family member (spouse, domestic partner, sibling and /or child), have a financial interest in the following business or businesses (substantial interest means ownership interest in a business greater than 20%:

Name of Business	Myself or Family member	Type of interest financial interest Substantial interest	Does the business currently contract with the EVCA Foundation or have a Future interest in contracting with the EVCA Foundation or School?
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NA I shall abstain from participation in any decision involving this/these business entity (ies) or real property, unless permitted to do so pursuant to the New Mexico Governmental Conduct Act.

NA I am an unpaid volunteer to the EVCA Foundation.

NA I am engaged in the following employment outside of the EVCA Foundation:

Employer	Position	Summary of Duties	Contract with EVCA Foundation?	Other notes
USAF	AFETS	CV-22 technical expert	No	No

The statements contained herein are based on my personal knowledge and are true and correct. I understand that failure to comply with the above provisions and the Governmental Conduct Act of the State of New Mexico may be grounds for disciplinary action including removal from the EVCA Foundation and may be punishable in criminal or civil court. I understand that it is my responsibility to update this conflict of interest disclosure if a new financial interest or employment occurs prior to the annual review of this document.

Name: David Abbott (please print)

Signature: [Handwritten Signature]