



## 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](mailto: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 International, hereafter "the school," effective on July 21, 2021 June 30, 2026.**

**Current Governing Body Members and Positions:** Clifford Johnson, President, Anna Romero-Parraz, Vice President, Carla Romero, Secretary, Amalia Martinez, Member, Claudio Martinez, Member

**Governing Body Member(s) Resigning or Removed:** Alice Garcia

**New Governing Body Member(s) and Position(s):** Julie Kay Romero

**Contact information for New Governing Body Member(s) (phone, email):** 575.770.9236. Jewelkayrom09@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:** 1

**Effective Date:** September 11, 2023

**The school's notification is hereby submitted by:**

Signature of School Representative: *Nedine M. Vigil* Date: 10/10/2023

Signature of Governing Board Chair: *Cliff Johnson* Date: 10/10/23

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Consent (typical)       Regular (unusual circumstance)

**The school's notification was:**  Accepted       Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## TAOS INTERNATIONAL SCHOOL



### IB K-8 WORLD SCHOOL / DUAL LANGUAGE STATE CHARTERED SCHOOL GOVERNING COUNCIL (GC) MEETING AGENDA

**DATE:** September 11, 2023

**TIME:** 5:00 pm-

**LOCATION:** Taos International School's Board Room  
Diamond Plaza 118 Este Es Rd Taos, NM 87571

**Zoom Link:**

<https://us04web.zoom.us/j/4703073925?pwd=bEZuYnJScG1wTGhOejB3THNiOUmvQT09>

**Meeting ID:** 470 307 3925

**Passcode:** yAc6L4

#### Official Minutes

- A. **Call Meeting to Order: 5:14 p.m.,** *President Cliff Johnson called meeting to order.*
- B. **Roll Call:**
  - Cliff Johnson, President-present*
  - Nadine Vigil, Head Administrator/Director-present*
  - Anna Parraz-Romero, Vice President-present*
  - Carla Romero, Secretary-present*
  - Amalia Martinez, Member-present*
  - Claudio Martinez, Member-present via phone*
  - JulieKay Romero, Member-present*
- C. **IB Mission Statement:** The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. *President Cliff Johnson shares with all GC Members.*
- D. **Mission Statement:** We at Taos International School will acquire languages, and the academic and social skills necessary to function in our local, national, and international community. *President Cliff Johnson shares with all GC Members.*
- E. **Vision Statement:** Students at Taos International School will learn to respect themselves, their community, and the larger diverse world in which they live while developing the skills necessary to achieve their goals. *President Cliff Johnson shares with all GC Members.*
- F. **Action Proposed- Adoption of Agenda for September 11, 2023:** *President Cliff Johnson entertained a motion for the action proposed; Adoption of the September 11, 2023 agenda. Amalia Martinez made a motion. Anna Parraz-Romero second motion, all in favor. Motion passed unanimously.*
- G. **Action Proposed- Approval of Minutes for August 14, 2023:** *President Cliff Johnson entertained a motion for the action proposed; Approval of the August 14, 2023, minutes. Anna Parraz-Romero made a motion. Claudio Martinez second motion, all in favor. Motion passed unanimously.*

- H. **Public Comment:** This is an opportunity for members of the public to address the Governing Council (GC) for up to five minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot act nor have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. *None*
- I. **GC Member Comment:** This is an opportunity for any GC member to make a comment. *None*
- J. **Business Manager Report:** *Vigil Group/Justine Vigil, Business Manager: Presented the Revenue Report as of August 31, 2023; Expenditure Report; Check Register; Bank Reconciliation & Outstanding Checks. GC Members have the opportunity to ask questions or if they have a concern, it is open for discussion.*
- K. **Budget Adjustment Request (BARS):** *Justine Vigil, Business Manager: Presented two BAR's for discussion and approval. President Cliff Johnson entertained a motion for the discussion and approval of the two BAR's attached. Amalia Martinez made a motion. Anna Parraz-Romero second motion, all in favor BAR's pass unanimously.*
1. *Doc. ID: 555-000-2324-0003-T*
  2. *Doc. ID: 555-000-2324-0004-T*
- L. **Public Input/Comment on FY 2023-2024 Budget:** *None*
- M. **Discussion and Approval:** *Resignation of Alice Garcia, Board Member: President Cliff Johnson entertained a motion for the discussion and approval of the resignation of Alice Garcia, Board Member effective 9/11/2023. Anna Parraz-Romero made a motion. Carla Romero second motion, all in favor. Motion passed unanimously.*
- N. **Discussion and Approval:** *Julie Kay Romero, New Board Member: President Cliff Johnson entertained a motion for the discussion and approval; Julie Kay Romero, New Board Member. Amalia Martinez made a motion. Claudio Martinez second motion, all in favor. Motion passed unanimously.*
- O. **Approval to move to Close Session per Clifford Johnson, GC President:** *5:35 p.m., President Cliff Johnson entertained a motion for the approval to move to close session for the discussion and concerns regarding Head Administrator/Director Vigil & GC Secretary, Carla Romero. Amalia Martinez made a motion. Anna Parraz-Romero second motion, all in favor. Motion passed unanimously. 5:57 p.m., the meeting moved to open status.*
- P. **Discussion and Approval:** *Wellness Policy: President Cliff Johnson entertained a motion for the discussion and approval of the Wellness Policy. Anna Parraz-Romero made a motion. Carla Romero second motion, all in favor. Motion passed unanimously.*
- Q. **Head Administrator/Director's Report**
1. Enrollment (See Attached Report)
  2. Staff Professional Development
  3. GC Training(s)
- R. Next GC meeting scheduled for October 9, 2023, at 5:00 pm

**Adjournment:** *6:50 p.m., President Cliff Johnson called meeting to adjourn. JulieKay Romero made a motion. Anna Parraz-Romero second motion, all in favor. Motion passed unanimously.*

**Head Administrator/Director Report**

September 11, 2023

**Enrollment:**

K- 26  
1st-19  
2<sup>nd</sup>-22  
3<sup>rd</sup>-29  
4<sup>th</sup>-20  
5<sup>th</sup>-10  
6<sup>th</sup>-15  
7<sup>th</sup>-21  
8<sup>th</sup>-13  
Total - 175

**Professional Development/Virtual Meetings**

**Aug 1 &10-** Ms. Nadine M. Vigil, Head Administrator/Director participated in IXL virtual trainings.

**Aug 14-** Ms. Nadine M. Vigil, Head Administrator/Director participated in MLSS virtual training.

**Aug 23-** Ms. Nadine M. Vigil, Head Administrator/Director participated in Community Schools virtual training.

**August 30-** Ms. Nadine M. Vigil, Head Administrator/Director participated in person with the BMEP, Title I, Title II, Title III, Title IV trainings in Farmington.

**GC Training(s)** For the 2023-2024 SY, all Governing Council members are required to take a total of 8 hours of training. Please look into your Canvas/Elevate account to retrieve the trainings.

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the [ Taos International ], 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.

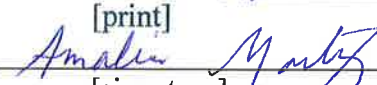
We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


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 [ Taos International ] GIVE THE FOREGOING STATEMENT THIS 11 DAY OF **SEPTEMBER , 2023**

1.   
\_\_\_\_\_  
[signature]  
Cliff Johnson  
\_\_\_\_\_  
[print]

2.   
\_\_\_\_\_  
[signature]  
Amalia Martinez  
\_\_\_\_\_  
[print]

3.   
\_\_\_\_\_  
[signature]  
Carla L. Romero  
\_\_\_\_\_  
[print]

4.   
\_\_\_\_\_  
[signature]  
Claudio Martinez  
\_\_\_\_\_  
[print]

5.   
\_\_\_\_\_  
[signature]  
Julie Kay Vigil Romero  
\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.

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1.   
[signature]  
Cliff Johnson  
[print]
2.   
[signature]  
Amalia Martinez  
[print]
3.   
[signature]  
Carla L. Romero  
[print]
4.   
[signature]  
Claudio Martinez  
[print]
5. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
  )  
COUNTY OF                                )

I, Julie Kay Vigil-Romero, after being duly sworn, state:

1. My name is Julie Kay Vigil-Romero and I reside in Pancho de Taos, New Mexico.

2. I am a member of the governing body of the TAOS International [insert name of school] 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.

Julie Kay Vigil-Romero  
[Signature]

10/5/2023  
Date

Julie Kay Vigil-Romero  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 5 day of October, 2023

[Notary Seal:]

Michelle Abeyta  
NOTARY PUBLIC

My commission expires: December 07, 2024.

STATE OF NEW MEXICO  
NOTARY PUBLIC  
MICHELLE ABEYTA  
COMMISSION # 1067850  
EXPIRES DECEMBER 7, 2024



## ASSURANCES

My name is Julie Kay Vigil-Romero and I reside in Rancho de Taos. I am a member of the governing body for TAOS International School a charter school which is located at 118 Este Es Rd Taos, N.M. 87571. 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.

Julie Kay Vigil-Romero  
Printed Name

Julie Kay Vigil-Romero  
Signature

10/5/2023  
Date