



## 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. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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 The Montessori Elementary and Middle School, hereafter "the school," effective on 10/16/2023.

**Current Governing Body Members and Positions:** Alan Li (President), Mary Salazar (Vice President), Alan Li (Secretary), Mary Salazar (Treasurer), Gregory Marez (board member), Jeffery Li (board member)

**Governing Body Member(s) Resigning or Removed:**N/A

**New Governing Body Member(s) and Position(s):** Mary Chappell (board member)

**Contact information for New Governing Body Member(s) (phone, email):** Mary Chappell- mchappell@tmesnm.com- 505-331-5195

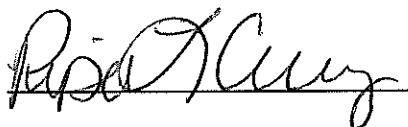
**Is the school requesting an extension to fill a vacancy:**  yes  no

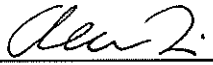
If so, provide date of vacancy: Click or tap here to enter text.

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 7

**Effective Date:** 10/16/2023

The school's notification is hereby submitted by:

Signature of School Representative:  Date: 10/24/2023

Signature of Governing Board Chair:  Date: 10/24/23

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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:** \_\_\_\_\_

**MINUTES OF  
THE MONTESSORI ELEMENTARY SCHOOL  
GOVERNING COUNCIL  
September 26th, 2023  
THE MONTESSORI ELEMENTARY SCHOOL  
1730 Montano Road, NE  
ALBUQUERQUE, NM 87107**

Present: Alan Li, Mary Salazar, Jeffrey Li, Gregory Marez

Absent: None

Administration: Piper Curry, Stan Albrycht, Amanda Hagerty, Alissa Sanchez

Note taker: Alan Li

Alan called the Regular Meeting of the Governing Council to order at 4:37 pm and confirmed a quorum was present with a roll call vote. All GC members were present.

**Approval of meeting agenda**

Mary's motion to approve the agenda was seconded by Jeff and passed unanimously.

**Public Comment**

None.

**Review and approve Regular Meeting minutes for August 22nd, 2023**

Mary's motion to approve the minutes for the Regular Meeting, held on August 22nd, 2023, amended to include explicit mention of the number of speakers and number of signatories to the open letter was seconded by Gregory and passed unanimously.

**Discussion/Action – Finance Committee**

- I. BARS
  - A. There were no BARS.
  
- II. Expense Reports – Council members reviewed the August expense report.
  - A. Mary's motion to approve the August expense report as reviewed by the finance committee was seconded by Mary and passed 4-0.
  
- III. Chair Update – Mary had Stan explain the current PED Cash Report for FY 23-24 and that the roofing issue is to be fixed the day after the meeting.

**Discussion/Action – Election of new Governing Council Member**

The Nominating Committee, composed of Alan Li, Mary Salazar, and Stan Albrycht, interviewed Mary Chappell for the vacancy from Charlie Kraft's resignation.

Mary Salazar's motion to elect Mary Chappell to the Governance Council was seconded by Gregory. The motion to elect Mary Chappell passed 4-0 via roll call vote.

#### **Discussion/Action – Board Training**

The Governing Council worked with the DDSK Group to refresh the GC on the duties and responsibilities of Charter School Boards as well as putting together a document for onboarding future members of the GC.

Stan and Amanda left the meeting at 6:07 pm.

#### **CLOSED SESSION – Pending Litigation**

Alan's motion to move into Closed Session, inviting Alissa Sanchez and Piper Curry, was seconded by Mary. The motion to move to a Closed Session passed 4-0 with a roll call vote. The Governing Council closed the meeting at 7:04 pm. The meeting reopened at 7:20 pm

#### **Discussion/Action – Matters Discussed in Closed Session**

Jeff's motion to reconvene in Open Session and to reaffirm that only matters related to pending litigation were discussed and no votes were taken, was seconded by Gregory. The motion passed 4-0 by a roll call vote.

#### **Discussion/Action – Purchasing Card Discussion**

Without objection, Alan's motion to table this agenda item was seconded by Jeff and passed 4-0.

#### **Discussion/Action – Chromebook disposal**

Gregory's motion to approve proper disposal of the presented Chromebooks was seconded by Mary and passed 4-0

#### **Discussion – Director's Report**

Current student count is 442. See attached Director's report.

#### **Discussion/Action – Acting Executive Director's Title Change**

Due to pending litigation, the Governing Council decided that no operational or titular change will be done at this time. Gregory's motion to table this agenda item was seconded by Mary and passed 4-0.

#### **New Business – Next Meeting**

The next regular meeting will be scheduled for October 24th.

**Adjournment**

Alan's motion to adjourn the meeting was seconded by Gregory. Meeting adjourned at 8:00 pm.

Signed:

Governing Council of The Montessori Elementary School

By: Alan Li

Alan Li, TMEMS GC Secretary

**MINUTES OF  
THE MONTESSORI ELEMENTARY SCHOOL  
GOVERNING COUNCIL  
October 16th, 2023  
THE MONTESSORI ELEMENTARY SCHOOL  
1730 Montano Road, NE  
ALBUQUERQUE, NM 87107**

Present: Alan Li, Mary Salazar, Jeffrey Li, Gregory Marez, Mary Chappell

Absent: None

Administration: Piper Curry, Stan Albrycht

Note taker: Alan Li

Alan called the Regular Meeting of the Governing Council to order at 4:30 pm and confirmed a quorum was present with a roll call vote. All GC members were present.

**Approval of meeting agenda**

Gregory's motion to approve the agenda was seconded by Jeff and passed unanimously.

**Review and approve Regular Meeting minutes for September 26th, 2023**

Jeff's motion to approve the minutes for the Regular Meeting, held on September 26th, 2023, amended to correct the line stating the meeting on August 22nd was a Special Meeting to accurately ascribe it as a Regular Meeting, was seconded by Mary C. and passed unanimously.

Mary S. was disconnected at this time after the vote. She would phone into the rest of the meeting starting at 4:36 pm.

**CLOSED SESSION – Pending Litigation**

Alan's motion to move into Closed Session, inviting Piper Curry and Patricia Matthews, was seconded by Gregory. The motion to move to a Closed Session passed 4-0 with a roll call vote of members present. The Governing Council closed the meeting at 4:33 pm. The meeting reopened at 5:39 pm

**Discussion/Action – Matters Discussed in Closed Session**

Alan's motion to reconvene in Open Session and to reaffirm that only matters related to pending litigation were discussed and no votes were taken, was seconded by Gregory. The motion passed 5-0 by a roll call vote.

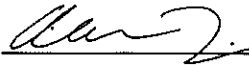
Jeff's motion to give TMEMS's attorney in the matter authority as discussed in Closed Session was seconded by Mary S. and passed 5-0 by a roll call vote.

**Adjournment**

Gregory's motion to adjourn the meeting was seconded by Mary C. Meeting adjourned at 5:40 pm.

Signed:

Governing Council of The Montessori Elementary School

By:  \_\_\_\_\_

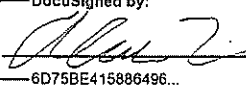
Alan Li, TMEMS GC Secretary


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


We, the undersigned, make up the governing body of The Montessori Elementary and Middle School, located in Albuquerque, 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 The Montessori Elementary and Middle 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.

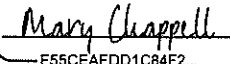
THE FOLLOWING MEMBERS OF THE MONTESSORI ELEMENTARY AND MIDDLE SCHOOL GIVE THE

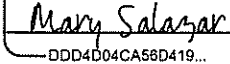
FOREGOING STATEMENT THIS 24 DAY OF October, 2023.

DocuSigned by:  
1.  \_\_\_\_\_  
6D75BE415886496...  
[signature]  
Alan Li

[print]  
DocuSigned by:  
2.  \_\_\_\_\_  
5E287585F5DA489...  
[signature]  
Gregory Marez

[print]  
DocuSigned by:  
3.  \_\_\_\_\_  
40D5579E2BCE407...  
[signature]  
Jeffery Li

[print]  
DocuSigned by:  
4.  \_\_\_\_\_  
F55CEAFDD1C84F2...  
[signature]  
Mary Chappell

[print]  
DocuSigned by:  
5.  \_\_\_\_\_  
DDD4D04CA58D419...  
[signature]  
Mary Salazar

[print]

Attach additional pages if membership exceeds five.



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

)

COUNTY OF Bernalillo )

I, Mary Chappell, after being duly sworn, state:

1. My name is Mary Chappell and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of The Montessori Elementary and Middle School in Albuquerque, 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 Montessori Elementary and Middle 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.

*Mary Chappell*  
[Signature]

10/24/23  
Date

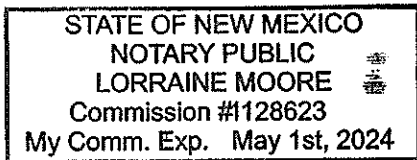
Mary Chappell  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 24<sup>th</sup> day of OCTOBER, 20 23.

[Notary Seal:]

*Lorraine Moore*  
NOTARY PUBLIC



My commission expires: May 1<sup>st</sup>, 2024.

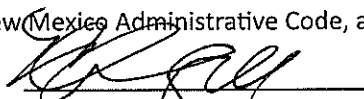
## ASSURANCES

My name is Mary Chappell and I reside in Albuquerque, New Mexico. I am a member of the governing body for The Montessori Elementary and Middle School, a charter school which is located at 1730 Montano Road, Albuquerque, NM 87107, 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 does 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.

Mary Chappell  
Printed Name

  
Signature

10/24/23  
Date