



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:

- A Fully completed form
- B Approved board minutes or certification of the board's vote accepting the new member
- C Resignation Letter or board meeting minutes removing the previous member
- D Statement of Governing Body Member to Consult with PED
- E Affidavit of Governing Body Member
- F 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 Las Montañas Charter, hereafter "the school," effective on 7/1/2020.

Current Governing Body Members and Positions: Patricia Gonzales, President. Michael Davis, Vice President. Kevin Freitas, Secretary Diane Montoya, Member.

Governing Body Member(s) Resigning or Removed: Laura Carrion

New Governing Body Member(s) and Position(s): Jaime Quezada

Contact information for New Governing Body Member(s) (phone, email): 575-640-0873, jaimequezada@comcast.net

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: 1

Effective Date: 9/19/2023

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 10-24-23

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

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:** _____



**LAS MONTAÑAS CHARTER HIGH SCHOOL
GOVERNANCE COUNCIL MEETING
*for September 19, 2023***

Topic: September GC Regular Meeting

Time: September 19, 2023, 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting:

<https://us06web.zoom.us/j/81652946133?pwd=U1djY29ZSzRCSkRaNkhjNkRzOG03dz09>

Meeting ID: 816 5294 6133

Passcode: KAG21C

1405 S. Solano, Las Cruces, NM 88001

Meeting Minutes September 19, 2023

I. Call to Order

- The meeting was called to order at 5:41pm by LMCHS Director Mr. Caz Martinez.
 - **Members in attendance:** Patricia Gonzales President, Mike Davis Vice President, Kevin Freitas, Secretary, Diana Montoya
 - **Members Absent:** All members present
 - **Others in Attendance:** Caz Martinez (Superintendent), Gabe Estrada (Asst Principal), Jason Salas (Construction CTE Teacher), Amy Trevizo (Attendance Coach) Pricilla Cabral
- **Roll Call**
Call order by Caz Maritnez
- **Pledge of Allegiance**
The Pledge of Allegiance led by Caz Martinez

II. Approval of Agenda and Previous Minutes (Exhibit "A")

- Mr. Martinez asked members of the board to look over the agenda and previous meeting minutes for approval

Motion to approve agenda and previous minutes as presented:

1st: Mike Davis

2nd: Kevin Freitas

Rollcall Taken: **Passed unanimously**

III. **Open Forum**

Public comments and observations regarding education policy and governance issues, as well as the strategic plan for education, are heard at this time. There is a three-minute time limit per presenter. Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged and may be ruled out of order by the LMCHS Governance Council President.

- No one outside of the school was present.

IV. **Discussion and/or Action: Fiscal (“Exhibit B”).**

- **July 2023 Financials:**
 - July financials was presented this evening due to being tabled during last month’s meeting. As a result of end of year Reimbursements and lease assistance July showed a higher revenue than normal from previous months.
- **August 2023 Financials:**
 - The month of August shows what is typically month in revenue looks like at LMCHS. SCG funds, Child Nutrition Claims as well as Student activity deposits were made. The august shows typical revenue received for LMCHS
- **Fiscal Year 2023-2024 Opening:**
 - We are starting the year with an increase in our SEG where 90% is utilized for staff salary and benefits. Administration has discussed and agreed to strategically plan the use of our operational and reimbursable funds to maximize LMCHS’s investments such as our CTE Programs.
- **Action Item(S):**
 - BAR items A-G were presented as listed for board approval.

Motion to approve Fiscal and Action Items

1st :Mike Davis

2nd: Patrica Gonzales

V. **Board Member Nomination(s) & Action Item: Add New Board Member**

- Mr. Jaime Quezada submitted a letter of interest to become a member of LMCHS GC. Mr. Martinez spoke to board members off the record regarding Mr. Quezada
- Mr. Quezada introduced himself to the board.
 - Raised in the community, he also worked in law enforcement in the city of Las Cruces. Mr. Quezada expressed his interest in serving on the board to improve his community.

Motion to approve new board member Jaime Quezada:

- Mike Davis

- Patricia Gonzales
- Rollcall Taken: **Passed unanimously**

VI. Superintendent's Report

- **Enrollment/40Day enrollment:**
 - 40th day reporting will be mid-October, Mr. Martinez is happy to report we have 170 students enrolled, which is the budgeted number of students. A new media campaign has been launched, over 50 pieces will be posted throughout the school year and in the summer to get information about LMCHS out in the community.
- **End of Term 2/ Fall Break**
 - Students will have a 2 week fall break at the end of term 2. LMCHS will have an assembly and 3rd annual Teachers vs. Student Volleyball game.
- **CTE Innovation Zones**
 - The state had to put a hold on support due to the number of schools being supported, they went from 10 schools to 40 schools. As a result the payout amount went over the threshold, and the state needs to put it out to bid.
- **CTE Construction Pathway Update**
 - Mr. Jason Salas was present to give a Construction pathway update. Mr. Salas currently has 35 students enrolled in the construction pathway. Pathway has 4 levels beginning with the Introduction course. This course focuses on construction and safety, and OSHA training, as well as the different career options that are available in this field. Mrs. Salas described the type of assignments and projects the students will complete on this course. Students will have the opportunity to use the tools under the supervision of Mr. Salas. Mr. Salas shared stories of students expressing their excitement at building furniture. Projects from previous classes were discussed, a bench was made for the school as well corn hole, and Jenga blocks. Mrs.
- **CSI Site Visit**
 - LMCHS site visit went well, once the final report is submitted Mr. Martienz will share with the board. The state supports LMCHS and sees the progress that has been made. LMCHS is doing better than some schools in the state with a graduation rate in the mid 40%.

VII. Adjourn

The LMCHS Governance Council attempts to follow the order of items as listed, however, the order of specific items may vary from the printed agenda. 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 the superintendent at Las Montañas Charter High School at 575-527-5916 at least one week prior to the meeting or as soon as possible.

Motion to adjourn at 6:23pm

1st: Patricia Gonzales

2nd: Mike Davis

Rollcall Taken: **Passed unanimously**

August 02.2023

To Caz Martinez

This letter is to notify Las Montanas Chater High School that I am officially resigning my position as governing board president. It has my a great experience being a part of board and watching the school grow. I wish you all the best and hope the school continues on its current path it is doing great.

Thank you

Laura Carrion

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [insert name of school], located in Las Cruces, New Mexico. Las Montañas Charter

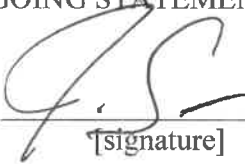
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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 ___ DAY OF _____, 2011.

1. 

[signature]

[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF Dona Ana)

I, Jaime Quezada, after being duly sworn, state:

1. My name is Jaime Quezada and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the ~~[insert name of school]~~ Las Montañas Charter High School in Las Cruces, Dona Ana, 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. Las Montañas Charter High School
5. I understand that as a member of the ~~[insert name of school]~~ Las Montañas Charter High 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]

11/14/2023
Date

Jaime Quezada
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 14 day of ~~November~~ November, 2023

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: June 9, 2025.

STATE OF NEW MEXICO
NOTARY PUBLIC
JASON CALDERON
COMMISSION #1076843
EXPIRES JUNE 9, 2025

ASSURANCES

My name is Jaime Quezada and I reside in Las Cruces, NM. I am a member of the governing body for Las Montañas Charter a charter school which is located at 1405 S. Solano, 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.

Jaime Quezada
Printed Name


Signature

10-30-23
Date