



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 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 Roots and Wings Community School, hereafter "the school," effective on 6/1/2023.

Current Governing Body Members and Positions: Scotney Blackburn – President, Erica Lannon – Vice President, Aline Robinson – Secretary, Elizabeth Anderson – Member, Robin Mayo - member

Governing Body Member(s) Resigning or Removed: Robin Mayo

New Governing Body Member(s) and Position(s): Andrea Griffin

Contact information for New Governing Body Member(s) (phone, email): (928) 853-4982
agriffin.gc@rwcs.org

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: 2

Effective Date: 7/1/2023

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 12/1/2023

Signature of Governing Board Chair:  **Date:** 12/1/2023

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:** _____

ASSURANCES

My name is Andrea W. Griffin and I reside in El Prado, NM. I am a member of the governing body for Roots and Wings a charter school which is located at 35 La Lama Rd. 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.

Andrea W. Griffin
Printed Name

[Handwritten Signature]
Signature

10/30/2023
Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Andrea W. Griffin, after being duly sworn, state:

1. My name is Andrea W. Griffin and I reside in El Prado, New Mexico.
2. I am a member of the governing body of the [Roots + Wings Community School] in Lama, 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 [Roots + Wings] 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]
Andrea W. Griffin
[Print]

10/30/2023
Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30 day of October, 2023.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 9-21, 2024.

STATE OF NEW MEXICO
NOTARY PUBLIC
ChrisAnn Jeantet
Commission Number 1098437
My Commission Expires September 21, 2024

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Roots & Wings Community School, located in La Lama, 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 Roots & Wings Community 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 ROOTS & WINGS COMMUNITY SCHOOL GIVE THE FOREGOING STATEMENT THIS 13th DAY OF OCTOBER, 2023.

1. *Scotney Blackburn*
Scotney Blackburn (Oct 13, 2023 14:02 MDT)
[signature]
Scotney Blackburn
[print]
2. *Erica Lannon*
Erica Lannon (Oct 13, 2023 14:02 MDT)
[signature]
Erica Lannon
[print]
3. *Aline Robertson*
Aline Robertson (Oct 13, 2023 14:02 MDT)
[signature]
Aline Robertson
[print]
4. *Elizabeth Anderson*
Elizabeth Anderson (Oct 13, 2023 14:02 MDT)
[signature]
Elizabeth Anderson
[print]
5. *Andrea Griffin*
Andrea Griffin (Oct 13, 2023 14:02 MDT)
[signature]
Andrea Griffin
[print]

Attach additional pages if membership exceeds five.

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on 5/19/2023, a meeting of the Governing Body of Roots and Wings Community School, a New Mexico public charter school, was held both virtually and at 35 La Lama Rd, Lama NM. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 4 in favor and none opposed to accept Andrea Griffin for board membership.

The members voting in favor were: Aline Robertson, Elizabeth Anderson, Robin Mayo, and Scotney Blackburn

The members voting in opposition were: none

The members abstaining were: none

I, the undersigned, certify that this is a true copy.



Signature

12/1/23

Date

Erica Lannon

Printed name

Vice-President

Title

June 20, 2023

Robin Mayo
303 Este Es Rd.
Ranchos de Taos, NM. 87557

Aline Robertson
Board President
Roots and Wings Community School
35 La Lama Rd.
Questa, NM 87556

Dear Ms. Robertson,

I am writing this letter to inform you of my decision to resign as a board member of Roots and Wings Community School, effective July 3, 2023.

While serving as a member of the board, I have seen much growth and change in the school and the progress we have made. I feel that my contribution has met its limit and that it would be beneficial to the organization if I were to step down. I wish the board well as you move into the next phase of governing.

Thank you for giving me the opportunity to be part of such a strong and dedicated team. I look forward to hearing of the continued success of RWCS.

Sincerely,



Robin Mayo