



## 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 of the school's Governing Body.

**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@state.nm.us](mailto:charter.schools@state.nm.us) 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](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and New America School-Las Cruces, hereafter "the school," effective on December of 2021.**

**Current Governing Body Members and Positions:** Susie Kimble, President; Roberta Stathis, VP; Oscar Juarez, Member; Jesus Lozoya, Member

**New Governing Body Member(s) and Position(s):** Jessica Castro-Buelna, Secretary

**Contact information for New Governing Body Member(s) (phone, email):** 1716 S. Solano Dr. Unit 20, Las Cruces NM 88001 Cell: 505-573-2765

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

**Effective Date:** 12/14/2023

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

**Signature of School Representative:**  **Date:** 12/22/23

**Signature of Governing Board Chair:**  **Date:** 12/29/23

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



The New America School-Las Cruces  
207 S. Main Street  
Las Cruces, NM 88001  
(575) 527-9085  
Lcnas.org

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Hon. Jared Polis, Founder  
Susie Kimble, President  
Margarita Porter, Superintendent

**New America School-Las Cruces**  
**Special Meeting**  
Governing Council  
Thursday, November 14, 2023  
10:45 AM

**Board Members Present:**

- Susie Kimble (President)
- Roberta Stathis (VP)
- Julia Rivera-Tapia (Sec)
  
- **Regrets:** Oscar Juarez  
Jesus Lozoya

**Staff Present:**

- Margarita Porter

**Minutes of the GC**

1. The meeting was called to order at 10:45 by Susie Kimble.
2. Motion to accept Jessica Castro-Buelna as a member of the Governing Council was made by Roberta Stathis and seconded by Julia Rivera-Tapia. Votes: unanimous

Meeting was adjourned at 10:46 am. Next general meeting will be December 14, 2023.

Signed \_\_\_\_\_

Julia Rivera-Tapia, Secretary

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Jessica Castro-Buelna, after being duly sworn, state:

1. My name is Jessica Castro-Buelna and I reside in Las Cruces, New Mexico. New America School
2. I am a member of the governing body of the [insert name of school] in Las Cruces, 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.

Jessica Castro-Buelna  
[Signature]  
Jessica Castro-Buelna  
[Print]

1/2/2024  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 2<sup>nd</sup> day of Jan, 2024.

[Notary Seal]

YVONNE MONTOYA  
Notary Public, State of New Mexico  
Commission No. 1045483  
My Commission Expires  
June 26, 2027

Yvonne Montoya  
NOTARY PUBLIC

My commission expires: June 26, 2027.

To whom it may concern,

Dec 14, 2023

This letter is to formally confirm my resignation from the position of Secretary on the Board of The New Americas School as of December 14. I emailed the entire board on Oct 12, 2023 to inform them of my decision due to upcoming school commitments which would interfere with my time to properly serve.

Thank you for the opportunity to learn about this amazing school and please do not hesitate to contact me for any further questions.

Julia Rivera-Tapia



505-553-6788

[julia.rivera-tapia@jpaultayloracademy.org](mailto:julia.rivera-tapia@jpaultayloracademy.org)



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

We, the undersigned, make up the governing body of the New America School-Las Cruces, located in Las Cruces, 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.

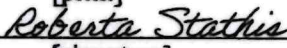
We make this statement as part of New America School-Las Cruces's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

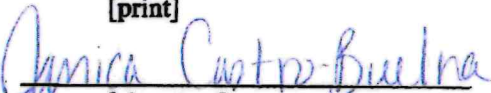
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

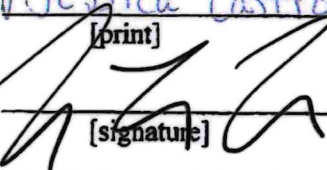
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

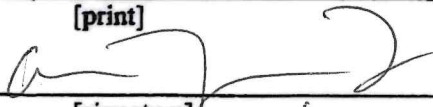
THE FOLLOWING MEMBERS OF THE NEW AMERICA SCHOOL-LAS CRUCES GIVE THE FOREGOING STATEMENT THIS 14 day of December, 2023.

1.   
[signature]  
Susie Kimble  
[print]

2.   
[signature]  
Roberta Stathis  
[print]

3.   
[signature]  
J. Jessica Castro-Buelna  
[print]

4.   
[signature]  
[print]

5.   
[signature]  
Oscar Juarez Jr  
[print]

#### ASSURANCES

My name is Jessica Castro-Buelna and I reside in Las Cruces, NM. I am a member of the governing body for New America School a charter school which is located at 207 S. Main St, LC. 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.

Jessica Castro-Buelna      Jessica Castro Buelna      1/2/2024  
Printed Name                      Signature                      Date