



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:

- X Fully completed form
- X Approved board minutes or certification of the board's vote accepting the new member
- X 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 Tierra Adentro of New Mexico, hereafter "the school," effective on 7/1/2010.

Current Governing Body Members and Positions: Sandy Martinez, President Carol Crawford, Vice President Liz Marshall, Secretary Carrie Freeman, Member Jillian Martinez, Member

Governing Body Member(s) Resigning or Removed: Ted Baca and Carol Crawford

New Governing Body Member(s) and Position(s): Jillian Martinez

Contact information for New Governing Body Member(s) (phone, email): Jillian Martinez, 505-263-4306, tanm.jillian.martinez@gmail.com

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: 11/1/2023 for Ted Baca and 12/1/23 for Carol Crawford

The school's notification is hereby submitted by: Veronica Torres

Signature of School Representative:  **Date:** 12/1/23

Signature of Governing Board Chair:  **Date:** 12/1/23

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:** _____

Tierra Adentro: The New Mexico School of Academics, Arts & Artesanía (TANM)
1781 Bellamah Ave NW
Albuquerque NM 87104
November 9, 2023
Agenda/Minutes

Notice is hereby given that the Governing Council of TANM's Regular Meeting will begin at 5:00pm

The meeting will take place on Zoom:

<https://us06web.zoom.us/j/88046464541?pwd=vDdCRlknkjE9Layu3z7MEcIoGJDSOb.1>

AGENDA/MINUTES

- I. Call to Order for Regular Meeting: Carol Crawford, 11/9/23 5:02pm via Zoom**
- II. Roll Call for Quorum:**
- III. Present: Carol Crawford, Sandy Martinez, Carrie Freeman, Liz Marshall**
Not Present:
- IV. Approval of Agenda (Action)**
 - a. **Motion: Carrie Freeman**
 - b. **Second: Sandy Martinez**
 - c. **Vote: Passes unanimously**
- V. Approval of the October 19, 2023 GC Meeting Minutes (Action)**
 - a. **Motion: Carol Crawford**
 - b. **Second: Sandy Martinez**
 - c. **Vote: passes unanimously**
- VI. Public Comment: None**
- VII. Report from TANM Foundation and TANM Facilities Committee (TANM Foundation Board) The TANM Foundation will be giving a report on facilities and financing. (See attached - Timeline of Sawmill Land Lease & Tax Bill)**
- VIII. New GC Member (Action) The TANM GC will be voting on a new GC member, Jillian Martinez. (See attached)**
 - a. **Motion: Liz Marshall**
 - b. **Second: Carol Crawford**
 - c. **Vote: passes unanimously**
- IX. Finance Report (Vigil Group) The finance report will consist of an overview of the school's revenue, expenditures, overdue invoices, and the overall financial health of the school. (see attached)**
- X. BARS (Action) (Vigil Group) The Budget Adjustment Requests will consist of requested adjustments to the budget. (see attached)**
518-000-2324-0015-1
 - a. **Motion: Sandy Martinez**
 - b. **Second: Carol Crawford**
 - c. **Vote: passes unanimously**
- XI. TANM Administrative Report (TANM Administration/Foundation) The Administrative Report will consist of the following areas: (see attached)**
 - a. Enrollment: 254
 - b. Discipline: 2
 - c. Attendance: 88%
 - d. Important Dates: Nov 18 12-3pm Winter Art Fest
 - e. Miscellaneous: Lobbyist Robert Apodaca, Potential GC training dates
- XII. Next Regular Meeting, Thursday, December 14, 2023**
- XIII. Adjournment: 5:36pm**
Approved: _____ Date: _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Jillian Martinez, after being duly sworn, state:

1. My name is Jillian Martinez and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Tierra Adentro, 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.

[Handwritten Signature]
[Signature]

11-27-2023
Date

Jillian Martinez
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 27th day of November, 2023.

[Notary Seal:]

STATE OF NEW MEXICO
NOTARY PUBLIC
Edward Alexander Hanrahan
Commission Number 1139637
My Commission Expires February 3, 2027

[Handwritten Signature]
NOTARY PUBLIC

My commission expires: February 3, 2027.

November 29, 2023

Dear GC Board Members and all concern:

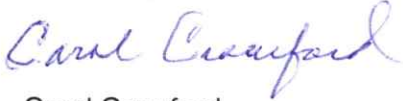
This is my official resignation notification as GC Board Member.

I hope that I have served you well for over 15 plus years.

I will continue to support this wonderful school for many years to come

I have enjoyed my time as GC Board Member but its time to move on and allow someone else to serve.

Warm Regards,



Carol Crawford



To Whom It May Concern:

This letter is to inform the Charter School Public Education Department that as of 10/18/23, Ted Baca has resigned from Tierra Adentro's Governing Council.

Sincerely,

A handwritten signature in black ink, appearing to read "VT", written in a cursive style.

Veronica Torres, Executive Director

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the ^{—Tierra Adentro} [insert name of 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 [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 ^{—Tierra Adentro} [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 1 DAY OF Jan., ~~2011~~ 2024

1. [signature]
[signature]

Jillian Martinez
[print]

2. [signature]
[signature]

Sandy Martinez
[print]

3. [signature]
[signature]

Carrie Freeman
[print]

4. [signature]
[signature]

EW Marshall
[print]

5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

ASSURANCES

My name is Jillian Martinez and I reside in Albuquerque, NM. I am a member of the governing body for Tierra Adentro of NM a charter school which is located at 1781 Bellamah Ave NE 87109, 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.

Jillian Martinez
Printed Name


Signature

1.23.2024
Date