



## 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 Masters Program, hereafter "the school," effective on May 10, 2019.

**Current Governing Body Members and Positions:** Steve Stauss - Chair, Kelly Trujillo - Vice Chair, Lisa Schwade - Treasurer, Kelley Koehler - Secretary, ~~Melynn Schuyler - Member,~~ Deyanira Contreras - Member. *Dorianis Perez - member / new secretary*

**Governing Body Member(s) Resigning or Removed:** Kelly Koehler - removed by board vote 01/31/2024

**New Governing Body Member(s) and Position(s):**

**Contact information for New Governing Body Member(s) (phone, email):**

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

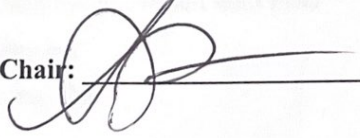
**If so, provide date of vacancy:** Click or tap here to enter text.

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 3 personnel changes

**Effective Date:** 01/31/2024

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

**Signature of School Representative:**  **Date:** 02/13/2024

**Signature of Governing Board Chair:**  **Date:** 2/13/24

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



# The MASTERS Program

## Early College Charter High School

### Special Meeting of the Governing Council

Wednesday January 31, 2024 5:00 P.M.

Room 316, West Wing, Santa Fe Community College  
Santa Fe, New Mexico

**TMP Governing Council is inviting you to attend a special meeting of the GC in person or via Zoom.**

Meeting ID: 821 6515 5337 Passcode: 324669

### DRAFT Minutes

#### I. Roll Call and Call to Order 5:01pm

Governing Council members attending: Deyanira Contreras, Kelley Koehler, Dorianis Perez, Lisa Schwade, Steven Stauss, Kelly Trujillo

Governing Council Members not attending: John Bishop (*Founder, Ex-officio non-voting*)

Guests, Faculty, Staff: Monica McSpadden, Dominick Montoya Howland (*Student Representative*), Kristen Pyle (*Staff Representative*)

Recording Secretary: Steven Stauss

#### II. Approval of Agenda

The agenda was reviewed. Kelly Trujillo moved to approve the agenda as presented, second by Dorianis Perez, passed by majority roll call vote ayes, with Kelley Koehler solely voting nay.

#### III. Consideration and possible action on removal of Governing Council member Kelley Koehler

The meeting continued to the item on the agenda. Kelly Trujillo moved to remove Kelley Koehler from the GC with a summary of the causes, second by Dorianis Perez. Kelley Koehler began discussion with a request for more information. Lisa Schwade responded with a summary of the causes. Steven Stauss pointed out the meeting was not a tribunal and therefore, was not an evidentiary proceeding.

Kelly Trujillo called the question. It was seconded. Roll call vote to call the question passed by majority vote ayes, with Kelley Koehler solely voting nay.

Roll call vote on the motion to remove Kelley Koehler from the TMP Governing Council passed by majority vote ayes, with Kelley Koehler solely voting nay.

#### IV. Adjournment

Kelly Trujillo moved to adjourn the meeting; second by Steven Stauss. Meeting adjourned without dissent at 5:15p.m.

Minutes approved by The MASTERS Program Governing Council February 13, 2024. Signature of Governing Council President: \_\_\_\_\_

*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 call The MASTERS Program Charter School at 428-7320 or email [kmoskowitz@tmpsantafe.org](mailto:kmoskowitz@tmpsantafe.org) at least one week prior to the meeting if possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact as described above.*