



## 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 Alma D'Arte, hereafter "the school," effective on** Click or tap to enter a date..

**Current Governing Body Members and Positions:** Kim Skaggs – President, Richelle Peugh-Swofford – Secretary, Dr. Cynthia Wise – Vice President, , Ron Fitzherbert – Member,

**Governing Body Member(s) Resigning or Removed:** Paul Dulin, Gabriel Holguin

**New Governing Body Member(s) and Position(s):** Zeke Rodriguez, Sherri Hursey, Kelt Cooper

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

Zeke Rodriguez 575-405-1880 [nmzeke@gmail.com](mailto:nmzeke@gmail.com)

Sherri Hursey 970-227-4882 [sherri.hursey@gmail.com](mailto:sherri.hursey@gmail.com)

Kelt Cooper 575-332-1998 [kcooper@almadarte.org](mailto:kcooper@almadarte.org)

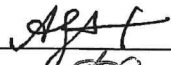
**Is the school requesting an extension to fill a vacancy:**  yes  no

**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:** Click or tap here to enter text.

**Effective Date:** Click or tap to enter a date.

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

**Signature of School Representative:**  **Date:** 10-10-2013

**Signature of Governing Board Chair:**  **Date:** 10-10-23

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



# ALMA D'ARTE CHARTER HIGH SCHOOL

*Regular Meeting, Monday, June 19, 2023 @ 6:00 pm  
Alma d'Arte Charter High School, Room C-106*

## COUNCIL MEMBERS

Kimberly Skaggs - Dr. Cynthia Wise - Ron Fitzherbert – Paul Dulin – Richelle Peugh-Swofford

### I. Introduction

- A. Call to Order at 6:00pm
- B. Roll Call of Members – Members in attendance were Kimberly Skaggs, Ron Fitzherbert, Richelle Peugh-Swofford and Paul Dulin
- C. Conflict of Interest Disclosures as may be applicable. None.
- D. Approval of Agenda – Motion Richelle Peugh-Swofford, Second Ron Fitzherbert – motion passed.
- E. Approval of 6/5/23 Special Meeting Minutes - Motion Ron Fitzherbert, Second Richelle Peugh-Swofford – motion passed.
- F. Announcements. - None

### II. Public Comment (*Three minutes per speaker, 30-minutes for all speakers. No action will be taken.*)

- A. NONE

### ***ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION***

### III. New Business

- A. 2023 - 2024 FY Budget Approval - Motion Richelle Peugh-Swofford, Second Ron Fitzherbert – budget approved.
- B. 2023 - 2024 School Calendar Approval - Motion Paul Dulin, Second Richelle Peugh-Swofford – calendar approved
- C. Signature Authority with Century Bank - Motion Paul Dulin, Second Richelle Peugh-Swofford – Signature Authority Granted
- D. Removal of Gabriel Holguin from Governing Council - Motion Richelle Peugh-Swofford, Second Paul Dulin – Gabriel Holguin is officially removed from the Alma d'arte Charter High School Governing Council effective immediately.

### IV. Old/Recurring Business

- A. Monthly Financial Report
  - 1. Financial Statements as of May 31, 2023 – Complete financial report received and reviewed
  - 2. BAR's Approval - None
- B. Payroll and Accounts Payable Acceptance and Approval - Motion Ron Fitzherbert, Second Richelle Peugh-Swofford – Accepted and Approved
- C. Monthly Administrative Report
  - 1. Monthly Principal's Update Report – Calendar clarifications, hard technology audit, LCPS coming to perform general repairs, school deep cleaning, budget and personnel updates, student count update - 27 new applicants to date.

**V. Future Business/Next Meeting Agenda Items for Discussion or Revision**

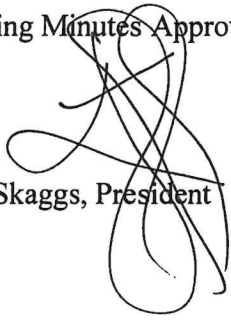
- A. Consideration of Rene Zeke Rodriguez for Governing Council (G)
- B. Approval of 2023-2024 Schedule and Announcements (G)
- C. Special Meeting Called for Monday, June 26, 2023 6:00pm Alma d' Arte Charter High School.

**VI. Adjournment – Adjourn at 7:04pm**

**\*\* (A) - Administration, (G) – Governance Council, (F) - Finance \*\* *One or the other of these three notations will appear at the end of each item, depending on who is introducing the item.***

Meeting Minutes Approval

Kim Skaggs, President

A handwritten signature in black ink, appearing to read 'Kim Skaggs', is written over the printed name 'Kim Skaggs, President'.

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

We, the undersigned, make up the governing body of the Alma d'arte Charter High School 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 [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 ALMA D'ARTE CHARTER HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 26 DAY OF 3, 2023.  
*march*

1. Sherrri Hursey  
[signature]  
Sherrri Hursey  
[print]
2. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]
3. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]
4. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]
5. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.



# ALMA D'ARTE CHARTER HIGH SCHOOL

Special Meeting, Monday, June 26, 2023 @ 6:00 pm

Alma d'arte Charter High School, Room C-106

**COUNCIL MEMBERS** | Kimberly Skaggs | Cynthia Wise | Ron Fitzherbert | Paul Dulin  
| Richelle Peugh-Swofford

## I. Introduction (G)

- A. Call to Order. 6:00pm
- B. Roll Call of Members (G) All present other than Paul Dulin

**II. Approval of Consent Agenda (G)** Motion: Richelle Peugh-Swofford, Second: Ron Fitzherbert, motion passed. Cynthia Wise abstained.

- A. Conflict of Interest Disclosures as may be applicable. (G)
- B. Approval of Agenda. (G)
- C. Approval of Regular Meeting Minutes June 19, 2023 (G)

## III. Public Comment None

**ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION**

## IV. Old Business

## V. New Business

- A. Consideration of Rene Zeke Rodriguez for Governing Council Motion: Richelle Peugh-Swofford, second: Ron Fitzherbert, Motion Passed, Ron Fitzherbert abstained.
- B. Approval of 2023-2024 Schedule and Announcements Motion: Cynthia Wise, second: Richelle Peugh-Swofford, Motion Passed Unanimously.

## VI. Future Business/Next Meeting Agenda Items for Discussion or Revision (G)

- A. 2023-2024 Student Handbook (G/A) – Prep for first reading July 17, Public Hearing (if required) July 31, Spec meeting for 2<sup>nd</sup> read, 3<sup>rd</sup> read and approval Aug regular meeting.
- B. 2023-2024 Staff and Faculty Handbook (G/A) – Prep for first reading July 17 - Prep for first reading July 17, Public Hearing (if required) July 31, Spec meeting for 2<sup>nd</sup> read, 3<sup>rd</sup> read and approval Aug regular meeting.
- C. Place new treasurer on agenda for July 17, 2023.

## VII. Announcements and Notes

- A. Convocation July 31, 2023
- B. Please send Cynthia Wise the budget that we approved.
- C. Please post potential quorum for the convention in Albuquerque late July.

## VIII. Adjournment 6:34pm

\*\* (A) - Administration, (G) – Governance Council, (F) - Finance \*\* One or the other of these three notations will appear at the end of each item, depending on who is introducing the item.



## Board Meeting Minutes

**Date: August 28, 2023**

I. Introduction

Presiding: Kimberly Skaggs      Time: 6:00pm

A. Call to Order

B. Roll Call

Kimberly Skaggs	Present X	Absent ___	Tardy ___
Dr. Cynthia Wise	Present X	Absent ___	Tardy ___
Ron Fitzherbert	Present ___	Absent X	Tardy ___
Paul Dulin	Present X	Absent ___	Tardy ___
Richelle Peugh-Swofford	Present X	Absent ___	Tardy ___
Rene Zeke Rodriguez	Present X	Absent ___	Tardy ___

C. Moment of Silence in Honor of Malachi Delaney

D. Conflict of Interest Disclosures as may be applicable.

**Comment: None**

E. Approval of Agenda

**Motion:** To approve agenda

1<sup>st</sup> Richell Peugh-Swofford

2<sup>nd</sup> Dr. Cynthia Wise

**Vote:**

Kimberly Skaggs	Yes ___	No ___	Abstention ___
Dr. Cynthia Wise	Yes X	No ___	Abstention ___
Ron Fitzherbert	Yes ___	No ___	Abstention ___
Paul Dulin	Yes X	No ___	Abstention ___
Richelle Peugh-Swofford	Yes X	No ___	Abstention ___
Rene Zeke Rodriguez	Yes X	No ___	Abstention ___

F. Approval of 7/17/23 Meeting Minutes

**Motion:** To approve 7/17/23 Meeting Minutes

1<sup>st</sup> Dr. Cynthia Wise

2<sup>nd</sup> Richell Peugh-Swofford

**Vote:**

Kimberly Skaggs	Yes ___	No ___	Abstention ___
Dr. Cynthia Wise	Yes X	No ___	Abstention ___
Ron Fitzherbert	Yes ___	No ___	Abstention ___

Paul Dulin	Yes	X	No__	Abstention__
Richelle Peugh-Swofford	Yes	X	No__	Abstention__
Rene Zeke Rodriguez	Yes	X	No__	Abstention__

G. Announcements

1. Dr. Adam Amador – No Hearing on August 25, 2023, with PEC. Dr. Amador previously met with PEC and showed them a plan for the school improvement. PEC was encouraged and accepted the plan.
2. Dr. Adam Amador – Alma d’arte is an Innovation Zone and grantee, met with Rebecca Galves and encouraged to apply to increase by \$50,000.

II. Public Comment (Three minutes per speaker, 30-minutes for all speakers, No action will be taken.)  
None

III. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1 (H)(2)(H) of the New Mexico Open Meetings Act.

**Motion:** To Enter Executive Session Time: 6:06 pm

- 1<sup>st</sup> Richelle Peugh-Swofford  
2<sup>nd</sup> Paul Dulin

**Vote:**

Kimberly Skaggs	Yes	__	No__	Abstention__
Dr. Cynthia Wise	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Paul Dulin	Yes	X	No__	Abstention__
Richelle Peugh-Swofford	Yes	X	No__	Abstention__
Rene Zeke Rodriguez	Yes	X	No__	Abstention__

**Motion:** To Exit Executive Session Time: 6:37 pm

- 1<sup>st</sup> Richelle Peugh-Swofford  
2<sup>nd</sup> Paul Dulin

**Vote:**

Kimberly Skaggs	Yes	__	No__	Abstention__
Dr. Cynthia Wise	Yes	__	No__	Abstention X
Ron Fitzherbert	Yes	__	No__	Abstention__
Paul Dulin	Yes	X	No__	Abstention__
Richelle Peugh-Swofford	Yes	X	No__	Abstention__
Rene Zeke Rodriguez	Yes	X	No__	Abstention__

IV. New Business

A. Approval of new board member(s) – Action

**Motion:** To Approve Sherri Hursey as a new board member

1<sup>st</sup> Richelle Peugh-Swofford



2<sup>nd</sup> Dr. Cynthia Wise

**Vote:**

Kimberly Skaggs	Yes	__	No	__	Abstention	__
Dr. Cynthia Wise	Yes	X	No	__	Abstention	__
Ron Fitzherbert	Yes	__	No	__	Abstention	__
Paul Dulin	Yes	__	No	__	Abstention	X
Richelle Peugh-Swofford	Yes	X	No	__	Abstention	__
Rene Zeke Rodriguez	Yes	X	No	__	Abstention	__

**Motion:** To Approve Kelt Cooper as a new board member

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	__	No	__	Abstention	__
Dr. Cynthia Wise	Yes	__	No	X	Abstention	__
Ron Fitzherbert	Yes	__	No	__	Abstention	__
Paul Dulin	Yes	__	No	__	Abstention	X
Richelle Peugh-Swofford	Yes	X	No	__	Abstention	__
Rene Zeke Rodriguez	Yes	X	No	__	Abstention	__

**B. Acceptance of Paul Dulin's resignation**

**Motion:** To accept the resignation of Paul Dulin

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Dr. Cynthia Wise

**Vote:**

Kimberly Skaggs	Yes	__	No	__	Abstention	__
Dr. Cynthia Wise	Yes	X	No	__	Abstention	__
Ron Fitzherbert	Yes	__	No	__	Abstention	__
<del>Paul Dulin</del>	<del>Yes</del>	<del>__</del>	<del>No</del>	<del>__</del>	<del>Abstention</del>	<del>__</del>
Richelle Peugh-Swofford	Yes	X	No	__	Abstention	__
Rene Zeke Rodriguez	Yes	X	No	__	Abstention	__

**C. Approval of PO's – Action. \*Attachment\***

**Comment:**

**Motion:** To approve PO's.

1<sup>st</sup> Dr. Cynthia Wise

2<sup>nd</sup> Richelle Peugh-Swofford

**Vote:**

Kimberly Skaggs	Yes	__	No	__	Abstention	__
Dr. Cynthia Wise	Yes	X	No	__	Abstention	__
Ron Fitzherbert	Yes	__	No	__	Abstention	__

<del>Paul Dulin</del>	Yes	<u>    </u>	No	<u>    </u>	Abstention	<u>    </u>
Richelle Peugh-Swofford	Yes	X	No	<u>    </u>	Abstention	<u>    </u>
Rene Zeke Rodriguez	Yes	X	No	<u>    </u>	Abstention	<u>    </u>

D. Approval of CAO’s Professional Development – Superintendent Leadership Academy

**Comment:**

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**Motion:** To approve CAO’s Professional Development – Superintendent Leadership Academy

1<sup>st</sup> Dr. Cynthia Wise

2<sup>nd</sup> Richelle Peugh-Swofford

**Vote:**

Kimberly Skaggs	Yes	<u>    </u>	No	<u>    </u>	Abstention	<u>    </u>
Dr. Cynthia Wise	Yes	X	No	<u>    </u>	Abstention	<u>    </u>
Ron Fitzherbert	Yes	<u>    </u>	No	<u>    </u>	Abstention	<u>    </u>
<del>Paul Dulin</del>	Yes	<u>    </u>	No	<u>    </u>	Abstention	<u>    </u>
Richelle Peugh-Swofford	Yes	X	No	<u>    </u>	Abstention	<u>    </u>
Rene Zeke Rodriguez	Yes	X	No	<u>    </u>	Abstention	<u>    </u>

E. Approval of Contracts

1. General Counsel: Matthews Fox
2. General Counsel: Special Services – de Leon and Associates
3. Lease Agreement with In-Kind Services: Special Services – de Leon and Associates
4. Lease Agreement with In-Kind Services: Special Services – De Leon and Associates
5. Contract: Academic Counseling, Transcript, Course Audit, etc. – Andrea Arellanes
6. Contract: Special Education Facilitator – Liaison – LEA – Allie Pelayo
7. Janitorial Services Contract – Garcia’s Janitorial Contract
8. New Mexico Public Schools Facilities Authority – Broadband Deficiencies Corrections Program (BDCP)
9. State of New Mexico Department of Public Education FUND 27107 Capital Appropriation Project

**Comment:** Board will take one vote for all 9 contracts

**Motion:** To approve 9 contracts

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	<u>    </u>	No	<u>    </u>	Abstention	<u>    </u>
Dr. Cynthia Wise	Yes	X	No	<u>    </u>	Abstention	<u>    </u>

Ron Fitzherbert	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
<del>Paul Dulin</del>	<del>Yes</del>	<del><input type="checkbox"/></del>	<del>No</del>	<del><input type="checkbox"/></del>	<del>Abstention</del>	<del><input type="checkbox"/></del>
Richelle Peugh-Swofford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

V. Old/Recurring Business

- A. Monthly Financial Report
- B. Payroll and Accounts Payable Acceptance and Approval - Action
- C. Monthly Administrative Report
- D. Monthly Update on Governing Councils Required Training
  - 1. Kimberly Skaggs is complete.

VI. Future Business / Next Meeting Agenda Items for Discussion or Revision

- A. 2023-2024 Student Handbook
- B. 2023-2024 Staff and Faculty Handbook
- C. By Laws

VII. Adjournment

**Motion:** To Adjourn Time: 7:47 pm

**1<sup>st</sup>** Dr. Cynthia Wise

**2<sup>nd</sup>** Richelle Peugh-Swofford

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Dr. Cynthia Wise	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
<del>Paul Dulin</del>	<del>Yes</del>	<del><input type="checkbox"/></del>	<del>No</del>	<del><input type="checkbox"/></del>	<del>Abstention</del>	<del><input type="checkbox"/></del>
Richelle Peugh-Swofford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>


## ASSURANCES

My name is Beno B. Rodriguez and I reside in Las Cruces. I am a member of the governing body for Alma De Arte a charter school which is located at 402 Lillard Ave. 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.

Gere B. Portis  
Printed Name

  
Signature

Oct 23  
Date

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Rene B. Portiguel, after being duly sworn, state:

1. My name is Rene B. Portiguel and I reside in Las Cruces, New Mexico.
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.

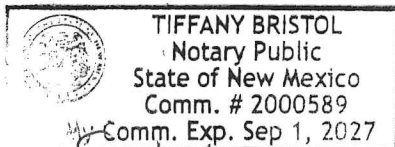
[Signature]  
[Signature]  
Rene B. Portiguel  
[Print]

Oct 23  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 18 day of October, 2023.

[Notary Seal:]



[Signature]  
NOTARY PUBLIC

My commission expires: September 1, 2027.

#### ASSURANCES

My name is Sherri Hursey and I reside in Las Cruces N.M.. I am a member of the governing body for Ana D'Arte a charter school which is located at 402 W. Court St. 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.

Sherrri Hursey  
Printed Name

Sherrri Hursey  
Signature

Oct 16, 2023  
Date



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Sherri Hursey, after being duly sworn, state:

1. My name is Sherri Hursey and I reside in Las Cruces, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Alma D'Arte 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.

Sherri Hursey  
[Signature]

Oct 16, 2023  
Date

Sherri Hursey  
[Print]

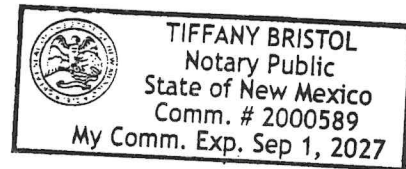
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16 day of October, 2023.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: September 1, 2027.



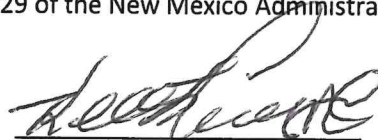
## ASSURANCES

My name is Keith Cooper and I reside in Las Cruces, N.M. I am a member of the governing body for Alma D'Arbo Charter a charter school which is located at Las Cruces. 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.

West L. Cooper  
Printed Name

  
Signature

10-16-23  
Date

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Kelt Cooper, after being duly sworn, state:

1. My name is Kelt Cooper and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the [insert name of school] in Alameda State Charter, 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]

10-16-23  
Date

KELT COOPER  
[Print]

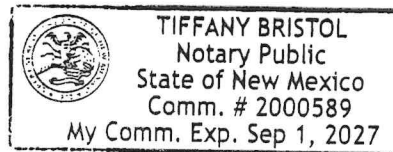
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16 day of October, 2023.

[Notary Seal:]

[Handwritten Signature]  
NOTARY PUBLIC

My commission expires: September 1, 2027.





## 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](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Alma d'Arte Charter High School, hereafter "the school," effective on 3/18/2024.**

**Current Governing Body Members and Positions:** Richelle Peugh-Swofford – President, Kimberly Skaggs – Vice President, Sherri Hursey – Secretary, Caesar Alvarez – Member, Martin Swafford – Member.

**Governing Body Member(s) Resigning or Removed:** Kelt Cooper, Ron Fitzherbert, Cynthia Wise, Zeke Rodriguez

**New Governing Body Member(s) and Position(s):** Ceasar Alvarez – Member (Approved February 29<sup>th</sup>), Martin Swafford – Member (Approved February 29<sup>th</sup>), Tommy Escudero – Member (Approved March 18<sup>th</sup>) \*See Attached Minutes.

**Contact information for New Governing Body Member(s) (phone, email):** Ceasar Alvarez – (575) 956-3623 – calvarez@almadarte.org, Martin Swafford – (915) 974-9174 – mswafford@almadarte.org, Tommy Escudero – (575) 404-6401 – tescudero@almadarte.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:** Three

**Effective Date:** 3/18/2024

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

**Signature of School Representative:** ASA **Date:** 3.18.2024

**Signature of Governing Board Chair:** [Signature] **Date:** 04/10/24 3/18/24

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



Approved Board Minutes or Certification of the Board's Vote accepting the new member

March 25, 2024

Dr. Adam Amador  
Chief Academic Officer

# ALMA d'ARTE

January Minutes

March 25, 2024

Dr. Adam Amador

Chief Academic Officer





**Board Meeting Minutes**  
**402 W. Court Ave., Las Cruces, NM 88005**  
**Date: January 22, 2024**  
**6:00 pm**

**I. Introduction**

Presiding: \_\_\_\_\_ Time: 6:07 pm

1. Call to Order
2. Pledge of Allegiance – United States  
Salute – State of New Mexico

**3. Roll Call**

Kimberly Skaggs	Present <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>	Tardy <input type="checkbox"/>
Ron Fitzherbert	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Richelle Peugh-Swafford	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Rene Zeke Rodriguez	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Sherri Hursey	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Kelt Cooper	Present <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>	Tardy <input type="checkbox"/>

4. Introductions of Guests
5. Conflict of Interest Disclosures as may be applicable.
6. Acceptance of Agenda.

**Motion:** To Amend the Agenda to table #15

1<sup>st</sup>

2<sup>nd</sup>

**Vote:**

Kimberly Skaggs	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Ron Fitzherbert	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Richelle Peugh-Swafford	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Rene Zeke Rodriguez	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Sherri Hursey	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Kelt Cooper	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>

Motion approved 4-0

**7. Acceptance of Meeting Minutes –Special Meeting 1/8/24**

**Motion:** To approve the Meeting Minutes for the Special Meeting on 1/8/24.

1<sup>st</sup> Ron Fitzherbert

2<sup>nd</sup> Sherry Hursey

**Vote:**

Kimberly Skaggs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Ron Fitzherbert	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Richelle Peugh-Swafford	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Rene Zeke Rodriguez	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Sherri Hursey	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Kelt Cooper	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>

Motion approved 4-0

- 8. Student Report – Carlo Mendez  
See Attached Student Report
- 9. Public Comment (Two minutes per speaker, 30-minutes for all speakers, No action will be taken.)  
None

**ALL ITEMS BELOW (SECTIONS II & III) ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION**

- 10. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1 (H)(2)(H) of the New Mexico Open Meetings Act.  
No Executive Session
- 11. Possible Action on Matters Discussed in Executive Session (as needed).  
None
- 12. Governing Council Member Training Update  
Kimberly Skaggs has completed all training.  
Ron Fitzherbert has completed all training.  
Richelle Peugh-Swafford is almost complete with training.

13. Monthly Financial Report (Chris Masters)

a. Financial Report (F)

**Motion:** To approve the Financial Report, Payroll and Accounts Payable Acceptance and Approval.

1<sup>st</sup> Sherry Hursey

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Ron Fitzherbert	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Richelle Peugh-Swafford	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Rene Zeke Rodriguez	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Sherri Hursey	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Kelt Cooper	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>

Motion approved 4-0

b. BAR's Approval (if required). (G)

**Motion:** To Accept BAR #511-000-2324-0006-IB

1<sup>st</sup> Ron Fitzherbert

2<sup>nd</sup> Sherri Hursey

**Vote:**

Kimberly Skaggs	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Ron Fitzherbert	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Richelle Peugh-Swafford	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Rene Zeke Rodriguez	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Sherri Hursey	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Kelt Cooper	Present <input type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>

Motion approved 4-0

14. Chief Academic Officer / Principal Report

- a. Scheduling
- b. Course offerings
- c. Special Education
- d. Attendance
- e. Graduation Requirements
- f. Graduation Updates

See attached Chief Academic Officer/ Principal Report.

15. Unfinished / Recurring Business - Tabled in change of Agenda.

- a. Governing Council By-Laws
- b. Update Staff and Faculty Handbook
- c. Social Media Policy for Students, Staff

16. New Business

- a. Election of officers – Tabled in change of Agenda.
- b. 2023-2024 Open Meetings Act Resolution – Tentative pending direction from the NM Attorney General’s Office

**Motion:** To approve the 2023-2024 Open Meetings Act Resolution with the change of the word accept in paragraph 9.

1<sup>st</sup> Rene Zeke Rodriguez

2<sup>nd</sup> Sherry Hursey

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	X	No	___	Abstention	___
Kelt Cooper	Yes	___	No	___	Abstention	___

Motion approved 4-0

17. Future Business / Next Meeting Agenda Resolution – Tentative pending direction from the NM Attorney General’s Office

Agenda for 12/11/23

Social Media Policy

Committee Assignments

Next Meeting Feb 26, 2024

Announcements: Richelle Neighborhood meeting Feb 23, 2024, should have a school representative attend.

18. Adjourn

Time: 7:00 pm

**Motion:**

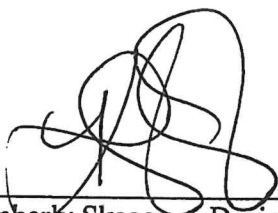
1<sup>st</sup> Ron Fitzherbert

2<sup>nd</sup> Sherry Hursey

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Richelle Peugh-Swofford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherry Hursey	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kelt Cooper	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved



\_\_\_\_\_  
Kimberly Skaggs or Designee

2/29/24  
\_\_\_\_\_  
Date

# ALMA d'ARTE

February Minutes

March 25, 2024

Dr. Adam Amador

Chief Academic Officer



**Board Meeting Minutes**  
**402 W. Court Ave., Las Cruces, NM 88005**  
**Date: February 26, 2024**  
**6:00 pm**

I. Introduction

Presiding: Kimberly Skaggs

Time: 6:08 pm

1. Call to Order

2. Roll Call

Kimberly Skaggs	Present X	Absent ___	Tardy ___
Ron Fitzherbert	Present X	Absent ___	Tardy ___
Richelle Peugh-Swafford	Present X	Absent ___	Tardy ___
Rene Zeke Rodriguez	Present X	Absent ___	Tardy ___
Sherri Hursey	Present ___	Absent X	Tardy ___
Kelt Cooper	Present ___	Absent X	Tardy ___

3. Introductions of Guests

4. Conflict of Interest Disclosures as may be applicable.

5. Acceptance of Agenda.

**Motion:** Acceptance of Agenda.

1<sup>st</sup> Richelle Peugh-Swafford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes ___	No ___	Abstention ___
Ron Fitzherbert	Yes X	No ___	Abstention ___
Richelle Peugh-Swafford	Yes X	No ___	Abstention ___
Rene Zeke Rodriguez	Yes X	No ___	Abstention ___
Sherri Hursey	Yes ___	No ___	Abstention ___
Kelt Cooper	Yes ___	No ___	Abstention ___

Motion approved 3-0

6. Student Report – No report given due to absences.

7. Accept Resignation of Kelt Cooper

**Motion:** to accept the resignation of Kelt Cooper

1<sup>st</sup> Rene Zeke Rodriguez

2<sup>nd</sup> Richelle Peugh-Swafford

**Vote:**

Kimberly Skaggs	Yes ___	No ___	Abstention ___
Ron Fitzherbert	Yes X	No ___	Abstention ___
Richelle Peugh-Swafford	Yes X	No ___	Abstention ___
Rene Zeke Rodriguez	Yes X	No ___	Abstention ___
Sherri Hursey	Yes ___	No ___	Abstention ___
Kelt Cooper	Yes ___	No ___	Abstention ___

Motion approved 3-0

8. Approval of New Governing Board Members

a. Caesar Alvarez

**Motion:** Motion to approve Caesar Alvarez as a New Board Member.

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

b. Marty Swafford

**Motion:** Motion to approve Marty Swafford as a New Board Member.

1<sup>st</sup> Rene Zeke Rodriguez

2<sup>nd</sup> Ron Fitzherbert

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

c. Rachel Polk

**Motion:** Motion to approve Rachel Polk as a New Board Member.

**Motion** No motion was made.

9. Election of New Officers

a. **President**

**Motion:** To elect Richelle Peugh-Swofford for President.

1<sup>st</sup> Rene Zeke Rodriguez

2<sup>nd</sup> Ron Fitzherbert

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

**b. Vice President**

**Motion:** To elect Kimberly Skaggs for Vice President.

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

**c. Secretary**

**Motion:** To elect Sherri Hursey for Secretary.

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

**d. Treasure**

**Motion:** To elect Rene Zeke Rodriguez for Treasure.

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Ron Fitzherbert

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

10. Acceptance of Meeting Minutes – January 22, 2024

**Motion:** to accept meeting minutes for January 22, 2024.

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Ron Fitzherbert

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved. 3-0



11. Public Comment (Two minutes per speaker, 30-minutes for all speakers, No action was taken.

Speakers during Public Comment.

1. Jennifer White
2. David Kwleeinski
3. Chris Stout-Bardey
4. Cora Richardson
5. Edan Luschei
6. Raul Dorn
7. Steven VanCoblijn
8. Jeanne Brown
9. Kaila Brown
10. Jusan Frary
11. Dave Sorenson
12. Janet VanCoblijn
13. Jana Holguin

**ALL ITEMS BELOW (SECTIONS II & III) ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION**

12. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1 (H)(2)(H) of the New Mexico Open Meetings Act.

**Motion:** To enter Executive Session

Time: 6:52 PM

1<sup>st</sup> Richelle Peugh-Swafford

2<sup>nd</sup> Rene Zeke Rodrigez

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Richelle Peugh-Swafford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

**Motion:** To Exit Executive Session

Time: 7:18 pm

1<sup>st</sup> Rene Zeke Rodriguez

2<sup>nd</sup> Richelle Peugh-Swafford

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Richelle Peugh-Swafford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

13. Possible Action on Matters Discussed in Executive Session (as needed).  
None

14. Governing Council Member Training Update

- a. March 9<sup>th</sup> Board Training with Wayne from PCSNM. The training will cover Governing Council responsibilities and ethics, OMA, and Charter reauthorization, goals, and evaluation of Director.

Kimberly Skaggs has completed all training.  
Ron Fitzherbert has completed all training.  
Richelle Peugh-Swofford is almost complete with training.

15. Unfinished / Recurring Business -

- a. Update Student Handbook
- b. Update Staff and Faculty Handbook

**Motion:** Motion to table (a.) Update Student Handbook and (b) Update Staff and Faculty Handbook.

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

- c. Second Reading Building Use Policy

**Motion:** to approve Second Reading Building Use Policy

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

- d. First Social Media Policy for Students, Staff and Faculty

**Motion:** to table the First Social Media Policy for Students, Staff and Faculty

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

16. Monthly Financial Report (Chris Masters) – See Attached.

a. Financial Report (F)

**Motion:** To approve the Financial Report, Payroll and Accounts Payable Acceptance and Approval.

1<sup>st</sup> Ron Fitzherbert

2<sup>nd</sup> Richelle Peugh-Swofford

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Richelle Peugh-Swofford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

b. BAR’s Approval (if required). See Attached.

**Motion:** to approve (BAR 511-000-2324-0007-I ESSER III Final, BAR 511-000-2324-0008-IB Capital Outlay, BAR 511-000-2324-0009-I Teacher/Principal Training/Recruiting, BAR 511-000-2324-0010-IB REC Hispanic Education, BAR 511-000-2324-0013-I Title 1 allocation)

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Ron Fitzherbert

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Richelle Peugh-Swofford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

c. Payroll and Accounts Payable Acceptance and Approval – See Attached.

**Motion:** to approve Payroll and Accounts Payable

1<sup>st</sup> Ron Fitzherbert

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Richelle Peugh-Swofford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

17. Monthly Administrative report

a. Monthly Principal’s Update Report.

See attached Chief Academic Officer/ Principal Report.

18. New Business

a. Contract – Alicia Moreno

**Motion:** to approve contract for Alicia Moreno, Certified Counselor

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

b. Contract – Yvette Jaramillo-Barnwell

**Motion:** to approve contract for Yvette Jaramillo-Barnwell, MSS Intervention

1<sup>st</sup> Rene Zeke Rodriguez

2<sup>nd</sup> Richelle Peugh-Swofford

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

c. Contract – Pancho Romero

**Motion:** to approve contract for Dr. Pancho Romero, Mesilla Valley Jazz & Blues

1<sup>st</sup> Richelle Peugh-Swofford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

d. Strategic Plan and Planning Sessions

**Motion:** Motion to approve a Strategic Plan and Planning Sessions, Steve Linkis

1<sup>st</sup> Rene Zeke Rodriguez

2<sup>nd</sup> Richelle Peugh-Swofford

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	X	No	___	Abstention	___
Richelle Peugh-Swofford	Yes	X	No	___	Abstention	___
Rene Zeke Rodriguez	Yes	X	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___

Motion approved 3-0

19. Future Business / Next Meeting Agenda Items for Discussion or Revision

None

20. Announcements:

a. ADA Students artwork showing at Dona Anna Council.

21. Adjourn

Time: 8:16 pm

**Motion:**

1<sup>st</sup> Richelle Peugh-Swafford

2<sup>nd</sup> Rene Zeke Rodriguez

**Vote:**

Kimberly Skaggs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ron Fitzherbert	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Richelle Peugh-Swafford	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Rene Zeke Rodriguez	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0



Richelle Peugh-Swafford or Designee

3/18/24  
Date

# ALMA d'ARTE

March Minutes

March 25, 2024

Dr. Adam Amador

Chief Academic Officer



**Board Meeting Minutes**  
**402 W. Court Ave., Las Cruces, NM 88005**  
**Date: March 18, 2024**  
**6:00 pm**

I. Introduction

Presiding: \_\_\_\_\_ Time: 6:00 pm

1. Call to Order

2. Roll Call

Kimberly Skaggs	Present X	Absent ___	Tardy ___
Ron Fitzherbert	Present ___	Absent X	Tardy ___
Richelle Peugh-Swafford	Present X	Absent ___	Tardy ___
Rene Zeke Rodriguez	Present ___	Absent X	Tardy ___
Sherri Hursey	Present X	Absent ___	Tardy ___
Ceaser Alveraz	Present X	Absent ___	Tardy ___
Martin Peugh	Present X	Absent ___	Tardy ___

3. Introductions of Guests

Carrie Hamblen

4. Conflict of Interest Disclosures as may be applicable.

None

5. Acceptance of Agenda.

**Motion:** Acceptance of Agenda.

**1<sup>st</sup>** Ceaser Alverez

**2<sup>nd</sup>** Kimberly Skaggs

**Vote:**

Kimberly Skaggs	Yes	X	No ___	Abstention ___
Ron Fitzherbert	Yes	___	No ___	Abstention ___
Richelle Peugh-Swafford	Yes	___	No ___	Abstention ___
Rene Zeke Rodriguez	Yes	___	No ___	Abstention ___
Sherri Hursey	Yes	X	No ___	Abstention ___
Ceaser Alverez	Yes	X	No ___	Abstention ___
Martin Peugh	Yes	X	No ___	Abstention ___

Motion approved 4-0

6. Introduction of New Governing Board Members

1. Ceaser Alverez – Assistant Principal at Lynn Middle School
2. Martin Peugh – Works at NASA

7. Accept Resignation of Zeke Rodriguez

**Motion:** to accept the resignation of Zeke Rodriguez

Discussion: Zeke Rodriguez resigned to move out of town.

1<sup>st</sup> Ceaser Alvarez

2<sup>nd</sup> Kimberly Skaggs

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swafford	Yes	__	No__	Abstention__
Rene Zeke Rodriguez	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser Alvarez	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved 4-0

8. New board member candidate consideration

**Motion:** to accept Tommy Escudero as a Board Member.

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swafford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser Alvarez	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved 4-0

9. Election of Treasurer

**Motion:** To elect Martin Peugh as Treasurer

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Kimberly Skaggs	Yes	__	No__	Abstention X
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swafford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser A	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved 3-0

10. Election of Audit Committee Chairs



**Motion:** Motion to elect Ceaser Alvarez as the Audit Committee Chair

1<sup>st</sup> Sherrie Hursey

2<sup>nd</sup> Kimberly Skaggs

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swafford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	__	No__	Abstention__
Ceaser A	Yes	X	No__	Abstention X
Martin Peugh	Yes	X	No__	Abstention__

Motion approved. 3-0

11. Election of Finance Committee Chairs

**Motion:** to elect Kimberly Skaggs as Finance Committee Chair

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Martin Peugh

**Vote:**

Kimberly Skaggs	Yes	__	No__	Abstention X
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swafford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser A	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved. 3-0

12. Acceptance of February 26<sup>th</sup>, 2024, Meeting Minutes.

**Motion:** to accept February 26<sup>th</sup>, 2024, Meeting Minutes

Discussion: There is a typo in #11, speaker #10 from J to S.

1<sup>st</sup> Kiberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swafford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser A	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved. 4-0

13. Introduction of New Governing Board members

Richelle Peugh-Swafford – New President

14. State of Alma

See attached State of Alma.

15. Public Comment (Two minutes per speaker, 30-minutes for all speakers, No action was taken.

Speakers during Public Comment.

1. AJ R\_\_\_\_\_
2. Chris Stout Bardey
3. Cindy DeLoney
4. John Landon
5. Jana Holguin
6. Gale Williams
7. Shell Richard
8. Steven VanConujio?????

**ALL ITEMS BELOW (SECTIONS II & III) ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION**

15. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1 (H)(2)(H) of the New Mexico Open Meetings Act.

**Motion:** To enter Executive Session

Time: 6:37 PM

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swofford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser Alvarez	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved 4-0

**Motion:** To Exit Executive Session

Time: 7:29 PM

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swofford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser A	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved 4-0

16. Possible Action on Matters Discussed in Executive Session (as needed).

a. CAO Principal Evaluation

**Motion:** to Table CAO Principal Evaluation

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swofford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser A	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved 4-0

17. Governing Council Member Training Update

a. March 9<sup>th</sup>

Kimberly Skaggs has completed all training.

Ron Fitzherbert has completed all training.

Richelle Peugh-Swofford has completed all training.

18. Unfinished / Recurring Business -

a. Update Student Handbook

b. Update Staff and Faculty Handbook

c. First Social Medial Policy for Students, Staff and Faculty

**Motion:** to table Unfinished/Recurring Business, a, b, c

1<sup>st</sup> Sherrie Hursey

2<sup>nd</sup> Martin Peugh

**Vote:**

Kimberly Skaggs	Yes	__	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swofford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	__	No__	Abstention__
Ceaser Alvarez	Yes	__	No__	Abstention__
Martin Peugh	Yes	__	No__	Abstention__

Motion approved 0-0

19. Monthly Financial Report (Chris Masters) – See Attached.

a. Financial Report (F)

**Motion:** To approve the Financial Report, Payroll and Accounts Payable Acceptance and Approval.

1<sup>st</sup> Kimberly Skaggs

2<sup>nd</sup> Sherrie Hursey

**Vote:**

Kimberly Skaggs	Yes	X	No__	Abstention__
Ron Fitzherbert	Yes	__	No__	Abstention__
Richelle Peugh-Swofford	Yes	__	No__	Abstention__
Sherri Hursey	Yes	X	No__	Abstention__
Ceaser Alvarez	Yes	X	No__	Abstention__
Martin Peugh	Yes	X	No__	Abstention__

Motion approved 4-0

b. BAR's Approval (if required). See Attached.

None

c. Payroll and Accounts Payable Acceptance and Approval – See Attached.

**Motion:** to approve Payroll and Accounts Payable

**1<sup>st</sup>**

**2<sup>nd</sup>**

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	___	No	___	Abstention	___
Richelle Peugh-Swafford	Yes	___	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___
Ceaser A	Yes	___	No	___	Abstention	___
Martin Peugh	Yes	___	No	___	Abstention	___
Motion approved 0-0						

20. Monthly Administrative report

a. Monthly Principal's Update Report.

See attached Chief Academic Officer/ Principal Report.

21. New Business

22. Future Business / Next Meeting Agenda Items for Discussion or Revision

23. Announcements:

24. Adjourn

Time: pm

**Motion:**

**1<sup>st</sup>**

**2<sup>nd</sup>**

**Vote:**

Kimberly Skaggs	Yes	___	No	___	Abstention	___
Ron Fitzherbert	Yes	___	No	___	Abstention	___
Richelle Peugh-Swafford	Yes	___	No	___	Abstention	___
Sherri Hursey	Yes	___	No	___	Abstention	___
Ceaser A	Yes	___	No	___	Abstention	___
Martin Peugh	Yes	___	No	___	Abstention	___
Motion approved 3-0						

\_\_\_\_\_  
Richelle Peugh-Swafford or Designee

\_\_\_\_\_  
Date

# ALMA d'ARTE

Resignation Letter or Board Meeting minutes removing the previous member

March 25, 2024

Dr. Adam Amador  
Chief Academic Officer



Adam Amador <aamador@almadarte.org>

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## Fwd: Resignation from the Governance Council

1 message

---

Richelle Peugh-Swofford <rpeugh-swofford@almadarte.org>  
To: Adam Amador <aamador@almadarte.org>

Mon, Mar 18, 2024 at 10:37 AM

Sent from my iPhone

Begin forwarded message:

**From:** Ron Fitzherbert <rfitzherbert@almadarte.org>  
**Date:** March 18, 2024 at 7:20:09 AM MDT  
**To:** Richelle Peugh-Swofford <rpeugh-swofford@almadarte.org>  
**Subject:** Resignation from the Governance Council

Richelle,

It is with conflicting emotions that I am informing you that I will be stepping down from the GC, effective today.

Although there are a number of reasons for this decision, the primary one is the need for the freedom to be a parent first during this final semester of by daughters high school journey.

I believe that Alma is now well positioned for the future and I know that you, and the other GC members will continue to help guide the school to fulfill its mission.

Best regards,

/s/ Ron

Ron Fitzherbert  
Governance Council Member  
Alma d'arte Charter High School  
[rfitzherbert@almadarte.org](mailto:rfitzherbert@almadarte.org)



Adam Amador <aamador@almadarte.org>

**Fwd: Letter of Resignation for Rene (Zeke) Rodriguez**

1 message

Richelle Peugh-Swofford <rpeugh-swofford@almadarte.org>  
To: Adam Amador <aamador@almadarte.org>

Mon, Mar 18, 2024 at 10:39 AM

Sent from my iPhone

Begin forwarded message:

**From:** Zeke Rodriguez <Nmzeke@gmail.com>  
**Date:** March 17, 2024 at 6:49:39 PM MDT  
**To:** Richelle Peugh-Swofford <rpeugh-swofford@almadarte.org>  
**Subject:** Letter of Resignation for Rene (Zeke) Rodriguez

Greetings to the President of the Governing School board, board members, and administrators;

With an ambivalent heart, I, Rene (Zeke) Rodriguez, hereby resign from my duties as Governing School Board member and Treasurer of Alma d'Arte Charter High School. My 6 months plus time spent serving the community has been a great honor and fulfilling to say the least. Seeing and contributing to the schools development into one of the states premier charter schools has been an experience of a lifetime. That being said, I have been made an offer that would excel my career beyond my own expectations and I must take this opportunity and forfeit my position with the school. I appreciate all the support from the administrators and the opportunity to serve my community in this very unique way. I will continue supporting you all and know the new board will exceed expectations under the leadership of President Peugh-Swofford and Principal, Dr. Amador.

Thank you again,

Zeke Rodriguez





Adam Amador <aamador@almadarte.org>

---

**Re: Resignation**

1 message

---

**Kimberly Skaggs** <kskaggs@almadarte.org>

Wed, Jan 31, 2024 at 8:56 AM

To: Kelt Cooper <supercooper42@yahoo.com>

Cc: Adam Amador <aamador@almadarte.org>, Richelle Peugh-Swafford <rpeugh-swafford@almadarte.org>

Thank you for your resignation. I hope your procedures go well.  
Kimberly Skaggs  
President Governing Council

On Jan 31, 2024, at 12:55 AM, Kelt Cooper <supercooper42@yahoo.com> wrote:

Dear Ms. Skaggs

I am resigning from the Board effective immediately.  
I am undergoing several serious operations now and in the near future (in fact, i am writing from the hospital having had spinal fusion this morning).  
I wish you all well.sincerely,

Kelt Cooper

[Sent from Yahoo Mail on Android](#)

To: Kimberly Skaggs (president)  
CC: Dr. Adam Amador, Alma d'arte  
CC: Melissa Brown, NMPED  
CC: Martica Davis, NMPED  
From: Dr. Cynthia Wise (vice-president)  
Date: December 20, 2023  
Re: Resignation

Kimberly,

It is only after considerable thought, prayer and with heavy heart that I submit my resignation from the Alma d'arte Governing Council (GC). Pursuant to the bylaws the effective date is January 22<sup>nd</sup>, 2024 – the date of our next regularly scheduled meeting.

I can no longer be part of a Council and school whose leadership blatantly and willingly disregards Open Meetings rules, maintains and condones an antagonistic relationship with parents (going so far as to ban parents from the campus), and enacts policies that are in violation of existing state, Governing Council, and school policies resulting in the “voluntarily withdrawal” of a significant number of students.

Concerns:


- More than once, I've raised an issue about meetings not being properly posted (see Article III of the Governing Council by-laws). The Council has been told by the CAO that the school (administration) doesn't have access to the Alma d'arte webpage – yet failed to present the council with a proposal to adopt an emergency policy regarding public notices, nor an emergency plan to reinstate the website. Issues with the website have been raised by the GC to the current and previous CAO for more than two years without resolution. We were told by the current CAO that “people” (not necessarily the public) were referred to the school's social media sites where notices were to be posted... but even that hasn't occurred consistently. Most recently the council was told the school does not have access to those sites either, even though the CAO managed to quickly post something saying a meeting was occurring the night of the 11<sup>th</sup> approximately 4 hours before the meeting (outside the legal requirement). Agendas weren't posted pursuant to the act and haven't been for months. Those people who did attend the meeting were not provided supporting documents though, in recent meetings we've been asked to approve policies that impact students, staff and parents. We've been told parents get the information via email – but in the very same breath we're told parents are not responding to emails. Additional, public comment has been reduced by the president from 3 minutes to 2 minutes per speaker further limiting parental engagement with the board. This was done without discussion with the whole Council. When a special meeting was called for January 8<sup>th</sup> and asked about the ability to put a notice in the newspaper of record – I was countered with the price of such a notice.
- In June I advised the CAO and the Council of the need to hold public hearings regarding school discipline and attendance policies (see emails dated 5/20/23 & 6/27/23 - Section 22-5-4.3 NMSA 1978). No such policies have been presented to the Council for changes. And, even though the CAO sent an email to parents on 12/4/23 with the attendance policy adopted by the GC

11/3/20, the administration has been voluntarily withdrawing students (we have been told more than 40) in direct conflict with this policy. Even when parents emailed the GC regarding this issue and supporting documentation, the president failed to schedule a public hearing.

- On December 8<sup>th</sup>, the GC was presented a student handbook for approval at the December 11<sup>th</sup> meeting. It was put on the agenda as an action item, not an item for public comment. The handbook, which we'd been told the CAO had been working on since July (and had been a floating item on the GC calendar for months), was unchanged from the 2017-2018 handbook – so much so that it still included a welcome letter from a former interim principal who had not been at the school in more than 4 years. The handbook contains several discrepancies and policies that conflict with others being proposed and some already enacted by the CAO absent of GC approval.
- I am concerned that despite a review of the GC bylaws on at least two occasions over the past three years, the Council has not developed nor adopted a strategic plan (see Article I of the bylaws). In fact, to my knowledge, there has not been a strategic planning committee appointed since I took office in August 2021.
- The finance committee has not made a report to the full GC in at least two years. The membership of that committee has also not been made public, even to the full GC.
- Finally, I call your attention to that section of the bylaws regarding conduct: "All members of each GC committee shall conduct themselves in a professional manner with courtesy and respect toward each other and toward all who have business with the committee." On more than one occasion I and other/previous members of the council have been disrespected and ridiculed when I/they chose to abstain from voting on an item. Not only was this tolerated by the chair, it was perpetrated by the chair.

I joined the Alma d'arte Governing Council with a sincere desire to help improve the school and the academic performance of Alma's students who come from already marginalized backgrounds. Unfortunately, I feel I can no longer be effective.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cynthia Wise', written over a horizontal line.

Cynthia Wise, PhD  
Alma d'arte Vice President



Statement of Governing Body Member to Consult with the PED

March 25, 2024

Dr. Adam Amador  
Chief Academic Officer

Affidavit of Governing Gody Member



Statement of Governing Body Member to Consult with the PED

March 25, 2024

Dr. Adam Amador  
Chief Academic Officer

Affidavit of Governing Body Member

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

We, the undersigned, make up the governing body of the Alma d'arte Charter High School 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.

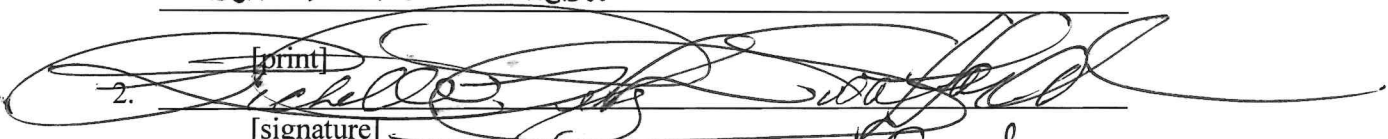
We make this statement as part of Alma d'arte Charter High School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


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 ALMA D'ARTE CHARTER HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 29 DAY OF Feb., 2024.

1.   
\_\_\_\_\_  
[signature]  
RONALD JAMES FITZMAURICE

2.   
\_\_\_\_\_  
[signature]  
Richelle Fought Swafford  
\_\_\_\_\_  
[print]

3.   
\_\_\_\_\_  
[signature]  
Rene E. Rodriguez  
\_\_\_\_\_  
[print]

4.   
\_\_\_\_\_  
[signature]  
Kimberly Teague  
\_\_\_\_\_  
[print]

5.   
\_\_\_\_\_  
[signature]  
Carlos Alvarez  
\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.

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

We, the undersigned, make up the governing body of the Alma d'arte Charter High School 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.

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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 ALMA D'ARTE CHARTER HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 3<sup>rd</sup> DAY OF MARCH 2023. <sup>4</sup>

1. Martin H Swafford MARCUA  
[signature]  
MARTIN H SWAFFORD  
[print]
2. Tommy Escudero  
[signature]  
[print]
3. \_\_\_\_\_  
[signature]  
[print]
4. \_\_\_\_\_  
[signature]  
[print]
5. \_\_\_\_\_  
[signature]  
[print]

Attach additional pages if membership exceeds five.



Affidavit of Governing Gody Member

March 25, 2024

Dr. Adam Amador

Chief Academic Officer





Affidavit of Governing Body Member

Tommy Escudero

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Tommy Escudero, after being duly sworn, state:

1. My name is Tommy Escudero and I reside in Las Cruces, New Mexico.
2. I am a member of the governing body of the [insert name of school] in Alma D'Arte 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.

[Signature]  
[Signature]

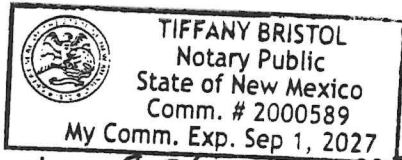
3/22/24  
Date

Tommy Escudero  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 22 day of March 2024.

[Notary Seal:]



[Signature]  
NOTARY PUBLIC

My commission expires: Sept 1, 2027.



Affidavit of Governing Body Member

Caesar Alvarez

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Caesar Alvarez, after being duly sworn, state:

1. My name is Caesar Alvarez and I reside in Las Cruces, New Mexico.

2. I am a member of the governing body of the [Alma d'Arte 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.

[Handwritten Signature]  
[Signature]

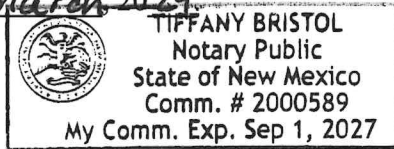
3/18/24  
Date

Caesar Alvarez  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 18 day of March 2024.

[Notary Seal:]



[Handwritten Signature]  
NOTARY PUBLIC

My commission expires: Sept 1, 20 27.



Affidavit of Governing Body Member

Martin Swafford





Assurances of Governing Body Member

March 25, 2024

Dr. Adam Amador

Chief Academic Officer

# ALMA d'ARTE

Assurances

Caesar Alvarez



## ASSURANCES

My name is Caesar Alvarez and I reside in Las Cruces, NM. I am a member of the governing body for Alma d'Arte a charter school which is located at Las Cruces, NM. I assure that 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 Disability 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.

Cesar Alvarez

Printed Name



Signature

03/06/2024

Date

# ALMA d'ARTE

Assurances

Martin Swafford

#### ASSURANCES

My name is MARTIN H SWAFFORD and I reside in 715 N ARMISTO ST. I am a member of the governing body for ALMA D'ARTE a charter school which is located at 402 W. COURT AV. I assure that 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.
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MARTIN H SWAFFORD  
Printed Name

  
Signature

03/09/24  
Date

# ALMA d'ARTE

Assurances

Tommy Escudero

## ASSURANCES

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Tommy Escudero  
Printed Name

  
Signature

3/22/24  
Date