



## 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 Vista Grande Charter School, hereafter "the school," effective on 07/01/2022.**

**Current Governing Body Members and Positions:** Elizabeth Roth, President. Eleanor Romero, Vice President. Shona Mares-Bond, Secretary. Mark Goldman, Member. Julianna Turner, Member.

**Governing Body Member(s) Resigning or Removed:** dwayne Lefthand, Member.

**New Governing Body Member(s) and Position(s):** No new member as of yet.

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

**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:** N/A

**Effective Date:** 03/18/2024.

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

**Signature of School Representative:**  **Date:** 4-8-2024

**Signature of Governing Board Chair:**  **Date:** 4-8-2024

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

**VGHS Governing Council Meeting Minutes**  
**March 18, 2024**  
**DRAFT pending approval – April 15, 2024**

**Call to Order:** Meeting called to order at **5:00 pm**. The meeting took place in person, via Zoom platform: <https://zoom.us/j/416203345> and by telephone: +1-669-900-6833 *Meeting ID 416203345#*

**Roll Call:** Members present *in person*—Eleanor Romero, Julie Turner, Shona Mares-Bond *By phone* -Elizabeth Roth and Mark Goldman (joined at 5:08pm) *Absent:* Harold Cordova & Dwayne Lefthand.

**Approval of Agenda 3/18/24:** Motion to approve agenda by J. Turner. 2<sup>nd</sup> by S. Mares-Bond. Vote to approve: Eleanor Romero, Julie Turner, Shona Mares-Bond, and Elizabeth Roth. Against: None. Motion approved.

**Approval of Minutes from 1/22/24:** Motion to approve minutes by J. Turner. 2<sup>nd</sup> by S. Mares-Bond. Vote to approve: Eleanor Romero, Julie Turner, and Shona Mares-Bond. Against: None. Motion approved.

**Public Comment:** No public comment.

**Teacher Report:** Michael Clayton works in our Social Studies Department. He reported on what is going on in each of our classes except the Math Department. Mr. Clayton updated the board on the Gila River Rafting Trip he went on with students during Spring Break. He was happy to report that the trip went very well with no accidents or incidents.

**Progress on changing banks:** We now have a new bank account at Hillcrest Bank.

**Report from Finance Director:** Financial Update: Financials and Bank Statements were provided to all Governing Council members. In addition to regular work, there is work being done on preparing FY2025 Budget. Budget Conference will be held this coming week March 20th - 22nd. Our audit has been released. The school received an unmodified Opinion which is what we want. The school had two compliance findings. I am attaching copies of the audit that pertains to the school. Here is a link to the full audit report if you wish to see the entire PED Audit report: <https://www.osa-app.org/uploads/2024/fefdb9ee-b4cb-4fa6-9764-539a15a80028/Agency%20924%20-%20Public%20Education%20Department%20FY23%20FS%20-%20COMBINED%20VOLs%20I-VII%20Final.pdf>

*The following BARS are presented for approval:*

*BAR 585-000-2324-0011-I is an increase BAR for FUND 27107 GO Bond Library Funds in the amount of \$3,021.00.*

*BAR 585-000-2324-0012-I is an increase BAR for FUND 24154 Title II Funds in the amount of \$6,366.00*

*BAR 585-000-2324-0013-I is an increase BAR for FUND 24101 Title I Funds in the amount of \$16,501.00.*

*BAR 585-000-2324-0014-I is an increase BAR for FUND 11000 Operational Funds in the amount of \$158,362.00 to match carryover to audited financials.*

*BAR 585-000-2324-0015-I is an increase BAR for FUND 21000 Food Services in the amount of \$6,428.00 to match carryover to audited financials.*

*BAR 585-000-2324-0016-I is an increase BAR for FUND 25153 Medicaid Funding in the amount of \$1,387.26 to match carryover to audited financials.*

*BAR 585-000-2324-0017-I is an increase BAR for FUND 26113 LANL Foundation in the amount of \$23,123.00 to match carryover to audited financials.*

*BAR 585-000-2324-0018-I is an increase BAR for FUND 29102 Private Direct Funds in the amount of \$46.00 to match carryover to audited financials.*

*BAR 585-000-2324-0019-I is an increase BAR for FUND 29114 McCune Foundation in the amount of \$2,244.00 to match carryover to audited financials.*

*BAR 585-000-2324-0020-D is a voided BAR*

*BAR 585-000-2324-0021-D is a voided BAR*

*BAR 585-000-2324-0022-I is an increase BAR for FUND 31701 SB-9 State Match in the amount of \$1,278.00 to match carryover to audited financials.*

*BAR 585-000-2324-0023-D is a voided BAR*

*BAR 585-000-2324-0024-D is a voided BAR*

*BAR 585-000-2324-0025-I is an increase BAR for FUND 11000 Operational in the amount of \$20,073.21 for out of school time.*

*BAR 585-000-2324-0026-IIB is an initial BAR for FUND 21100 Healthy Universal Meals in the amount of \$168.00.*

*BAR 585-000-2324-0027-I is an increase BAR for FUND 21100 Healthy Universal Meals in the amount of \$2186.00.*

Motion was made by J. Turner to approve the **BARS** as presented by the Finance Director. 2<sup>nd</sup> by S. Mares-Bond. Vote to approve: Eleanor Romero, Julie Turner, Shona Mares-Bond, Elizabeth Roth, & Mark Goldman. Against: None. Motion approved.

**Finance Report Approval.** Motion was made by S. Mares Bond to accept the finance report that was presented by the Finance Director. 2<sup>nd</sup> by J. Turner. Against: None. Vote to approve: Eleanor Romero, Julie Turner, Shona Mares-Bond, Mark Goldman, and Elizabeth Roth. Against: None. Motion approved.

**Director Report:** Director, Isabelle St. Onge informed the board that our NMPED annual site visit is tomorrow. Our Gila River Trip went really well last week, no accidents or incidents. She reported on a couple of student issues that we are dealing with in the building.

**Budget Input–discussion:** Our Finance Director asked for any input on our budget for next year. Our budget needs to be approved by the board in June. New directors salary needs to be discussed soon. Finance Director is waiting for the mandate for next year’s salaries.

**Update on GB members-President/Tribal Representative:** Motion was made by E. Roth to remove Dwayne Lefthand as the Taos Pueblo Tribal Representative. Taos Pueblo Tribal Government will select the new Taos Pueblo Representative. 2<sup>nd</sup> by J. Turner. Vote to approve: Eleanor Romero, Julie Turner, Shona Mares-Bond, Elizabeth Roth, and Mark Goldman. Against: None. Motion approved.

**Learning Walk Summary:** Eleanor Romero, Julie Turner, Harold Cordova, and a VGHS parent all attended our Learning Walk that was held last month. They observed teachers interacting with students during the day.

**Hiring School Director-update:** All board members have a copy of the screened applicants that were qualified for the Director position as per TNTF. We had over 30 applicants but only 4 were qualified. Vice President Romero suggested that we interview all 4 applicants in person and all board members present agreed.

1. **Review qualified applicants:** All interviews will be in person.
2. **Interview times:** April 22<sup>nd</sup> – April 26<sup>th</sup> with 2 interviews per day. Final decision will be a “special meeting” with all board members. Suggestions were April 23<sup>rd</sup> and April 24<sup>th</sup> in the morning 9am-11pm and/or early afternoon 1pm to 3pm.
3. **Determine interview questions:** Interview questions were sent out to all board members by our director in google docs. Finance Director recommended that some financial questions be asked during the interviews.

**Governing Council Training – Wayne Sherwood:** gave us advice and information on rules throughout the meeting as needed.

**Next Regular Agenda Items:** Interview questions, interview schedule, government to government purchase.

**Next Regular Meeting:** April 15, 2024 at 5:00 pm.

**Adjournment:** Motion to adjourn by J. Turner. 2<sup>nd</sup> by S. Mares-Bond. Vote to approve: Eleanor Romero, Julie Turner, Shona Mares-Bond, and Mark Goldman. Against: None. Motion approved.

Meeting adjourned at 6:53 pm.

**Approve:** \_\_\_\_\_ **Date:** \_\_\_\_\_