



New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

X Fully completed form

~~Approved board minutes or certification of the board's vote accepting the new member~~

X Resignation Letter or board meeting minutes removing the previous member

~~Statement of Governing Body Member to Consult with PED~~

~~Affidavit of Governing Body Member~~

~~Assurances of Governing Body Member~~

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

Governing Body Member Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Explore Academy - Las Cruces, hereafter "the school," effective on July 1, 2021.

Current Governing Body Members and Positions: Clara Raley, Chair; Gabriela Graham, Vice Chair; Jenifer Lichtenfels, Secretary; Claren Mulhall, and Lanelle Pahe

Governing Body Member(s) Resigning or Removed: Kimberly Knox

New Governing Body Member(s) and Position(s): none at this time

Contact information for New Governing Body Member(s) (phone, email): not applicable

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

If so, provide date of vacancy: The board has 5 members and does not intend to fill the vacancy at this time.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1 board member added effective February 1, 2024

Effective Date: April 3, 2024 (for this resignation)

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** April 19, 2024

Signature of Governing Board Chair:  **Date:** April 19, 2024

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____

Re: Explore Academy Board

1 message

Karen Woerner <karen.woerner@explore.academy>

Mon, Mar 25, 2024 at 5:14 PM

To: Kim Knox [REDACTED]

Cc: Clara Raley [REDACTED], Karen Casedy <karen.casedy@explore.academy>

Kim,

Thank you for letting us know of your conflicts and following up with this resignation letter. I will miss you thoughtful contributions and questions. Please reach out in the future if/when circumstances change as I would love to have you serve on the board again.

Respectfully,
Karen

Karen Woerner
Director of Compliance / Board Liaison
Explore Academy
karen.woerner@explore.academy
Google Voice: 505-218-6898
[REDACTED]

On Mon, Mar 25, 2024 at 4:08 PM Kim Knox [REDACTED] wrote:

Dear Explore Academy Board Members and Explore Academy Charter School,

Please accept my resignation from the Explore Academy Advisory Board effective 4/3/2024. My family commitments conflict with Explore Academy monthly meetings, and will continue to do so for the foreseeable future. I truly enjoyed contributing to the board as a parent and community member. I look forward to the growth of the explore academy, and their contribution to the education of children in Las Cruces.

Best,
Kim Knox

CERTIFICATION OF GOVERNING BOARD VOTE

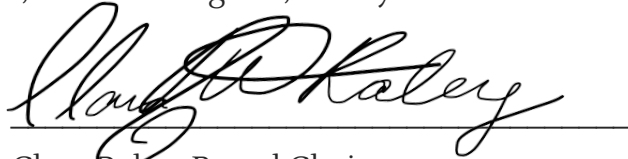
EXPLORE ACADEMY - LAS CRUCES
850 N. Telshor Blvd.
Las Cruces, NM 88011



This document certifies that on April 10, 2024, a meeting of the Governing Body of **Explore Academy - Las Cruces**, a public state charter school authorized by the New Mexico Public Education Commission (PEC), was held virtually via the Zoom platform. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, the motion to **acknowledge the resignation of Kimberly Knox and keep the board at five (5) members** until/unless a qualified candidate(s) are found was approved with four (4) in favor and zero (0) opposed.

I, the undersigned, certify that this is a true copy.



Clara Raley, Board Chair