



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 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 Cesar Chavez Community School, hereafter "the school," effective on 07/01/2024

Current Governing Body Members and Positions: Anacelie Verde-Claro - GC President; Jess Lionne - GC Vice President; John Krone - Secretary; Dan Shapiro - Member; Maxine Freed - Member

Governing Body Member(s) Resigning or Removed: Jess Lionne - GC Vice President

New Governing Body Member(s) and Position(s): Jeff Reilly - GC Member

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

Email: jmreills@hotmail.com; Phone: 505-319-2499


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

If so, provide date of vacancy:

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

Effective Date: 07/01/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 07/01/2024

Signature of Governing Board Chair: 
[Anacelie Verde-Claro \(Jun 26, 2024 11:08 MDT\)](#) **Date:** 06/26/2024

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:** _____

Cesar Chavez Community School
1325 Palomas SE
Albuquerque, NM 87108
505-877-0558

Governance Council Meeting Minutes

Date: 6/11/24 Time: 5:05 pm Location: Video conference Regular Meeting X Special Meeting Committee

Facilitator: Anacelie Verde-Claro

Roll call taken to begin meeting with GC Members present: Anacelie Verde-Claro (AVC)-President, Jess Lionne (JL)-Vice President, Maxine Freed (MF)

Members Absent: John Krone, Dan Shapiro

Other attendees: Tani Arness (TA)-School Leader, Kristalyn Loftis-Bus. Mngr.

Preview of Final Agenda: Final agenda was unanimously approved with no objections by voiced votes by each member following a motion made by AVC and seconded by MF.

Previous meeting minutes dated 5/7/24 were unanimously approved with no objections by voiced votes by each member following a motion made by AVC and seconded by JL..

Community Input Invited; no community input submitted for this meeting

Action Items:

1. Motion made by AVC to approve Financial Reports for April 2024. MF second with unanimous approval by voiced votes by each member with no objections.
2. Motion made by AVC to approve Accounts Payable Payment Vouchers for April 2024. JL second with unanimous approval by voiced votes by each member with no objections.
3. Motion made by AVC to approve Payroll Payment vouchers. MF second with unanimous approval by voiced votes by each member with no objections.
4. Motion made by AVC to approve blanket cleanup BAR for final year end. JL second with unanimous approval by voiced votes by each member with no objections.
5. Motion made by AVC to approve CCCS Policy 7.08 Work From Home Days. MF second with unanimous approval by voiced votes by each member with no objections.

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6. Motion made by JL to approve new GC member Jeff Reilly to start July 1. MF second with unanimous approval by voiced votes by each member with no objections.
7. Motion made by AVC to approve Title 1 application.. MF second with unanimous approval by voiced votes by each member with no objections.
8. Motion made by AVC to approve Title II application. JL second with unanimous approval by voiced votes by each member with no objections.
9. Motion made by AVC to approve Title IV application. MF second with unanimous approval by voiced votes by each member with no objections.
10. Motion made by DS to approve ESEA Consolidated Title Application. JL second with unanimous approval by voiced votes by each member with no objections.
11. Motion made by AVC to approve ESEA Consolidated Title Application. MF second with unanimous approval by voiced votes by each member with no objections.
12. Motion made by AVC to conditionally approve IDEA-B Application pending PED revisions. JL second with unanimous approval by voiced votes by each member with no objections.
13. Motion made by AVC to acknowledge resignation of board member Jess Lionne effective June 30. MF second with unanimous approval by voiced votes by each member with no objections.

Discussion Items:

1. CCCS 2024-2029 Charter Contract and Performance Framework - submitted 6/11. Discussed student growth results and other performance markers.
2. GC self-evaluation: reviewed and discussed results
3. GC member training hours: MF, AVC, and JL have completed all 6 hours; AVC will contact Missy Brown to confirm completion.

#	Assigned Tasks	Point of Responsibility	Date Assigned	Deadline

Adjournment Time: 5: 48 p.m.	Next regular meeting: 8/27/24
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AFFIDAVIT OF GOVERNING BODY MEMBER

ARIZONA

STATE OF ~~NEW MEXICO~~)

COUNTY OF PIMA)

I, Jeff Reilly, after being duly sworn, state as follows:

1. My name is Jeff Reilly and I reside in Tucson, ~~New Mexico~~, Arizona.
2. I am a member of the governing body of the César Chávez charter school located in Albuquerque, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a member of any governing body of any other charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I have read the school's conflict of interest policy and I assure that the school will be in compliance with state and federal law when administering grants and entering into contracts.

Jeff Reilly
[Signature]

May 9, 2024
Date

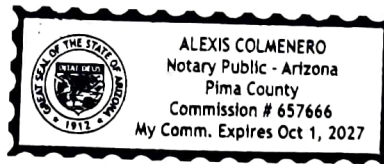
Jeff Reilly, Governing Body Member of César Chávez Charter School

Subscribed and sworn to before me, this 09 day of May, 2024.

[Notary Seal:]

Alexis Colmenero
[signature of Notary]

Alexis Colmenero
[typed name of Notary]



NOTARY PUBLIC

My commission expires: 10-01, 2027.

CERTIFICATE OF ASSURANCES

My name is Jeff Reilly and I reside in Tucson, Arizona. I am a member of the governing body for César Chávez Charter School charter school which is located at Albuquerque. I certify 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.

Jeff Reilly
Printed Name

Jeff Reilly
Signature

5/9/24
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the XXXXXXXXXX, located in Albuquerque, New Mexico, New Mexico. Cesar Chavez Community School

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 [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 26 DAY OF June, XXXX 2024

1. Dan Shapiro
[signature]
Dan Shapiro

[print]
2. Anacelle Verde-Claro
Anacelle Verde-Claro (Jun 26, 2024 11:08 MDT)
[signature]
Anacelle Verde-Claro

[print]
3. John Krone
John Krone (Jun 26, 2024 17:01 MDT)
[signature]
John Krone

[print]
4. Jess Lionne
Jess Lionne (Jun 26, 2024 12:17 MDT)
[signature]
Jess Lionne

[print]
5. Maxine Freed
Maxine Freed (Jun 26, 2024 12:28 MDT)
[signature]
Maxine Freed

[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 XXXXXXXXXX, located in Albuquerque, New Mexico, New Mexico.

Cesar Chavez Community School

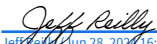
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We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 26 DAY OF June, XXXX 2024

1. 
Jeff Reilly (Jun 28, 2024 16:05 PDT)

[signature]
Jeff Reilly

[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.