



## New Mexico Public Education Commission (PEC)

### Governing Body Member Change Notification Instructions

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

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

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

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

**The school must provide:**

- Fully completed form
- Approved board minutes or certification of the board's vote accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with questions about completing or submitting documents.

### Governing Body Member Change Notification Form

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

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and The Montessori Elementary and Middle School, hereafter "the school," effective on 6/30/2024 (Resignation) and 7/16/2024 (New Members)**

**Current Governing Body Members and Positions:** Alan Li- President, Alan Li- Secretary, Mary Salazar- Vice President, Mary Salazar- Treasurer, Gregory Marez- Member, Mary Chappell- Member

**Governing Body Member(s) Resigning or Removed:** Jeffery Li- Member and Gregory Marez

**New Governing Body Member(s) and Position(s):** Denise Rumley- member and Javier Benavidez- member

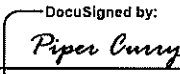
**Contact information for New Governing Body Member(s) (phone, email):** Denise Rumley (505-261-3440 and [drumley@tmesnm.com](mailto:drumley@tmesnm.com)) and Javier Benavidez (505-315-3596 and [jbenavidez@tmesnm.com](mailto:jbenavidez@tmesnm.com))

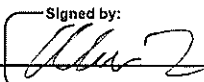
**Is the school requesting an extension to fill a vacancy:**  yes  no  
**If so, provide date of vacancy:** Click or tap here to enter text.

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 6

**Effective Date:** 7/16/2024

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

**Signature of School Representative:**  \_\_\_\_\_ **Date:** 8/1/2024  
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**Signature of Governing Board Chair:**  \_\_\_\_\_ **Date:** 8/2/2024  
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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:** \_\_\_\_\_

**Draft MINUTES OF  
THE MONTESSORI ELEMENTARY SCHOOL  
GOVERNING COUNCIL  
July 16th, 2024  
THE MONTESSORI ELEMENTARY SCHOOL  
1730 Montano Road, NE  
ALBUQUERQUE, NM 87107**

Present: Alan Li, Mary Salazar, Mary Chappell

Absent: None

Administration: Piper Curry, Stan Albrycht

Note taker: Alan Li

Alan called the Regular Meeting of the Governing Council to order at 4:34 pm and confirmed a quorum was present with a roll call vote.

**Approval of meeting agenda**

Mary S's motion to approve the agenda, amended to move item 6 to the fourth item, was seconded by Mary C. and passed unanimously.

**Public Comment**

None.

**Review and approve the Regular Meeting minutes for June 11th, 2024**

Mary S's motion to approve the minutes for the Regular Meeting, held on June 11th, 2024, was seconded by Mary C. and passed unanimously.

**Discussion/Action – Finance Committee**

- I. BARS
  - A. 529-000-2425-0002-1
    1. Mary S's motion to approve the BAR was seconded by Mary C. and passed unanimously.
  - B. 529-000-2425-0001-1B
    1. Mary C's motion to approve the BAR was seconded by Mary S. and passed unanimously.
- II. Expense Reports – Council members reviewed the June expense report.
  - A. Mary S's motion to approve the June expense report as reviewed by the finance committee was seconded by Mary C and passed unanimously.

III. Chair Update – Mary S let the GC know that the Audit has started.

#### **Discussion/Action – Governing Council Change**

As stated in the April 23rd meeting, Jeff Li's resignation was effective June 30th.

In addition, Gregory's resignation, while unavailable at the meeting due to a miscommunication, also was effective June 30th.

#### **Discussion/Action – Election of Governing Council Members**

The nominating committee, composed of Alan, Mary S, and Piper Curry, interviewed Denise Rumley and Javier Benavidez for the vacant positions.

Mary S's nomination to elect Denise Rumley to fill the vacancy from Jeff Li, was seconded by Mary C. The GC voted 3-0 by a roll call vote to elect Denise Rumley to fill the vacancy.

Alan Li's nomination to elect Javier Benavidez to fill the vacancy from Gregory Marez, was seconded by Mary S. The GC voted 3-0 by a roll call vote to elect Javier Benavidez to fill the vacancy.

#### **Discussion/Action – Updated/New Policies**

Mary C's motion to approve Policy 622: Naloxone (Narcan), was seconded by Mary S. and passed 3-0 by a roll call vote.

Stan left the meeting here at 4:47 pm.

Mary S's motion to approve an update to Policy 336: Wellness Policy, updating it in regard to Asthma, Diabetes, and Vision Screening, was seconded by Mary S. and passed 3-0 by a roll call vote.

Alan's motion to approve Policy 348: Diabetes Management, was seconded by Mary C. and passed 3-0 by a roll call vote

Alan's motion to approve a replacement to Policy 328: Non-Emergency Prescription Medication and Over the Counter Medication at School, replacing it with an overall language update, was seconded by Mary C. and passed 3-0 by a roll call vote.

Mary C's motion to approve a replacement to Policy 342: Carrying and Self Administering Albuterol Inhalers and Emergency Anaphylaxis Medication, replacing it with an overall language update and updated title, was seconded by Mary C. and passed 3-0 by a roll call vote.

Mary C's motion to approve an update to Policy 241: Personal and Sick Leave, updating it adding Black Out Dates and updating the header language as a result, was seconded by Mary S. and passed 3-0 by a roll call vote.

Mary C's motion to approve an update to Policy 330: Blood-Borne Pathogens, updating it in regard to language regarding training, was seconded by Mary S. and passed 3-0 by a roll call vote.

Alan's motion to approve an update to Policy 409: Staff Use of Technology and Equipment, updating it in regard to staff use of equipment, was seconded by Mary S. and passed 3-0 by a roll call vote.

**Discussion/Action – IDEA Application**

Mary S's motion to approve the IDEA Application was seconded by Mary C. and passed unanimously.

**Discussion/Action – Staff Handbook Approval**

Alan's motion to approve updates to the Staff Handbook was seconded by Mary C. and passed unanimously.

**Discussion/Action – Student Handbook Approval**

Mary C's motion to approve updates to the Student Handbook was seconded by Mary S. and passed unanimously.

**Discussion/Action – Legal Services Contract**

Mary S's motion to approve the Professional Services Agreement for Legal Services as of July 16th was seconded by Mary C. and passed 3-0 with a roll call vote.

**Discussion/Action – Board Training**

The GC discussed upcoming Board Training for current and new members.

**New Business – Next Meeting**

The GC scheduled the Annual Meeting for August 20th.

**Adjournment**

Mary C's motion to adjourn the meeting was seconded by Mary S. and passed unanimously. Meeting adjourned at 5:24 pm.

Signed:

Governing Council of The Montessori Elementary School

By: \_\_\_\_\_

Alan Li, TMEEMS GC Secretary

Gregory Marez  
PO Box 771  
Moriarty, NM 87035  
Jun 30, 2024

Ms Piper Curry and Mr. Alan Li  
Director and Governing Council President  
1730 Montaña Rd NW  
Albuquerque, NM 87107

Dear Ms. Curry and Mr. Li,

*It is with regret that I need to inform you about my decision to resign from the Governing Council of Montessori Elementary and Middle School. My family commitments and work schedule have made it impossible to give the governing council the time it requires to be truly effective in my position. I have seen substantial growth during the time that I have served and am confident you will continue to grow this amazing organization in my absence. Thank you for giving me the chance to work with such a great team. I look forward to hearing about the continued successes.*

*Respectfully,*

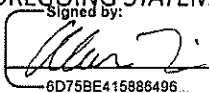
Gregory L. Marez

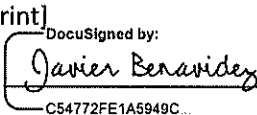
**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

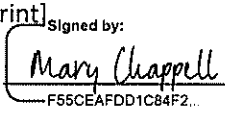
We, the undersigned, make up the governing body of The Montessori Elementary and Middle School, located in Albuquerque, New Mexico. In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance. We make this statement as part of The Montessori Elementary and Middle 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.

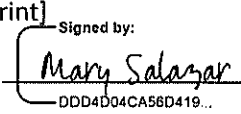
THE FOLLOWING MEMBERS OF THE MONTESSORI ELEMENTARY AND MIDDLE SCHOOL GIVE THE

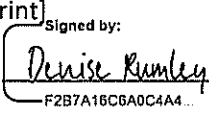
FOREGOING STATEMENT THIS 16 DAY OF July, 2024.

1. Signed by:  
  
6D75BE415886496...  
[signature]  
Alan Li

[print]  
2. DocuSigned by:  
  
C54772FE1A5949C...  
[signature]  
Javier Benavidez

[print]  
3. Signed by:  
  
F55CEAFDD1C84F2...  
[signature]  
Mary Chappell

[print]  
4. Signed by:  
  
DDD4D04CA58D419...  
[signature]  
Mary Salazar

[print]  
5. Signed by:  
  
F2B7A16C6A0C4A4...  
[signature]  
Denise Rumley

[print]

Attach additional pages if membership exceeds five.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

)

COUNTY OF Bernalillo )

I, Denise Rumley, after being duly sworn, state:

1. My name is Denise Rumley and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of The Montessori Elementary and Middle School in Albuquerque, 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 Montessori Elementary and Middle 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.

Denise Rumley  
[Signature]

7/31/24  
Date

Denise Rumley  
[Print]

**VERIFICATION**

31<sup>st</sup> The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this July day of 2024.

[Notary Seal:]

Claudia Infante Serrano  
NOTARY PUBLIC

STATE OF NEW MEXICO  
NOTARY PUBLIC  
CLAUDIA INFANTE  
COMMISSION # 1138099  
COMMISSION EXPIRES 06/02/2026

My commission expires: 6-2, 20 26.



## ASSURANCES

My name is Denise Rumley and I reside in Albuquerque, NM. I am a member of the governing body for The Montessori Elementary + Middle School which is located at 1730 Montano Rd, ABO, NM 87107. 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.

Denise Amley      Alexis Reulke      7/31/24  
Printed Name                      Signature                      Date

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF Bernalillo )

I, Javier Benavidez, after being duly sworn, state:

1. My name is Javier Benavidez and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of The Montessori Elementary and Middle School in Albuquerque, 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 Montessori Elementary and Middle 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.

Javier Benavidez  
[Signature]  
Javier Benavidez  
[Print]

7/30/24  
Date

**VERIFICATION**

30<sup>th</sup> The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this  
day of July, 2024.

[Notary Seal:]

Claudia Infante Sereno  
NOTARY PUBLIC

STATE OF NEW MEXICO  
NOTARY PUBLIC  
CLAUDIA INFANTE  
COMMISSION # 1138099  
COMMISSION EXPIRES 06/02/2026

My commission expires: 06-20, 2026.

## ASSURANCES

My name is Javier Benandez and I reside in Albuquerque, NM am a member of the governing body for The Montesson Elementary & Middle School which is located at 1750 Montano Rd. Albuquerque, NM 87107. 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:

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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.
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