



## 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 Northpoint Charter School, hereafter "the school," effective on 7/1/2024.**

**Current Governing Body Members and Positions:** Eileen Johnson, President; Anthony Padilla, Vice President; Deborah Burns, Secretary; Debra Jensen, GC Member; Danielle Parker, GC Member

**Governing Body Member(s) Resigning or Removed:** Michael Hamel

**New Governing Body Member(s) and Position(s):** N/A

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

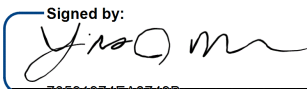
**Is the school requesting an extension to fill a vacancy:**  yes  xx no

**If so, provide date of vacancy:** N/A

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 3 changes in last 12 months; 8/30/2023 – change in GC membership (1 member resigned/add 2 members; 8/1/2024 – change in Business Manager

**Effective Date:** 8/20/2024

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

**Signature of School Representative:**  **Date:** 8/9/2024  
Signed by: 70591974EA8749B...

**Signature of Governing Board Chair:**  **Date:** 8/9/2024  
Signed by: 190DFF2532E249E...

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

**From:** [Michael Hamel](#)  
**To:** [Lisa Mora](#)  
**Subject:** Resignation from Northpoint Charter School GC  
**Date:** Thursday, July 18, 2024 10:29:16 AM

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Lisa

I am submitting my resignation from the Northpoint Charter School GC effective 8/20/24.

Regards,  
Michael Hamel  
Northpoint Charter School Governing Council President