



## 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 21<sup>st</sup> Century Public Academy, hereafter "the school," effective on 7/1/2020.

**Current Governing Body Members and Positions:** Art Silva-President, Lora Sedore-VP, Natalie Maes-Secretary, Greg Gutierrez-Board Member

**Governing Body Member(s) Resigning or Removed:** N/A

**New Governing Body Member(s) and Position(s):** Darlene Stapleton-Member

**Contact information for New Governing Body Member(s) (phone, email):**  
darlenestapleton@msn.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:** 4

**Effective Date:** 9/19/2024

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

**Signature of School Representative:** Mary Laranga DocuSigned by: **Date:** 9/24/24

**Signature of Governing Board Chair:** Arthur Silva A682D82BD0CC434... **Date:** 9/24/24

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

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

We, the undersigned, make up the governing body of the [insert name of 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 21st Century Public Academy'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 21st Century Public Academy GIVE THE FOREGOING STATEMENT THIS 17th DAY OF Sept. 2024.

- 1. DocuSigned by:  
Arthur Silva  
A092D82B90CC434...  
[signature]  
Art Silva  
[print]
- 2. DocuSigned by:  
Lora Scdore  
AB4E4A887E9E48...  
[signature]  
Lora Scdore  
[print]
- 3. DocuSigned by:  
Natalie  
43E2A2227B004A1...  
[signature]  
Natalie Maes  
[print]
- 4. DocuSigned by:  
Greg  
D44017B248B12CC...  
[signature]  
Greg Gutierrez  
[print]
- 5. Signed by:  
Darlene Stapleton  
A72709ED3630472...  
[signature]  
Darlene Stapleton  
[print]

Attach additional pages if membership exceeds five.

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

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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.

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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 21st Century Public Academy GIVE THE FOREGOING STATEMENT THIS 19th DAY OF Sept., 2024.

1. \_\_\_\_\_  
[signature]  
Art Silva  
[print]

2. \_\_\_\_\_  
[signature]  
Lora Sedore  
[print]

3. \_\_\_\_\_  
[signature]  
Natalie Maes  
[print]

4. \_\_\_\_\_  
[signature]  
Greg Gutierrez  
[print]

5. \_\_\_\_\_  
[signature]  
Darlene Stapleton  
[print]

Attach additional pages if membership exceeds five.

## ASSURANCES

My name is Darlene Stapleton and I reside in Albuquerque, NM. I am a member of the governing body for 21st Century Public Academy, a charter school which is located at 4300 Cutler NE. 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.~~

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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.

Darlene Stapleton  
Printed Name

Darlene Stapleton  
Signature

Oct. 4, 2024  
Date

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**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
  )  
COUNTY OF Bernalillo )

I, Darlene Stapleton, after being duly sworn, state:

1. My name is Darlene Stapleton and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the 21st Century Public Academy 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 21st Century Public Academy'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.

Darlene Stapleton  
[Signature]

Oct 4, 2024  
Date

Darlene Stapleton  
[Print]

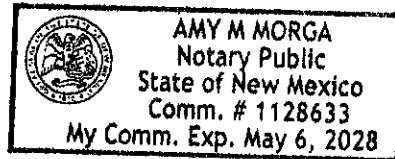
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 4<sup>th</sup> day of Oct, 2024

[Notary Seal:]

Amy M Morga  
NOTARY PUBLIC

My commission expires: May 6, 2028.



**21st Century Public Academy  
Governance Council Meeting  
September 19, 2024  
Posted August 16, 2024  
Meeting will be held Virtually at 5:30 pm  
4300 Cutler NE  
Albuquerque, NM 87110  
Join Zoom Meeting  
ID: 89116838310  
Passcode: 218358**

Call Meeting to Order

Roll Call

Approval of Agenda

Approval of Governance Council Minutes

August 22, 2024

Open Forum

- I. Discussion and Possible Action – New Board Member  
Darlene Stapleton
- II. Presentation and Discussion of Budget Reports
- III. Discussion and Possible Action  
Cash Disbursements – August
- IV. Discussion and Possible Action  
Bank Reconciliation – August
- V. Discussion and Possible Action of BAR’s  
580-000-2425-0004 - D
- VI. Discussion and Possible Action - Bylaws
- VII. Discussion and Possible Action – Code of Conduct
- VIII. Discussion and Possible Action – Conflict of Interest
- IX. Presentation and Discussion of Special Education Director
- X. Presentation and Discussion of Principal’s Report
- XI. Presentation and Discussion of Superintendent’s Report
- XII. Vote to Adjourn Meeting

Next Meeting October 17th, 2024



Pursuant to the 21<sup>st</sup> Century Public Academy Governance Council Open Meeting Policy Resolution of 4-18-24-1

- Proper and required notification to the public has occurred.
- If you wish to attend contact 21<sup>st</sup> Century Public Academy Office at telephone number (505) 254-0280 for further information
- If you are an individual with a disability who is in need of a reader; amplifier; qualified sign language interpreter; or any other form of auxiliary aid or service to attend or participate in the meeting, please contact 21<sup>st</sup> Century Public Academy at (505) 254-0280 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact 21<sup>st</sup> Century Public Academy at (505) 254-0280 if a summary or other type of accessible format is needed.

GC Sign In

Sign In Sheet

Date

	A	B	C
1	Art Silva, President	DocuSigned by: <i>Art Silva</i> A982D82BD0CC434...	8/22/2024
2	Vacant, Vice President	—	8/22/2024
3	Vacant, Secretary	—	8/22/2024
4	Lora Sedore, Member	DocuSigned by: <i>Lora Sedore</i> B8117087E0F46D...	8/22/2024
5	Natalie Maes, Member	<i>Natalie Maes</i> 43E2A22278004A1...	8/22/2024
6	Greg Gutierrez, Member	absent	8/22/2024
7	Vacant, Member	—	8/22/2024
8	Mary Tarango, Superintendent	<i>Mary Tarango</i>	8/22/2024
9	Jeremy Peckens, Principal	<i>Jeremy Peckens</i>	8/22/2024
10	Jennifer Elliott, SPED Director	DocuSigned by: <i>Jennifer Elliott</i> D4455880524BB...	8/22/2024
11	Aaron Savola, Bus. Mgr.	<i>Aaron Savola</i> 51780B591645456...	8/22/2024
12	Kathy Potter, Recorder	<i>Kathy Potter</i> EC0BD444F1804D9...	8/22/2024
13	<b>GUESTS</b>		
14	Darlene Stapleton	Signed by: <i>Darlene Stapleton</i> 82C26736397542B...	8/22/2024
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**GC Sign In**

**Sign In Sheet**

**Date**

	A	B	C
1	Art Silva, President	<small>DocuSigned by:</small> <i>Art Silva</i> <small>688208220052431...</small>	9/19/2024
2	Lora Sedore, Vice President	<i>Lora Sedore</i> <small>188161083750F40D...</small>	9/19/2024
3	Natalie Maas, Secretary	<i>Natalie Maas</i> <small>DocuSigned by:</small>	9/19/2024
4	Greg Gutierrez, Member	<i>Greg Gutierrez</i> <small>3160128248B14CC...</small>	9/19/2024
5	Darlana Stapleton, Member	<i>Darlana Stapleton</i> <small>A72709E0B530472...</small>	9/19/2024
6	Mary Tarango, Superintendent	<i>Mary Tarango</i> <small>DocuSigned by:</small>	9/19/2024
7	Jeremy Peckens, Principal	<i>Jeremy Peckens</i> <small>DocuSigned by:</small>	9/19/2024
8	Jennifer Elliott, SPED Director	<i>Jennifer Elliott</i> <small>088065082594BB...</small>	9/19/2024
9	Aaron Savoia, Bus. Mgr.	<i>Aaron Savoia</i> <small>87982004048466...</small>	9/19/2024
10	Kathy Potter, Recorder	<i>Kathy Potter</i> <small>EC02D444F1B04D0...</small>	9/19/2024
11	<b>GUESTS</b>		
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**21st. Century Public Academy  
Governance Council Meeting  
September 19, 2024**

**Members Present:** Art Silva, President  
Lora Sedore, Member  
Natalie Maes, Member  
Greg Gutierrez, Member

**Guests:** Jeremy Peckens, Principal  
Mary Tarango, CEO  
Jennifer Elliot, Special Education Director  
Aaron Savoia, Vigil Group  
Kathy Potter  
Darlene Stapleton

**Governance Council called to order by Art Silva, President at 5:32 pm**

**Roll Call:**

- Quorum met.

**Approval of Agenda**

- Motion to Approve – Greg Gutierrez  
2<sup>nd</sup> – Natalie Maes  
Motion Unanimously Approved

**Approval of Previous Governance Council Meeting Minutes of August 22, 2024** – Lora Sedore asked for Committee Assignments to be added as an amendment to August 22, 2024 minutes.

**Governance Council Committee Members 24-25**

**Audit**

Art Silva, Governance Council (Chair)  
Aaron Savoia, Business Manager (Vigil Group)  
Mary Tarango, Superintendent  
Janet Giron, Community Member  
Jennifer Aragon, Parent

**Finance**

VP, Lora Sedore (Chair)

Aaron Savoia, Business Manager  
Mary Tarango, Superintendent

### **By-Laws**

Art Silva (Chair)  
Darlene Stapleton, Governance Council  
Mary Tarango, Superintendent

### **Policies and Procedures-Internal Controls**

Art Silva (Chair)  
Natalie Maes, Governance Council  
Aaron Savoia, Business Manager  
Mary Tarango, Superintendent

### **Nominating Committee**

Art Silva, Governance Council (Chair)  
Greg Gutierrez, Governance Council

### **School Advisory Council**

Lora Sedore Governance Council (Chair)  
Jeremy Peckens, Principal  
Jennifer Aragon, Parent (PTA Representative)  
Helen Dundas, Parent  
Misha Goodman, Parent

### **Equity Council**

Darlene Stapleton, Governance Council  
Jennifer Elliott, Special Education Director  
Audra Baca, Parent/Faculty  
Brie Logan, Faculty/ELL  
Amy McGrane, Faculty/SEL  
Jennifer Vargas, Parent  
Bernadette Perez, Parent  
Chris Garcia, SWD/Faculty  
Krystal Davis, McKinney Vento/Faculty

- Motion to Approve Amended Minutes of August 22, 2024 – Lora Sedore  
2<sup>nd</sup> – Natalie Maes  
Motion Unanimously Approved

### **Discussion and Possible Action of New Board Member Darlene Stapleton –**

- Motion to Approve Darlene Stapleton as a New Board Member – Natalie Maes  
2<sup>nd</sup> – Greg Gutierrez  
Motion Unanimously Approved

**Presentation and Discussion of Budget Reports** – Aaron Savoia reported on all budget reports for August, 2024.

- Motion to Approve Cash Disbursements and Bank Reconciliation – Lora Sedore  
2<sup>nd</sup> – Natalie Maes  
Motion Unanimously Approved
- Motion to Approve BAR's – Lora Sedore  
580-000-2425-0004-D  
2<sup>nd</sup> – Natalie Maes  
Motion Unanimously Approved

**Discussion and Possible Action – By Laws** – Mary Tarango stated that By Laws need to be reapproved for signature and change of date.

- Motion to Approve – Natalie Maes  
2<sup>nd</sup> – Greg Gutierrez  
Motion Unanimously Approved

**Discussion and Possible Action of Code of Conduct** – Mary Tarango stated that Code of Conduct needs to be reapproved for signature and change of date.

- Motion to Approve – Natalie Maes  
2<sup>nd</sup> – Greg Gutierrez  
Motion Unanimously Approved

**Discussion and Possible Action of Conflict of Interest** – Mary Tarango stated that Conflict of Interest needs to be reapproved for signature and change of date.

- Motion to Approve – Natalie Maes  
2<sup>nd</sup> – Lora Sedore  
Motion Unanimously Approved

**Presentation and Discussion of Special Education Director** – Jennifer Elliot reported on all items.

**Presentation and Discussion of Principal's Report** – Jeremy Peckens reported on all items.

**Presentation and Discussion of Superintendent's Report** – Mary Tarango reported on all items.

#### **Next Meeting**

- October 17, 2024 at 5:30 pm

#### **Motion to Adjourn**

- Motion to adjourn – Greg Gutierrez  
2<sup>nd</sup> – Natalie Maes  
Motion Unanimously Approved

**Meeting Adjourned At 6:12**

