



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 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

Governing Body Member(s) Resigning or Removed: Danielle Parker

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

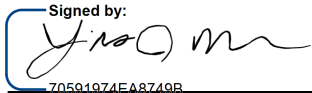
Contact information for New Governing Body Member(s) (phone, email): N/A

Is the school requesting an extension to fill a vacancy: xx yes no
If so, provide date of vacancy: 10/16/2024

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 changes in last 12 months; 8/1/2024 – change in Business Manager; 8/20/2024 change in GC Membership (1 member resigned; 10/17/24 change in Business Manager

Effective Date: 10/15/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 10/17/2024
Signed by: 70591974EA8749B...

Signature of Governing Board Chair:  **Date:** 10/18/2024
Signed by: 190DFF2532E249E...

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:** _____

From: [Danielle Parker](#)
To: [Lisa Mora](#); [Eileen Johnson](#)
Subject: GC Resignation
Date: Monday, September 23, 2024 8:45:15 AM

Good morning,

I am writing today to resign from the Northpoint Charter School Governing Council, effective 10/15.

Although I have enjoyed working with this dedicated group, my circumstances have shifted and I need to step back. I appreciate the ongoing work of the Governing Council and grateful for the opportunity to serve.

Best wishes,
Danielle Parker

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