



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 Vista Grande Charter School, hereafter "the school," effective on 7/1/2022.

Current Governing Body Members and Positions: Elizabeth Roth, President. Eleanor Romero, Vice President. Shona Mares-Bond, Secretary. Mark Goldman, Member. Julianna Turner, Member. Harold Cordova, Member.

Governing Body Member(s) Resigning or Removed: Elizabeth Roth, President.

New Governing Body Member(s) and Position(s): Mat Whitener, Member

Contact information for New Governing Body Member(s) (phone, email): 520-664-5864 gb.mwhitener@vghs.org and mattaw33@gmail.com

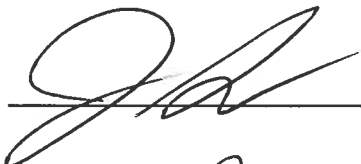
Is the school requesting an extension to fill a vacancy: yes no


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: 2

Effective Date: 8/20/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 11/20/24

Signature of Governing Board Chair:  **Date:** 11-19-24

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:** _____

VGHS Governing Council Meeting Minutes

October 15, 2024

Call to Order: Meeting called to order at 5:00pm. The meeting took place in person, via Zoom platform: <https://zoom.us/j/7975088493> and by telephone: +1-669-900-6833 Meeting ID 7975088493#

Roll Call: Members present *in person*—Eleanor Romero, Shona Mares Bond, Harold Cordova, and Julie Turner. Mark Goldman joined the meeting at 5:06pm. *Absent:* None.

Approval of Agenda 10/15/24: Motion to approve agenda by J. Turner. 2nd by S. Mares-Bond. Vote to approve: Eleanor Romero, Shona Mares Bond, Harold Cordova, and Julie Turner. Against: None. Motion approved.

Approval of Minutes from 9/17/24: Motion to approve minutes by H. Cordova. 2nd by J. Turner. Vote to approve: Eleanor Romero, Shona Mares Bond, Harold Cordova, and Julie Turner. Against: None. Motion approved.

Public Comment: No Public Comment.

Revisit Governing Board Member and Officer Terms: VP Romero requested this agenda item be moved after the Financial Report.

Nominate new GB Member: Matt Whitener introduced himself to the board and expressed an interest in joining the Vista Grande High School governing board. Mr. Whitener stepped out so board members could discuss his membership and were very excited to invite him to join the board. Motion to approve Matt Whitener to the VGHS Governing Council by E. Romero. 2nd by J. Turner. Vote to approve: Eleanor Romero, Shona Mares Bond, Harold Cordova, Julie Turner, and Mark Goldman. Against: None. Motion approved.

Teacher Report: Heather McReynolds has been a teacher at VGHS for 9 years. She reported on what each teacher at VGHS are working on this month. Journalism class put out their first issue of The Vista View. Board VP, Eleanor Romero requested a copy of the next issue to be placed in board packets. Student Government held a Homecoming Dance last Friday and had a great turnout. Mrs. McReynolds invited board members to visit VGHS anytime.

Financial Report: Financial Update: Financials and Bank Statements were provided to all Governing Council members. Quarterly Reports will be submitted by October 31st. (941, WC, SUTA, PED Reports). FY2024 Audit is wrapping up.

- a. **BAR Approval:** No BARS were presented.
- b. **Finance Report Approval:** Motion to accept the financial report as presented by E. Romero. 2nd by M. Goldman. Vote to approve: Eleanor Romero, Shona Mares Bond, Harold Cordova, Julie Turner, and Mark Goldman.
- c. **Finance Audit Committee:** Finance audit committee met with our Finance Director this evening at 4:30pm.

Revisit Governing Board Member and Officer Terms: Board members reviewed the bylaws regarding member and officer terms. Board member Turner found some mistakes and changes that need to be made. Board members discussed the proposed changes and will vote on them at the November meeting.

Director Report: Director Smith reported on staff culture and our graduation rate. Our site visit from PED a couple of weeks ago went well. We had a staff member resign last week so teachers are triaging those classes. We are looking into hiring a new staff member in a coordinator position and getting students outside. The LANL foundation reached out asking if we would join them with their work based learning. They donated money to VGHS for our internships. Director Smith will be attending LANLs training next week to get more information. Director Smith reported that 30% of our students are involved in our work based learning program. We are looking into a fundraiser to help fund more WBL opportunities. Meeting with UNM Taos went well regarding funding the Stem U and Stem U-squared program. SLCs will be held on October 25th with parents & students. Our next Wellness Wednesday will be tomorrow at 1:45pm. board members are invited to attend. The goal is for students to learn one recipe per month that they can prepare on their own for themselves and/or their families. Director Smith is planning to start recruiting students for next year from our local middle schools soon.

Adoption of Policies and Procedures to IDEA B: The board received and reviewed the policies and procedures. Motion to adopt the Policies and Procedures to Idea B by M. Goldman. 2nd by J. Turner. Vote to approve: Eleanor Romero, Shona Mares Bond, Harold Cordova, Julie Turner, and Mark Goldman. Against: None. Motion approved.

Next Regular Agenda Items: Approval for revisions to GB office & terms for approval.

Next Regular Meeting: November 19, 2024 at 5:00 pm. Finance Committee will meet at 4:30pm.

Adjournment: Motion to adjourn by S. Mares bond. 2nd by H. Cordova. Vote to approve: Eleanor Romero, Shona Mares Bond, Harold Cordova, Julie Turner, and Mark Goldman. Against: None. Motion approved.

Meeting adjourned at 6:26 pm.

Approve: Eleanor Romero

Date: 11-19-24

8-19-2024

Dear Governing council:

I am at the point in my health challenges where I am unable to continue as a member of the board. I am looking at lots of medical appointments and extensive back surgery in the coming months. Now seems to be the best time to resign so the position can be filled with a parent and they can sign on and get trained.

I have enjoyed my time on the board and have seen the school grow in so many ways.

Keep up the good work!

A handwritten signature in black ink that reads "Elizabeth Roth". The signature is written in a cursive, flowing style.

Elizabeth Roth

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Vista Grande Charter School, located in Taos, 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 Vista Grande Charter 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 VISTA GRANDE CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 19 DAY OF November 2024.

1. Eleanor Romero
[signature]
Eleanor Romero
[print]

2. Julianne Turner
[signature]
Julianne Turner
[print]

3. [Signature]
[signature]
Mat Whotere
[print]

4. [Signature]
[signature]
Harold V. Cordora
[print]

5. [Signature]
[signature]
MARK GOODMAN
[print]

6. [Signature]
[signature]
Shona Marie Bond
[print]

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
COUNTY OF Taos)

I, Mat Whitener, after being duly sworn, state:

1. My name is Mat Whitener and I reside in Taos, New Mexico.

2. I am a member of the governing body of the Vista Grande Charter School in Taos, 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 Vista Grande Charter 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.

[Signature]
[Signature]

11-19-24
Date

Mat Whitener
[Print]

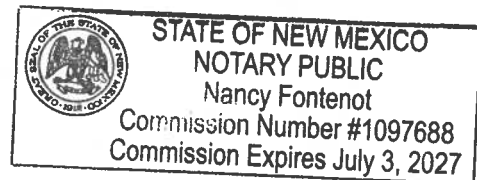
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 19th day of Nov., 2024.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 07/03, 2027.



ASSURANCES

My name is Mat Whitener and I reside in Taos County. I am a member of the governing body for Vista Grande High School a charter school which is located at 213 Paseo Del Canon ^{#1 Taos, Nm 87571}. 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.

Mat Whitener
Printed Name


Signature

11-19-24
Date