



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 Albuquerque Institute for Math & Science, hereafter "the school," effective on 11/14/2024.

Current Governing Body Members and Positions: Click or tap here to enter text.

Governing Body Member(s) Resigning or Removed: Click or tap here to enter text.

New Governing Body Member(s) and Position(s): Dr. Carolyn Kalgren

Contact information for New Governing Body Member(s) (phone, email): 505-450-5184, carolynabq@yahoo.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: Click or tap here to enter text.

Effective Date: Click or tap to enter a date.

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 12/12/24

Signature of Governing Board Chair:  **Date:** 12/12/24

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:** _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Carolyn Kalgren, after being duly sworn, state:

1. My name is Carolyn Kalgren and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Albuquerque Institute for Math & Science 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 Albuquerque Institute for Math & Science'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.

Carolyn Kalgren
[Signature]

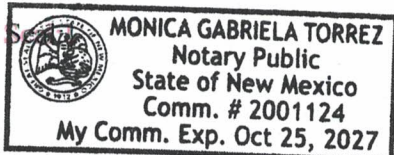
12-06-2024
Date

Carolyn Kalgren
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 6th day of December, 2024.

[Notary Seal]



Monica Torrez
NOTARY PUBLIC

My commission expires: Oct 25, 2027.

ASSURANCES

My name is Carolyn Kalgren and I reside in Albuquerque, NM. I am a member of the governing body for Albuquerque Institute for Math & Science a charter school which is located at Albuquerque, NM, 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.

Carolyn Kalgren
Printed Name

Carolyn Kalgren
Signature

12-06-2024
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Albuquerque Institute for Math & Science, 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 Albuquerque Institute for Math & Science’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 ALBUQUERQUE INSTITUTE FOR MATH & SCIENCE GIVE THE FOREGOING STATEMENT THIS 14 DAY OF Nov., 2024.

1. *R F Walton*
R F Walton (Nov 18, 2024 09:12 MST)

[signature]
Bob Walton

[print]
2. *Sandra Whisler*
Sandra Whisler (Nov 18, 2024 12:44 MST)

[signature]
Dr. Sandra Whisler

[print]
3. *Kathryn Watkins*

[signature]
Kathryn Watkins

[print]
4. *Adam Hecht*
Adam Hecht (Nov 21, 2024 21:28 MST)

[signature]
Adam Hecht

[print]
5. *Janine Sjostrom*
Janine Sjostrom (Nov 22, 2024 10:23 MST)

[signature]
Janine Sjostrom

[print]

Attach additional pages if membership exceeds five.



Albuquerque Institute for Mathematics and Science
933 Bradbury SE Albuquerque, New Mexico 87106
(505) 559-4249 www.aims-unm.org

Nov 14, 2024
11:30 a.m. - 1:00 p.m.
Board Room
933 Bradbury SE

[Join Zoom Meeting](#)

<https://us06web.zoom.us/j/86833104028?pwd=VmQk7iGGsOPW0sAnnD2aCx3b3J7NAd.1>

Meeting ID: 868 3310 4028
Passcode: 8zJrBc

Albuquerque Institute for Mathematics and Science @UNM (AIMS@UNM) is committed to preparing its students, grade six through twelve, for college, community, and beyond through a rigorous focus on math and science and an emphasis on global participation.

Board Members in attendance:

Name	Office	Present	Absent
Bob Walton	Pres	x	
Dr. Sandra Whisler	VP		x
Dr. Adam Hecht		zoom	
Janine Sjostrom		zoom	

A copy of the meeting minutes are available for public inspection at Albuquerque Institute for Math and Science at 933 Bradbury SE, Albuquerque, NM 87106, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The AIMS@UNM shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Katharina Sandoval-Snider at (505) 559-4249 5 business days prior to the meeting



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Walton Whisler Hecht 1 Sjostrom2 Watkins Ho Hsiao

Motion approved unanimously.

4. Approval of Legal Services RFP

The review committee recommended Esquivel Services contract as best fitting needs of AIMS.

Motion

I move to approve the selection of Esquivel Associates to fulfill the legal services for AIMS.

Walton Whisler Hecht Sjostrom 1 Watkins Ho 2

Hsiao

Motion unanimously approved.

5. School Director's report.

Director reported on AIMS becoming an APS charter. Board very happy with AIMS school. Our contract with APS and AIMS is for 5 year.

6. Discussion of school board training initiatives.

7. Expansion update.

Esquivel reported that expansion to west campus was still underway with talks to both UNM lawyers and CNN lawyers. We will begin to advertise for new site in January and February.

8. Board Membership

Report on letter from Dean Goodrich related to the addition of Dr. Hsiao to the board.

- Approval of Dr. Carolyn E. Kalgren to the Governance Council

Motion

I move to approve Dr. Kalgren as a member of the governance council.

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Walton Whisler Hecht 1 Sjostrom 2 Watkins Ho Hsiao

Motion approved unanimously

9. Adjourn

I move to adjourn meeting.

Walton 1 Whisler Hecht Sjostrom Watkins Ho Hsiao 2

Motion approved unanimously.

Respectfully

X Kathryn Watkins

Kathryn Watkins

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