



New Mexico Public Education Commission (PEC)

Governing Body Member Designation Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of an addition in board membership of the school's Governing Body.

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
- 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 Designation 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.

If Current Governing Body Member being added is a board officer, please indicate which role (if applicable):

N/A

New Governing Body Member Name and Position: Lisa Berenberg, Governing Council Member; Elysee Hodges, Governing Council Member

Contact information for New Governing Body Member

Name: Lisa Berenberg; Elysee Hodges
Email address: lberenberg@northpointcharter.com; ehodges@northpointcharter.com
Phone number: 505-217-5980; 505-908-8719
Home address: 3012 Camino Real Ct NE, Albq, NM 87111; 9718 McKnight Ave NE, Albq, NM 87112

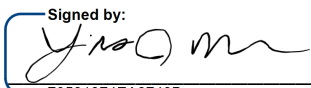
Is the school requesting an extension to fill a vacancy: yes no

If so, provide date of vacancy: [Click or tap here to enter text.](#)

[: Click or tap here to enter text.](#)

Effective Date: 11/20/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 12/3/2024
70591974EA8749B...

Signature of Governing Board Chair:  **Date:** 12/3/2024
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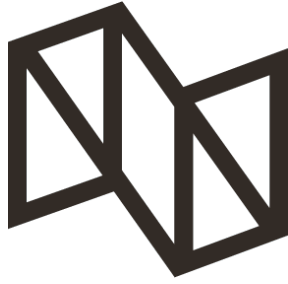
For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____



NORTHPOINT

CHARTER SCHOOL

Certificate of Governing Body Vote

This document certifies that on November 20, 2024 at 5:00 PM, a meeting of the Governing Body of Northpoint Charter School, a New Mexico public charter school, was held via Zoom using the published meeting link below:

<https://us02web.zoom.us/j/81551960549?pwd=RQ7Rsbbs1I7yIMWTGGiCSLB76M21dW.1>

The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members were present and voted **four** in favor and **zero** opposed to approve Lisa Berenberg and Elysee Hodges as new members of the Governing Council.

The members voting in favor were: Eileen Johnson, Anthony Padilla, Deborah Burns, and Debra Jensen.

The members voting in opposition were: None

I, the undersigned, certify this is a true copy.

Signed by:

Deborah Burns

D0AF0B8A0F8E4FC...

Signature of Individual Authorized to Certify the Vote (Secretary or Other Officer)

Deborah Burns

Northpoint Charter School Governance Council Secretary

December 6, 2024

ASSURANCES

My name is Elysee Hodges and I reside in Albuquerque, New Mexico. I am a member of the governing body for Northpoint Charter School, a charter school which is located at 10301 Candelaria Rd NE, Albuquerque, NM 87112. 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.

Elysee Hodges
Printed Name

Elysee Hodges
Signature

11-22-24
Date

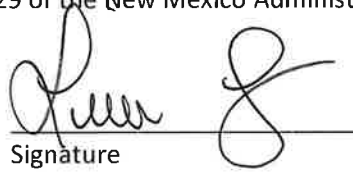
ASSURANCES

My name is Lisa Berenberg and I reside in Albuquerque, New Mexico. I am a member of the governing body for Northpoint Charter School, a charter school which is located at 10301 Candelaria Rd NE, Albuquerque, NM 87112. 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:

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Lisa Berenberg
Printed Name


Signature

12/5/2024
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Northpoint Charter 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 the Northpoint 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.

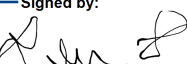
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE NORTHPOINT CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 3rd DAY OF DECEMBER, 2024.

1. 
190DFF2532E249E...
[signature] Eileen Johnson

2. 
AC017B22249B4DD...
[signature] Anthony Padilla

3. 
D8AF0B8A6F8E4FC...
[signature] Deborah Burns

4. 
5ED49587F250409...
[signature] Lisa Berenberg

5. 
D872AEC00E944E6...
[signature] Elysee Hodges

Attach additional pages if membership exceeds five.

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THE FOLLOWING MEMBERS OF THE NORTHPOINT CHARTER SCHOOL GIVE THE FOREGOING STATEMENT THIS 3rd DAY OF DECEMBER, 2024.

6.  Signed by:
D83CCC38594C4A9...
[signature] Debra Jensen

7. _____
[signature]

8. _____
[signature]

9. _____
[signature]

10. _____
[signature]

Attach additional pages if membership exceeds five.