



New Mexico Public Education Commission (PEC)

Head Administrator Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator. Changes to the Head Administrator do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Submission Deadline: The form must be approved prior to the change being implemented. Amendments completed 14 days prior to the next PEC meeting will be placed on the next agenda.

Data provided by CSD:

- Performance data academic, organizational, and financial, including any outstanding compliance or investigations, and
- Information relevant to the amendment request.

Information provided by the school:

- Fully completed form
- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for new administrator

Contact charter.schools@state.nm.us if you have questions about completing or submitting documents.

Head Administrator 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 South Valley Preparatory School, hereafter "the school," effective on
Click or tap to enter a date..

Current head administrator: Moises Padilla

New head administrator: Theresa Archuleta

New administrator email: theresa.archuleta@southvalleyprep.org

New administrator phone number(s): 505-350-3939

Please check one:

- Permanent head administrator
- Interim head administrator

Number of personnel changes (head administrator, business manager, procurement officer, board member), including this change, submitted to PEC in the last 12 months: 1

Effective Date: 2/28/2023

The school's Head Administrator Change Notification is hereby submitted by:

Theresa Archuleta	3/2/2023
Charter School Representative	Date

School Amendment Approval (electronic signature of governing board chair):

Bernadette Fietze	3/13/2023
Governing Board Chair	Date 03/13/2023

For PEC/CSD use only

Accepted by the PEC: Click or tap to enter a date.

Notification Number: Click or tap here to enter text.

Number of personnel changes in last 12 months: Click or tap here to enter text.

**South Valley Preparatory School
Governing Council Special Meeting Agenda**

Tuesday, February 28, 2023 @ 12:00 pm

Google Meet joining info

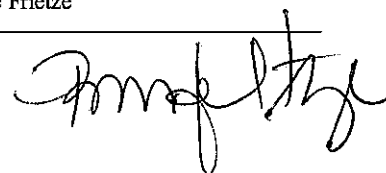
Video call link: <https://meet.google.com/hcc-tvgg-pcu?hs=224>

Type of meeting: Monthly

Chair: Bernadette Fietze

Invited to Attend:

1. Bernadette Fietze
2. Monica Aguilar
3. Steven Cordova
4. Brittany Barreras
5. Venessa Urioste
6. Moises Padilla – non-voting
7. Alfred Martinez – non-voting



Scheduled Guest(s): Theresa Archuleta

Scheduled Absence: Moises Padilla

— **Agenda** —

1. Call to Order, Roll Call (Quorum??? voting members) Chair.
Meeting was called to order at 12:05 p.m.
Roll Call:
B. Fietze – present
M. Aguilar – present
S. Cordova – present
B. Barreras – present
V. Urioste – present
A quorum is present.

 1. Welcome and Introductions Chair
All board members and guests introduced themselves. Mrs. Archuleta provide a summary of her experience and background.
 2. Approval of Agenda **ACTION ITEM*** All
Motion – S. Cordova. 2nd – V. Urioste
Unanimously passed

 3. Open Public Comment Open
None

 4. Action Items.....
 - a. Interim Executive Director Contract*Bernadette/Alfred
An interim ED is needed to be in compliance with having a licensed administrator on campus. M. Padilla, current ED, will be taking extended leave due to medical issues. Interim ED contract and scope of work for Teresa Archuleta was presented by Al Martinez and Teresa Archuleta. The contract will be through ACES and will expire June 30, 2023. The SVP board will re-evaluate the contract every four weeks. The cost for services will be \$10,000 per month.
Motion to approve the interim ED contract for Teresa Archuleta – V. Urioste. 2nd – B. Barreras
Unanimously passed

 - b. Approval of unpaid leave outside of FMLA for Mr. Padilla.....Alfred
SVP has less than 50 employees and does not qualify to offer all employees FMLA. This is approved on a case by case basis. FMLA for Moises Padilla will guarantee he will have his position as ED when he is
-

ready to return to work. M. Padilla has 30 days sick leave and then will need to utilize his short term disability.

Motion to approve FMLA for Moise Padilla B. Berreras. 2nd – M. Aguilar

Unanimously passed

1. Announcements/Set Next Meeting..... Chair
Wednesday April 22, 2023 5:00 p.m.
2. Adjourn..... Chair
Meeting adjourned 12:29 p.m.

— Statement of Non Discrimination —

South Valley Preparatory School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at 222-5642 at least 24 hours prior to the meeting.

— Additional Information —

Regular monthly meetings @ 5:00 on the 4th Wednesday of every month on the SVP Campus unless advertised otherwise.

Finance Committee – Bernadette Fietze, Monica Aguilar, Moises Padilla, Alfred Martinez,

Facilities Committee –

Policy Committee – Steven Cordova

Audit Committee – Bernadette Fietze, Monica Aguilar, Jennifer Garcia, Steve Alarid, Alfred Martinez, Moises Padilla

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL THREE-B PRE K-12 ADMINISTRATIVE
is issued to

THERESA ARCHULETA

Effective from July 01, 2022 to June 30, 2027
Licensure Number: 236322

Kurt G. Stamba
Secretary of Education