



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 of the school's governing body.

Submission Deadline:

Changes to the governing body do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

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.

Information provided by the School:

- Fully completed form
- Approved board minutes or certification of the vote taken by the board 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 if you have questions about completing or submitting documents.



New Mexico Public Education Commission (PEC)

Governing Body Change Notification Request 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 Southwest Preparatory Learning Center, hereafter "the School," effective on 7/1/2019

Current Governing Body Officers: Alissa Mavridis, James Burton, Chris Ortiz, Jessica Garcia, DeEtte Peterson, Xavier Chavez

Chair/President: Alissa Mavridis

Vice Chair/Vice President: James Burton

Secretary: Jessica Garcia

Current Governing Body members (non-officers): Chris Ortiz, DeEtte Peterson, Xavier Chavez

Resigned or removed Governing Body member: James Burton

New Governing Body member(s) and position(s), please include contact information such as phone number(s) and email(s): Click or tap here to enter text.

Number of personnel changes and governing body changes submitted to PEC in the last 12 months: 1

The School's Governing Body notification is hereby submitted by:

Jonas Cossey 4/5/2023
Charter School Representative Date

School Amendment Approval (electronic signature governing board chair):

Alissa Mavridis 4/5/2023
Governing Board Chair/President Date

For PEC/CSD use only

PEC Meeting Date: Click or tap to enter a date.

Agenda:

- Regular
- Consent

Notification Number: Click or tap here to enter text.

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

The Governing Body Notification was:

- Approved
- Denied (see transcript)

Electronic signature of PEC Chair:

PEC Chair

Click to enter signature

Date

Click or tap to enter a date.

Jonas Cossey

From: James Burton
Sent: Tuesday, March 28, 2023 8:13 AM
To: Jonas Cossey; Alissa Mavridis
Subject: Letter of Resignation

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning,

Please consider this my official letter of resignation, to be combined with my email from 3/16/2023, detailing my intent to depart from SPLC.

It has been a wonderful experience, but after three and a half years it is time for me to move on due to personal reasons.

Respectfully,

James Burton

Sent from [Mail](#) for Windows