



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose:

To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline:

Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. (Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.)

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 personnel change. The changes for Business Manager and Procurement Officer The documentation will be added to the board of finance documentation on file with CSD.

Information provided by the School:

- Fully completed form

For a Head Administrator

- 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 a new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For a Business Manager

- Board minutes approving the business manager change.
- Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)

- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Manager

- Board minutes approving the procurement officer change.
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.



New Mexico Public Education Commission (PEC)

School Personnel Notification Request FORM

Submit this form and all supporting documents to charter.schools@ped.nm.gov

(Submit separate forms if more than one change in personnel)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and name of charter school, hereafter "the School," effective on enter the start date of the current charter term.

The school is notifying the PEC of a change in personnel (check one)

Head Administrator Business Manager Procurement Officer

Current Head Administrator/Business Manager/Procurement Officer: Christine Lutz

New personnel information, please include license information and contact information such as phone number(s) and email: Lisa Mora; NM License # 314966; lmora@sslc-nm.com; 505-296-7677

Please check one:

Interim head administrator effective June 1 through June 30, 2023
 Permanent head administrator effective July 1, 2023

Number of personnel changes and governing body changes submitted to PEC in the last 12 months: June 2022 - add Shannon Carpenter, Eileen Johnson, Larry Stotts; July 2022 - Scott Struve resigned; March 2023 - Larry Stotts resigned

The School's Personnel notification is hereby submitted by:

Christine Lutz 5/19/2023
Charter School Representative Date

School Amendmer **DocuSigned by:** **nic signature of governing board chair):**

Deborah Burns *Deborah Burns* 5/19/2023

Governing Board Chair 150768AAEFD74B6... 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)

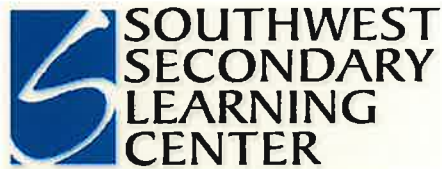
Electronic signature of CSD:

CSD

Click to enter signature

Date

Click or tap to enter a date.



10301 Candelaria Road, NE
Albuquerque, NM 87112-1504
505-296-7677 FAX 505-296-0510
www.sslc-nm.com

May 12, 2023

Dear Southwest Secondary Learning Center Governing Council,

It has been a pleasure to serve as the school's Head Administrator over the last five years. As shared with you in February of 2022, the 2022-2023 school year would be my last before retirement. I have learned much in those five years, and I am grateful for the opportunities that were afforded me. The greatest of those opportunities was to establish a different connection to staff and students. Those connections will be sorely missed. I would also like to express my appreciation to the governing council for their support over the years.

As arrangements have been made for my replacement to take over, I am officially notifying the governance council of my intent to retire. My official retirement date is July 1, 2023, but between school holidays and using leave, my last day on campus will be May 25, 2023. During the month of June, except for June 14 - 21, I will make myself available to my replacement for any questions or supports she might need. This will ensure a smooth transition in leadership.

Again, thank you for all the growth and opportunities afforded me over my five-year tenure.

Respectfully,

A handwritten signature in black ink that reads 'Christine B. Lutz'.

Christine Lutz, Head Administrator
Southwest Secondary Learning Center
10301 Candelaria Road NE
Albuquerque, New Mexico 87112



10301 Candelaria Rd. NE
Albuquerque, NM 87112-1504
P:(505)296-7677 F:(505)296-0510

Certificate of Governing Body Vote

This document certifies that on May 17, 2023, at 5:00 PM a meeting of the Governing Body of the Southwest Secondary Learning Center, a New Mexico public charter school, was held at 10301 Candelaria Road NE, Albuquerque, New Mexico, 87112.

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

With a quorum of the Governing Body's members being present and voting, it was voted *four* in favor and *zero* opposed to approve a new Head Administrator contract for Lisa J. Mora beginning July 1, 2023 and a contract addendum for Interim Head Administrator beginning for June 1, 2023.

The members voting in favor were Deborah Burns, Debra Jensen, Eileen Johnson, and Shannon Carpenter.

The members voting in opposition were: None

Member Absent: Michael Hamel

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

A handwritten signature in blue ink, appearing to read 'Deborah Burns', is written over a horizontal line.

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

Deborah Burns
Southwest Secondary Learning Center Governance Council President
May 18, 2023



SOUTHWEST SECONDARY LEARNING CENTER GOVERNING COUNCIL

Regular Meeting Notice & Agenda
Wednesday, May 17, 2023, at 5:00 pm

This public meeting will be held in person at:
10301 Candelaria NE, Albuquerque, NM 87112

Opening Business

1. Call to Order
 - a. Roll Call
 - b. Pledge of Allegiance
2. Adoption of the Agenda (Discussion/Action)
3. Review of Minutes from April 19, 2023, Meeting (Discussion/Action)
4. Public Comment: SSLC is seeking input for Title I, II, IV, and IDEA-B Applications

Finance

1. Finance Committee Update
2. Budget Adjustment Request (BAR) (Discussion/Action)
 - a. BAR 531-000-2223-0036-I
 - b. BAR 531-000-2223-0037-D
 - c. BAR 531-000-2223-0039-T
 - d. BAR 531-000-2223-0040-T
 - e. BAR 531-000-2223-0041-T
 - f. BAR 531-000-2223-0042-IB
 - g. BAR 531-000-2223-0043-I
 - h. BAR 531-000-2223-0044-I
3. Finance Report from K-12
 - a. Check Register (Discussion/Action)
 - b. Bank Reconciliation (Discussion/Action)
4. End of Year BAR Approval
 - a. Request to grant Head Administrator/Interim Head Administrator and Business Manager the authority to approve BARs during the summer period in order to maintain budgetary and regulatory compliance. BARs will be reviewed by the Governing Council during the next regular Governing Council meeting.
5. SSLC FY24 Instructional and Non-Instructional Calendars (Discussion/Action)
6. SSLC FY24 Budget (Discussion/Action)
7. Submission of Title I, II, IV, IDEA-B, PSFA Lease Assistance Applications on Behalf of SSLC by Head Administrator/Interim Head Administrator (Discussion/Action)

Academics

1. Academic Dean Update
 - a. Student Progress Data

2. Assistant Principal Update
 - a. Summer Session
 - b. Strategic Planning
3. Head Administrator Update
 - a. Current Enrollment numbers
 - b. Graduation

New Business

1. FY24 Vendor Contracts over 20,000 for Consideration (Discussion/Action)
 - a. Matthews/Fox Legal Services (Discussion/Action)
 - b. Imagine Learning (Discussion/Action)
2. Bathroom Renovation Design Services (Discussion/Action)

Governance

1. Charrette Team with MWC Update
2. Head Administrator Title Change (Discussion/Action)
 - a. Going forward, references in school documents relating to “Head Administrator” shall also mean “Executive Director”, and for School’s purposes the two are interchangeable
3. Head Administrator Contract (Action)
4. Head Administrator Addendum for June (Discussion/Action)
5. Tuition Reimbursement Policy (Discussion/Action)
6. Committee Membership
 - a. After removing GC member who resigned, no committees are out of compliance for a quorum.
 - b. Eliminate HA Search Committee (Discussion/Action)
7. Academic Committee Update-Consider Disbanding (Discussion/Action)
8. Renewal Committee Update
 - a. Progress Towards Renewal Application
9. Recruitment Committee Update
 - a. Local news invited to graduation ceremonies
 - b. Digital marquee to be installed in June
 - c. Open House held 4/26
 - d. Begin middle school outreach in late 2023

Announcements

1. Governance Council training hours must be complete by May 30, 2023.
2. PED indicated GC training hours will be scored on a pro-rated basis if members leave prior to the end of the school year. Schedule regular training throughout the year to avoid potentially poor ratings for governance compliance.

Adjournment

Next regular meeting scheduled June 21, 2023, at 5:00 pm

If you are an individual with a disability and in need of a reader, amplifier, qualified sign-language interpreter, or other form of auxiliary aid and/or service to attend or participate in this meeting, please contact SSLC's Head Administrator at least one week prior to the meeting, or as soon as possible. Public documents, (i.e., agenda, minutes, summary), can also be provided in various accessible formats, by contacting SSLC's Head Administrator.

STATE OF NEW MEXICO



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

LEVEL THREE-B ADMINISTRATOR
is issued to

LISA JANE MORA

Effective from July 01, 2021 to June 30, 2026
Licensure Number: 314966

ISSUED

A handwritten signature in black ink that reads "Ryan Stewart".

Secretary of Education