



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

The school must provide:

Fully completed form

For 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 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 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 Officer:

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.

Personnel 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 Charter School, hereafter "the school," effective on 7/1/2020.

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

Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Interim Executive Director, Theresa Archuleta

New Head Administrator/Business Manager/Procurement Officer: Baylor Del Rosario

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-710-3492; baylordr@gmail.com; baylor.delrosario@southvalleyprep.org

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2

Effective Date: 7/17/2023

The school's notification is hereby submitted by:

Signature of School Representative:  Date: July 7, 2023

Signature of Governing Board Chair:  Date: July 7, 2023

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: _____

South Valley Preparatory School
Governing Council Regular Meeting Agenda
Tuesday, June 27, 2023 @ 1:00 pm (Please note this is a change.)
Location: 2551 Karsten Ct SE Albuquerque, NM 87102

Join Zoom Meeting

<https://us05web.zoom.us/j/87400213656?pwd=ejVuWDJDWHJWREp1VHV4ZzBWTGMydz09>

Meeting ID: 874 0021 3656

Passcode: X200sT

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. Theresa Archuleta – non-voting
7. Jessica Brown – non-voting
8. Alfred Martinez – non-voting
9. Sonya Vigil – non-voting

Scheduled Guest(s): Baylor Del Rosario

Scheduled Absence:

----- Agenda -----

1. Call to Order, Roll Call (Quorum?? voting members) Chair.

Meeting called to order at 1:05pm

Roll Call/Present:

Bernadette Fietze

Monica Aguilar

Steven Cordova

Brittany Barreras

Venessa Urioste

Absent:

None

2. Welcome and Introductions Chair

ACTION ITEMS*

3. Approval of Agenda All

Motion: Vanessa Urioste

2nd: Brittany Barreras

Vote: Unanimously Approved

4. **Action Item:**

Pursuant to Open Meetings Act/**Closed Session:** Limited to personnel matters/Executive Director interview

Motion: Steven Cordova

2nd: Brittany Barreras

Roll Call Vote:

- B. Freitze – yes
- S. Cordova – yes
- B. Barreras – yes
- M. Aguilar – yes
- V. Urioste - yes

Coming out of closed session at 2:46pm the only item discussed was the Executive Director Interview and position for the upcoming 23-24 SY.

5. **Action Item:**

Approval of 2023-2024 Executive Director Contract for Baylor del Rosario and Salary not to exceed \$115,000

Motion: Brittany Barreras

2nd: Monica Aguilar

Roll Call Vote:

- B. Freitze – yes
- S. Cordova – yes
- B. Barreras – yes
- M. Aguilar – yes
- V. Urioste - yes

6. Approval of Regular Meeting Minutes May 24, 2023.....Chair

Motion: Vanessa Urioste

2nd: Steven Cordova

Vote: Unanimously Approved

7. Approval of Special Meeting Minutes June 6, 2023.....Chair

Motion: Steven Cordova

2nd: Monica Aguilar

Vote: Unanimously Approved

8. Open Public CommentOpen

Special meeting necessary to extend Theresa Archuleta’s (Interim Executive Director) contract through July 2023 to support transition of new Executive Director.

9. **Action Items:**

- a. Financial Reports and Conflict of Interest Statement (Governance Council Membership*.....Sonya Vigil (See attached.)

Motion to approve: Vanessa Urioste

2nd: Monica Aguilar

Vote: Unanimously Approved

- b. BARs*.....Sonya Vigil

Approval of the maintenance bars 0055-M & 0056-M and the maintenance bars 0058-M through 0071-M

- 515-000-2223-0055-M
 - 515-000-2223-0056-M
 - 515-000-2223-0058-M
 - 515-000-2223-0059-M
 - 515-000-2223-0060-M
-

-
- 515-000-2223-0061-M
 - 515-000-2223-0062-M
 - 515-000-2223-0063-M
 - 515-000-2223-0064-M
 - 515-000-2223-0065-M
 - 515-000-2223-0066-M
 - 515-000-2223-0067-M
 - 515-000-2223-0068-M
 - 515-000-2223-0069-M
 - 515-000-2223-0070-M
 - 515-000-2223-0071-M

Motion to approve: Vanessa Urioste

2nd: Brittany Barreras

Vote: Unanimously Approved

- 515-000-2223-0057-T

Motion to approve: Brittany Barreras

2nd: Steven Cordova

Vote: Unanimously Approved

- c. 2023-2024 SY IDEA B application Preliminary budget - \$43,270.22 + Carry over - \$39,236.35 = \$83,006.60.....Theresa Archuleta, Sonya Vigil

Motion to approve: Brittany Barreras

2nd: Monica Aguilar

Vote: Unanimously Approved

- d. Fixed Asset Disposal.....Sonya Vigil (See attached.)

Motion to approve: Steven Cordova

2nd: Monica Aguilar

Vote: Unanimously Approved

- e. Fixed Asset Transfer.....Sonya Vigil (See attached.)

Motion to approve: Monica Aguilar

2nd: Brittany Barreras

Vote: Unanimously Approved

- f. 2023-2024 SY Bus Contract (Albert Sanchez Bus Company).....Sonya Vigil, Theresa Archuleta (See attached.)

Motion to approve: Steven Cordova

2nd: Vanessa Urioste

Vote: Unanimously Approved

- g. Table the approval of new Governance Board Member, Gabino Noriega, for SY 2023-2024 beginning July 1, 2023 due to a conflict of interest.

Motion to approve: Brittany Barreras

2nd: Steven Cordova

Vote: Unanimously Approved

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10. Discussion on 2023-2024 Governance Council Officers
A slate will be presented at July 26th meeting.
 11. Executive Director's Report (See attached.)
 12. Announcements/Set Next Meeting..... Chair
Special Meeting Friday, June 30, 2023 at 4pm via Zoom
Next Meeting is in person, on Wednesday, July 26, 2023.
 13. Adjourn..... Chair
Meeting adjourned at 3:19pm

----- 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, Venessa Urioste, Moises Padilla, Alfred Martinez, Theresa Archuleta
Facilities Committee – Monica Aguilar, Alfred Martinez
Policy Committee – Steven Cordova
Audit Committee – Bernadette Fietze, Monica Aguilar, Jennifer Garcia, Steve Alarid, Alfred Martinez, Moises Padilla

New Executive Director (effective July 17, 2023)
Baylor Del Rosario (License #261125)

Public License Look-up Tool - N X NM Licensure Query Results X +

https://licensesearch.ped.state.nm.us/licDetail.aspx?certNum=261125

[Return to search page](#)

| Primary Information | |
|---------------------|--------------------|
| Full Name | BAYLOR DEL ROSARIO |
| License Number | 261125 |

If you notice an error, please click [here](#) to email Licensure Staff

Certificate Status

| Certification Number <i>i</i> | Certification Level | Certificate Description <i>i</i> | Start Date | Expire Date | Status |
|-------------------------------|------------------------------------|--|--------------|--------------|--------|
| 261125 | LEVEL THREE-B | PRE K-12 ADMINISTRATIVE | Jul 01, 2022 | Jun 30, 2027 | ISSUED |
| 261125 | LEVEL THREE-A INSTRUCTIONAL LEADER | PRE K-12 SPECIAL EDUCATION | Jul 01, 2022 | Jun 30, 2031 | ISSUED |

Endorsements For Selected Certificate

While the information appearing on this page is updated frequently, PED does not guarantee or represent that the information is one hundred percent accurate; to obtain up-to-date information regarding the status of a license, or to express concerns about the accuracy of the information, please contact PED directly.

| Selected Certificate | Endorsement |
|-------------------------|-------------|
| PRE K-12 ADMINISTRATIVE | |

91°F Mostly sunny

Search

8:25 PM 7/6/2023

New Executive Director (effective July 17, 2023)
 Baylor Del Rosario (License #261125)



MAIN NAVIGATION

Application Submissions

Existing Licensee

User Settings

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Licensee Review

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User Information

| | | | | | |
|--|---|-----------------------------|--|--|---------------------------------|
| Applicant Id 060506 | First Name Baylor | Middle Name | Last Name Del Rosario | District BERNALILLO PUBLIC SCHOOLS | License Number 261125 |
| Gender Male | SSN 562577611 | DOB 06/05/1970 | Address 560 S Camino Del Pueblo , Bernalillo , New Mexico , 87004 | Phone Number 5054045712 | Former Name / Nick Name |
| EmailAddress brosario@bernalillops.org | Background Registration ID | | | | |
| Background Status ClearExpired | FBI Status Update Date 07/24/2009 | Investigation Status | Investigation Status Update Date | | |

Existing Licenses

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| PRE K-12 ADMINISTRATIVE | ISSUED | 07/01/2022 | 06/30/2027 | 04/27/2022 | LEVEL THREE-B | |