



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, 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: Alfred Martinez

New Head Administrator/Business Manager/Procurement Officer: Sonya Vigil

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): sonya.vigil@southvalleyprep.org; 505-452-3551

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1

Effective Date: 6/1/2023

The school's notification is hereby submitted by: Theresa Archuleta, Interim Executive Director

Signature of School Representative:  Date: July 26, 2023

Signature of Governing Board Chair:  Date: July 26, 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: _____

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Sonya Vigil, [affiant] after being duly sworn, state:

1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) NMEDGE CPO Foundation
 - b) 21 years of Business Office Assistant experience
 - c)
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

| Certificate, licensure or degree | Educational Institution | Date | Current Yes/No |
|----------------------------------|--------------------------|------|----------------|
| BS in Biology | University of New Mexico | 2015 | Yes |
| Level 1 SBO | NM PED | 2023 | Yes |
| CPO Foundation/Test | NM EDGE | 2023 | In process |

FURTHER AFFIANCE SAYETH NAUGHT.

Sonya Vigil
[Signature of Affiant]

7/7/2023
Date

Sonya Vigil
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 7th day of July, 2023.

[Notary Seal:]



Ann Marie Lovato
NOTARY PUBLIC

My commission expires: January 6, 2025.

South Valley Preparatory School
Governing Council Regular Meeting Agenda
Wednesday, July 26, 2023 @ 5:00 pm
Location: 2551 Karsten Ct SE Albuquerque, NM 87102

<https://zoom.us/j/93321271386?pwd=NSStlWjFaOW1tYm4vZittU040SWhEdz09>

Meeting ID: 933 2127 1386
Passcode: n7XQ8M

| | |
|---------------------------------|---------------------------------|
| Type of meeting: Monthly | Chair: Bernadette Fietze |
|---------------------------------|---------------------------------|

| | |
|---------------------------|--|
| Invited to Attend: | <ol style="list-style-type: none">1. Bernadette Fietze2. Monica Aguilar3. Steven Cordova4. Brittany Barreras5. Venessa Urioste6. Baylor Del Rosario – non-voting7. Aida Homs Rivera – non-voting8. Alfred Martinez – non-voting9. Sonya Vigil – non-voting |
|---------------------------|--|

| | |
|---|--|
| Scheduled Guest(s): Sue Fox | |
| Scheduled Absence: Alfred Martinez | |

----- Agenda -----

1. Call to Order, Roll Call (Quorum?/? voting members) Chair.
Meeting called to order at
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: Brittany Barreras
2nd: Bernadette Fietze
Vote: Unanimously Approved

 4. Approval of Regular Meeting Minutes June 27, 2023.....Chair
Motion: Bernadette Fietze
2nd: Monica Aguilar
Vote: Unanimously Approved
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5. Open Public CommentOpen
6. **Action Items:**
- a. Financial Reports *.....Sonya Vigil (See attached.)
Motion to approve: Venessa Urioste
2nd: Steven Cordova
Vote: Unanimously Approved

 - b. BARs*.....Sonya Vigil
Motion to approve: Bernadette Frieze
2nd: Monica Aguilar
Vote: Unanimously Approved
7. **Action Item:**
2023-2024 South Valley Prep Student Handbook (English and Spanish) (See attached.) Approved subject to revision
Motion by Bernadette Frieze to approve handbook with revisions upon review by school attorney Sue Fox
2nd: Brittany Barreras
Vote: Roll Call Vote
B. Frieze – yes
S. Cordova – yes
B. Barreras – yes
M. Aguilar – yes
V. Urioste - yes
8. **Action Item:**
2023-2024 South Valley Prep Employee Handbook (See attached.)
Motion by Bernadette Frieze to approve handbook with revisions upon review by school attorney Sue Fox
2nd: Steven Cordova
Vote: Roll Call Vote
B. Frieze – yes
S. Cordova – yes
B. Barreras – yes
M. Aguilar – yes
V. Urioste - yes
9. **Action Item:**
2023 -2024 South Valley Prep Open Meetings Act Resolution (See attached.)
Motion to approve: Brittany Barreras
2nd: Bernadette Frieze
Vote: Unanimously Approved
10. **Action Item:**
2023-2024 Approval of South Valley Prep Business Manager/Procurement Officer, Sonya Vigil
Motion to approve: Monica Aguilar
2nd: Steven Cordova
Vote: Unanimously Approved
11. **Action Item:**
Approval of 2023-2024 South Valley Preparatory Governance Council Board Officers Slate and assignment of committee members:
- Chair: Brittney Barreras
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-
- Vice Chair: Monica Aguilar
 - Secretary/Treasurer: Steven Cordova
- Motion to approve: Venessa Urioste
2nd: Monica Aguilar
Vote: Unanimously Approved

12. Executive Director’s Report (See attached.)

13. **Action Item:**

Pursuant to Open Meetings Act/**Closed Session**: Potential threat of litigation
Motion: Bernadette Frieze
2nd: Venessa Urioste

14. Roll Call Vote: Unanimously Approved

Motion: Steven Cordova
2nd: Brittany Barreras

Roll Call Vote:

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

Coming out of closed session the only item discussed was the agenda item “potential threat of litigation” for the closed session.

15. Announcements/Set Next Meeting..... Chair

Next Meeting is in person, on Wednesday, August 23, 2023.

16. Adjourn..... Chair

The Chair motioned to adjourn and it was seconded. Meeting adjourned at 7:15pm.

----- 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 Frieze, Venessa Urioste, Sonya Vigil, Alfred Martinez, Baylor Del Rosario

Facilities Committee – Monica Aguilar, Alfred Martinez, Sonya Vigil

Policy Committee – Steven Cordova

Audit Committee – Bernadette Frieze, Monica Aguilar, Jennifer Garcia, Steve Alarid, Sonya Vigil Alfred Martinez, Baylor Del Rosario

STATE OF NEW MEXICO



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

LEVEL ONE SCHOOL BUSINESS OFFICIAL
is issued to

SONYA CAPRICE VIGIL

Effective from July 01, 2023 to June 30, 2026
Licensure Number: 419190

ISSUED

A handwritten signature in black ink, appearing to be "M. R.", written over a horizontal line.

Secretary of Education