

**Governing Body Member 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 7/1/2020.

**Current Governing Body Members and Positions:** Brittney Barreras (chair), Monica Aguilar (vice chair), Steven Cordova (secretary), Bernadette Frietze, Vanessa Urioste.

**Governing Body Member(s) Resigning or Removed:** Vanessa Urioste.

**New Governing Body Member(s) and Position(s):** Jessica Montoya

**Contact information for New Governing Body Member(s) (phone, email):** (505) 270-2226, JESSICAMONTOYASALSA@GMAIL.COM

**Is the school requesting an extension to fill a vacancy:**  yes  no  
If so, provide date of vacancy: N/A

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** ADMINISTRATORS - MOISES PADILLA/THERESA RIQUELTA ; G-C - VENESSA URIOSTE N= 3

**Effective Date:** 9/27/2023

The school's notification is hereby submitted by:

**Signature of School Representative:**  **Date:** September 27, 2023

**Signature of Governing Board Chair:**  **Date:** September 27, 2023

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Consent (typical)  Regular (unusual circumstance)

**The school's notification was:**  Accepted  Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Governing Council  
Brittney Barreras, Chair  
Monica Aguilar, Vice Chair  
Steven Cordova, Secretary  
Bernadette Frieze, Member  
Venessa Urioste, Member

## Governing Council AGENDA

Baylor Del Rosario, Executive Director  
Aida Homs-Rivera, Assistant Principal  
Sonya Vigil, Business Manager  
2551 Karsten Court SE  
Albuquerque, NM 87102  
(505) 222-5642  
southvalleyprep.org

### REGULAR MEETING

**Date:** Wednesday, September 27, 2023 @ 5:00pm

**Location:** Conference Room, 2551 Karsten Ct. SE, Albuquerque, NM 87102

#### 1. OPENING

- 1.1. Call to Order Called to order by chair at 6:05pm.
- 1.2. Moment of Silence – Passing of Governor Richardson
- 1.3. Introduction of Guests – Jessica Montoya, Lonnie Anderson, and Lisa Krebs are considering joining the governing council. Taty Trujillo, Baylor Del Rosario, Carmela Montez, Aida Homs-Rivera, Sonya Vigil also attended.
- 1.4. Recognition – Tatyana “Taty” Trujillo was recognized as distinguished alumna and received keys to the school.
- 1.5. Roll Call Present are: Brittney Barreras (chair), Steven Cordova (secretary), Bernadette Frieze (phone). Absent are: Monica Aguilar (vice-chair) and Venessa Urioste.

#### 2. OPEN PUBLIC COMMENTS

#### 3. APPROVAL OF AGENDA

- 3.1. Approval of Agenda for September 27, 2023 – Approved unanimously.

#### 4. APPROVAL OF MINUTES

- 4.1. Approval of Meeting Minutes from August 23, 2023 – Approved unanimously.

#### 5. ACTION ITEMS

- 5.1. Approval of Financial Reports – Tabled.
- 5.2. Approval of Budget Adjustment Requests (BARs) – Approved unanimously for each BAR.
  - BAR: 515-000-2324-0003T for 24330 (ESSER III Transfer Funds for SEL Interventionist \$201,774)
  - BAR: 515-000-2324-0005M for 24106 (IDEA-B Laptops & iPads for SWD)
  - BAR: 515-000-2324-0006I for 24308 (ESSER II \$53,506.00)
- 5.3. Approval to Remove as Bank Signors Alfred Martinez, Moises Padilla, and Bernadette Frieze – Approved unanimously.
- 5.4. Approval to Add as Bank Signors Sonya Vigil and Baylor Del Rosario – Approved unanimously.
- 5.5. Approval of Parking Lot Lease with Duran Family Trust, LLC – Approved unanimously.
- 5.6. Approval of Final Draft of Employee Handbook – Approved unanimously.
- 5.7. Approval of new Governing Council Members – Acknowledge resignation of Venessa Urioste from governing council and approved addition of Jessica Montoya as governing council member.

#### 6. DISCUSSION ITEMS

- 6.1. Student Discipline Policy and Input from Parents/Equity Council

#### 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 (505) 222-5642 at least 24 hours prior to the meeting.

#### Additional Information

Regular monthly meetings @ 5:00pm on the 4<sup>th</sup> Wednesday of every month on South Valley Prep campus in the conference room unless advertised otherwise.  
**Finance Committee** – Bernadette Frieze, Venessa Urioste, Baylor Del Rosario, Sonya Vigil / **Facilities Committee** – Monica Aguilar, Sonya Vigil, Baylor Del Rosario / **Policy Committee** – Steven Cordova, Baylor Del Rosario / **Audit Committee** – Bernadette Frieze, Venessa Urioste, Jennifer Garcia, Steve Alard, Alfred Martinez, Sonya Vigil, Baylor Del Rosario

Governing Council  
Brittney Barreras, Chair  
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7. EXECUTIVE DIRECTOR'S REPORT
8. ANNOUNCEMENTS/NEXT MEETING The next meeting will be October 25, 2023 at 5:00pm. Finance Committee will meet at 4:30pm.
9. ADJOURNMENT – Approved unanimously. Adjourned at 5:57pm.



Governing Council Chair

10/25/23  
Date

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**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

South Valley Preparatory School

We, the undersigned, make up the governing body of the ~~XXXXXXXXXX~~ School, located in Albuquerque, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

South Valley Preparatory School

We make this statement as part of ~~XXXXXXXXXX~~'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

South Valley Preparatory School

THE FOLLOWING MEMBERS OF THE ~~XXXXXXXXXX~~ SCHOOL GIVE THE FOREGOING STATEMENT THIS 27 DAY OF September, 2023.

- 1. Jessica Montoya  
[signature]  
Jessica Montoya  
[print]
- 2. \_\_\_\_\_  
[signature]  
[print]
- 3. \_\_\_\_\_  
[signature]  
[print]
- 4. \_\_\_\_\_  
[signature]  
[print]
- 5. \_\_\_\_\_  
[signature]  
[print]

Attach additional pages if membership exceeds five.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Jessica Montoya, after being duly sworn, state:

1. My name is Jessica Montoya and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the [insert name of school] in South Valley Preparatory Community School Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation. SVPCS
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

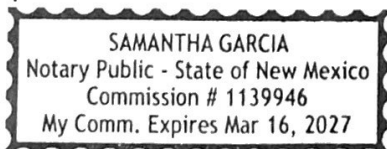
Jessica Montoya  
[Signature]  
Jessica Montoya  
[Print]

9-29-23  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 29 day of Sept, 2023.

[Notary Seal:]



State of New Mexico  
NOTARY PUBLIC

My commission expires: March 16, 2027.

## ASSURANCES


My name is Jessica Montoya and I reside in Albuquerque, New Mexico. I am a member of the governing body for South Valley Preparatory School a charter school which is located at 2551 Karsten Ct, SE ABQ 87102. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Jessica Montoya

Printed Name



Signature

September 27, 2023

Date