

### 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 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: Sonya Vigil

New Head Administrator/Business Manager/Procurement Officer: Maria Fidalgo


Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): (505) 379-6323 / [fidalgo.mariad@gmail.com](mailto:fidalgo.mariad@gmail.com)

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: Head Administrators – Moises Padilla (personal) and Theresa Archuleta (interim), Business Managers – Alfred Martinez (retired) and Sonya Vigil (personnel), Governing Board Members – Venessa Urioste, Monica Aguilar, and Steven Cordova for a total of seven (7) changes.

Effective Date: 10/25/2023

The school's notification is hereby submitted by: Baylor Del Rosario (Head Administrator)

Signature of School Representative:  \_\_\_\_\_ Date: 10/25/2023

Signature of Governing Board Chair:  \_\_\_\_\_ Date: 10/25/2023

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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: \_\_\_\_\_



# STATE OF NEW MEXICO



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

LEVEL TWO SCHOOL BUSINESS OFFICIAL  
is issued to

MARIA D FIDALGO

Effective from July 01, 2023 to June 30, 2032  
Licensure Number: 360857

ISSUED

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

Secretary of Education



Governing Council  
Brittney Barreras, Chair  
Monica Aguilar, Vice Chair  
Steven Cordova, Secretary  
Bernadette Frieze, Member  
Jessica Montoya, Member

# Governing Council AGENDA

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

Approved: *Lisa Krebs*

## REGULAR MEETING

**Date:** Wednesday, October 25, 2023 @ 5:00pm

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

### 1. OPENING

- 1.1. Call to Order Brittney Barreras (chair) called the meeting at 5:00pm.
- 1.2. Introduction of Guests Baylor Del Rosario, Maria Fidalgo (remote call in), Lisa Krebs were in attendance.
- 1.3. Roll Call. Present: Brittney, Jessica, Monica (came in at 5:12pm) and Steven. Absent: Bernadette.

### 2. OPEN PUBLIC COMMENTS None.

### 3. APPROVAL OF AGENDA

- 3.1. Consider approval of today's agenda dated October 25, 2023. Motions by Steven. Seconded by Britney. Motion passed unanimously.

### 4. APPROVAL OF MINUTES

- 4.1. Consider approval of minutes from last month's September 27, 2023 meeting. Motions by Steven. Seconded by Brittney. Motion passed unanimously.

### 5. ACTION ITEMS

- 5.1. Consider approval of consent agenda items (a) through (d): No motion was made as each item was discussed separately.
  - a. Notice to the Public Education Commission (PEC) of change in business manager and procurement officer Baylor (director) explained that the Public Education Commission (PEC) which is the school's authorizer requires notice of any changes to a state charter school's governance or administrative staff. Also, a waiver for the Chief Procurement Office (CPO) will be filed as the new business manager, Maria Fidalgo has a CPO certificate, but is ineligible because she is a contractor rather than a salaried staff of the school. Baylor has enrolled in the first available course which will be held February 16-18, 2024. Motions by Steven. Seconded by Brittney. Motion passed unanimously after some discussion.
  - b. Financial report Motions by Steven to table for the November meeting. Seconded by Brittney. Motion passed unanimously after some discussion.
  - c. Budget Adjustment Requests (BARs) No BARs so no action.
  - d. Add a governing council member as bank signor. Steven motioned to table action item 5.1(d), which was seconded by Jessica.
- 5.2. Consider approval of new governing council member(s). The council recognized Monica's (vice-chair) decade long contribution to the school and wish her well as she resigns from the board. Steven (secretary) was also recognized for his three (3) year service. Steven gave his notice to resign as well. Steven will stay on until a replacement member has been voted in to maintain compliance with the minimum number of members per bylaw. Motions by Steven to approve Lisa Krebs's desire to become member of the governing council was made. Seconded by Jessica. Motion passed unanimously.

Please notify the executive director by 10:00am on the day of the meeting via email at [baylor.delrosario@southvalleyprep.org](mailto:baylor.delrosario@southvalleyprep.org) if you would like to speak during the Open Public Comments section of the meeting.

#### 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, Brittney Barreras, Baylor Del Rosario, Maria Fidalgo / Facilities Committee – TBD Maria Fidalgo, Baylor Del Rosario / Policy Committee – Steven Cordova, Baylor Del Rosario / Audit Committee – Bernadette Frieze, Nina Noriega, Maria Fidalgo, Baylor Del Rosario

Governing Council  
Brittney Barreras, Chair  
Monica Aguilar, Vice Chair  
Steven Cordova, Secretary  
Bernadette Frietze, Member  
Jessica Montoya, Member

## Governing Council AGENDA

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6. **EXECUTIVE DIRECTOR'S REPORT** Baylor spoke about his report.
7. **CLOSED SESSION**
  - 7.1 Consider approval for the governing council to enter into closed session as permitted by the Open Meetings Act, section 10-15-1(H)(2) to discuss Limited Personnel Matters specifically so that the executive director can update the council regarding investigations of classified and/or certified employees by the executive director. Motions by Steven. Seconded by Jessica. Motion passed with the following votes: Jessica – Yes, Monica – Yes, Steven – Yes, Brittney – Yes, and Lisa - Yes.
  - 7.2 Reconvene to Open Session. Motion by Steven to return to open session. Seconded by Jessica that the council reconvened back into open session.
  - 7.3 Consider approval of the following statement: *"The matter discussed in the closed meeting was limited only to those specified in the motion to enter into the closed meeting."* Motions by Steven that only the item specified in Action Item #7.1 was discussed . Seconded by Jessica. Motion passed unanimously. Each vote was
8. **ANNOUNCEMENTS/NEXT MEETING** Next general meeting will be held November 29, 2023. Finance committee will be at 4:30pm on the same day.
9. **ADJOURNMENT** Meeting ended at 6:19pm..

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> USAA INSURANCE AGENCY INC/PHS 65814991 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (866) 467-8730 (A/C, No, Ext):		<b>FAX</b> (A/C, No):
	<b>E-MAIL ADDRESS</b>		
<b>INSURED</b> Maria D Fidalgo DbA Fidalgo CPA Accounting and Consulting LLC 10923 BANDELIER DR NW ALBUQUERQUE NM 87114-4657		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Travelers Casualty and Surety INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	<b>NAIC#</b> 31194

### COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT E L DISEASE -EA EMPLOYEE E L DISEASE - POLICY LIMIT	
A	Professional Liability			107395305	02/19/2023	02/19/2025	Each Claim Aggregate	\$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

### CERTIFICATE HOLDER

CES Services  
10601 RESEARCH RD SE  
ALBUQUERQUE NM 87123-3492

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Suarez Castaneda*

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