



## 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](mailto: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](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Solare Collegiate Charter School, hereafter "the school," effective on 9/1/2018.

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: Amayrany Murillo

New Head Administrator/Business Manager/Procurement Officer: Brenda Garcia

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-554-1513, [bgarcia@solarecollegiate.org](mailto:bgarcia@solarecollegiate.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: 0

Effective Date: 10/13/2023

The school's notification is hereby submitted by:

Signature of School Representative: *Rachael Sowards*      Date: 10/17/2023

Signature of Governing Board Chair: *Ronnie Rivas-Savell*      Date: Oct 19, 2023  
[Ronnie Rivas-Savell \(Oct 19, 2023 13:29 CDT\)](#)

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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: \_\_\_\_\_






# B1-Personnel-Change-Notification-6.16.23

Final Audit Report

2023-10-19

Created:	2023-10-17
By:	Jane Guevara (jguevara@solarecollegiate.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWTfXWYh70Nzxug-h8DYZSukor8COFO6l

## "B1-Personnel-Change-Notification-6.16.23" History

-  Document created by Jane Guevara (jguevara@solarecollegiate.org)  
2023-10-17 - 5:59:23 PM GMT- IP address: 50.202.74.102
-  Document emailed to Ronnie Rivas-Savell (ronnie.savell@airmethods.com) for signature  
2023-10-17 - 5:59:51 PM GMT
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-  Document e-signed by Ronnie Rivas-Savell (ronnie.savell@airmethods.com)  
Signature Date: 2023-10-19 - 6:29:49 PM GMT - Time Source: server- IP address: 107.77.233.195
-  Agreement completed.  
2023-10-19 - 6:29:49 PM GMT



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## NOTICE AND AGENDA

Regular Governing Board Meeting  
Solare Collegiate Charter School  
8801 Gibson Blvd SW, Albuquerque, NM 87121  
**Tuesday, October 17, 2023 at 6:00pm**

### A. Opening Business

1. Call to Order 6:08
2. Roll Call : Michelle Casias, Peter Lorenz, Joe Dan Lovato, [Samuel Naranjo](#), Jenn Prye  
Absent: Michael Wallace, Ronnie Rivas Savell
3. Vote on whether to approve October 17, 2023 Regular Meeting Agenda -- Peter (first), Joe Dan (second)-- 5-0
4. Vote on whether to approve September 19, 2023 Regular Meeting Minutes -- Joe Dan (first), Peter (second)-- 5-0
5. Vote on whether to approve October 3, 2023 Special Board Meeting Minutes -- Peter (first), Joe Dan (second)- 5-0

### B. Public Comment (10 minute time limit)

1. 8 staff members in attendance
  - a. Mia Rameriz- spoke to support and team orientation of the school
  - b. Berkley Delgado-- first year teacher, looked for a community to support their own growth
  - c. Tenise Lucas-- positive behavior supports of scholars
  - d. Naomi Vijeila -- adults who are growth focused and support our adults to grow
  - e. Kaitlin Pyke-- Growth mindset in school environment, excited to grow into a leadership role, collaborative adult community
  - f. Amanda Mansfield-- Clear work expectations supports her ability to teach well, feedback given in a way that's not disruptive
  - g. Sabrina Rivera -- Support, coaching, professional development as a strength ; community connection and impact to community so impactful to Sabrina
  - h. Juan Adams-- Felt he was done with education before Solare -- importance of SEL and school community

### C. Head of School Report

1. Charter Renewal Application
  - a. Renewal application submitted on Monday, October 2, 2023
  - b. Site Visit: October 11, 2023
    - i. Overall a success!
  - c. CSD Preliminary Analysis- November 1
  - d. School Response to Preliminary analysis- November 15
  - e. CSD Final Analysis- December 1
  - f. PEC Renewal Hearing- December 11-15
  - g. Contract Negotiations- Spring 2024
2. Academic
  - a. Received ATSI Designation, based on 21-22 data-- special group performance -- special education
    - i. Presently contesting this with NMPED based on thorough data analysis
  - b. 22-23 Data still embargoed-- but very positive trends to be shared soon!
3. Human Capital



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- a. Hurray for staff guests today!
  4. Enrollment
    - a. Goal 338
    - b. Presently 305
    - c. APS conferences this Thursday/Friday-- anticipate the uptick in enrollment following these conferences
  5. Finance
    - a. Healthy fund balance
    - b. Intentional spending down of ESSER funds by EOY 2023-2024
    - c. Grants received: 25k SEL grant, 18k Stronger Connections Grant
    - d. Present grant applications in process: 100k Federal Community Schools
    - e. Future grant application submission: CSGF, CSP via PCSNM, Kitchen Supply Grant
  6. Board Relationship
    - a. In process getting committee meetings scheduled and recurring
    - b. Board recruitment-- strong!

Peter asks about board's role in the process, concerns about comparative performance, etc.

Prye recommends the board receive a 1 page document over mission goal and contract items

#### D. Action Items

1. Possible Action on approval of BARS
  - a. GOB Library Fund-- Joe Dan (first), Peter (second)- 5-0
  - b. Other BARS
2. Possible Action on Approval of Board Membership -- MaryBeth speaks about interest in the board. Joe Dan asks what's most intriguing about joining our board, Michelle asks what committees -- Joe dan (1st), Samuel (2nd)-- 5-0
3. Possible Action on Approval of Secretary Role -- Joe Dan nominates Samuel as secretary, Joe Dan (1st), Jenn (2nd)- 5-0
4. Possible Action on Approval of Chief Procurement Officer - Peter (1st), Joe Dan (2nd), 5-0

#### E. Discussion Items

1. Finance Committee
2. Audit Committee
3. Governance Committee
  - a. Assignment of Committees
  - b. Schedule committee meetings
4. Academic Committee
5. Equity Council
  - a. Board Member Interested?

#### F. Closing Business

1. Next Scheduled Meeting: November 21 , 2023
2. Adjourn 7:48 Joe Dan (1st), Jenn (2nd)- 4-0



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If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or listen to the meeting, please contact Rachael Swards at [rswards@solarecollegiate.org](mailto:rswards@solarecollegiate.org) or 505.917.6442 at least 48 hours prior to the meeting or as soon as possible.

CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on October 17, 2023 at 6p.m, a meeting of the Governing Body of Solare Collegiate, a New Mexico public charter school, was held at 8801 Gibson Blvd SW and via Zoom. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 5 in favor and 0 opposed to possible action on the approval of Brenda Garcia as Chief Procurement Officer

The members voting in favor were: Joe Dan Lovato, Michelle Casias, Samuel Naranjo, Jenn Prye, and Peter Lorenz

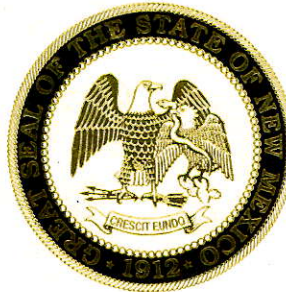
The members voting in opposition were: None

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

  
Joe Dan M. Lovato (Oct 19, 2023 15:21 MDT)



Secretary



**NEW MEXICO**  
**GENERAL SERVICES DEPARTMENT**

*Brenda Garcia*

*Who has satisfactorily pursued the certification training program and  
passed the required examination*

*in accordance with the requirements established pursuant to*

**NMSA 13-1-95.2**

*is hereby awarded on this 25th day of October 2023*

*Chief Procurement Officer Certification*

*Certificate No.* **CPO-2023-00000-04638**



*Amerson*

*State Purchasing Agent*