

**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, Jessica Montoya.

**Governing Body Member(s) Resigning or Removed:** Monica Aguilar, Steven Cordova

**New Governing Body Member(s) and Position(s):** Lisa Krebs

**Contact information for New Governing Body Member(s) (phone, email):** leeka@me.com (Lisa Krebs).

**Is the school requesting an extension to fill a vacancy:**  yes  no

**If so, provide date of vacancy:** N/A Monica Aguilar and Steven Cordova provided notice of resignation. However, both will stay on the board indefinitely until their positions can be replaced.

**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:**

**Signature of School Representative:**  \_\_\_\_\_ **Date:** October 25, 2023

**Signature of Governing Board Chair:**  \_\_\_\_\_ **Date:** October 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:** \_\_\_\_\_

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
  )  
COUNTY OF                            )

I, Lisa Krebs, after being duly sworn, state:

1. My name is Lisa Krebs 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 Prep, 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.
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.

Lisa M Krebs  
[Signature]

Oct 24, 2023  
Date

Lisa m Krebs  
[Print]

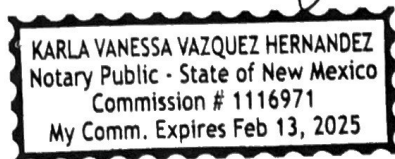
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 24<sup>th</sup> day of October, 2023.

[Notary Seal:]

Karla V. J.  
NOTARY PUBLIC

My commission expires: Feb. 13, 2025.



## ASSURANCES

My name is Lisa Krebs 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.

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

South Valley Preparatory School

We, the undersigned, make up the governing body of the ~~insert name of 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.

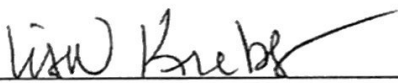
We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

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

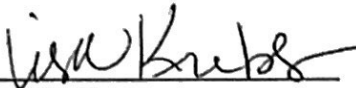
THE FOLLOWING MEMBERS OF THE ~~INSERT NAME OF SCHOOL~~ GIVE THE FOREGOING STATEMENT THIS 25 DAY OF October, 2011.

1.   
[signature]  
Lisa Krebs  
[print]
2. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]
3. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]
4. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
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5. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.

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.

Lisa Krebs  
Printed Name

  
Signature

Nov 03, 2023  
Date



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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southvalleyprep.org

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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