



## New Mexico Public Education Commission (PEC)

### Governing Body Member Change Notification Instructions

**Purpose:** To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

**Submission Deadline:** Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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 membership change. The documentation will be added to the board of finance documentation on file with CSD.

#### The school must provide:

- Fully completed form
- Approved board minutes or certification of the board's vote accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with questions about completing or submitting documents.

**Governing Body Member 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 South Valley Preparatory School, hereafter "the school," effective on 7/1/2020.

**Current Governing Body Members and Positions:** Brittney Barreras (Chair), Steen Cordova (Secretary), Bernadette Frietz, Jessica Montoya, and Lisa Krebs.

**Governing Body Member(s) Resigning or Removed:** Bernadette Frietze

**New Governing Body Member(s) and Position(s):** Mary Beth Libbey

**Contact information for New Governing Body Member(s) (phone, email):**  
[mblibs52@gmail.com](mailto:mblibs52@gmail.com) and (505) 610-3544

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

**If so, provide date of vacancy:** Ms. Frietze resignation is effective immediately.

**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 Administrator – Moises Padilla (personal), Theresa Archuleta (interim). Business Manager – Alfred Martinez (retired), Sonya Vigil (personnel). Governing Board Members – Venessa Urioste, Monica Aguilar, and Bernadette Frietze for a total of 7.

**Effective Date:** 2/21/2024

The school's notification is hereby submitted by:

**Signature of School Representative:**  **Date:** February 21, 2024

**Signature of Governing Board Chair:**  **Date:** February 21, 2024

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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:** \_\_\_\_\_

**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 DAY OF ~~January~~, 202~~4~~

21 FEBRUARY

1. Mary Beth Libbey  
[signature]  
Mary Beth Libbey  
[print]

2. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

3. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

4. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

5. \_\_\_\_\_  
[signature]  
\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.

## ASSURANCES

My name is Mary Beth Libbey 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:

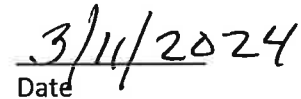
1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal 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.

Mary Beth Libbey

Printed Name

  
Signature

  
Date

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Mary Beth Libbey, after being duly sworn, state:

1. My name is Mary Beth Libbey and I reside in Albuquerque, New Mexico. South Valley Preparatory School

2. I am a member of the governing body of the [~~insert name of school~~] in 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.

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.

Mary Beth Libbey  
[Signature]

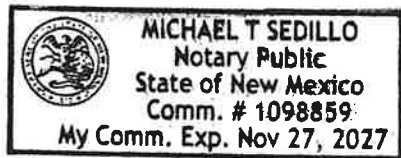
3/11/2024  
Date

Mary Beth Libbey  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 11<sup>th</sup> day of March, 2024.

[Notary Seal:]



Michael T Sedillo  
NOTARY PUBLIC

My commission expires: November 27<sup>th</sup> 2027.





Governing Council  
 Brittney Barreras, Chair  
 Steven Cordova, Secretary  
 Jessica Montoya, Member  
 Lisa Krebs, Member  
 Bernadette Frieze, 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

## REGULAR MEETING NOTICE

**Date:** Wednesday, February 21, 2024 Regular Meeting @ 5:00pm  
**Location:** Conference Room, 2551 Karsten Ct. SE, Albuquerque, NM 87102

*Date 2/22/24  
 GC Chair Sign*

### 1. OPENING

- 1.1. **Call to Order.** Chair Brittney Barreras called the meeting to order at 5:06pm.
- 1.2. **Introduction of Guests.** Mary Beth Libbey introduced herself. Mary Beth is a prospective council member.
- 1.3. **Roll Call.** Present were: Brittney, Jessica, Steven, and Lisa. Absent were: Bernadette

### 2. OPEN PUBLIC COMMENTS No public comments.

### 3. APPROVAL OF AGENDA

- 3.1. Consider approval of today's agenda February 21, 2024. Lisa motioned to approve today's meeting agenda. Steven seconded. Unanimously passed.

### 4. APPROVAL OF MINUTES

- 4.1. Consider approval of minutes from December 13, 2023 meeting. Lisa motioned to approve the December 13, 2023 meeting minutes. Steven seconded. Unanimously passed.

### 5. EXECUTIVE DIRECTOR'S REPORT Baylor presented on his report which focused on facilities expansion.

### 6. ACTION ITEMS

- 6.1. Consider acceptance of Bernadette Frieze's resignation as council member. Lisa motioned to accept Bernadette's resignation. Steven's seconded. Unanimously passed. Steven said he would stay until a replacement is found for him.
- 6.2. Consider approval of new governing council member(s). Lisa motioned to approve Mary Beth's membership on the council and Steven seconded. Unanimously passed.
- 6.3. Consider appointment of two (2) council members to the finance committee and two (2) council members to the audit committee. Lisa motioned to have MaryBeth on the audit and finance committees, Lisa on the finance and facilities committee, and Brittney on the audit committee, and Jessica on the facilities committee. Steven seconded. Unanimously passed.
- 6.4. Consider approval of financial reports for December 2023 and January 2024. Steven motioned to table the consideration of approving financial reports from December 2023 through February 2024 along with BARs. Seconded by Lisa. Unanimously approved.
- 6.5. Consider approval of Budget Adjustment Requests (BARs). Steven motioned to table the consideration of approving financial reports from December 2023 through February 2024 along with BARs. Seconded by Lisa. Unanimously approved.

### 7. DISCUSSION ITEMS

- 7.1. **Required annual trainings for council members.** Governing council trainings are available through the NMPED's Charter School Division. Ten (10) total for the year is required for new members seven (7) of which is through Canvas. Please contact the Charter Schools Division (see below) to register yourself for classes.

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** – Brittney Barreras, Baylor Del Rosario, Maria Fidalgo / **Facilities Committee** – Maria Fidalgo Baylor Del Rosario / **Policy Committee** – Steven Cordova, Baylor Del Rosario / **Audit Committee** – Steven Cordova, Nina Noriega, Maria Fidalgo, Baylor Del Rosario

Governing Council  
 Brittney Barreras, Chair  
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 southvalleyprep.org

Email [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) at least 48 hours in advanced of a known training to register in Canvas or to take a training via Zoom.

7.2. **Next meeting.** The next regular meeting will be March 20, 2024.

8. **ADJOURN** Meeting adjourned at 6:07pm

Free Required GC Trainings Offered Through NMPED. Please contact: [Charter.Schools@ped.nm.gov](mailto:Charter.Schools@ped.nm.gov) for more information including registering for courses.

February 2024		
Thursday 22 <sup>nd</sup>	3 pm – 5 pm	Academic Understanding

March 2024		
Wednesday 6 <sup>th</sup>	4:30 pm – 5:30 pm	Fiscal #1
Saturday 9 <sup>th</sup>	10 am – 1 pm	Academic Understanding
Tuesday 19 <sup>th</sup>	11 am – 1 pm	11 am Ethics & Responsibilities 12 pm Equity & Culturally & Linguistically Respons:
Thursday 21 <sup>st</sup>	3 pm – 5 pm	Fiscal #2 & Fiscal #3
Wednesday 27 <sup>th</sup>	4 pm – 5 pm	Open Governance, Legal & Organizational Performa Requirements

April 2024		
Start of the fourth quarter of the fiscal year!		
Try not to designate new members until July 1		
Wednesday 3 <sup>rd</sup>	4:30 pm – 5:30 pm	Open Governance, Legal & Organizational Performa Requirements
Saturday 6 <sup>th</sup>	10 am – 1 pm	10 am Equity & Culturally & Linguistically Responsi 11 am Academic Understanding
Tuesday 9 <sup>th</sup>	12 pm – 1 pm	Ethics & Responsibilities

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Thursday 11 <sup>th</sup>	3 pm – 4 pm	Fiscal 1
Wednesday 17 <sup>th</sup>	3:00 pm – 4:00 pm	Open Governance, Legal & Organizational Performance Requirements
Tuesday 30 <sup>th</sup>	11 am – 1 pm	11 am Fiscal #2 12 pm Fiscal #3

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