

New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

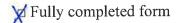
Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

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:



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:

Moard minutes approving the procurement officer change

Chief procurement officer certificate

Contact <u>charter.schools@ped.nm.gov</u> 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

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Renaissance Academy Charter, hereafter "the school," effective on 7/1/2024.

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: Jennifer Vigil
New Head Administrator/Business Manager/Procurement Officer: Angela Lerner
Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Angela Lerner, 5050-459-1895, alerner@racs-abq.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: 1
Effective Date: 7/1/2024
The school's notification is hereby submitted by:
Signature of School Representative: Signature of Governing Board Chair: Date: 7-26-29
For PEC/CSD use only
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

ANGELA MARIE LERNER

Effective from July 01, 2024 to June 30, 2033 Licensure Number: 355431

ISSUED

Secretary of Public Education



NEW MEXICO

GENERAL SERVICES DEPARTMENT

Angela Gerner

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

Chief Procurement Officer Certification Where Valerie Carely

Certificate No. CPO-2015-S6728-00069



State Purchasing Agent

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF N	EW MEXIC	CO)							
COUNTY OF	_Bernalillo))					
Ι,	_Angela Le	erner				, [affiant] after being d	uly sworr	ı, state:	
1.	I live	in	the	City	of	Albuquerque	,	County	of
2.	In accordar	nce wit	h 6.80.4	.16 NN	IAC, I	agree to accept the responsibility	of keepir	ng the fina	ncial
records of the	charter scho	ool and	recogni	zed tha	t I am	in charge of maintaining public f	unds with	fidelity a	nd in
accordance to	public finar	ice law	s, rules	and reg	ulation	S.			
3.	I have com	pleted	the follo	wing to	raining	in the maintenance of financial re	ecords:		
	a) NM	IASBC)						
	b) Business	s Mana	ger Lice	ense Le	vel II				
	c)								
4.	Attached is	s a cer	tificate	of insu	rance	that indicates that I am adequat	ely bondo	ed to take	this
responsibility.							•		
-	T 1.	1.41	C 11 '	. • /	~	1.			

5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
355431	State of New Mexico	7-1-2024	Yes
Bachelor in	New Mexico State	5-31-2007	Yes
Accountancy	University		
Bachelor in	New Mexico State	5-31-2007	Yes
Business	University		
Administration			

FURTHER AFFIANCE SAYETH NAUGHT.

[Signature of Affiant]

Ancycla Lerner
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this day of Tourne 2024

[Notary See

D'ANA E. SMITH
STATE OF NEW MEXICO
NOTARY PUBLIC
COMMISSION # 1127892
EXPIRES JANUARY 24, 2028

NOTARY PUBLIC

My commission expires: Jan 24, 2028.



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY) 7/17/2024

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.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28. CONTACT NAME: **PRODUCER** Risk Services PHONE (A/C, No, Ext): (800)578-8802 (818) 449 9449 Poms & Associates Insurance Brokers E-MAIL ADDRESS: CA License #0814733 rservices@pomsassoc.com 4500 Park Granada #206 PRODUCER 00016280 CUSTOMER ID #: Calabasas, CA 91302 INSURER(S) AFFORDING COVERAGE NAIC# N/A INSURED INSURER A: New Mexico Public Schools Insurance Authority INSURER B: Hanover Insurance Company **New Mexico Public Schools Insurance Authority** INSURER C : Member: Southwest Preparatory Learning Center 410 Old Taos Highway INSURER D: Santa Fe, NM 87501 INSURER E: INSURER F:

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
COVERAGES	CERTIFICATE NUMBER:	KEVIJIUN NUNDEK.

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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 IN		POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION DATE (MM/DD/YYYY)		COVERED PROPERTY	LIMITS
		PROPERTY						BUILDING	\$
	CAL	JSES OF LOSS	DEDUCTIBLES					PERSONAL PROPERTY	\$
		BASIC	BUILDING					BUSINESS INCOME	\$
		BROAD	CONTENTS	-				EXTRA EXPENSE	\$
		SPECIAL						RENTAL VALUE	\$
		EARTHQUAKE						BLANKET BUILDING	\$
		WIND						BLANKET PERS PROP	\$
		FLOOD						BLANKET BLDG & PP	\$
								CONTENTO	\$
								CONTENTS	\$
		INLAND MARINE	Ē	TYPE OF POLICY					\$
	CAUSES OF LOSS								\$
		NAMED PERILS		POLICY NUMBER					\$
									\$
3	X CRIME			BD3-H274489	07/01/2024	07/01/2025	X	Employee Theft	\$ 2,000,000
	TYPE OF POLICY						Х	Forgery or Altercation	\$ 2,000,000
							Х	Faithful Performance	\$ 1,000,000
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN								\$
								<u> </u>	\$
								Deductible Comp \$750	\$
								Deductible Coll \$750	\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Fidelity Bond for the business manager.

CERTIFICATE HOLDER	CANCELLATION
Evidence Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
1	AUTHORIZED REPRESENTATIVE



GOVERNING COUNCIL

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on Thursday, June 27th, 2024, at 5 pm

BOARD MEMBERS PRESENT

Alissa Mavridis, Jessica Garcia, DeEtte Peterson, and Chris Ortiz

BOARD MEMBERS ABSENT

Jessica Garcia

ALSO, IN ATTENDANCE

Jonas Cossey

PUBLIC

None

Note - Governing Board members visually raised their hand when saying, "All in Favor" when voting and during roll calls.

This public meeting will be held via Zoom.com. https://us02web.zoom.us/j/7159150490?pwd=RTZvN1NMeEZFWGpHWFBOcHNQZ2laUT09

I. Call to Order

By Chris Oritz

Thursday June 27, 2024 at 5pm

A. Roll Call

Present: Alissa Mavridis, Xavier Chavez, DeEtte Peterson, Chris Ortiz

Absent: Jessica Garcia Guests: Jonas Cossey

B. Pledge of Allegiance

Led by Chirs Oritz

C. Adoption of the Agenda*

Motioned by: Chirs Oritz to adopt the agenda with the amendment of changing the date of

the meeting from June 20, 2024 to June 27, 2024

Seconded by: Alissa Mavridis

Carried All in Favor

D. Adoption of the minutes from the May 16th, Regular Meeting*

Motioned by: Chris Ortiz Second by: Xavier Chavez

Carried All in Favor

E. Adoption of the minutes from the May 22nd, Special Meeting*

Motioned by: DeEtte Peterson Second by: Xavier Chavez

Carried All in Favor

II. Public Comment (2 minutes per individual with the right to allow more time from the Governing Council President)

Seeking input for the 2024-2025 Parent Advisory Committee

No parents have signed up yet. Still looking for parents for this committee.

III. Governing Council Committee Reports

A. Finance Committee (Committee met June 20th, 2024, at 4:30 pm)

1.Request for Inventory Disposal*

Motioned by: Chris Oritz Second by: DeEtte Peterson

Carried All in Favor

2. Approval of Angela Lerner as Business Manager and Chief Procurement Officer effective July 1^{st} , 2024*

Motioned by: Chris Ortiz Second by: Xavier Chavez

Carried All in Favor

3. Exhibit B to Sublease-Cost Sharing Agreement Renegotiation*

Motioned by: Chris Ortiz Second by: Xavier Chavez

Carried All in Favor

4. Approval of vendor contracts over \$20,000.00

- a. Imagine Learning*
- b. DMH Law, LLC, Professional Services Agreement*
- c. ABBA Technologies, Master Service Agreement*
- d. Day and Night Cleaning, Janitorial Services Agreement*

e. PowerSchool*

Motioned by: Chris Ortiz Second by: Xavier Chavez

Carried All in Favor

5. Request for Travel Reimbursement-Head Administrator* -motion to table as the retreat to Ruidoso needs to be rescheduled due to the fire in Ruidoso

Motioned by: Chris Ortiz Second by: Xavier Chavez

Carried All in Favor

B. Audit Committee

Nothing to report at this time

C. Strategic Planning Committee

Nothing to report at this time

D. Ethics Committee

1. Resolution of The Southwest Preparatory Learning Center Governing Council Waiving Nepotism 2024-2025* for Anna Griego

Motioned by: Xavier Chavez Second by: DeEtte Peterson

Carried All in Favor

IV. Governing Council Discussion/Action Items

A. Governing Council Training Update

Chris Ortiz reported everyone has completed their board training for the 2023-2024 school year

B. Governing Council Recruitment Update

Chris Ortiz reported that he has not found anyone yet that is interested in joining the board.

V. Closed Meeting* (The Public will be removed to the waiting room for this portion)

The Board will meet in closed session pursuant to NMSA 1978, Section 10-15-1(H)(2) to engage in discussion regarding the Head Administrator's Evaluation at 5:52 pm

Motioned by: Chris Ortiz Second by: Xavier Chavez Carried All in Favor

VI. Open Session at 6pm

Motioned by: Chris Ortiz

Second by: Dette Peterson Carried All in Favor

VII. Head Administrator Report

Jonas Cossey gave his report: The school is currently at 160 students for enrollment which is a little bit more than an last year's number. Currently interviewing for 6th grade teachers and Special Education EA. Found someone to take over the main lab that will be part time. Currently working on switching our name to Renaissance Academy Charter as of July 1, 2024. Working on the name changes with the website, schedules, letterhead, graphics, etc.

VIII. New Business Matters

Next Regular SPLC Governing Council Meeting – July 18th, 2024, at 5:00 pm*

Motioned by: Chris Ortiz Second by: Xavier Chavez Carried All in Favor

Adjournment* at 6:05pm

Motioned by: Chris Ortiz Second by: Xavier Chavez Carried All in Favor

Note: * Indicates Action / Approval Item.

If you are an individual with a disability who needs a reader, amplifier, qualified sign interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Jonas Cossey (jcossey@sslc-nm.com, 505-321-2154) at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.