



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 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:  **Date:** 7-26-24

Signature of Governing Board Chair:  **Date:** 07-26-24

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

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

Secretary of Public Education



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Angela Lerner

*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 2nd day of March 2023

Chief Procurement Officer Certification

Certificate No. CPO-2015-S6728-00069



Valerie Paulek

State Purchasing Agent



SOUTHWEST PREPARATORY LEARNING CENTER

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=RTZvN1NMeEZFWGpHWFB0cHNQZ2laUT09>

I. Call to Order

By Chris Ortiz

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 Ortiz

C. Adoption of the Agenda*

Motioned by: Chirs Ortiz 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 Ortiz

Second by: DeEtte Peterson

Carried All in Favor

2. Approval of Angela Lerner as Business Manager and Chief Procurement Officer effective July 1st, 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.

