

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 <u>charter.schools@ped.nm.gov</u> if you have questions about completing or submitting documents.

B1 Personnel Change Notification (Approved 6.16.23)

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\vee Business Manager□ Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

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: _	8-6-	Date:	7-26-24
Signature of Governing Board Chair:	Cend	Date:	07-26-24

For PEC/CSD use only

PEC	Meeting	Date:	
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Agenda: Consent (typical) Consent (typical)

The school's notification was: \Box Accepted \Box 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



AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF N	EW MEXIC	CO)								
COUNTY OF	E_Bernalillo))						
I,	Angela Le	erner				, [affiant]	after being duly	sworr	n, state:	
	I live					Albuquerque	e	,	County	of
2.	In accordan	nce wit	th 6.80. I recogi	4.16 NM nized tha	/IAC, I at I am	agree to accept the in charge of mainta s.				
3.	a) NM	ÍASBO)	e	C	in the maintenance	of financial reco	ords:		
	b) Busines c)	s Mana	iger Lic	ense Le	vel II					
4. responsibility		s a cei	rtificate	of insu	irance	that indicates that	I am adequately	bond	ed to take	this
5.	I have earn	ed the	followi	ng certi	ficates,	licensures and/or de	egrees:			
Certificate.	Educ	ational I	nstitution	to see a	D	ate	Current			

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.

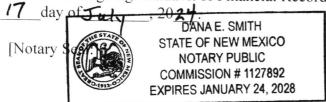
[Signature of Affiant]

Ancyela Lerner [Print Name of Affiant]

+-17-2024 Date

VERIFICATION

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



NOTARY PUBLIC

My commission expires: Jan 24 , 20 28.



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 CONSTITUTÉ A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prep	ared for a party who has an insurable inte	rest in the pro	perty,	, do not use this form. Use	ACORD 27 or	ACORD 28.
PRODUCER		CONTACT NAME:	Risk Se	ervices		
Poms & Associates Insurance Brokers		PHONE (A/C, No, Ext):	(800)57	78-8802	(A/C, No): (818	3) 449 9449
CA License #0814733		E-MAIL ADDRESS:	rservic	es@pomsassoc.com		
4500 Park Granada #206 Calabasas, CA 91302		PRODUCER CUSTOMER ID #:		00016280		
Calabasas, CA 91302			INSU	JRER(S) AFFORDING COVERAGE		NAIC #
INSURED		INSURER A : New Mexico Public Schools Insurance Authority				N/A
New Mexico Public Schools Insurance Auth		INSURER B : Har	nover Ins	surance Company		
Member: Southwest Preparatory Learning	-	INSURER C :				
410 Old Taos Highway		INSURER D :				
Santa Fe, NM 87501		INSURER E :				
		INSURER F :				
COVERAGES	CERTIFICATE NUMBER:			REVISION NU	JMBER:	

COVERAGES CERTIFICATE NUMBER:

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. DOL LOV F

NSR LTR		TYPE OF IN	SURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	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	\$
									\$
								CONTENTS	\$
		INLAND MARINE	E	TYPE OF POLICY					\$
	CAL	JSES OF LOSS							\$
		NAMED PERILS		POLICY NUMBER					\$
									\$
	Х	CRIME		BD3-H274489	07/01/2024	07/01/2025	Х	Employee Theft	\$ 2,000,000
	TYF	PE OF POLICY					Х	Forgery or Altercation	\$ 2,000,000
							Х	Faithful Performance	\$ 1,000,000
		BOILER & MACH EQUIPMENT BR							\$
		EQUI MENT DA	LANDONN					-	\$
								Deductible Comp \$750	\$
								Deductible Coll \$750	\$

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

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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 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

 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 (<u>icossey@sslc-nm.com</u>, 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.