



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 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

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), Steven Cordova (secretary), Lisa Krebs, MaryBeth Libbey, Jessica Montoya.

Governing Body Member(s) Resigning or Removed: Click or tap here to enter text.

New Governing Body Member(s) and Position(s): Melissa Toledo-Ontiveros

Contact information for New Governing Body Member(s) (phone, email): (505) 977-9722; melissa4nm@gmail.com

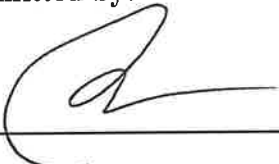
Is the school requesting an extension to fill a vacancy: yes no

If so, provide date of vacancy: N/A

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, Bernadette Frieze, Steven Cordova.

Effective Date: 6/19/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 6/21/2024

Signature of Governing Board Chair:  **Date:** 6/21/24

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:** _____

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 2 DAY OF July, 2024.

1. Melissa Toledo-Ontiveros

[signature]

Melissa Toledo-Ontiveros

[print]

2. _____

[signature]

[print]

3. _____

[signature]

[print]

4. _____

[signature]

[print]

5. _____

[signature]

[print]

Attach additional pages if membership exceeds five.

ASSURANCES

My name is Melissa Toledo-Ontiveros and I reside in Corrales, 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, 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.

Melissa Toledo-Ontiveros
Printed Name

Melissa Toledo-Ontiveros
Signature

7-2-24
Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Melissa Toledo-Ontiveros, after being duly sworn, state:

1. My name is Melissa Toledo-Ontiveros and I reside in Corrales, New Mexico.
2. I am a member of the governing body of the [~~insert name of school~~] South Valley Preparatory 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.

Melissa Toledo-Ontiveros
[Signature]

July 24, 2024
Date

Melissa Toledo-Ontiveros
[Print]

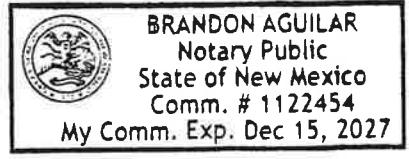
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 24th day of July, 2024.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: Dec. 15, 2027.





Governing Council
 Brittney Barreras, Chair
 Melissa Toledo-Ontiveros
 Jessica Montoya, Member
 Lisa Krebs, Member
 Mary Beth Libbey, 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, June 19, 2024 Regular Meeting @ 5:00pm. Finance Committee @ 4:30pm with agenda being financials from previous month and Budget Adjustment Requests (BARs)

Location: Conference Room, 2551 Karsten Ct. SE, Albuquerque, NM 87102

Livestreaming: https://www.youtube.com/channel/UCYV_dVJf25_lozF3PGzTnLQ

1. OPENING

- 1.1 Call to Order. Lisa Krebs called the meeting at 5:21pm.
- 1.2 Introduction of Guests. Melissa Ontiveros.
- 1.3 Roll Call. Present: Jessica, Lisa, Mary Beth. Absent: Brittney, Steven.

2. OPEN PUBLIC COMMENTS

Melissa Toledo-Ontiveros introduced herself when she came in. She is thinking about becoming a council member after visiting the school. Melissa's grandfather has a house in the East San Jose neighborhood.

3. APPROVAL OF AGENDA

- 3.1 Consider approval of today's agenda June 19, 2024. Lisa motioned to approve today's agenda. Mary Beth seconded. B

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. APPROVAL OF MINUTES

- 4.1 Consider approval of minutes from May 29, 2024 meeting. Lisa motioned to approve last month's meeting minutes. Jessica seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. EXECUTIVE DIRECTOR'S REPORT

Baylor presented on his report.

6. ACTION ITEMS

- 6.1 Consider approval of financial statements for May 2024. Lisa motioned to table financial statements and BARs. Mary Beth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

Public Comment

Please notify council members by signing up prior to the meeting just outside of the conference room where the meeting will be taking place if you would like to speak. You may also provide the president a written statement if unable to attend in-person.

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 4th Wednesday of every month on South Valley Prep with the finance committee meeting at 4:30pm just prior on campus in the conference room unless advertised otherwise.

Finance Committee – Brittney Barreras, Lisa Krebs, Baylor Del Rosario, Maria Fidalgo / **Facilities Committee** – Lisa Krebs, Jessica Montoya, Maria Fidalgo Baylor Del Rosario / **Policy Committee** – Steven Cordova, Baylor Del Rosario / **Audit Committee** – Steven Cordova, Nina Noriega, Maria Fidalgo, Brittney Barreras, Mary Beth, Baylor Del Rosario

Date: 7/24/24
 Signature: [Handwritten Signature]

Governing Council
 Brittney Barreras, Chair
 Melissa Toledo-Ontiveros
 Jessica Montoya, Member
 Lisa Krebs, Member
 Mary Beth Libbey, Member

Governing Council AGENDA

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6.2 Consider approval of BAR(s). See above as 6.2 was incorporated with 6.1.

6.3 Consider approval of new governing council member(s). Lisa motioned to approve Melissa Toledo-Ontivero's as a new council member. Jessica seconded. Unanimously approved.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

6.4 Consider approval of revision(s) to bylaws. Jessica motioned to approve revision(s) to bylaws and MaryBeth seconded. Unanimously approved.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

6.5 Consider approval of IDEA-B Application for 2024-2025. Lisa motioned to approve IDEA-B application with possibility of corrections required by the Public Education Department. Jessica seconded. Unanimously approved.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

6.6 Consider approval of the Fleet Service Contract with Albert Sanchez Bus Company for 2024-2025. Jessica motioned to approve the bus contract and MaryBeth seconded. Unanimously approved.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

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) and (7) to discuss Limited Personnel Matters specifically evaluation of the executive director and Pending Litigation in which the council may become a participant. Jessica motioned to approve the closed session as permitted by the OMA sections specified on the agenda. Mary Beth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

Public Comment

Please notify council members by signing up prior to the meeting just outside of the conference room where the meeting will be taking place if you would like to speak. You may also provide the president a written statement if unable to attend in-person.

Statement of Non-Discrimination

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Governing Council
 Brittney Barreras, Chair
 Melissa Toledo-Ontiveros
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7.2 Reconvene and consider approval of the following statement: *“The matters discussed in the closed meeting was limited only to those specified in the motion to enter into the closed meeting.”* Lisa motioned to approve the statement that *“The matters discussed in the closed meeting was limited only to those specified in the motion to enter into the closed meeting”*. Mary Beth seconded. For: Lisa, Mary Beth, Jessica, Melissa, and Brittney. Against: None.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. ACTION ITEMS

8.1 Consider approval of the executive director’s 2024-2025 contract. Lisa motioned to table the executive director’s contract for 2024-2025. Mary Beth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. DISCUSSION ITEMS

9.1 Next meeting. Lisa motioned to approve July 24, 2024 as the next meeting. Jessica seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input type="checkbox"/> Yes <input type="checkbox"/> No	Melissa Ontiveros	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lisa Krebs	<input type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. ADJOURN Meeting ended at 6:10pm.

Public Comment

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