

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 Click or tap here to enter text., **hereafter "the school," effective on** Click or tap to enter a date..

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: N/A


New Head Administrator/Business Manager/Procurement Officer: Only Chief Procurement Officer

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Chief Procurement Officer – Baylor Del Rosario (505) 515-2514, baylor.delrosario@southvalleyprep.org

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 Fietze, Steven Cordova.

Effective Date: 7/1/2024

The school's notification is hereby submitted by: Baylor Del Rosario

Signature of School Representative:  _____ **Date:** 7/24/2024

Signature of Governing Board Chair:  _____ **Date:** 7/24/24

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:** _____



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Baylor Del Rosario

*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 6th day of March 2024

Chief Procurement Officer Certification

Certificate No. CPO-2024-00000-04822



Ameena
State Purchasing Agent

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



Governing Council AGENDA

Date: 8/21/24
 Signature: [Handwritten Signature]
 B. Del Rosario, Executive Director
 J. Rivera, Assistant Principal
 Business Manager
 Court SE
 7102
 SOUTH

REGULAR MEETING NOTICE

Date: Wednesday, July 24, 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_dVJ25_lozF3PGzTNLQ

1. OPENING

1.1 Call to Order. Chair called meeting at 5:10pm.

1.2 Introduction of Guests. Peter Lemus introduced himself and is a business owner (Pizza 9 in the South Valley). He is a prospective governing council member.

1.3 Roll Call. Those present were marked below.

Member	Present	Member	Present	Member	Present
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> No

2. OPEN PUBLIC COMMENTS None.

3. APPROVAL OF AGENDA

3.1 Consider approval of today's agenda July 24, 2024. Lisa motioned to approve today's agenda, but striking out Item 8.1 since is the same as Item 6.1. Mary Beth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> No

4. APPROVAL OF MINUTES

4.1 Consider approval of minutes from June 19, 2024 meeting. Brittney motioned to approve last month's meeting minutes. Lisa seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> No

5. EXECUTIVE DIRECTOR'S REPORT Baylor presented on his report.

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) 222-3642 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

Governing Council
 Brittney Barreras, Chair
 Melissa Toledo-Ontiveros, Member
 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

6. ACTION ITEMS

6.1 Consider approval of new officers. Lisa motioned to open the floor for nominations for officers and committee chairs and to elect nominated officers. Brittney seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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

Lisa nominated Brittney Barreras and MaryBeth seconded for her to be GC Chair. There were no other nominees for the position.

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

MaryBeth nominated Lisa Krebs and Brittney seconded for her to be GC Vice-Chair. There were no other nominees for the position.

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

No one nominated a member of the council for secretary.

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

Lisa nominated Mary Beth to be audit committee chair and Brittney seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No	Steven Cordova	<input type="checkbox"/> Yes <input type="checkbox"/> No

6.2 Consider approval of financial statements for previous month(s). Brittney motioned to approve financial statements from previous month. Lisa seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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

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Statement of Non-Discrimination

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Additional Information

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Governing Council
 Brittney Barreras, Chair
 Melissa Toledo-Ontiveros, Member
 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

6.3 Consider approval of BAR(s). Lisa motioned to approve BARs. Mary Beth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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

6.4 Consider approval of procurement card policy. MaryBeth motioned to approve the procurement card policy and Lisa seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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 Enrollment, Waitlist and Lottery Policy revision. Lisa motioned to approve revision to the enrollment, waitlist, and lottery policy and MaryBeth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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 Notice to the Public Education Commission (PEC) of change in procurement officer and governing council. Brittney motioned to approve the Notice to the PEC of change in procurement officer and acknowledge resignation of Steven Cordova and Monica Aguilar from the governing council. Lisa seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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		

6.7 Consider accepting Steven Cordova’s resignation and possible approval of new governing council member(s). This resignation was acknowledged by the council in Item 6.6

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		

7. CLOSED SESSION

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.

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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) to discuss Limited Personnel Matters specifically evaluation of the executive director. **No closed session took place.**

7.2 Reconvene and consider approval of the following statement: *"The matter discussed in the closed meeting was limited only to those specified in the motion to enter into the closed meeting."* **No closed session took place.**

8. ACTION ITEMS

~~**8.1** Consider approval of new chairperson and/or vice chairperson. Striked out from the agenda earlier.~~

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		

9. ANNOUNCEMENTS

9.1 Open House and Fall Festival. **Not discussed.**

10. DISCUSSION ITEMS

10.1 Council training. **Not acted upon.**

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		

10.2 Next meeting. **Not acted upon.**

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		

11. ADJOURN TO ADJOURN AT Brittney motioned to adjourn the meeting at 6:30pm. Lisa seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Jessica Montoya	<input 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		

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