



## 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](mailto: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](mailto:charter.schools@ped.nm.gov)

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

**Current Governing Body Members and Positions:** Joe Dan Lovato, Chair; Marybeth Weeks, Vice Chair; Michelle Casias, Treasurer; Samuel Narjano, Secretary; Ronnie Rivas-Savell, Board Member

**Governing Body Member(s) Resigning or Removed:** Michael Wallace, term expired; Peter Lorez, term expired; Jenn Prye, resignation

**New Governing Body Member(s) and Position(s):** Julie Lucero, Board Member; Kirsten Dick, Board Member

**Contact information for New Governing Body Member(s) (phone, email):** JL- [jlucero@goldenapple.org](mailto:jlucero@goldenapple.org), 505-688-6820, KD- [kirstenl.dick@gmail.com](mailto:kirstenl.dick@gmail.com)

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

If so, provide date of vacancy: [Click or tap here to enter text.](#)

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 3

**Effective Date:** 9/1/2024

The school's notification is hereby submitted by:

Signature of School Representative: Rachael Sowards Date: 9/12/24

Signature of Governing Board Chair:  Date: Sep 12, 2024  
Joe Dan Marcus Lovato (Sep 12, 2024 15:38 MDT)

---

### 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:** \_\_\_\_\_

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Juliw Lucero, after being duly sworn, state:

1. My name is Julie Lucero and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the in Solare Collegiate 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.

*[Handwritten Signature]*

[Signature]

9-12-24

Date

Julie Lucero

[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12<sup>th</sup> day of September, 2024.

[Notary Seal:]

*[Handwritten Signature]*  
NOTARY PUBLIC

My commission expires: Feb 2<sup>nd</sup>, 2024.

BRENDA LISA GARCIA  
Notary Public - State of New Mexico  
Commission # 1139618  
My Comm. Expires Feb 2, 2027

## ASSURANCES

My name is Julie Lucero and I reside in Albuquerque. I am a member of the governing body for Solare Collegiate a charter school which is located at 8801 GIBSON SW Alb, 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.

Julie Lucero

Printed Name



Signature

9-12-24

Date



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
COUNTY OF Sandoval )

I, Kirsten Dick, after being duly sworn, state:

1. My name is Kirsten Dick and I reside in Corrales, New Mexico.
2. I am a member of the governing body of the Solare Collegiate Charter 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 Solare Collegiate Charter 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.

*Kirsten Dick*  
[Signature]

9/6/24  
Date

Kirsten Dick  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 6th day of September, 2024.

[Notary Seal:]

*[Signature]*  
NOTARY PUBLIC

My commission expires: 1/5/2027, 20  .

STATE OF NEW MEXICO  
NOTARY PUBLIC  
Argelia Barraza  
Commission No. 1059571  
January 05, 2027

## ASSURANCES

My name is Kirsten Dick and I reside in Corrales, NM. I am a member of the governing body for Solare Collegiate a charter school which is located at 8801 Gibson Blvd SW. 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.

Kirsten Dick  
Printed Name

  
Signature

9/6/24  
Date



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Solare Collegiate Charter, 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.

THE FOLLOWING MEMBERS OF THE Solare Collegiate Charter School GIVE THE FOREGOING STATEMENT THIS 20 DAY OF July, 2024.

1.   
\_\_\_\_\_  
[signature]  
Joe Dan Lovato


  
\_\_\_\_\_  
Julie Lucero

2.   
\_\_\_\_\_  
[signature]  
Marybeth Weeks  
\_\_\_\_\_  
[print]

  
\_\_\_\_\_  
Kirsten Dick

3.   
\_\_\_\_\_  
[signature]  
Michelle Casias  
\_\_\_\_\_  
[print]

4.   
\_\_\_\_\_  
[signature]  
Samuel Naranjo  
\_\_\_\_\_  
[print]

5.   
\_\_\_\_\_  
[signature]  
Ronnie Rivas-Savell  
\_\_\_\_\_  
[print]

Attach additional pages if membership exceeds five.



Rachael Swards &lt;rsewards@solarecollegiate.org&gt;

**Resignation :(**

1 message

**Jennifer Prye** <pryjennifer@gmail.com>

Sat, Aug 17, 2024 at 10:30 PM

To: Rachael Swards &lt;rsewards@solarecollegiate.org&gt;

Certainly! Here's a letter of resignation from a board position at Solaire Collegiate, effective immediately:

---

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
Solaire Collegiate  
[Organization's Address]  
[City, State, ZIP Code]

Dear Rachael and Ronnie,

I hope this message finds you well. I am writing to tender my resignation from my position on the Board of Directors at Solaire Collegiate, effective immediately.

Due to prioritizing my family from being away due to deployment and an unexpected medical condition, I find myself unable to continue fulfilling my duties on the board. Family first is where I am at - and I need to do that. This decision is made with a heavy heart, as I have greatly valued my time working with such a dedicated team and contributing to our shared mission - Rachael is a fierce advocate who I admire dearly.

I regret any inconvenience my immediate resignation may cause and am more than willing to assist with the transition process in any way possible to ensure minimal disruption to ongoing projects and responsibilities.

Thank you for the opportunity to serve on the board and for the support extended to me during my tenure. I have cherished the experience and wish Solaire Collegiate continued success and growth.

--

**Jenn Prye M.Ed, LAT, ATC**  
(210)363-1872  
[pryjennifer@gmail.com](mailto:pryjennifer@gmail.com)



**Meeting Minutes**  
 Regular Governing Board Meeting  
 Solare Collegiate Charter School  
 Tuesday, August 20, 2024 at 6:00pm

A. Opening Business

1. Call to Order
  - a. Joe Dan Lovato called the meeting to order at 6:05.
2. Roll Call

Board Members	Attendance
Ronnie Rivas-Savell, Chair	Present at 6:18 PM
Joe Dan Lovato, Vice-Chair	Present
Michelle Casias, Treasurer	Present at 6:06 PM
Samuel Naranjo, Secretary	Present
MaryBeth Weeks	Present
Jennifer Prye	Absent
Guests Present	
Rachael Sowards (HOS)	Present
Josh Padilla, AXIOM Analytics	Present
Tiffany Orr	Present
Julie Lucero	Present
Kirsten Dick	Present

3. Vote on whether to approve August 20, 2024 Regular Meeting Agenda  
 Motion: Mary Beth Weeks  
 Second: Michelle Casias  
 Motion passed, all in favor.  
 \*MaryBeth makes the recommendation to move D.2 above public comment. Michelle Casias seconds.
  4. Vote on whether to approve July 16, 2024 Regular Meeting Minutes  
 Motion: Michelle Casias  
 Second: MaryBeth Weeks  
 Motion passed, all in favor.  
 Abstained from voting: Samuel Naranjo
- \*D.2 Possible Action on approval of PCSNM board coaching contract  
 Motion: Samuel Naranjo  
 Second: Michelle Casias  
 Motion passed, all in favor.



Meeting Minutes  
Regular Governing Board Meeting  
Solare Collegiate Charter School  
Tuesday, August 20, 2024 at 6:00pm

- 
- B. Public Comment (10 minute time limit)
- a. Julie Lucero shared that she has 29 years of education experience and has had many roles in various different capacities.
  - b. Kirsten Dick shared that she is an attorney out of Bernalillo county and has a strong desire to serve this board.
- C. Head of School Report
1. Grants
    - a. Rachael shared about future grant applications and presently applied grants. She highlighted the CSP (1.5 million) grant. Additionally, Rachael shared that we were invited to apply for the supplemental grant ESNM (roughly \$250,000). She also noted that the YASS Prize (between \$250k-1 million) will be live streamed for the quarter finalists announcement on September 5.
  2. Academic
    - a. NM MSSA Data - Embargoed was shared. See attached table.
  3. Human Capital
    - a. Rachael notes that several teachers have resigned their positions despite continuous efforts for teacher retention. She notes that these were due to various factors including unhappiness with role, personal tragedy, and performance issues. Rachael additionally shared that the quality of candidates seeking roles does not match expectations and secondary leadership will be the covering.
  4. Enrollment
    - a. Rachael shares that the budget will need to be updated to reflect 338 enrollment.
  5. Finance
    - a. Rachael notes that Solare is in strong financial standing.
  6. Board Relationship
    - a. Rachael shared that Nina Chavez will be deferring her commitment to join the board. Rachael also reports that Jennifer Prye did present her letter of resignation from the board.
- D. Action Items
1. Possible Action on approval of BARS
    - a. Other BARS
      - i. BAR 0004-I (Increase): Universal Free Lunch [Food Services Operations]  
Total Amount: \$39,013  
Motion: Michelle Casias  
Second: MaryBeth Weeks  
Motion passed, all in favor.
      - ii. BAR 0001-D (Decrease): GOB Library [Support Services-Instruction]  
Total Amount: \$5,901.00  
Motion: MaryBeth Weeks  
Second: Samuel Naranjo  
Motion passed, all in favor.
  2. Possible Action on approval of new board members
    - a. Julie Lucero  
Motion: Ronnie Rivas-Savell  
Second: MaryBeth Weeks  
Motion passed, all in favor.
    - b. Nina Chavez
      - i. Deferring her commitment to join the board.
    - c. Kirsten Dick



**Meeting Minutes**  
 Regular Governing Board Meeting  
 Solare Collegiate Charter School  
 Tuesday, August 20, 2024 at 6:00pm

Motion: Ronnie Rivas-Savell

Second: Michelle Casias

Motion passed, all in favor.

3. Possible Action on election of new board officers

d. Chair

Ronnie Rivas-Savell nominates Joe Dan Lovato.

Mary Beth Weeks seconds. Motion passed, all in favor.

<b>Roll Call Vote:</b>
Ronnie Rivas-Savell: Yes
Michelle Casias: Yes
MaryBeth Weeks: Yes
Samuel Naranjo: Yes
Julie Lucero: Yes
Kirsten Dick: Yes

e. Vice Chair

Ronnie Rivas-Savell nominates Mary Beth Weeks.

Michelle Casias seconds. Motion passed, all in favor.

<b>Roll Call Vote:</b>
Ronnie Rivas-Savell: Yes
Michelle Casias: Yes
Samuel Naranjo: Yes
Joe Dan Lovato: Yes
Julie Lucero: Yes
Kirsten Dick: Yes

f. Treasurer

g. Secretary

- i. Ronnie Rivas-Savell motions to table the election vote for Treasurer and Secretary, leave positions filled as current. MaryBeth Weeks seconds. Motion passed, all in favor.



**Meeting Minutes**  
Regular Governing Board Meeting  
Solare Collegiate Charter School  
Tuesday, August 20, 2024 at 6:00pm

- 
4. Possible Action on approval of July check register  
Grand Total: \$478,145.25
  5. Possible Action on approval of July bank reconciliation  
Amount (Disbursements): \$497,385.65

\*Bank Reconciliation and Check Register voted in tandem

Motion: MaryBeth Weeks

Second: Michelle Casias

Motion passed, all in favor.

E. Discussion Items

1. Finance Committee
  - a. Josh presented the August Forecast. See attached presentation.
2. Audit Committee
3. Governance Committee
  - a. There are no current updates from this committee. Rachael shared that she would like to restructure these committees during the board retreat.
4. Academic Committee
5. Equity Council

F. Closing Business

1. Next Scheduled Meeting: September 17, 2024. \*Possible date change to align with the board retreat on September 8.
2. Adjourn
  - a. Joe Dan Lovato adjourned the meeting at 7:57.  
Motion: Michelle Casias  
Second: MaryBeth Weeks