



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

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and San Diego Riverside Charter School, 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: Tony Archuleta

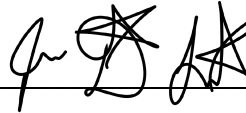
New Head Administrator/Business Manager/Procurement Officer: Joe Dan M. Lovato

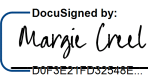
Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 575-447-2587, joedan.lovato@sdrs.k12.nm.us

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: 11/18/2024

The school's notification is hereby submitted by:

Signature of School Representative:  Date: 12/02/24

Signature of Governing Board Chair:  Date: 12/02/24

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**For PEC/CSD use only**

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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 THREE-B PRE K-12 ADMINISTRATIVE**  
is issued to

**JOE DAN MARCUS LOVATO**

Effective from July 01, 2023 to June 30, 2028  
Licensure Number: 324069

**ISSUED**

A handwritten signature in black ink, appearing to read "Joe Dan Marcus Lovato".

Secretary of Education

**From:** [Joe Dan Lovato](#)  
**To:** [Schools, Charter, PED](#)  
**Cc:** [Chavez, Corina, PED](#); [Russell, Brigitte, PED](#); [Brown, Melissa, PED](#)  
**Subject:** [EXTERNAL] FW: Resignation  
**Date:** Monday, December 2, 2024 4:37:46 PM  
**Attachments:** [image001.png](#)

Some people who received this message don't often get email from joedan.lovato@sdrcls.k12.nm.us. [Learn why this is important](#)

**CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.**

Please see the email below-

**In Peace and Solidarity,  
Joe Dan M. Lovato  
Director/Principal**



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**From:** Margaret Creel <mcreel01@yahoo.com>  
**Date:** Monday, December 2, 2024 at 4:32 PM  
**To:** Joe Dan Lovato <joedanlovato@gmail.com>, Joe Dan Lovato <joedan.lovato@sdrcls.k12.nm.us>  
**Subject:** Fw: Resignation

FYI  
Mr. Archuleta's resignation Letter

[Yahoo Mail: Search, Organize, Conquer](#)

----- Forwarded Message -----

**From:** "Tony Archuleta" <tarchuleta67@gmail.com>  
**To:** "Margaret Creel" <mcreel01@yahoo.com>, "David M. Toledo" <David.M.Toledo@jemezpuablo.org>, "Kiyanie J Upshaw" <kiyanie.toya.upshaw@gmail.com>, "LaDonna Yepa" <la.yepa6@gmail.com>, "Susan Bacca" <baccasusan@yahoo.com>  
**Cc:**  
**Sent:** Fri, Oct 25, 2024 at 11:59 AM  
**Subject:** Resignation

Dear Governing Council Members:

This email will serve to notify you that I am officially resigning from my position as the sub-principal for the San Diego Riverside Charter effective November 19, 2024, and possibly earlier if you have identified an administrator to replace me.

Because I will be compelled to receive physical therapy commencing next week I am recommending that Bernadette Garcia be approved to serve as the sub-principal for two hours per day for two days per week until you find a permanent administrator. I am also recommending that Bernadette be compensated a responsibility factor of 5% for the time she serves as sub-principal.

Please call me at 505-331-1122 or email me at [tarchuleta67@gmail.com](mailto:tarchuleta67@gmail.com), should you wish to visit with me.

Thank you,

Tony Archuleta



# SAN DIEGO RIVERSIDE CHARTER SCHOOL



**PO Box 99  
504 Mission Road  
Jemez Pueblo, New Mexico 87024**

**Phone: 575.834.7419  
Fax: 575.834.9167**

## SAN DIEGO RIVERSIDE CHARTER SCHOOL

SDRCS a Family of Learners, the Heart & Future of Walatowa

### GOVERNING COUNCIL MEETING

Monday, October 28, 2024

6:00 PM

Special Board Meeting

#### **Minutes Draft**

#### I. Call Meeting to Order

Ms. Margaret Creel  
called meeting to  
order 6:06 pm.

#### II. Roll Call and Quorum Verification by Secretary

Ms. Susan Baca, Mr. David Toledo and Ms. Margarat Creel are present.

#### III. **Opening Activities**

A. Discussion - New Principal for SDRCS

B. Special Closed Session to discuss SDRCS personnel matters Staffing and  
New Principal

#### IV. Consideration for Approval to Adjourn to Closed Session Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)(2) Limited to Personnel Matters

Ms. Baca made a motion to leave the executive session at 6:14 pm. Mr. Toledo seconded the motion, none opposed. Motion carried.

V. Reconvene to Open Meeting - Statement of Closure

A. motion to move out of closed session was made by Susan Baca, seconded by David Toledo. Motion passed unanimously. The closed session ended at 6:45 pm.

## AN DIEGO RIVERSIDE CHARTER SCHOOL

VI. Action Item - New Principal Contract/Salary

Ms. Creel, Mr. Toledo, Ms. Baca and Ms. Kiyanie Upshaw agreed to hire Joe Dan Lovato as the head administrator. Susan Baca made a motion to accept the head administrator's salary of \$120,000. Ms. Upshaw seconded the motion. None opposed. Motion carried.

VII. Announcements

Ms. Creel mentioned to send an announcement to parents about the school reopening for full days starting from the next day, September 29, 2024.

VIII. Meeting Adjournment

Susan Baca made a motion to adjourn the meeting, seconded by David Toledo. None opposed, Motion passed unanimously. The meeting ended at 6:54 pm.



# **S AN DIEGO RIVERSIDE CHARTER SCHOOL**



**PO Box 99      504 Mission Road      Phone: 575.834.7419 Jemez  
Pueblo, New Mexico 87024      Fax: 575.834.9167**

**Statement of Accessibility:** Agenda and Minutes are available at our website and social media site(s).

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aide or service to attend or participate in this meeting, please contact Mr. Archuleta, Principal (575) 834-7419 at least twenty-four (24) hours prior to the meeting or as soon as possible. Public documents, including the Agenda and Minutes, can be provided in various accessible formats.



# SAN DIEGO RIVERSIDE CHARTER SCHOOL

*SDRCS a Family of Learners, the Heart & Future of Walatowa*

PO Box 99  
Jemez Pueblo, New Mexico 87024

Phone: 575.834.7419  
Fax: 575.834.9167

## GOVERNING COUNCIL MEETING

Monday, November 18, 2024  
6:00 PM Online Zoom Meeting

### AGENDA

- I. **Call Meeting to Order**
- II. **Roll Call and Quorum Verification by Secretary**
- III. **Opening Activities**
  - A. Approval of November 18, 2024, Agenda (Discussion/Action)
  - B. Approval of Meeting Minutes of October 10, 2024, Meeting
- IV. **Finance Committee Report**
  - A. Business Manager's Report (Discussion)
  - B. Approval of Cash Disbursements (Discussion/Action)
  - C. Approval of BARS (Discussion/Action)
- V. **Documents for New Mexico PEC**
  - A. **Review and Discuss** San Diego Riverside in Epicenter - (Discussion/Action)
  - B. Missing the Governing Board assurances document
  - C. **SDRCS** performance framework
- VI. **Principal's Report by Tony Archuleta**
  - A. SDRCS 2024 – 2025 School Year Updates
  - B. Introduce New Principal – Joe Dan Lovato
- VII. **Public Comment**

Comments will be submitted by guests on ZOOM chat or verbally
- VIII. **Announcements**

The next meeting is scheduled for December 11, 2024, at 6:00 PM.
- IX. **Consideration for Approval to Adjourn to Closed Session Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)(2) Limited to Personnel Matters**
- X. **Reconvene to Open Meeting**
- XI. **Statement of Closure**

## **XII. Meeting Adjournment**

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