



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 Renaissance Academy Charter, hereafter "the school," effective on 7/1/2024.

Current Governing Body Members and Positions: Chris Ortiz – President, Jessica Garcia – Vice President, Xavier Chavez- Secretary, DeEtte Peterson – member, Alissa Mavridis - member

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

New Governing Body Member(s) and Position(s): Michelle Vigil -member

Contact information for New Governing Body Member(s) (phone, email):
mvigil1108@gmail.com, 505-977-9858

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: 2

Effective Date: 11/20/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 12/6/24

Signature of Governing Board Chair:  **Date:** 12-3-24

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

We, the undersigned, make up the governing body of the [Renaissance Academy 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.

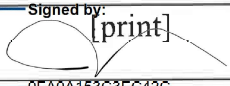
We make this statement as part of [Renaissance Academy Charter]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


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.

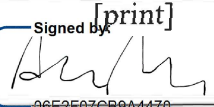
THE FOLLOWING MEMBERS OF THE [Renaissance Academy Charter] GIVE THE FOREGOING STATEMENT THIS 21 DAY OF Nov, 2024.

1. Signed by: 
1C937E6CD4F94F...
[signature]
Chris Ortiz

2. Signed by: 
0FA0A153C3EC42C...
[signature]
Jessica Garcia

[print]
3. Signed by: 
083A4E3D8C0244C...
[signature]
Xavier Chavez

[print]
4. Signed by: 
339527FB3CB743D...
[signature]
DeEtte Peterson

[print]
5. Signed by: 
96E2F07CB9A4470...
[signature]
Alissa Mavridis

[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Renaissance Academy Charter], located in Albuquerque, New Mexico.

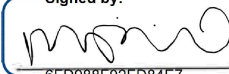
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We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager 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 [Renaissance Academy Charter] GIVE THE FOREGOING STATEMENT THIS 21 DAY OF Nov, 2024.

- 1. Signed by: 
6FD988F02FD84E7
 [signature]
 Michelle Vigil
 [print]
- 2.
 [signature]

 [print]
- 3.
 [signature]

 [print]
- 4.
 [signature]

 [print]
- 5.
 [signature]

 [print]

Attach additional pages if membership exceeds five.


ASSURANCES

My name is Michelle Vigil and I reside in Albuquerque. I am a member of the governing body for Renaissance Academy a charter school which is located at Albuquerque. 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.

Michelle Vigil
Printed Name


Signature

12-6-2024
Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Michelle Vigil, after being duly sworn, state:

1. My name is Michelle Vigil and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the [Renaissance Academy Charter] 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.

[Handwritten Signature]
[Signature]

12-06-2024
Date

Michelle Vigil
[Print]

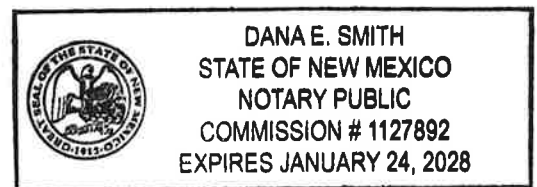
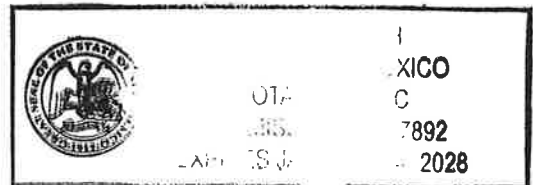
VERIFICATION

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

[Notary Seal:]

[Handwritten Signature]
NOTARY PUBLIC

My commission expires: 1-24, 2028.





Renaissance Academy

Meeting Minutes

Regular Meeting of the Governing Council

Wednesday, November 20, 2024, at 5:00pm

This public meeting will be held via Zoom

<https://us02web.zoom.us/j/7159150490?pwd=RTZvN1NMcEZFWGpHWFB0cHNQZ2laUT09>

I. Call to Order

I. November 20, 2024 at _____ 5pm _____.

A. Roll Call

Present: DeEtte Peterson, Chris Ortiz, Xavier Chavez, Jessica Garcia (came in during D. Adoption of the Minutes from October 17, 2024 due to zoom updates on computer)

Absent: Alissa Mavridis

Guests: Jonas Cossey, Angie Lerner, Michelle Vigil

B. Pledge of Allegiance

Led by Chris Ortiz

C. Adoption of the Agenda*

Motion by Xavier Chavez

Seconded by DeEtte Peterson

Carried All in Favor

D. Adoption of the Minutes from October 17, 2024 Regular Meeting*

Motion by Xavier Chavez

Seconded by DeEtte Peterson

Carried All in Favor

II. Public Comment (2 minutes per individual with the right to allow more time at the discretion of the Governing Council President)

A. Seeking input regarding: Parental Advisory Committee, Governing Board Membership - No public comment

III. Governing Council Committee Reports

A. Finance Committee - Met November 20, 2024, at 4:30pm

Angie Lerner presented the financial report.

1. BARS*: 4T, 5-I, 6-I, 7-I, 8-I, 9-I,10-I, 11-I,12-IB,13-M, 14-M

Motion by DeEtte Peterson

Seconded by Jessica Garcia

Carried All in Favor

2. Bank Reconciliation October 2024*

Motion by Jessica Garcia

Seconded by Xavier Chavez

Carried All in Favor

3. Cash Disbursements October 2024*

Motion by DeEtte Peterson

Seconded by Jessica Garcia

Carried All in Favor

- B. Audit Committee -Exit Audit happened and audit has been sent to PED.
- C. Strategic Planning Committee - Planning to meet soon, nothing to report.
- D. Ethics Committee - Nothing to report.

IV. Discussion and Possible Action

TCI Policy*

Motion by Xavier Chavez,

Seconded by DeEtte Peterson

Carried All in Favor

V. Governing Council Discussion and/or Action Items

- A. Governing Council Training Status - Nothing to report.

VI. Discussion and Possible Action - New Board Member*

Michelle Vigil

Motion by Jessica Garcia

Seconded by Xavier Chavez

Carried All in Favor

VII. Head Administrator Report

- A. Staffing - Jonas Cossey reported RACS is waiting for the award letter based off of 40D reporting to see if we can hire in Special Education.

- B. Enrollment -Jonas Cossey reported that RACS has been getting new students. Two new students are enrolling later this week. Niche doesn't look like a good option to advertise. We are looking into Great Schools to advertise instead.

C. Academics – Jonas Cossey reported that administration is working on mentoring level I teachers and new hires. Working on curriculum for science in math and looking for grants in same areas. Citizen awards have been working to help with behavioral issues. Student Council has been doing well. They had their elections.

VIII. Next Regular Renaissance Academy Regular Governing Council Meeting*

Regular meeting is scheduled for Thursday, December 19, 2024, at 5:00 pm.

Motion to move the next regular meeting to Wednesday, December 18, 2024, at 5:00pm

Motion by Jessica Garcia

Seconded by DeEtte Peterson

Carried All in Favor

Adjournment* __ 5:39pm __

1. Motion by Chris Ortiz

Seconded by Jessica Garica

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 (jcossey@racs-abq.com, 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.



New Mexico Public Education Commission (PEC)

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Current Governing Body Members and Positions: Chris Ortiz – President, Jessica Garcia – Vice President, Xavier Chavez- Secretary, DeEtte Peterson – member, Michelle Vigil - member

Governing Body Member(s) Resigning or Removed: Alissa Mavridis - member

New Governing Body Member(s) and Position(s): Click or tap here to enter text.

Contact information for New Governing Body Member(s) (phone, email): Click or tap here to enter text.

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: 12/18/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 12/20/24

Signature of Governing Board Chair:  **Date:** 12/19/24

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:** _____



FW: Alissa Mavridis Zschiesche - Board Resignation

From Jonas Cossey <jcossey@racs-abq.com>

Date Thu 11/21/2024 9:42 AM

To Angela Lerner <alerner@racs-abq.com>

FYI

Jonas Cossey

Head Administrator

Renaissance Academy

(Formerly Southwest Preparatory Learning Center)

10301 Candelaria Road NE

Albuquerque NM, 87112

Cell: 505-321-2154

Office: 505-296-7677

Fax: 505-296-0510

Zoom Link: <https://us02web.zoom.us/j/7159150490?pwd=RTZvN1NMeEZFwGpHWFBocHNQZ2laUT09>

What if we took seriously the notion that the number one aim of public schooling was to foster democratic living? Karaba

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

From: Alissa Mavridis <amavridis@racs-abq.com>

Sent: Thursday, September 19, 2024 5:48 PM

To: Chris Ortiz <cortiz@racs-abq.com>

Cc: Jonas Cossey <jcossey@racs-abq.com>

Subject: Alissa Mavridis Zschiesche - Board Resignation

Good evening Chris,

It has been a pleasure to be a part of the Board for Southwest Preparatory and now Renaissance Academy.

I believe I started in 2018. Time has flown by, but it is becoming increasingly difficult for me to attend the monthly meetings.

I have patiently waited for additional qualified people to show interest in joining the Board and am glad that you have potentially found someone.

I am giving my three (3) month notice. December will be my last meeting.

I will help in any way I can to ensure the new Board Member is situated prior to my departure.

Thank you for all your time and efforts,

Alissa Mavridis Zschiesche
Renaissance Academy Board Member



Renaissance Academy

Notice and Agenda
Regular Meeting of the Governing Council
Wednesday, December 18, 2024, at 5:00pm

This public meeting will be held via Zoom

<https://us02web.zoom.us/j/7159150490?pwd=RTZvN1NMeEZFVGpHWFB0cHNQZ2laUT09>

I. Call to Order

Wednesday December 18, 2024 at 5:11pm.

A. Roll Call

Present: DeEtte Peterson, Chris Ortiz, Jessica Garcia

Absent: Xavier Chavez, Alissa Mavridis, Michelle Vigil

Guest: Jonas Cossey, Angie Lerner

B. Pledge of Allegiance

Led by Chris Ortiz

C. Adoption of the Agenda*

Motion by Jessica Garcia

Seconded by DeEtte Peterson,

Carried All in Favor

D. Adoption of the Minutes from the November 20 Regular Meeting*

Motion by DeEtte Peterson

Seconded by Jessica Garcia

Carried All in Favor

II. Public Comment (2 minutes per individual with the right to allow more time at the discretion of the Governing Council President)

- A. Seeking input regarding: Parental Advisory Committee, Governing Board Membership - there was no public comment

III. Governing Council Committee Reports

- A. Finance Committee - met December 18, 2024, at 4:30pm

Finance Reports: Angie Lerner presented the financial report.

1. BARS* - No BARS

2. Bank Reconciliation November 2024*

Motion by DeEtte Peterson
Seconded by Jessica Garcia
Carried All in Favor

3. Cash Disbursements November 2024*

Motion by DeEtte Peterson
Seconded by Jessica Garcia
Carried All in Favor

- B. Audit Committee - nothing to report
- C. Strategic Planning Committee -Chris Ortiz updated the board that committee getting documents together for bylaws to update with new name.
- D. Ethics Committee - nothing to report

IV. FY25 Governance Council Policy*

Motion by DeEtte Peterson
Seconded by Jessica Garcia
Carried All in Favor

V. Black Education Act Policy*

Motion by Jessica Garcia
Seconded by DeEtte Peterson
Carried All in Favor

VI. Title I Policies* -Motion to table for January board meeting.

Motion by DeEtte Peterson
Seconded by Jessica Garcia
Carried All in Favor

VII.ABA Treatment Plan -Third Party Contract for Services MOU*

Motion by Jessica Garcia
Seconded by DeEtte Peterson
Carried All in Favor

VIII. Inventory Disposal*

Lenovo Computers
Motion by DeEtte Peterson
Seconded by Jessica Garcia
Carried All in Favor

IV. New Governing Body Business

- A. Governing Council Training Status - Chris Ortiz reported that the board is working on getting the new member access to training.

IIV. Head Administrator Report -no report for December.

- A. Staffing
B. Enrollment
C. Academics

IX. Resignation of Board Member

Alissa Mavridris

X. Next Regular Renaissance Academy Regular Governing Council Meeting*

Regular meeting is scheduled for Thursday January 16, 2025, at 5:00 pm

Motion to change the meeting to Wednesday, January 15, 2025 at 5pm.

Motion by Jessica Garcia
Seconded by DeEtte Peterson
Carried All in Favor

Adjournment* at _____ 5:37pm _____

Motion by DeEtte Peterson
Seconded by Jessica Garcia
Carried All in Favor

Note: * Indicates Action / Approval Item.

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