

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 South Valley Preparatory School, hereafter "the school," effective on

~~12/18/2024~~ January 1, 2025

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: Maria Fidalgo (will work through part of January 2025 to support transition to new Business Manager Justine Vigil).

New Head Administrator/Business Manager/Procurement Officer: Justine Vigil

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): (505) 929-1762 / justine@vigilprep.net

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

Effective Date: 1/1/2025

The school's notification is hereby submitted by:

Signature of School Representative:  _____ Date: 12/18/2024

Signature of Governing Board Chair:  _____ Date: 12/18/24

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: _____

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

JUSTINE VIGIL

Effective from July 01, 2024 to June 30, 2033
Licensure Number: 350689

A handwritten signature in black ink, appearing to read "M. R.", positioned above the title of the Secretary of Public Education.

Secretary of Public Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
 COUNTY OF Bernalillo)

I, **Justine Vigil**, [affiant] after being duly sworn, state:

- 1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.
- 2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
- 3. I have completed the following training in the maintenance of financial records:
 - a) NMASBO Conferences/trainings- Fall 2012-present
 - b) State Audit Rule Training
 - c)
- 4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
- 5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
BBA	University of New Mexico	May 2011	YES
MBA	Eastern NM University	Dec 2019	YES
SBO-level 2	NMPED	July 2024	YES

FURTHER AFFIANCE SAYETH NAUGHT.

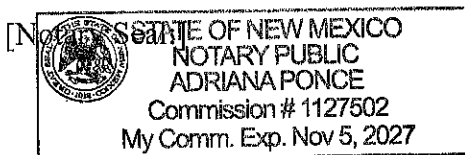
Justine Vigil
 [Signature of Affiant]

12/11/2024
 Date

Justine Vigil
 [Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 10 day of December, 2024.



[Signature]
 NOTARY PUBLIC

My commission expires: November 5, 2027.



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

Governing Council AGENDA

Baylor Del Rosario, Executive Director
 Maria Fidalgo, Business Manager
 2551 Karsten Court SE
 Albuquerque, NM 87102
 (505) 222-5642
 southvalleyprep.org

Date: _____
 Signature: _____

REGULAR MEETING NOTICE

Date: Wednesday, December 18, 2024 Regular Meeting @ 5:00pm. Finance Committee @ 4:00pm with agenda being financials from previous month and Budget Adjustment Requests (BARs)

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

Archived/Recorded Meetings: <https://www.youtube.com/@aztecsVP/streams> (Prior to October 2024)

Livestreaming: <https://www.youtube.com/@GCBoard-u5m> (October 2024 onward)

Email: gc@southvalleyprep.org (Please send public comments to this email prior to the scheduled meeting)

1. OPENING

1.1 Call to Order. Chair called meeting at 5:04pm.

1.2 Introduction of Guests. None.

1.3 Roll Call.

Member	Present	Member	Present	Member	Present
Brittney Barreras	<input checked="" 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		

2. OPEN PUBLIC COMMENTS (email gc@southvalleyprep.org to sign-up or to send written statement to be read) None.

3. APPROVAL OF AGENDA

3.1 Consider approval of today's agenda. Lisa motioned to approve today's agenda. Mary Beth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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		

4. APPROVAL OF MINUTES

4.1 Consider approval of minutes from previous meeting(s). Jessica motioned to approve meeting minutes. Lisa seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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		

5. EXECUTIVE DIRECTOR'S REPORT Baylor will present on his report.

Public Comment

Three ways to provide comment: (a) in-person during the meeting, (b) click Chat feature on YouTube streaming, or (c) email to gc@southvalleyprep.org prior to meeting

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** – MaryBeth Libbey, Jessica Montoya, Maria Fidalgo Baylor Del Rosario / **Policy Committee** – Lisa Krebs, MaryBeth Libbey, Baylor Del Rosario / **Audit Committee** – MaryBeth Libbey, Nina Noriega, Maria Fidalgo, Brittney Barreras, Ramona Blea, Ashley Barranca, Baylor Del Rosario

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 Brittney Barreras, Chair
 Lisa Krebs, Vice-Chair
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6. ACTION ITEMS

6.1 Consider approval of new business management services. Brittney motioned to approve new business manager proposal from The Vigil Group. Lisa seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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		

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

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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 checked="" type="checkbox"/> Did Not Vote
Lisa Krebs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MaryBeth Libbey	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

6.3 Consider approval of out-of-state travel by students and staff to Disneyland Education Workshop in Anaheim, CA in early May (tentative dates are 5/2/2025 – 5/6/2025). Lisa motioned to approve the out-of-state travel for 8th grade students. Brittney seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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		

6.4 Consider approval of Information-Technology: (a) Password Policy and (b) Data Retention, Backup, and Recovery Policy. Lisa motioned to approve both policies with the amendment for staff and GC members to change their password at least yearly. MaryBeth seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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		

6.5 Consider approval of Enrollment, Waitlist, and Lottery Policy. Lisa motioned to approve policy. Brittney seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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		

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- 6.6** Consider approval of awning installation not to exceed \$18,000 from Cooperative Education Services (CES Vendor). Lisa motioned to approve awning installation bid. Jessica seconded.

Member	Vote	Member	Vote	Member	Vote
Brittney Barreras	<input checked="" 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		

- 6.7** Consider approval of new council member(s) No one is departing. MaryBeth is rescinding her resignation and will provide it to the PEC.

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. DISCUSSION ITEMS

- 7.1** Council training. Council discussed training needs.
- 7.2** Council development. Council discussed possible recruits.
- 7.3** Open Meetings Act. Discussed OMA.
- 7.4** Next meeting. The next meeting will be on January 22, 2025.

8. ADJOURN TO ADJOURN AT 6:29PM

Public Comment

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