



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 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; Samuel Naranjo, Secretary; Julie Lucero, Member; Ronnie Rivas Savell, Member; Kirsten Dick, Member

Governing Body Member(s) Resigning or Removed: Michelle Casias

New Governing Body Member(s) and Position(s): N/A

Contact information for New Governing Body Member(s) (phone, email): N/A

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: 1/1/2025

The school's notification is hereby submitted by: Rachael Sowards

Signature of School Representative: Rachael Sowards **Date:** 1/30/25

Signature of Governing Board Chair:  **Date:** 30/01/2025
Joe Dan Lovato (Jan 30, 2025 14:43 MST)

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:** _____






B2-Governing-Body-Member-Change-Notification-9.6.23 (2)

Final Audit Report

2025-01-30

Created:	2025-01-30
By:	Jane Guevara (jguevara@solarecollegiate.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAr4qAluh8VADYiO9vYxQ9Im_rVKejY3Oj

"B2-Governing-Body-Member-Change-Notification-9.6.23 (2)" History

-  Document created by Jane Guevara (jguevara@solarecollegiate.org)
2025-01-30 - 9:31:41 PM GMT- IP address: 50.202.74.102
-  Document emailed to Joe Dan Lovato (jlovato@solarecollegiate.org) for signature
2025-01-30 - 9:31:45 PM GMT
-  Email viewed by Joe Dan Lovato (jlovato@solarecollegiate.org)
2025-01-30 - 9:42:46 PM GMT- IP address: 208.77.76.246
-  Document e-signed by Joe Dan Lovato (jlovato@solarecollegiate.org)
Signature Date: 2025-01-30 - 9:43:55 PM GMT - Time Source: server- IP address: 208.77.76.246
-  Agreement completed.
2025-01-30 - 9:43:55 PM GMT



Rachael Swards <rsewards@solarecollegiate.org>

Resignation from SCCS Board

3 messages

Michelle Casias <mrocasias@gmail.com>

Wed, Jan 29, 2025 at 7:51 PM

To: Joe Dan Lovato <joedanlovato@gmail.com>, Rachel Swards <rsewards@solarecollegiate.org>

Dear Solare Collegiate Charter School Governing Board and Ms. Swards,

I am writing to formally resign from my position as Treasurer and Governing Member of Solare Collegiate Charter School, with my resignation to take effect on January 1, 2025.

Serving in this role has been an immensely fulfilling experience, and I have truly valued the opportunity to work alongside such a dedicated team in support of the school's mission. However, due to personal reasons, I find myself unable to continue in this capacity and devote the necessary time and attention to my responsibilities.

I am grateful for the trust the Board has placed in me and for the opportunity to contribute to the school's growth and success. As you work through this transition, I am more than willing to assist in ensuring a seamless transition, and I am happy to help in any way that will facilitate this process.

Thank you again for the opportunity to be part of the Solare Collegiate community. I wish you and the entire school continued success in the future.

Sincerely,

Michelle Casias

joedanlovato@gmail.com <joedanlovato@gmail.com>

Fri, Jan 31, 2025 at 7:59 AM

To: Michelle Casias <mrocasias@gmail.com>, Rachel Swards <rsewards@solarecollegiate.org>

Michelle,

We cannot thank you enough for your work and service that you have provided Solare Collegiate Charter School. As a GC member, we greatly appreciate your time and commitment to the scholars and families we serve. It has been an absolute honor to serve beside you. Though it is difficult to see such a hardworking, passionate individual such as yourself step away from this board, we understand and respect your decision. We accept your resignation and wish you the best in the next chapter of your life. Maybe your journey will lead you back to SCCS someday. We are always here if you need anything.

Much Love-

In Peace and Solidarity,

Joe Dan M. Lovato

Solare Collegiate Charter School

Governing Board Chair

[Quoted text hidden]

Michelle Casias <mrocasias@gmail.com>

Fri, Jan 31, 2025 at 9:16 AM

To: joedanlovato@gmail.com

1/31/25, 2:28 PM

Solare Collegiate Charter School Mail - Resignation from SCCS Board

Cc: Rachel Swards <rsewards@solarecollegiate.org>

Thank you, Joe Dan. I appreciate your leadership and very kind words.

Sincerely,

Michelle
Sent from my iPhone

On Jan 31, 2025, at 7:59 AM, joedanlovato@gmail.com wrote:

[Quoted text hidden]