



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
Forthcoming and will be provided on 2/26/2025
- Resignation Letter or board meeting minutes removing the previous member *1/28/25 iC*
minutes will reflect Lisa Kreb’s resignation from the GC
- Statement of Governing Body Member to Consult with PED *Forthcoming*
- Affidavit of Governing Body Member *Forthcoming*
- Assurances of Governing Body Member *Forthcoming*

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 **South Valley Preparatory School**, hereafter "the school," effective on **7/1/2020**.

Current Governing Body Members and Positions: **Brittney Barreras (chair), Melissa Ontiveros, Lisa Krebs, Jessica Montoya.**

Governing Body Member(s) Resigning or Removed: **Lisa Krebs**

New Governing Body Member(s) and Position(s): **Bernadette Frietze, Charlotte ~~Trujillo~~ Alderete**

Contact information for New Governing Body Member(s) (phone, email): **Bernadette Frietze (505) 379-8266/ bfrietze@yahoo.com and Charlotte Trujillo (505) 306-0867/ alderete_c@yahoo.com**

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

If so, provide date of vacancy: **N/A**

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: **Governing Board Members – Lisa Krebs, MaryBeth Libbey, Steven Cordova**

Effective Date: **1/10/2025**

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** January 28, 2025

Signature of Governing Board Chair:  **Date:** January 28, 2025

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, Charlotte Alderete, after being duly sworn, state:

1. My name is Charlotte ALDERETE and I reside in Albuquerque, New ~~Alderete~~ Mexico.

2. I am a member of the governing body of the South Valley Preparatory 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 South Valley Preparatory 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.

[Signature] [Signature] Date 2/24/25

Charlotte Alderete

[Print]

VERIFICATION

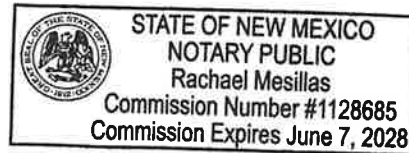
The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 24 day of February, 2025.

[Notary Seal:]

[Signature]

NOTARY PUBLIC

My commission expires: June 7, 2028.



ASSURANCES


My name is Charlotte Alderete and I reside in Albuquerque, New Mexico. I am a member of the governing body for South Valley Preparatory School a charter school which is located at Albuquerque, New Mexico. 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.

Charlotte Alderete _____
Printed Name


Signature

2/24/25
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the **South Valley Preparatory School**, 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 **SOUTH VALLEY PREPARATORY SCHOOL** GIVE THE FOREGOING STATEMENT THIS _____ DAY OF _____

1. _____

[signature]

~~Charlotte Treviño~~ ALDEZETE

[print]

2. _____

[signature]

[print]

3. _____

[signature]

[print]

4. _____

[signature]

[print]

5. _____

[signature]

[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Bernadette Frieze, after being duly sworn, state:

1. My name is Bernadette Frieze and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the South Valley Preparatory 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 South Valley Preparatory 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.

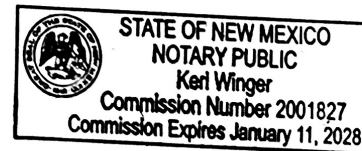
[Signature] [Signature] Date 2/18/2025
Bernadette Frieze
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 18th day of Feb, 2025.

[Notary Seal:] Keri Winger NOTARY PUBLIC

My commission expires: January 11, 2028.



ASSURANCES

My name is Bernadette Fietze and I reside in Albuquerque, New Mexico. I am a member of the governing body for South Valley Preparatory School a charter school which is located at Albuquerque, New Mexico. 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:

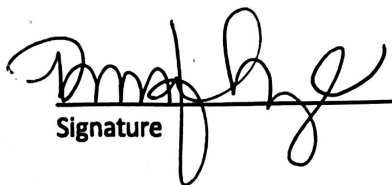
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Bernadette Frieze

Printed Name


Signature

2/18/2025
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

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THE FOLLOWING MEMBERS OF THE **SOUTH VALLEY PREPARATORY SCHOOL** GIVE THE FOREGOING STATEMENT THIS ___ DAY OF

1. 
_____ [signature]
Bernadette Frieze
_____ [print]
2. _____ [signature]
_____ [print]
3. _____ [signature]
_____ [print]
4. _____ [signature]
_____ [print]
5. _____ [signature]
_____ [print]

Attach additional pages if membership exceeds five.



Governing Council
 Brittney Barreras, Chair
 Vacant, Member
 Melissa Toledo-Ontiveros, Member
 Jessica Montoya, Member
 Vacant, Member

Governing Council AGENDA

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

Date: 1/26
 Signature: [Handwritten Signature]

REGULAR MEETING NOTICE

Date: Wednesday, January 28, 2025 Regular Meeting @ 1:30pm.

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

Livestreaming & Archived Videos: https://www.youtube.com/playlist?list=PLS_c_0xpVpJLgvst6LW48SWwtqh9alMkQ

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 1:30pm on Tuesday 1/28/2025.

1.2 Introduction of Guests. Justine Vigil.

1.3 Roll Call. Brittney, Jessica, and Melissa attended virtually.

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
Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vacant	<input 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. Brittney motioned to approve today's agenda. Melissa 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
Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vacant	<input 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. Melissa 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
Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No		

5. ACTION ITEMS

5.1 Consider approval of financial statements for previous month(s). Melissa motioned to approve financial statements. Jessica seconded.

Member	Vote	Member	Vote	Member	Vote

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

Finance Committee – Brittney Barreras, Lisa Krebs, Alfred Martinez, Head Administrator, Business Manager / **Facilities Committee** – Jessica Montoya, Head Administrator, Business Manager / **Policy Committee** – Lisa Krebs, Head Administrator / **Audit Committee** – Mary Scofield, Vacant/GC Member, Head Administrator, Business Manager, Assistant to the Business Manager, Office Manager

Governing Council
 Brittney Barreras, Chair
 Vacant, Member
 Melissa Toledo-Ontiveros, Member
 Jessica Montoya, Member
 Vacant, Member

Governing Council AGENDA

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

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
Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No		

5.2 Consider approval of BAR(s). Jessica motioned to approved BAR #001 (31400 - I), #003 (11000 - I), #004 (24101 -T), #005 (24106 – M), and #006 (24119 – T). Melissa 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
Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No		

5.3 Consider approval of new governing council member(s) Jessica motioned to approve Bernadette Fietze and Charlotte Trujillo as a new members and to acknowledge resignation of Lisa Krebs from the council. Melissa 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
Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No		

6. DISCUSSION ITEMS

6.1 Next meeting. February 26, 2025 at 5:00pm.

7. ADJOURN TO ADJOURN AT 1:43pm

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

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