



## 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](mailto: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](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 , hereafter "the school," effective on 7/1/2025.**

**Current Governing Body Members and Positions:** Mararet Creel – Chair , Susan Baca- Vice Chair, David Toledo – Secretary of Treasure, La Donna Yepa- member, Kiyanie Upshaw - member

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

**New Governing Body Member(s) and Position(s):** Patrick Segura - member

**Contact information for New Governing Body Member(s) (phone, email):** 505-280-8345, [patrick\\_segural7@yahoo.com](mailto:patrick_segural7@yahoo.com)

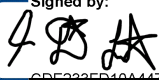
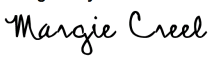
**Is the school requesting an extension to fill a vacancy:** ☐ yes ☒ no

**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:** 1

**Effective Date:** 3/25/2025

**The school's notification is hereby submitted by:**

<b>Signature of School Representative:</b>	Signed by: 	<b>Date:</b> 4/10/2025
	<small>GDE233FD40A4472...</small>	
<b>Signature of Governing Board Chair:</b>	Signed by: 	<b>Date:</b> 4/10/2025
	<small>D0F3E24FD32548E...</small>	

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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:** \_\_\_\_\_

## STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the San Diego Riverside Charter, located in Jemez Pueblo, 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 San Diego Riverside Charter GIVE THE FOREGOING STATEMENT THIS 27 DAY OF March, 2025.

1. 

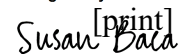
Signed by:



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 [signature]

Margaret Creel  
[print]
2. 

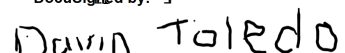
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Susan Baca  
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3. 


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David Toledo  
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4. 

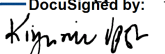
Signed by:



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La Donna Yepa  
[print]
5. 

DocuSigned by:



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 [signature]

Kiyanie Upshaw  
[print]

Attach additional pages if membership exceeds five.

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1.   
\_\_\_\_\_ [signature]  
\_\_\_\_\_ Patrick Segura \_\_\_\_\_  
\_\_\_\_\_ [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 Sandoval )

I, Patrick Segura, after being duly sworn, state:

1. My name is Patrick Segura and I reside in Rio Rancho, New Mexico. My personal email address is patrick\_segura17@yahoo.com and my personal phone number is 505-280-8345.

2. I am a member of the governing body of the San Diego Riverside Charter in Jemez Pueblo, 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 San Diego Riverside Charter'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]

3/28/2025  
Date

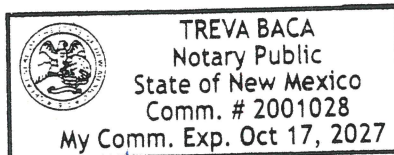
Patrick Segura

[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 28 day of March, 2025.

[Notary Seal:]



Treva Baca

NOTARY PUBLIC

My commission expires: October 17<sup>th</sup>, 2027.

## ASSURANCES

My name is Patrick Segura and I reside in Rio Rancho, NM. I am a member of the governing body for San Diego Riverside Charter School a charter school which is located at 504 Mission Rd, Jemez Pueblo 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.

Patrick Segura

Printed Name



Signature

3/28/2025

Date

# 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

Tuesday, March 25, 2025  
6:00 PM on Zoom

### Minutes

#### I. Call Meeting to Order

Margie Creel called meeting to order at 6:05 PM

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

David Toledo, Susan Baca, Margie Creel  
Late Arrival: LaDonna Sando

#### III. Opening Activities

##### A. Approval of March 25, 2025, Agenda (Discussion/Action)

Ms. Creel asked for a motion to approve the March 25<sup>th</sup> Agenda, Ms. Baca made a motion to approve the agenda, Mr. Toledo seconded the motion. None opposed, motion carried.

##### B. Approval of Meeting Minutes of February 1, 2025, Meeting

Ms. Creel asked for a motion to approve the minutes for the February 1<sup>st</sup> meeting. Mr. Toledo made a motion to accept the minutes, Ms. Sando seconded the motion. None opposed. Motion carried.

##### C. Voting of New GC Member – Patrick Segura

Ms. Creel asked for a motion to accept Mr. Patrick Segura as a board member. Mr. Toledo made a motion to accept the new board member, Ms. Sando seconded the motion. None opposed, motion carried.

#### IV. Finance Committee Report

##### A. Business Manager's Report (Discussion)

Ms. Angie Learner provided the business manager's report. It was reported that Greg Pinkston will no longer be a part of K12 accounting. Aaron Oster will be replacing him.

##### B. Approval of Cash Disbursements (Discussion/Action)

Ms. Learner provided a report of the check report and bank reconciliation for January 2025. Ms. Creel asked for a motion to approve January's financials and bank reconciliation. Ms. Baca made a motion to approve January's financials and bank reconciliation. Mr. Segura seconded the motion. Ms. Creel, Mr. Toledo, all in favor. None opposed. Motion carried.

Ms. Learner presented February's report. Ms. Creel asked for a motion to approve the February financials, bank reconciliations, and statements. Mr. Segura made a motion to approve February's financials, bank reconciliations, and statements. Mr. Toledo seconded the motion. Mr. Toledo, Ms. Sando, Ms. Creel all in favor. None opposed. Motion carried.

##### C. Approval of BARS (Discussion/Action)

Ms. Learner then moved into February's report. There were multiple BARS:



BAR 3i- Operational- Increase \$16261,  
BAR 4-D- Food Services- Decrease \$9162  
BAR 5i- Non Instructional Support-Increase \$1607,  
BAR 6i- Impact Aid Special Education- Increase \$3094  
BAR 8i- Title XIX Medicaid 3/21 Years- Increase \$2225  
BAR 11M- Family Income Index- Maintenance  
BAR 12D- Private Dir Grants- Decrease \$58914

Ms. Creel asked for a motion to approve all the BARS. Ms. Baca made a motion to approve the BARS, Mr. Segura seconded the motion. Ms. Creel and Mr. Toledo approved in favor. None opposed. Motion carried.

## **V. Public Comment**

Comments will be limited to 2 minutes, per person

## **VI. Principal's Report by Joe Dan Lovato**

- A. PED/CSD Annual Site Visit**
- B. New Conditions proposed to PEC**
- C. New Mission Specific Goal**
- D. Update on Compliance**
- E. New School Systems (DPS, ILP)**
- F. Attendance**
- G. Tutoring: Tutorfly for all students (starting March 17th)**
- H. PEC Meeting (March 21st)**
- I. Active Shooter Training (March 28th)**
- J. Spring Student Led Conferences (TBD)**
- K. Summer Reading Program (June 2nd-June 27th)**
- L. Recruitment**

See report attached.

## **VII. Announcements**

The next meeting is scheduled for April 10, 2025, at 6:00 PM.

## **IX. Meeting Adjournment**

Ms. Creel asked for motion to adjourn the meeting at 8:32 PM. Mr. Segura made a motion to adjourn the meeting, Mr. Toledo seconded the motion. All board members in favor, none opposed. Motion carried. Meeting adjourned.

**Statement of Accessibility:** Agenda and Minutes are available at our website.

If you are an individual with a disability who is in need of 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. Joe Dan Lovato at (575) 834-7419 or at [joedan.lovato@sdracs.k12.nm.us](mailto:joedan.lovato@sdracs.k12.nm.us) 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 SCHOOL CHARTER SCHOOL***

*PO Box 99/504 Mission Road*

*Jemez Pueblo, New Mexico 87024*

*Phone: 575.834.7419 · Fax: 575.834.9167*

## **Principal's Report**

**March 25, 2025**

- **PED/CSD Annual Site Visit**

This visit went well. The CSD was impressed with what they observed. One of their responses was, "It looks like a school". There are no major findings for now. Computer monitoring is still ongoing.

- **New Conditions proposed to PEC**

The new conditions were presented to the PEC. The document was reviewed and feedback was provided by the PEC's special committee prior to presenting to all commissioners. The draft needs to be presented to the board and a vote for approval is required.

- **New Mission Specific Goal**

\*To be discussed later in the principal's report.

- **Update on Compliance**

The following documents are completed and submitted: 17 items in Epicenter, Black Ed. Act, Safe School Plan (2nd review), NM Elevate (EOY is under way), Website requirements (Sunshine Portal, OMA, Draft Minutes), Board Bylaws.

The following are being finalized and are expected to be submitted within the next week or two: Literacy Plan, 90 Day Plan, Ed. Plan, Attendance Plan.

- **New School Systems (DPS, ILP)**

Some students have been placed on a DPS (Daily Points Sheet) due to low grades or being unmotivated. This is for parent and self accountability purposes. ILPs (Individualized Lesson Plans) will be completed during student-led conferences tentatively scheduled for Friday, April 4th.

- **Attendance**

Attendance has gotten better over the last month. It was not very good when I arrived. We are giving more incentives (Mustang Money = goodies and guitar contest). We will be working with the **Vescollies** to help us get students to school.

- **Tutoring: Tutorfly for all students (starting March 17th)**

This program is funded by the PEC's Special Projects Grant that we were awarded. Students are getting 30 minutes of tutoring on Tuesdays and Thursdays in a 1:4 setting. We are asking teachers to conduct an extra 30 minutes of tutoring throughout the week. Additionally, we are the only school in the state that is piloting the AI (artificial intelligence) tutor that students can access during out of school hours.

- **PEC Meeting (March 21st)**

I presented our new conditions document to the PEC on Friday, March 21st. They liked my proposed draft and are ready to move forward with a vote of approval pending the board's vote of approval.

- **Active Shooter Training (March 28th)**

We have active shooter training (state mandatory) this Friday, March 28th from 1:45pm to 3:30pm. This will be conducted by POMS and Associates.

- **Spring Student Led Conferences (TBD)**

This is tentatively scheduled for Friday, April 4th. Our calendar does not identify conference dates or ends of quarters/semesters. We will get these items established for next school year.

- **Summer Reading Program (June 2nd-June 27th)**

We are excited to bring the State's Summer Reading Program to SDRCS this year! We have 7 teachers signed up to teach. Student registration just opened. Please help us get the word out. Our goal is to have a minimum of 40 students for this program. This will be one of our best opportunities for recruitment for next school year.

- **Recruitment**

We need more students enrolled at SDRCS. I met with Vertex Education (recruitment/advertisement). Presentation will be shared with the board for review.

- **Info from meeting with Jemez Governors**

Board member David Toledo and I met with the Governors. We had a great discussion on cultural arts, language, and cultural preservation. This was mostly an introduction and some insight into my educational philosophy. We are looking forward to having their continued support moving forward.

- **Info from 3/21/25 meeting with PEC – School Specific Goals**

Goals were not discussed in great detail. There was a suggestion from a PEC member to not change our Mission Specific Goal but rather allow students who are not able to participate in the Towa Language Assessment to complete an alternative assessment (measure of success).

- **Approval for School-Specific Goal Amendment (Discussion/Action)**

As a public state charter school, the previous mission specific goal regarding the proficiency of the Towa language is not equitable for all students, especially those who are not from the pueblo. The Towa language is a sacred language that is exclusive to the people of the pueblo. The school will continue to offer the Towa language class and aims to build a stronger program in the coming years. Changing our mission specific goal to have a focus on cultural arts projects will allow all students to participate and provide students from the pueblo and those who are not from the pueblo the opportunity to learn about the unique and rich culture of the Walatowa. Having a focus on cultural arts will encourage and inspire students to be more connected to their cultural heritage as well as provide all students the understanding of cultural preservation. We believe that this will have a significant positive impact on their language acquisition, cultural understanding, participation, attendance, behavior, and overall academic improvement.

[Mission Specific Goal: Data Tracker](#)