



## New Mexico Public Education Commission

### 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 as long as the board is not dropping below five members.

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.

**Information the school must provide for Governing Body Member change:**

- ☒ Fully completed form
- ☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)
- ☒ 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) if you have questions about completing or submitting documents. Submit this form and all supporting documents to **Epicenter**.

## Governing Body Member Change Notification Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Red River Valley Charter School, hereafter "the school," effective on 7/1/2021

**Current Governing Body Members and Positions:** Heather Larson – Treasurer; Courtney Henderson – President; Joe Mandonado – Vice President; Reed Weimer – Secretary; Nicholas Church – Member

**Governing Body Member Resigning or Removed:** Joe Mandonado – Vice President

**New Governing Body Member name:** Alexandra Judycki - Secretary; New officer positions for existing members: Reed Weimer – President; Nick Church – Vice President; Heather Larson – Treasurer; Courtney Henderson – Member

**Position/Office held by incoming new governing board member:** Secretary

**Contact information for New Governing Body Member (phone and email):** (575) 779-5159; alex.judycki@gmail.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 Governing Body Member changes, including this change, submitted to PEC in the last 12 months:** 0

**Date of board meeting approving the requested amendment:** 6/23/2025

**Date the requested amendment will go into effect:** 7/1/2025

**Signatures below constitute assurance that the governing board has approved the requested change:**

**Signature of School Representative:**  Kimberly Ritterhouse (Jul 30, 2025 09:34:55 MDT) **Date:** 07/30/2025 Click or tap to enter a date.

**Signature of Governing Board Chair:**  Reed Weimer (Jul 30, 2025 09:50:33 MDT) **Date:** 07/30/2025 Click or tap to enter a date.

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### For PEC/CSD Use Only

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**PEC Meeting Date:** Click or tap to enter a date.

**Agenda:** ☐ Consent (typical) ☐ Regular (unusual circumstance)

**The school's notification was:** ☐ Accepted ☐ Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** Click or tap to enter a date.

## ASSURANCES

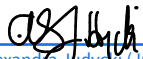
My name is Alexandra Judycki and I reside in Red River, NM. I am a member of the governing body for Red River Valley Charter School a charter school which is located at Red River, NM, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal 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.

Alexandra Judycki

Printed Name

  
Alexandra Judycki (Jul 30, 2025 09:43:56 MDT)

Signature

07/30/2025

Date

## STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Red River Valley Charter School, located in Red River, 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 Red River Valley Charter 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 [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 30th DAY OF July, 2025.

1.   
Alexandra Judycki (Jul 30, 2025 09:44:37 MDT)  
Alexandra Judycki  
[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, Alexandra Judycki, after being duly sworn, state:

1. My name is Alexandra Judycki and I reside in Red River, New Mexico.

2. I am a member of the governing body of the <sup>Red River Valley Charter School</sup> [insert name of school] in Red River, 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.

Alexandra S Judycki  
[Signature]

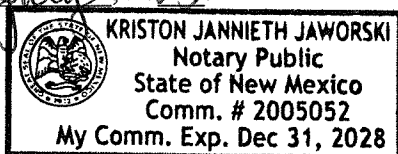
July 30, 2025  
Date

Alexandra S Judycki  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 30th day of July, 2025.

[Notary Seal:]



Kriston Jannieth Jaworski  
NOTARY PUBLIC

My commission expires: Dec 31, 2028

Courtney Henderson, President  
Red River Valley Charter School Governance Council  
500 E. High St  
Red River, NM 87558  
575-779-4065

Dear Governance Council,

Let this document serve as a letter of resignation for Joe Ben Maldonado. Joe Ben and I spoke by phone the morning of 5/20/2025 and he expressed a desire to step down from the Red River Valley Charter School Governance Council, citing medical reasons. I offered to write this letter to record the resignation, and he agreed.

Sincerely,

Courtney Henderson

*Courtney Henderson* 5/10/2025

## Red River Valley Charter School Regular Meeting Minutes

Monday, June 23, 2025

1)

- a. Meet & Greet
- b. Courtney called the meeting to order at 5:40pm. Courtney Henderson, Reed Weimer, Heather Larson are all present.
- c. Pledge
- d. Reed makes a motion to approve the agenda. Heather seconds. All in favor.
- e. Heather makes a motion to approve minutes from May 20, 2025. Reed seconds. All in favor.

2)

- a. Heather Larson presents the administrator report on behalf of Kimberly Ritterhouse.

3)

- a. No public comment.

4)

- a. Reed makes a motion to approve the consent agenda. Heather seconds. All in favor.

5)

- a. Heather presents the monthly financial statements. Reed makes a motion to approve the financial statements for May. Heather seconds. All in favor.
- b. Reed makes a motion to approve BARS 0036-I, 0037-I, 0038-I, 0039-I. Heather seconds. All in favor.
- c. Reed makes a motion to accept the resignation of Governance Council Member Joe Ben Mandonado and appoint Alex Judycki as a Governance Council Member, effective July 1, 2025. Heather seconds. All in favor.

7)

- a. Heather makes a motion to convene in executive session, inviting Daniel Hill. Reed seconds. All in favor.
- b. No action items or votes were taken in the executive session.

8)

- a. None
- b. Next meeting July 21, 2025 at 5:30pm.
- c. Courtney adjourns the meeting at 6:07pm.