



## New Mexico Public Education Commission (PEC)

### Personnel Change Notification Instructions

#### **Purpose:**

To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

#### **Submission Deadline:**

Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. (Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.)

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 personnel change. The changes for Business Manager and Procurement Officer The documentation will be added to the board of finance documentation on file with CSD.

#### **Information provided by the School:**

- Fully completed form

#### For a Head Administrator

- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for a new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

#### For a Business Manager

- Board minutes approving the business manager change.
- Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)

- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Manager

- Board minutes approving the procurement officer change.
- Chief procurement officer certificate

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) if you have questions about completing or submitting documents.



# New Mexico Public Education Commission (PEC)

## School Personnel Notification Request FORM

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

(Submit separate forms if more than one change in personnel)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and name of charter school, hereafter "the School," effective on enter the start date of the current charter term.

**The school is notifying the PEC of a change in personnel (check one)**

Head Administrator  Business Manager  Procurement Officer

**Current Head Administrator/Business Manager/Procurement Officer: Justine Vigil**

**New personnel information, please include license information and contact information such as phone number(s) and email: justine@vigilgroup.net 505-938-7707**

**Please check one:**

Interim head administrator  
 Permanent head administrator

**Number of personnel changes and governing body changes submitted to PEC in the last 12 months:** Click or tap here to enter text.

**The School's Personnel notification is hereby submitted by:**

Click to enter signature

Click or tap to enter a date.

Charter School Representative

Date

**School Amendment Approval (electronic signature of governing board chair):**

Click to enter signature

Click or tap to enter a date.

Governing Board Chair/President

Date

**For PEC/CSD use only**

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

**Agenda:**

- Regular
- Consent

**Notification Number:** Click or tap here to enter text.

**Number of personnel changes in last 12 months:** Click or tap here to enter text.

**The Governing Body Notification was:**

- Approved
- Denied (see transcript)

**Electronic signature of CSD:**

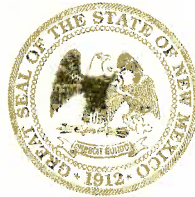
***CSD***

Click to enter signature

***Date***

Click or tap to enter a date.

# STATE OF NEW MEXICO



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

**LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE**

is issued to

**JUSTINE HILARY VIGIL**

Effective from July 1, 2015 to June 30, 2024

Licensure Number: 350689

*Hanna Rondera*

Secretary of 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/training- 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 2015	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

Justine Vigil  
[Signature of Affiant]

Justine Vigil  
[Print Name of Affiant]

03/28/2023  
Date

**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 28 day of March, 2023

[Notary State] OF NEW MEXICO  
NOTARY PUBLIC  
ADRIANA PONCE  
COMMISSION NUMBER 1127502  
EXPIRATION DATE 11-05-2023

[Signature]  
NOTARY PUBLIC

My commission expires: November 5, 2023.



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



# ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_\_ of \_\_\_\_\_

AGENCY Poms & Associates Insurance Brokers		NAMED INSURED New Mexico Public Schools Insurance Authority	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: \_\_\_\_\_ FORM TITLE: : Notes

**Summary of New Mexico Tort Claims Act Section 41-4-19:**  
**Maximum Liability Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.**  
**Commercial General Liability Products and Completed Operations Professional Liability Contractual Liability**  
**Imposed by New Mexico Tort Claims Act [ NMSA 1975 §41-4-1 through 41-4-29]**  
**\$400,000 Bodily Injury Per Person**  
**\$200,000 Property Damage Per Property Address**  
**\$300,000 Medical**  
**\$750,000 Per Occurrence**  
**\$1,050,000 Combined Limit/Maximum Liability**