

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 <u>charter.schools@ped.nm.gov</u> 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 <u>charter.schools@ped.nm.gov</u> (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 signatureClick or tap to enter a date.Charter School RepresentativeDateSchool Amendment Approval (electronic signature of governing board chair):Click to enter signatureClick or tap to enter a date.Governing Board Chair/PresidentDate

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 Standesa

Secretary of Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Bernalillo

I, <u>Justine Vigil</u>, [affiant] after being duly sworn, state:

1. I live in the City of <u>Albuquerque</u>, County of <u>Bernalillo</u>, 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.

[Signature of Affiant] [Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 2% day of Ma/M, 2023

[Notaryssate]OF NEW MEXICO	
NOTARY PUBLIC	
ADRIANA PONCE	•
COMMISSION NUMBER 1127502	
XPIRATION DATE 11-05-2023	_ *****
My commission expires: NN PARADORA (5)	.2023.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/16/2022

							_	6/16	/2022
THIS CERTIFICATE IS ISSUED AS A CERTIFICATE DOES NOT AFFIRMATIV THIS CERTIFICATE OF INSURANC REPRESENTATIVE OR PRODUCER, A	ELY E D	OR N OES	EGATIVELY AMEND, EXTI NOT CONSTITUTE A	END C	OR ALTER TH	IE COVERAG	GE AFFORDED BY T	HE POLICI	ES BELOW.
IMPORTANT: If the certificate holder is the terms and conditions of the policy,	certa	ain po	olicies may require an end						
certificate holder in lieu of such endors	seme	nt(S).			CT R	isk Services			
Poms & Associates Insurance Brokers				PHONE (A/C, No	o, Ext): (8	00) 578-8802	FAX (A/C No):	, (818)	149-9449
CA License #0814733 5700 Canoga Avenue				E-MAIL	SS: rser	vices@pomsasso			
Woodland Hills, CA 91367						URER(S) AFFOR	RDING COVERAGE		NAIC #
				INSURE	RA: New Mexic	co Public Schoo	Is Insurance Authority		N/A
INSURED New Mexico Public Schools Insurance Authority			-		RB: Safety Nat	ional			
Member: La Academia Dolores Huerta 4110 Old Taos Highway			F	INSURE					
Santa Fe, NM 87501			F	INSURE					
				INSURE	RF:				
							REVISION NUMBE		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							WHICH THIS		
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							PERSONAL & ADV INJUR	Y \$ Tort I Tort I	
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE PRODUCTS - COMP/OP A	¢ Tart I	
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ANY AUTO ALL OWNED SCHEDULED							BODILY INJURY (Per pers BODILY INJURY (Per acci	,	
AUTOS AUTOS NON-OWNED HIRED AUTOS AUTOS							PROPERTY DAMAGE (Per accident) Maximum Liability		
UMBRELLA LIAB OCCUR							EACH OCCURRENCE		
EXCESS LIAB CLAIMS-MADE	-						AGGREGATE		
DED RETENTION \$ WORKERS COMPENSATION							PER 01 STATUTE EF	[H-	
AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE	N / 4						E.L. EACH ACCIDENT	`	
OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLO	DYEE	
If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT			
							Each Occurrence		
							Maximum Liability		
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHIC See attached New Mexico Tort Claims A									
CERTIFICATE HOLDER				CANCELLATION					
EVIDENCE OF COVERAGE				THE	E EXPIRATIO	N DATE TH	DESCRIBED POLICIES IEREOF, NOTICE W CY PROVISIONS.		
			Ī	AUTHO	RIZED REPRES	ENTATIVE	.at.		

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ACORD [®] ADDITIONAL	. REMA	RKS SCHEDULE	Page	of
AGENCY		NAMED INSURED		
Poms & Associates Insurance Brokers		New Mexico Public Schools Insurance Authority		
POLICY NUMBER				
CARRIER	NAIC CODE	-		
		EFFECTIVE DATE:		
ADDITIONAL REMARKS				
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACO	RD FORM,			
FORM NUMBER: FORM TITLE: : Notes				
Summary of New Mexico Tort Claims Act Section 41-4-1 Maximum Liability Governmental entities and agencies, public schools, public charter schools and community of and universities are granted immunity from liability. Commercial General Liability Products and Completed Operations Professional Liability Imposed by New Mexico Tort Claims Act [NMSA 1975 § \$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	including colleges	ıgh 41-4-29]		