



## 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)



# ALMA D'ARTE CHARTER HIGH SCHOOL

402 W. Court Ave.

Las Cruces, NM 88005

Telephone: 575-541-0145

Fax: 575-527-5329

[almadarte.org](http://almadarte.org)

April 24, 2023

Kayla Martinez

Dear Ms. Martinez,

This is to notify you that you are being placed on administrative leave effective immediately to ease the transition to new leadership at the start of the new contract period.


The board has made this decision in part to assist you in having plenty of time to secure a contract with another organization and we will gladly provide any reference you may need.

Please have all organization documents, logins, keys, logs, property of the organization turned in to Kimberly Skaggs within 24 hours of receipt of this notice.

If you have any questions related to work issues or need to come to the workplace for any reason during the period of administrative leave, please contact Kimberly Skaggs at 575-491-3891 or email her at [kskaggs@almadarte.org](mailto:kskaggs@almadarte.org).

Sincerely,

The Governing Board of Alma d'arte Charter High School

Kimberly Skaggs 

Cynthia Wise 

Paul Dulin 

Richelle Peugh-Swafford 

Ron Fitzherbert 

Gabriel Holguin 



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governing Council Meeting

*Special Meeting, Monday, April 24, 2023 @ 6:00 pm*

*Alma d'arte Charter High School, Room C-106*

**COUNCIL MEMBERS** | Kimberly Skaggs | Cynthia Wise | Ron Fitzherbert | Paul Dulin  
| Richelle Peugh-Swofford | Gabriel Holguín

### DRAFT

#### I. Introduction

- A. Call to Order. (G) - Vice President Wise called the meeting to order at 6:04pm
- B. Roll Call of Members (G) - the following members are present: C. Wise, R. Peugh-Swofford, R. Fitzherbert & P. Dulin. K. Skaggs is tardy and will arrive later. G. Holguin is absent.
- C. Conflict of Interest Disclosures as may be applicable. (G) - N/A
- D. Approval of Agenda. (G) - P. Dulin made a motion to approve the agenda as published. R. Peugh-Swofford seconded the motion. All members voted in favor and the agenda was approved.
- E. Approval of the minutes of the Regular Meeting of the GC on April 17, 2023 (G) - P. Dulin made a motion to approve the minutes from the regular meeting on 4/17/23. R. Fitzherbert seconded the motion. All members voted in favor and the minutes were approved.

#### II. Public Comment (*Three minutes per speaker, 30-minutes for all speakers. No action will be taken.*)

- D. Nethers parent, asked the GC if it is possible to notify parents and community members better about events and meetings. \*K. Skaggs entered the meeting at 6:10 pm. S. Reid, parent, and R. Reid, student are also present and made mention of concerns about being informed about school events and proper notification for them.

III. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1(H)(2) (G) - P. Dulin made a motion to enter Executive Session. C. Wise seconded the motion. All members voted in favor and the GC entered Executive Session at 6:16pm. P. Dulin made a motion to return to Open session. R. Peugh-Swofford seconded the motion. All members voted in favor and the GC returned to open session at 7:01pm.

#### **ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION**

#### III. Special Meeting Topics

- A. Discussion/Action on Matters Discussed in Closed Session (G) C. Wise made a motion to appoint C. Romero as Interim CAO/Principal and place K. Martinez on administrative leave. P. Dulin seconded the motion. Members voted as follows: C. Wise - Yes, P. Dulin - yes, R. Fitzherbert - yes, R. Peugh-Swofford, K. Skaggs - yes. The majority voted in favor and the motion passed.
- B. Preliminary Review of Applicants for Principal/CAO Position (G) - Before moving on to the next topic K. Skaggs addressed the group present. Mrs. Skaggs mentioned that moving forward she requests an appointee from the equity council, one member of faculty/staff and one from the student body to ask questions as part of the process when new candidates for the CAO/Principal are interviewed. All parties are encouraged to submit their questions to K. Skaggs ASAP. The GC heard concerns from faculty/staff members regarding the selection process. R. Padilla thanked the GC for continuing to work towards a goal of filling the CAO/Principal position and calling importance to it.

VII. Adjournment - P. Dulin made a motion to adjourn the meeting. C. Wise seconded the motion. All members voted in favor and the meeting was adjourned at 7:34pm.

\*\* (A) - Administration, (G) – Governance Council, (F) - Finance \*\* *One or the other of these three notations will appear at the end of each item, depending on who is introducing the item.*





# 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 Alma d'arte Charter High School hereafter "the School," effective on 7/1/2022

### 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: Kayla Martinez**

**New personnel information, please include license information and contact information such as phone number(s) and email: Cecilia Romero License number 258776 Level Three-B Administrator, cromero@almadarte.org 575.635.2236**

### 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: 0**

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

*C. Romero*  
Click to enter signature      4/25/2023

Charter School Representative      Date

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

*[Signature]*  
Click to enter signature      4/25/2023

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 PEC Chair:**

*PEC Chair*

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 THREE-B ADMINISTRATOR**  
is issued to

**CECILIA ROMERO**

Effective from July 01, 2022 to June 30, 2027  
Licensure Number: 258776

*Kurt G. Stamba*  
Secretary of Education

# STATE OF NEW MEXICO



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

**LEVEL THREE-A INSTRUCTIONAL LEADER K-8 ELEMENTARY LICENSE**

With Endorsement in Bilingual Education

is issued to

**CECILIA ROMERO**

Effective from July 1, 2016 to June 30, 2025

Licensure Number: 258776

*Hanna Sandoval*

Secretary of Education



# STATE OF NEW MEXICO



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

**LEVEL THREE PRE K-12 EDUCATIONAL DIAGNOSTICIAN LICENSE**

is issued to

**CECILIA ROMERO**

Effective from July 1, 2016 to June 30, 2025

Licensure Number: 258776

*Hanna Sandoval*

Secretary of Education



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