



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:

X Fully completed form

For a Head Administrator

X 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

X Copy of NMPED School Administrator License for a new administrator

X 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 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

(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 The Montessori Elementary and Middle School hereafter "the School," effective on 7/1/2020

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: Mary Jane Besante

New personnel information, please include license information and contact information such as phone number(s) and email: Piper L. Curry, Licensure #298305, pcurry@tmesnm.com, 5057960149

Please check one:

~~Interim~~ ACTING head administrator
 Permanent head administrator

Number of personnel changes and governing body changes submitted to PEC in the last 12 months: 1

The School's Personnel notification is hereby submitted by:

DocuSigned by:
Piper Curry 5/1/2023
61D1FCF761224D7... representative Date

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

DocuSigned by:
Alan Z. 5/1/2023
6D75BE415886496... 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.

**MINUTES OF
THE MONTESSORI ELEMENTARY & MIDDLE SCHOOL
SPECIAL MEETING OF THE GOVERNING COUNCIL**

**Monday, April 10, 2023
1730 Montano Road, NE
ALBUQUERQUE, NM 87107**

Present: Alan Li (president), Ed Gonzales (vice president), Jordan Reed (secretary), Pablo Torres, Mary Salazar

Absent:

Administration: None

Other: Patty Matthews

Note taker: Jordan Reed

Call to Order

Alan called the Regular Meeting of the Governing Council to order at 4:32 pm and confirmed a quorum was present with a roll call vote.

Approval of the Agenda

Mary's motion to approve the agenda was seconded by Ed. The motion to approve the agenda passed unanimously.

Review and approve meeting minutes for Tuesday, March 28, 2023

Ed's motion to approve the minutes from the regular governing council meeting held on Tuesday, March 28, 2023 was seconded by Pablo. The motion to approve passed unanimously with Mary abstaining as she was not present at the last meeting.

Discussion/Action – Closed Session: Limited Personnel Matters

Ed's motion to move to a closed session inviting Patty Matthews to join the closed session was seconded by Pablo. The motion to move to a closed session passed 5-0 with a roll call vote. The Governing Council moved to a closed session at 4:38 pm. Ed's motion to leave a closed session was seconded by Jordan at 7:13 pm, the motion passed unanimously. Only personnel issues were discussed, and no votes were taken.

Discussion/Action – Formalize decision to place Mary Jane Besante on Paid Administrative Leaving

Ed's motion to formalize the decision to place Mary Jane Besante on paid administrative leaving until further notice, retroactive to Wednesday, April 5, 2023 was seconded by Mary. There was no discussion in public section. The motion to approve passed 4-0 with Pablo abstaining.

Discussion/Action – Appointing Piper Curry as the Acting Executive Director

Jordan's motion to approve Piper Curry as the acting Executive Director effective Wednesday, April 12th was seconded by Ed. There was no discussion in public section. The motion to approve passed 5-0 with a roll call vote.

Discussion/Action – Approval of Third-Party Investigation

Pablo's motion to approve the hiring of a third-party investigator through Matthews Fox PC was seconded by Mary. There was no discussion in public section. The motion to approve passed 5-0 with a roll call vote/was rejected.

New Business – Next Meeting

Next meeting is scheduled for Tuesday, April 25, 2023 at 4:30 pm.

Adjournment

Jordan's motion to adjourn the meeting was seconded by Ed. The motion to adjourn passed unanimously. Meeting adjourned at 7:26 pm.

Signed:

Governing Council of The Montessori Elementary & Middle School

By:


Jordan M. Reed, Secretary

STATE OF NEW MEXICO



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

LEVEL THREE-B ADMINISTRATOR
is issued to

PIPER CURRY

Effective from July 01, 2021 to June 30, 2026
Licensure Number: 298305

Kurt G. Stamba
Secretary of Education