



## 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 Turquoise Trail Charter 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: Chris Eide Azevedo**

**New personnel information, please include license information and contact information such as phone number(s) and email: Stephanie Behning, License # 329876, sbehning@ttschool.org, (505) 699-6641**

### 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: 2**

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


  
Chris Eide Azevedo (May 26, 2023 19:03 MDT)

May 26, 2023

Charter School Representative

Date

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

  
Sammi Triolo (May 26, 2023 20:40 MDT)

May 26, 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 CSD:**

***CSD***

Click to enter signature

***Date***

Click or tap to enter a date.



**TURQUOISE TRAIL CHARTER SCHOOL**

Dear President Triolo,

Please accept this letter indicating my resignation from the position of Head Administrator at Turquoise Trail Charter School, effective June 30, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read 'CEA', is positioned below the word 'Sincerely,'.

Christopher Eide Azevedo



TURQUOISE TRAIL CHARTER SCHOOL  
GOVERNANCE COUNCIL **SPECIAL MEETING**  
May 8, 2023 (Online/Zoom Meeting – Link Below)  
AGENDA

I.	Call to Order A. Roll Call B. <b>*VOTE</b> – Approval of Agenda	5:30-5:35	Sammi Triolo
II.	Public Forum	6:00-6:15	--
III.	TTCS 2023-2024 Salary Schedule (first review)	6:15-6:50	Chris Eide Azevedo
IV.	TTCS 2023-2024 Budget (first review)	6:50-7:05	Chris Eide Azevedo
V.	<b>*Executive Session</b> Closed session pursuant to NMSA 1978 §10-15-1(H)(2) – Limited personnel matters; Head Administrator	7:05-7:15	Sammi Triolo
VI.	<b>*VOTE</b> – TTCS HA Contract	7:15-7:20	Sammi Triolo
VII.	<b>*VOTE</b> – TTCS HA Onboarding Stipend	7:15-7:20	Sammi Triolo
VIII.	<b>*Adjournment of Special Meeting</b>	7:30	Sammi Triolo

**\*Action Items\***

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or take part in the hearing or meeting, please contact Chris Eide Azevedo at (505) 986-4000 at least one week prior to the meeting or as soon as possible. If a Spanish interpreter is needed, please contact Chris Eide Azevedo at least two days prior to the meeting or sooner. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Chris Eide Azevedo at (505) 986-4000 if a summary or other type of accessible format is needed.

Join Zoom Meeting <https://zoom.us/j/925679665?pwd=U2E0TFZXRm84aEhUQkp3UjNrQ3JQQT09>

Meeting ID: 925 679 665

Password: 0rYOfN

One tap mobile +13462487799

Meeting ID: 925 679 665

Password: 255908



### Certificate Of Governing Body Vote

This document certifies that on May 8<sup>th</sup>, 2023 at 5:33 PM a Special meeting of the Governing Body of Turquoise Trail Charter School a New Mexico public charter school, was held online (Zoom) in Santa Fe, NM. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 8 in favor and 0 opposed to approve the Head Administrator contract as presented.

The members voting in favor were: Alejandra Rodriguez, Amber Maes, Hannah Mazur, Lorenzo Dominguez, Matt Pahl, Miranda Mascarenas, Ruth Center, Sammi Triolo.

The members voting in opposition were: None

I, the undersigned, certify that this is a true copy.

Sammi Triolo

Sammi Triolo (May 30, 2023 09:58 MDT)

Signature of Individual Authorized To Certify the Vote (Secretary or Other Officer)

Sammi Triolo

President of the Governance Council

