



## 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 The MASTERS Program 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: Anne Salzmann, Interim Head Administrator**

**New personnel information, please include license information and contact information such as phone number(s) and email: Pending NM PED Admin License Renewal annesalz@yahoo.com 505-699-2334**

### 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: 1**

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

Anne Salzmann      6/15/2023  
Charter School Representative      Date

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

*Marcos Maez*      Marcos Maez (Jun 15, 2023 15:13 MDT)      June 15, 2023      Date  
Governing Board Chair/President      Date

\_\_\_\_\_ 4:35 PM - \* O \* M, 6/15/2023 \_\_\_\_\_

**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 THREE-B ADMINISTRATOR**  
is issued to

**ANNE M SALZMANN**

Effective from July 01, 2022 to June 30, 2027  
Licensure Number: 294955

**ISSUED**

A handwritten signature in black ink, appearing to be "R. R.", written over a horizontal line.

Secretary of Education