



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. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

Fully completed form

For 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 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 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 Officer:

- 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.

Personnel Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Click or tap here to enter text., **hereafter "the school," effective on** Click or tap to enter a date..

The school is notifying the PEC of a change in personnel (check one):

Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Mrs. Cecila Romero – Interim Administrator

New Head Administrator/Business Manager/Procurement Officer: Dr. Adam Amador – CAO / Principal


Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Email: aamador@almadarte.org Personal Mobile: 5056978454

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2

Effective Date: 6/30/2023

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 6-30-23

Signature of Governing Board Chair:  **Date:** 6/30/23

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____



Online Educator Licensure Detail

[Return to search page](#)

Primary Information	
Full Name	ADAM GARCIA AMADOR
License Number	302522

If you notice an error, please click [here](#) to email Licensure Staff

Certificate Status

Certification Number 	Certification Level	Certificate Description 	Start Date	Expire Date	Status
302522	LEVEL TWO PROFESSIONAL	PRE K-12 SPECIALTY AREA	Jul 01, 2017	Jun 30, 2026	ISSUED
302522	LEVEL THREE-B	PRE K-12 ADMINISTRATIVE	Jul 01, 2022	Jun 30, 2027	ISSUED

Endorsements For Selected Certificate

While the information appearing on this page is updated frequently, PED does not guarantee or represent that the information is one hundred percent accurate;

to obtain up-to-date information regarding the status of a license, or to express concerns about the accuracy of the information, please contact PED directly.

Selected Certificate	Endorsement
PRE K-12 ADMINISTRATIVE	



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Selected Certificate	Endorsement
PRE K-12 SPECIALTY AREA	Gifted Education
PRE K-12 SPECIALTY AREA	Health
PRE K-12 SPECIALTY AREA	Language Arts
PRE K-12 SPECIALTY AREA	Physical Education
PRE K-12 SPECIALTY AREA	Social Studies



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PRE K-12 SPECIALTY AREA	Gifted Education
PRE K-12 SPECIALTY AREA	Health
PRE K-12 SPECIALTY AREA	Language Arts
PRE K-12 SPECIALTY AREA	Physical Education
PRE K-12 SPECIALTY AREA	Social Studies



ALMA D'ARTE CHARTER HIGH SCHOOL

Governing Council Minutes

Special Meeting, Tuesday, May 9, 2023 @ 4:00 pm

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

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

DRAFT

I. Introduction

- A. Call to Order. (G) - Chairwoman Skaggs called the meeting to order at 4:30pm.
- B. Roll Call of Members (G) list members present : K. Skaggs, C. Wise, G. Holguin, P. Dulin, R. Peugh-Swafford. R. Fitzherbert 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. C. Wise seconded the motion. All present members voted in favor and the agenda was approved.

II. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1(H)(2) (G) - R. Peugh-Swafford made a motion to enter executive session. P. Dulin seconded the motion. All present members voted in favor and the GC entered executive session at 4:31pm.

P. Dulin made a motion to enter back into regular session. R. Peugh-Swafford seconded the motion. All members voted in favor and the GC re-entered regular session at 5:17pm.

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 offer the employment contract of Principal/CAO to Dr. Adam Amador. If Dr. Amador declines, the employment contract will be offered to Dr. Robert Simms. P. Dulin seconded the motion. All present members voted in favor and the motion passed unanimously.

VII. Adjournment - C. Wise made a motion to adjourn the meeting. G. Holguin seconded the motion. All voted in favor and the meeting was adjourned at 5:28pm.

**** (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.***



ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Agenda

Regular Meeting, Monday, May 15, 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 (G)

- A. Call to Order. (G) - Chairwoman Skaggs called the meeting to order at 6:02pm
- B. Roll Call of Members (G) - Members present are: C. Wise, P. Dulin, R. Fitzherbert, K. Skaggs, & R. Peugh-Swofford. G. Holguin is absent.

II. Approval of Consent Agenda (G)

- A. Conflict of Interest Disclosures as may be applicable. (G) - N/A
- B. Approval of Agenda. (G) - R. Peugh-Swofford made a motion to approve the agenda. P. Dulin seconded the motion. All present members voted in favor and the agenda was approved.
- C. Approval of Special Meeting Minutes April 24, 2023 (G) - R. Peugh-Swofford made a motion of consent to approve the 4/24/23 and 5/9/23 minutes. P. Dulin seconded the motion. the majority of present members voted in favor, except R. Fitzherbert, who abstained due to a previous absence and both the 4/24/23 & 5/9/23 minutes were approved.
- D. Approval of Special Meeting Minutes May 9, 2023 (G) - see above.
- E. Monthly Financial Report
 - a. Representation of Financial Statements as of March 31, 2023. (F)
 - b. BAR's Approval (if required - none). (G)
 - c. Payroll and Accounts Payable Acceptance and Approval. (G)

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

The Governance Council heard from 3 present speakers. Jeanne Brown, parent, Kaila Lirit, student, and Stephanie Preciado-Shelton, Arts Integration Specialist.

IV. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1(H)(2) - P. Dulin

made a motion to enter into executive session. R. Peugh-Swofford seconded the motion. All present members voted in favor and the GC moved into executive session at 6:19pm. The GC met in closed executive session. R. Fitzherbert 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 7:40pm.

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

V. New Business

- A. Discussion/Action on Personnel Matters Discussed in Executive Session (G) - As per the discussion in closed session, C. Wise made a motion to offer Dr. Adam Amador a short-term employment contract from May 16, 2023 to June 30, 2023. R. Fitzherbert seconded the motion. All member voted in favor and Dr. Amador was offered a short-term employment contract.
- B. Introduction of new CAO/Principal. (G) - Dr. Amador introduced himself and spoke about his experience and what goals he has for Alma d'arte.
- C. Amendment of 2023-2024 Calendar. (G) - R. Fitzherbert made a motion to table this item until next meeting. R. Peugh-Swofford seconded the motion. All members voted in favor and the item was postponed.

- D. Third read of Policies. (A/G) - tabled.
- E. Resignation of G. Holguin from the Governing Council.

VI. Future Business/Next Meeting Agenda Items for Discussion or Revision (G)

- A. Special Meeting to provide a full contract to Dr. Amador
- B. ~~Third read of Policies~~
- C. 2023-2024 Calendar Approval

VII. Announcements

A. Announcements

- a. Spring Showcase – May 19, 2023 at 6:30pm
- b. Graduation - June 1, 2023 at 7:00pm

VIII. Adjournment - R. Peugh-Swofford made a motion to adjourn the meeting. C. Wise seconded the motion. All members voted in favor and the meeting was adjourned at 8:25pm

** (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.



ALMA D'ARTE CHARTER HIGH SCHOOL

402 W. Court Ave.

Las Cruces, NM 88005

Telephone: 575-541-0145

Fax: 575-527-5329

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.

Sincerely,


The Governing Board of Alma d'arte Charter High School

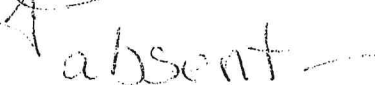
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New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

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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)



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Sincerely,

The Governing Board of Alma d'arte Charter High School


Kimberly Skaggs 

Cynthia Wise 

Paul Dulin 

Richelle Peugh-Swofford 

Ron Fitzherbert 

Gabriel Holguin 

absent



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.

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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 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:

Click to enter signature _____ 4/25/2023
Charter School Representative Date

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

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


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

Shanna Glanders
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

Wanna Gaudesca

Secretary of Education