



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

Interim Director's contract was finalized 4/30/23

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: Click or tap here to enter text.

New Head Administrator/Business Manager/Procurement Officer:

Hannah Weeks, Head Administrator effective 7/1/23.

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): *hweeks@aldocs.org*

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: *3 changes.*

Effective Date: *7/1/2023*

The school's notification is hereby submitted by:

Signature of School Representative: *Melrose Grant* Date: *7/14/23*

Signature of Governing Board Chair: *At 7/8* Date: *7/7/23*

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: _____

ALDO LEOPOLD CHARTER SCHOOL
ADMINISTRATOR CONTRACT – INTERIM
Dr. Anthony L. Smith

AUTHORITY: This contract is issued pursuant to Sections 22-5-14, 22-2-1, and 22-10A-11, NMSA 1978, and applicable regulations of the New Mexico Public Education Department (PED).

The Governing Council of the Aldo Leopold Charter School, Silver City, New Mexico, herein “the Governing Council,” and Dr. Anthony L. Smith, a licensed school administrator, herein called “the Administrator,” agree to the following terms:

1. The Governing Council employs the Administrator as Interim School Director for an interim employment period which begins January 3, 2023, and ends June 30, 2023, as specified by the School’s calendar for the 2022-2023 school year.
2. The Administrator shall, during, the term hereof, receive a salary of \$77,500, less required or authorized deductions, payable in 12 equal installments. The first installment shall be due and payable on January 20, 2023.
3. The Governing Council intends to and shall conduct a national search for a permanent administrator. If a permanent administrator is found, the Administrator will assist with the transition of administrative duties and responsibilities necessary to provide guidance and sufficient training to the permanent administrator.
4. The Administrator shall agree that no extra compensation other than wages and school-related travel will be disbursed during or after employment.
5. The Administrator shall, during the term of his employment, faithfully perform the duties pertaining to his position, administer the duties assigned by the Governing Council, and abide by the rules and regulations of the PED. Administrator agrees to cooperate with the Governing Council during the interim employment period and related transitions, including with request for records, transition assistance, etc., and shall assist in the training and onboarding of Administrator’s replacement as requested.
6. This contract and the parties hereto are, and shall continue to be, subject to applicable laws of the State of New Mexico and to the rules and regulations of the Public Education Department, as they may exist. This contract may be canceled by the School for cause, including failure to obtain or maintain appropriate licensure from the PED, unsatisfactory work performance, incompetence, insubordination, physical or mental inability to perform the required duties, or for any other good and just cause, provided that any such cancellation may be effected only in accordance with New Mexico law and any applicable rules and regulations of the PED or of the School.
7. This contract may also be canceled by the School for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment, or a decrease or revision of educational programs, or insufficient legislative appropriation, or authorization being made by the state or federal government for the performance of this contract, in accordance with New Mexico law and any applicable rules and regulations of the PED and of the School.

8. The School agrees, as a further condition of the Administrator's employment contract, that it will defend, hold harmless and indemnify the Administrator, and to the extent allowed by law, community property, from any and all third party demands, claims, suits, actions, damages, costs, charges and expenses, including court costs and attorney's fees; provided that the incident out of which such demands, claims, suits, actions, damages, costs, charges and expenses arise has occurred while the Administrator is acting within the scope of employment and during the good faith performance of the contract.

9. The Administrator shall be entitled to ten working days per half year as annual leave with pay. The Administrator shall be entitled to six paid days per half year of Personal Time Off, as well as three holidays (President's Day, Good Friday, and Memorial Day). For each day's absence from duty not included in sick leave or otherwise compensated for, deductions in pay shall be made in accordance with the rules and regulations of the School.


Interim School Director

Date: 12-17-2022


Governing Council Chair

Date: 1/3/23

Regular Governing Council Meeting draft minutes

Aldo Leopold Charter School

May 11, 2023 5:30pm

Ritch Hall 410 West 10th Street In Person

or Via Zoom teleconference Join Zoom Meeting

<https://wnmu.zoom.us/j/85220412408> Meeting ID: 852 2041 2408

ALCS Mission: At Aldo Leopold Charter School, the human and natural environments serve as text and lab for learning through direct experience, inquiry, and stewardship.

ALCS Vision: Aldo Leopold Charter School graduates will use the skills, perspectives, and information they gain at school to enhance their own lives and to advance social, economic, and environmental sustainability.

I. Convene @ 17:30

roll call

	Present	Absent	Via Zoom	Late
Harry Brown HB	x			
Sebastiano Marino SM	x			
John Walker JW	x			
Margaret Begay MB	x			
Alex Tager/Chair AT	x			
Alex MacKenzie/Sec AM	x			

Also Present: Hanna Wecks, Jennifer Lepisko/teacher, Wayne Sherwood, Anthony Smith/director (AS), John Bash/HYA recruiter

II. Reading of the Mission and Vision by **HW**

III. Review of Meeting Minutes (action) **no changes Motion to approve minutes by JW 2nd by HB all in favor**

IV. Agenda Review (action) **Motion to add 9 bars by JW 2nd HB all in favor**

V. Public Comment

A. During this portion of our meeting, we welcome your suggestions and want to hear your concerns. This is not a question-and-answer period; speakers will be limited to five (5) minutes. Any individual who would like to discuss an item in more depth may request to be placed on a future agenda.

Comment by Wayne Sherwood about PCSNM grant.

VI. Student Council Report **none**

VII. Staff Report by **Jennifer Lopisko about middle school ascension prep, chef apron/hat gifts for 8th graders, 7th grader cliff dwelling trip, finals prep, primitive dwelling project, mini villages, film fest, reflection**

VIII. Business Manager Report - **Portable classroom waiting on appraisal and business report review and questions session**

IX. Committee Reports- GC Committees – School Advisory Committee (SAC) **SM discussed successful teacher appreciation week**, School Health Advisory Committee (SHAC) **by SM reviewing health policies and behavioral risk survey**, Audit **n/a**, Finance **discussed in previous GC meeting**, Curriculum **discussed by Hanna Wecks on silibi gathering areas of focus**, Nominating **by AT on the nomination of new GC committee member Amie Parra**, Policy **discussed by JW**, Development **by JW**, Risk Management **by AM -search for new nurse and WFA and WFR certs**, Equity Council **by AS**

X. ZOOM BREAK (5 minutes)

X. Director's Report AS discussed graduation, and confirmation of incoming funds/grants including:

\$160K for new school vehicles,

\$150K for capital improvement,

\$75K for outdoor classroom,

\$125k fund for the ALCS programs and

\$1million from the state to be paid out \$83k/month via WNMU

XI. Closed Session discussion limited to personnel matters **Motion to enter closed session at 19:26 by AM 2nd by SM all in favor, participants included John Bash and Hanna Wecks**

Motion to exit closed session by HB 2nd JW all in favor

XII. Governing Council Input n/a

XIII. Old Business:

A. Update on emergency loan/grant

Melissa Frost said PED approved our request for the emergency loan to cover budget short-fall

XIV. New Business

A. Strategic planning by AS, **almost done with project**

B. GC training info and scheduling of onboarding **skipped**

C. Nomination of **Aimee Parra to Governing Council by AT 2nd AM all in**

favor

XV. Action Items

A. Possible action pertaining to closed session **Motion to accept Hanna Wecks as the new ALCS director by AT 2nd JW all in favor**

B. BAR 24 – Line-item adjustments for BAR 18, Fund 24330 – ESSER III
Motion to all bars by AM 2nd JW all in favor

XVI. Adjourn –Next Regularly Scheduled Meeting Date: Thursday, June 9, 2023 at 5:30pm.

Motion at 20:46 by AM 2nd AT all in favor

STATE OF NEW MEXICO



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

4-YEAR PROVISIONAL 3B LICENSE ADMINISTRATOR
is issued to

HANNAH NELL WECKS

Effective from July 01, 2022 to June 30, 2026
Licensure Number: 311187

ISSUED

A handwritten signature in black ink, appearing to read "H. R.", positioned above the title of the Secretary of Education.

Secretary of Education