



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 Aaron Savoia, hereafter "the school," effective on October 10, 2023
21st Century Public Academy

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: Nathaniel Rios

New Head Administrator/Business Manager/Procurement Officer: Aaron Savoia

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): aaron@vigilgroup.net, (505)-938-7719

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1

Effective Date: 10-10-2023

The school's notification is hereby submitted by:

Signature of School Representative: Angela Reiner **Date:** 10-10-23

Signature of Governing Board Chair: Arthur Silva **Date:** _____
DocuSigned by: A982D82BD0CC434...

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:** _____

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
 COUNTY OF BERNALILLO)

I, AARON SAVOIA, [affiant] after being duly sworn, state:

1. I live in the City of ALBUQUERQUE, County of BERNALILLO, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) Spring Budget Workshop 2023
 - b) NMASBO Fall Conference 2023
 - c)
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
Associates	Texas College	04/2014	Yes
Bachelors	Texas College	04/2014	Yes
Level 1 School Business Official	State of New Mexico	07/01/2022	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

Aaron Savoia
 [Signature of Affiant]

10/3/2023
 Date

Aaron Savoia
 [Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 3 day of October 2023.

STATE OF NEW MEXICO
 Notary Seal
 NOTARY PUBLIC
 ADRIANA PONCE
 COMMISSION NUMBER 1127502
 EXPIRATION DATE 11-05-2023

[Signature]
 NOTARY PUBLIC

My commission expires: November 5, 2023.

STATE OF NEW MEXICO



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

LEVEL ONE SCHOOL BUSINESS OFFICIAL
is issued to

AARON MATTHEW SAVOIA

Effective from July 01, 2022 to June 30, 2025
Licensure Number: 418307

ISSUED

A handwritten signature in black ink, appearing to read "Aaron Savoia".

Secretary of Education



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 5700 Canoga Ave. #400 Woodland Hills CA 91367		CONTACT NAME: Jennifer De Jesus PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: jdejesus@pomsassoc.com		FAX (A/C, No): (818) 449-9321	
INSURED The Vigil Group, Inc. 8012 Pennsylvania Cir NE Albuquerque NM 87110		INSURER(S) AFFORDING COVERAGE			NAIC #
		INSURER A: Philadelphia Indemnity Ins/PHI			18058
		INSURER B:			
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 23-24 GL ONLY

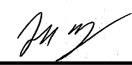
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PHBX20000861	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						BODILY INJURY (Per person) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

21st Century Public Academy 4300 Cutler Ave NE Albuquerque NM 87110	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**21st. Century Public Academy
Governance Council Meeting
November 16, 2023**

Members Present: Gary Boyd, Vice President
Vicente Vargas, Secretary
Lora Sedore, Member
Anne Desiderio, Member

Members Absent: Art Silva, President

Guests: Jeremy Peckens, Principal
Mary Tarango, CEO
Angela Lerner, COO
Jennifer Elliot, Special Education Director
Aaron Savoia, Vigil Group
Kathy Potter

Governance Council called to order by Gary Boyd, Vice President at 5:30 pm

Roll Call:

- Quorum met.

Approval of Agenda

- Motion to Approve – Lora Sedore
2nd – Vicente Vargas
Motion Unanimously Approved

Approval of Previous Governance Council Meeting Minutes of October 19, 2023

- Motion to Approve – Vicente Vargas
2nd – Lora Sedore
Motion Unanimously Approved

Open Forum – Vicente Vargas addressed some comments concerning the Summer Childcare Program about seeking funding for families that cannot afford childcare. Mary Tarango recommended that Vicente discuss concerns with Art and put on future agenda for discussion.

Presentation and Discussion of Budget Reports – Aaron Savoia reported on all budget reports for October, 2023.

- Motion to Approve Cash Disbursements and Bank Reconciliation for October 2023
– Vicente Vargas
2nd – Lora Sedore
Motion Unanimously Approved
- Motion to Approve BARS – Vicente Vargas
580-000-2324-0018-I
580-000-2324-0019-I
580-000-2324-0020-I
580-000-2324-0022-T
2nd – Lora Sedore
Motion Unanimously Approved

Discussion and Possible Action for Change of Business Manager to Aaron Savoia – Mary Tarango stated that the school contracts with the Vigil Group, not with Aaron Savoia. The item is still in discussion with PEC lawyer.

- Motion to Approve change of Business Manager to Aaron Savoia – Vicente Vargas
2nd – Lora Sedore
Motion Unanimously Approved

Presentation and Discussion of Special Education Director – Jennifer Elliot reported on the Special Education Program.

Presentation and Discussion of Principal's Report – Jeremy Peckens reported on all items.

Presentation & Discussion of COO Report – Angela Lerner reported on all items.

Presentation & Discussion of Superintendent's Report – Mary Tarango reported on all items.

Discussion and Possible Action regarding the identification of a Policy and Procedure topic to be presented at the next monthly GC meeting – Vicente Vargas would like to better understand and address the bullying policy.

- Motion to identify policy on bullying by Administration to be presented at next Governance Council meeting – Vicente Vargas
2nd – Anne Desiderio
Vote : Anne Desiderio - Yes, Vicente Vargas - Yes, Lora Sedore - No,
Motion passes with a 2-1 vote.

Discussion and Possible Action for an Additional Closed Session in December regarding Final Disposition of PED complaint of 8/24/23 –

- Motion to not go into a closed session in December, 2023 regarding Final Disposition of PED complaint of 8/24/23 – Vicente Vargas

2nd – Lora Sedore
Motion Unanimously Approved

Next Meeting

- December 14, 2023 at 5:30 pm

Motion to Adjourn

- Motion to adjourn – Vicente Vargas
2nd – Anne Desiderio
Motion Unanimously Approved

Meeting adjourned at 7:00 pm

DRAFT