



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 Altura Preparatory School, hereafter "the school," effective on 7/1/2023.

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: Ashley Woodard-Storey, The Vigil Group

New Head Administrator/Business Manager/Procurement Officer: Justine Vigil, The Vigil Group

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Justine Vigil, justine@vigilgroup.net, 505-938-7707

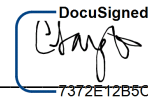
Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1

Effective Date: 12/1/2023

The school's notification is hereby submitted by: Meaghan Hindman

Signature of School Representative:  **Date:** 12.14.23

DocuSigned by:
Meaghan Hindman
0532D2E3675B496...

Signature of Governing Board Chair:  **Date:** 12.14.23

DocuSigned by:
[Signature]
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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:** _____



Regular Governing Board Meeting

Date: December 14, 2023

Time: 8:30 am

Location: Altura Preparatory School, 8650 Alameda Blvd. NE, Bldg. 2B

Join Zoom Meeting:

<https://us02web.zoom.us/j/88232129431> Meeting ID: 882 3212 9431 | One tap mobile
+16699009128,88232129431# US (San Jose) |

Meeting Type: Regular Meeting

Members:	Present	Absent
Nicholas Gordon	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jake Lujan	<input checked="" type="checkbox"/> (Via Zoom)	<input type="checkbox"/>
Matt O'Brien	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LeeAnn Ortiz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christine Sargent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pam Scanlon	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Also Present:

Meaghan Hindman and Lissa Hines, Co- Directors
Justine Vigil, Business Manager, The Vigil Group

Ms. Sargent brought the meeting to order at 8:30 am.
Ms. Ortiz called roll at 8:31 am, a quorum was present.

I. Public Comment

There were no comments from the public. Just as a reminder, to speak during public comment, interested parties must sign up by 3:00 pm the day prior to the meeting.

II. Approval of December 14, 2023 Meeting Agenda

Action Requested: Adopt Meeting Agenda

Motion: Pam Scanlon

Second: Matt O'Brien

Ayes: 5 **Nays:** 0

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



Altura Preparatory School

III. Approval of Minutes from October 11, 2023 Regular Meeting

Discussion: No changes.

Ayes: 5 **Nays:** 0

IV. Approval of Minutes from October 20, 2023 Special Meeting

Discussion: No changes.

Ayes: 5 **Nays:** 0

V. Governing Board Committee Reports

- A. Governance Report:** Ms. Ortiz reported that Ms. Sargent completed six of the seven hours needed to date. Ms. Ortiz completed seven hours of the training. Mr. Lujan completed three hours. Mr. O'Brien reported that he is getting trainings on Canvas and has completed two of eight trainings to date.
- B. Audit:** Ms. Scanlon and Ms. Vigil reported that everything was submitted and once the audit is released sometime early 2024, we can discuss further in an open meeting.

VI. Finance Report: Ms. Vigil reported that the finance committee met, reviewed entire report and discussed receipt of approximately \$10,000 for universal free lunches but we need to investigate how much of this amount we are entitled to receive. Ms. Hindman is investigating. Lease reimbursement was received too which will help with operational budget. We are doing well with the operational budget and during first portion of next year all moving parts of funding should fall into place.

Ms. Vigil explained the following BARS for approval today:

BAR#575-000-2324-0013-IB 11000 for \$10,186 is proposed as an increase BAR for operational fund to pay for school lunches.

BAR#575-000-2324-000014-IB 31200 for \$178,616 is proposed as an initial budget BAR to budget the lease reimbursement.

Ms. Scanlon reported that she reviewed the check registers for last two months and no irregularities were noted.

VII. Approval of Budget Adjustment Requests

Discussion: Approval BAR#575-000-2324-0013-IB 11000 for \$10,186 is proposed as an increase BAR for operational fund to pay for school lunches.

Ayes: 5 **Nays:** 0

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



Altura Preparatory School

Discussion: Approval BAR#575-000-2324-000014-IB 31200 for \$178,616 is proposed as an increase BAR to budget the lease reimbursement.

Ayes: 5 **Nays:** 0

VIII. Approval of change in Business Manager from Ashley Woodard to Justine Vigil

Ayes: 5 **Nays:** 0

IX. Altura Preparatory School Equity Council Update

Discussion: Ms. Hines reported that the first meeting took place in November, plan was to meet quarterly and actively seeking new members.

X. School Co-Director Report

Ms. Hindman and Ms. Hines reported that the Spelling Bee was great. The District Bee will take place next with several other charter schools competing, we have a third and fifth grader participating. Ms. Hines discussed the various festive happenings planned which are inclusive and fun for everyone. The Nutcracker was attended at Popejoy recently by K-3 students.

School Data: Ms. Hindman reviewed the statewide academic data, spoke about last and this year's data, explained the various segments of data and rankings available. Ms. Hindman did pinpoint some areas that we can focus on in future such as improving students' writing data. Test results are based on last Spring's testing. Ms. Hindman discussed the recent December data from IStation testing done for reading, math for all grades. Ms. Hindman also reviewed the breakdown of data based on Demographic Race/Ethnicity categories for all grades too. Ms. Hines and Ms. Hindman discussed the question of varying growth scores and which scores were used by PED.

XI. Adjourn

Motion: Pam Scanlon

Second: Matt O'Brien

Ayes: 5 **Nays:** 0

Meeting was adjourned by Ms. Sargent at 9:07 a.m.

Next Meeting: The next meeting will be January 11, 2024 at 8:30 am at Altura Preparatory School.

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



Altura Preparatory School

CERTIFICATE OF GOVERNING BODY VOTE

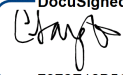
This document certifies that on December 14, 2023 at 8:30 am, a meeting of the Governing Body of Altura Preparatory School, a New Mexico public charter school, was held at 8650 Alameda Blvd NE, Bldg 2B, Albuquerque, NM 87122 and via Zoom. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 5 in favor and 0 opposed to approve a change in Business Manager from Ashley Woodard-Storrey, The Vigil Group to Justine Vigil, The Vigil Group.

The members voting in favor were: Christine Sargent, Pamela Scanlon, LeeAnn Ortiz, Jake Lujan, and Matt O'Brien.

The members voting in opposition were: none.

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

DocuSigned by:

7372E12B5CDD499...

Christine Sargent
Governing Board Chair

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Justine Vigil, [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) NMASBO Conferences Fall 2012-present
 - b) State Audit Rule Training
 - 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
BBA	University of New Mexico	May 2011	yes
MBA	Eastern New Mexico University	December 2019	yes
SBO-level 2	NMPED	July 2015	yes

FURTHER AFFIANCE SAYETH NAUGHT.

Justine Vigil
[Signature of Affiant]

12/5/2023
Date

Justine Vigil
[Print Name of Affiant]

VERIFICATION

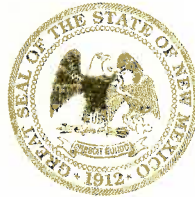
The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 5 day of December 2023.

[Notary Seal: STATE OF NEW MEXICO
NOTARY PUBLIC
ADRIANA PONCE
Commission # 1127502
My Comm. Exp. Nov 5, 2027

Adriana Ponce
NOTARY PUBLIC

My commission expires: Nov 5, 2027.

STATE OF NEW MEXICO



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

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

JUSTINE HILARY VIGIL

Effective from July 1, 2015 to June 30, 2024

Licensure Number: 350689

Hanna Rondera

Secretary of Education



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/05/2023

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 INSURER A: Philadelphia Indemnity Ins/PHI INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18058	

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHBX20000861	07/01/2023	07/01/2024	EACH OCCURRENCE	\$ 1,000,000
	<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						DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Other than Products/	\$ 50,000 \$ 10,000 \$ \$ \$ 2,000,000 \$ 3,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE	\$ \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			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**

Altura Preparatory School 8650 Alameda Blvd NE Albuquerque NM 87122	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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