



## 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:**

X Fully completed form

#### For Head Administrator:

X 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

X Copy of NMPED School Administrator License for new administrator

X 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](mailto: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](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Explore Academy (557-001), hereafter "the school," effective on 7/1/2019.**

**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:** Justin Baiardo

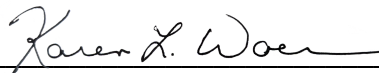
**New Head Administrator/Business Manager/Procurement Officer:** Jacob (Jake) Kolander


**Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email):** jake.kolander@explore.academy; 575-294-8101

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** One (1) Governing Board member change in August 2023

**Effective Date:** 1/15/2024

**The school's notification is hereby submitted by:**

**Signature of School Representative:**                       **Date:** January 23, 2024  
Karen Woerner

**Signature of Governing Board Chair:**                       **Date:** January 23, 2024  
Patrick Molina

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Consent (typical)                       Regular (unusual circumstance)

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

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# GOVERNING COUNCIL MINUTES

EXPLORE ACADEMY GOVERNING COUNCIL  
5100 Masthead Ave (K-5) / 6600 Gulton Ct (6-12)  
Albuquerque, NM 87109



*Meeting minutes recorded by Dotty McKinney, Governing Council Secretary*

Tuesday, November 14, 2023 (regular meeting)  
5:30 p.m. MST

## I. PROCEDURAL AGENDA

- A. This meeting of the Explore Academy Governing Council (GC) was called to order at 5:30 p.m. by Chair Patrick Molina.
- B. A quorum of the GC was present as follows: Chair Patrick Molina, Vice Chair Martha Barrera, Secretary Dotty McKinney, and Aaron Hamilton, validated via roll call by Secretary Dotty McKinney. Dr. Richard Griffith arrived at the meeting at 5:37 p.m.
- C. Staff in attendance: Justin Baiardo - Head Administrator; Karen Woerner - Director of Compliance; Sam Gonzales - Compliance Manager; Jake Kolander - Principal (6-12); and Lisa Hughes - Principal (K-5)
- D. The meeting was held on the Zoom<sup>®</sup> platform.
- E. The board chair led the Pledge of Allegiance.

## II. PUBLIC COMMENT regarding items on the agenda

No public comments were offered.

## III. APPROVAL OF AGENDA

Patrick Molina moved for approval of the agenda; the motion was seconded by Aaron Hamilton and was approved unanimously with a vote of 4-0.

## IV. APPROVAL OF MINUTES

Each school board member reviewed the minutes from the [October 24, 2023](#) meeting. Patrick Molina moved to approve the minutes; the motion was seconded by Martha Barrera. The motion was then approved unanimously with a vote of 4-0.

**Richard Griffith arrived at 5:37 pm.**

## V. Finance Committee/Reports

- A. [Financial Presentation](#)
- B. [Check Register - October 2023](#)
- C. [Bank Reconciliation - October 2023](#)

After an explanation that the \$170,007.77 check to PNM was a keystroke error and that PNM has been contacted to issue a refund and other general discussion, Patrick

Molina moved to approve the finance reports; Dotty McKinney seconded the motion. A roll call vote resulted in an unanimous approval of 4-0. Aaron Hamilton did not vote, he stepped away from the meeting at 6:00 p.m.

**Aaron Hamilton left the meeting at 6:00 pm.**

D. Budget Adjustment Requests (BARs)

1. [557-000-2324-0004-IB](#) Near Peer Tutoring Carryover

Dotty McKinney moved to approve the BAR; Martha Barrera seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

E. Audit Status Update

The Exit Interview is scheduled for Wednesday, November 15th. The Audit Committee still needs a community representative.

**VI. Administration/Staff/ELS Report**

For possible action

A. School Leader Updates

1. Facility / Construction Update

Expect to have the elementary school project completed by the end of the month, in relation to the reception area and two classrooms. Project was hindered by construction permit issues. Other rooms will be ready to move into after winter break.

At the Gulton campus, the gymnasium is still on schedule to be ready after winter break, towards the end of January, due to the requirement for installation of a lift station to accommodate restrooms in the gym area and classrooms.

2. Stakeholder Surveys - [K-5](#) . [6-12](#)

B. [Director of Operations Report](#)

Elisha Baiardo reported on the various operations and her work.

**Aaron Hamilton returned at 7:20 pm.**

C. Charter Renewal

1. [Preliminary Recommendation/Analysis](#)
2. [Explore Letter from PEC](#)
3. Next Steps
  - a) Preparation
  - b) Renewal Hearing Tuesday, Dec 12 at 1 pm  
Board members to join, if available, in person or online.
  - c) Contract Negotiation

**VII. GOVERNING COUNCIL BUSINESS**

For action

A. [Financial/Internal Control Policies](#)

Following questions and general discussion, Aaron Hamilton moved to approve the updated financial/internal control policies; Patrick Molina seconded the motion. A roll call vote resulted in an unanimous approval of 5-0.

B. Recommendation for Head Administrator

Patrick Molina advised the board that the recommendation of the interview committee is to hire Jake Kolander for the head administrator position. Following discussion on the process and questions from the board, Patrick Molina moved to approve Jake Kolander as the permanent Head Administrator to replace Justin Baiardo at his effective resignation date in January 2024; Dotty McKinney seconded the motion. A roll call vote resulted in an unanimous approval of 5-0.

**VIII. BOARD COMMENTS**

There were no board comments.

**IX. PUBLIC COMMENT regarding items not on the agenda**

No public comments were offered.

**X. GENERAL DISCUSSION & ADJOURNMENT**

The next regular meeting of the GC is scheduled for December 12, 2023 at 5:30 p.m. via Zoom®. Chair Patrick Molina officially adjourned the meeting at 8:14 p.m.

# STATE OF NEW MEXICO



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

**LEVEL THREE-B ADMINISTRATOR**  
is issued to

**JACOB KOLANDER**

Effective from July 01, 2021 to June 30, 2026  
Licensure Number: 292626

**ISSUED**

A handwritten signature in black ink that reads "Ryan Stewart".

Secretary of Education

# LETTER OF RESIGNATION



EXPLORE ACADEMY

To whom it may concern,

This letter is intended to officially notify the board of Explore Academy of my intention to resign from my position as head administrator, effective January 14, 2024.

Please let me know if you have any further questions or require any additional information.

A handwritten signature in black ink, consisting of a large loop followed by a horizontal line that ends in a small flourish.

Justin Baiardo  
Head Administrator  
Explore Academy