



## 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 - Las Cruces, hereafter "the school," effective on July 1, 2021.**

**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~~:** Karen Casedy

**New Head Administrator/~~Business Manager/Procurement Officer~~:** Toni Hull

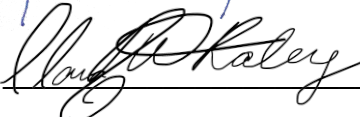
**Contact information for new Head Administrator/~~Business Manager/Procurement Officer~~ (phone, email):** 575-993-8809; [toni.hull@explore.academy](mailto:toni.hull@explore.academy)

**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 board member designation 2/1/2024 and 1 board member resignation 4/3/2024

**Effective Date:** 5/1/2024

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

**Signature of School Representative:**       **Date:** April 19, 2024

**Signature of Governing Board Chair:**       **Date:** April 19, 2024

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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:** \_\_\_\_\_

# STATE OF NEW MEXICO



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

**LEVEL THREE-B PRE K-12 ADMINISTRATIVE**  
is issued to

**TONI A HULL**

Effective from July 01, 2023 to June 30, 2028  
Licensure Number: 322789

**ISSUED**

A handwritten signature in black ink, appearing to read "Toni A. Hull".

Secretary of Education

# CERTIFICATION OF GOVERNING BOARD VOTE

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EXPLORE ACADEMY - LAS CRUCES  
850 N. Telshor Blvd.  
Las Cruces, NM 88011



This document certifies that on February 8, 2024, a meeting of the Governing Body of **Explore Academy - Las Cruces**, a public state charter school authorized by the New Mexico Public Education Commission (PEC), was held virtually via the Zoom platform. 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, a motion to accept the recommendation of the interview committee and approve the hiring of Dr. Toni Hull as the Head Administrator for the SY24-25 school year was approved with five (5) in favor and zero (0) opposed.

Further, at another open public meeting held on March 28, 2024, a motion to approve a contract and transition plan for Dr. Toni Hull to begin as the Head Administrator, effective May 1, 2024 was approved with five (5) in favor and zero (0) opposed.

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



Clara Raley, Board Chair

Karen Casedy  
4331 Yavapai Ct  
Las Cruces, NM 88011

Clara Raley, President  
Explore Academy - Las Cruces Governing Council  
via e-mail board-lcs@explore.academy

March 26, 2024

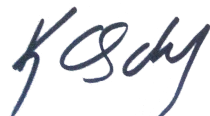
Dear Board President Clara Raley,

First, I would like to extend my sincerest gratitude for the experience of being the Head Administrator/Principal at Explore Academy - Las Cruces over the past three years. During this time, I have gained invaluable leadership experience under the guidance of the Governing Council and with the support of Explore Learning Systems. I have also had the privilege of leading an outstanding group of educators who are dedicated to their students, this learning community, and the Explore Academy instructional model.

Today I am sharing the news of my difficult decision to resign from my role as both Head Administrator and Principal of Explore Academy - Las Cruces effective May 1, 2024. I am willing, if need be, to extend the end date if more time is needed to assist with the successful transition to the incoming Head Administrator. During the transition time, I will continue to go above and beyond and do everything within my power to make the transition as smooth as possible.

Once again, please accept my sincerest gratitude for the honor and privilege of holding this position with the full support of the Governing Council and Explore Learning systems. It has truly been an amazing chapter in my life.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K Casedy', written in a cursive style.

Karen Casedy