

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
- \Box 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 Taos International., hereafter "the school," effective on July 1, 2021.
The school is notifying the PEC of a change in personnel (check one): □ Head Administrator x 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:
New Head Administrator/Business Manager/Procurement Officer: Aaron Savoia, Business Manager
Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-938-7719 aaron@vigilgroup.net.
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: February 12, 2024
The school's notification is hereby submitted by:
Signature of School Representative: Maline In Vigil Date: 2-12-200
Signature of Governing Board Chair: Date: Date:
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:





TAOS INTERNATIONAL SCHOOL

IB K-8 WORLD SCHOOL / DUAL LANGUAGE STATE CHARTERED SCHOOL GOVERNING COUNCIL (GC) MEETING AGENDA

DATE: February 12, 2024

TIME: 5:00 pm-

LOCATION: Taos International School's Board Room

Diamond Plaza 118 Este Es Rd Taos, NM 87571

Join Zoom Meeting

https://us04web.zoom.us/j/76818984496?pwd=ZTpSLRhQrnowh0db32SupstaokCXAH.1

Meeting ID: 768 1898 4496

Passcode: 6BS1Q2

Official Minutes

A. Call Meeting to Order: 5:07 p.m., President Cliff Johnson called meeting to order.

B. Roll Call:

Cliff Johnson, President-present via zoom
Nadine Vigil, Head Administrator/Director-present
Anna Parraz-Romero, Vice President-present via phone
Carla Romero, Secretary-present
Amalia Martinez, Member-present
Claudio Martinez, Member-absent
JulieKay Romero, Member-present via phone

- **C. IB Mission Statement:** The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. **President Cliff Johnson shares with all GC Members.**
- D. Mission Statement: We at Taos International School will acquire languages, and the academic and social skills necessary to function in our local, national, and international community. *President Cliff Johnson shares with all GC Members*.
- E. Vision Statement: Students at Taos International School will learn to respect themselves, their community, and the larger diverse world in which they live while developing the skills necessary to achieve their goals. *President Cliff Johnson shares with all GC Members*.
- F. Action Proposed- Adoption of Agenda for February 12, 2024: President Cliff Johnson entertained a motion for the action proposed; Adoption of the February 12, 2024 agenda. Amalia Martinez made a motion. Anna Parraz-Romero second motion, all in favor. Motion passed unanimously.
- G. Action Proposed-Approval of Minutes for January 8, 2023: President Cliff Johnson entertained a motion for the action proposed; Approval of th January 8, 2024, minutes. Anna Parraz Romero made a motion. Amalia Martinez second motion, all in favor. Motion passed unanimously.
- **H. Public Comment:** This is an opportunity for members of the public to address the Governing Council (GC) for up to five minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot act nor have any discussion or deliberation on any presentation made to it

concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action. *None*

GC Member Comment: This is an opportunity for any GC member to make a comment. Carla Romero, board secretary, had concerns and asked for clarification on the NM Vistas Data, that was posted in the Taos News. Ms. Nadine Vigil and Gerrit VanEvery addressed her concerns and explained the data for a clearer understanding.

- I. Discussion and approval: Aaron Savoia, new Vigil Group Business Manager: President Cliff Johnson entertained a motion for the discussion and approval of Aaron Savoia, as the new Vigil Group Business Manager, starting February 12, 2024. Carla Romero made a motion. Amalia Martinez second motion, all in favor. Motion passed unanimously.
- J. Business Manager Report: Vigil Group/Aaron Savoia, Business Manager: Presented the Revenue Reports as of January 31, 2024; Expenditure Report; Check Register; Bank Reconcilliation & Outstanding Checks. GC Members have the opportunity to question or if they have concerns, it is open for discussion.
- K. Budget Adjustment Request (BARS): Aaron Savoia, Business Manager Presented (11) BAR's for approval. President Cliff Johnson entertained a motion for the discussion and approval of the (11) BAR's presented. JulieKay Romero made a motion. Amalia Martinez second motion, all in favor. BAR's approved unanimously.

Doc. ID: 555-000-2324-0014-I

Doc. ID: 555-000-2324-0015-D

Doc. ID: 555-000-2324-0016-I

Doc. ID: 555-000-2324-0017-I

Doc. ID: 555-000-2324-0018-I

Doc. ID: 555-000-2324-0019-D

Doc. ID: 555-000-2324-0020-I

Doc. ID: 555-000-2324-0021-I

Doc. ID: 555-000-2324-0023-I

Doc. ID: 555-000-2324-0024-D

Doc. ID: 555-000-2324-0025-1

M. Public Input/Comment on FY 2023-2024 Budget: None

N. Head Administrator/Director's Report

1.Enrollment

(See Attached Report)

- 2. Staff Professional Development
- **3.**GC Training(s)
- 4. Administrative Review
- 5. Chili Fundraiser

- 6. Beginning of Year (BOY) & Middle of Year (MOY) Measures of Academic Progress (MAP)/Istation

 Data
- O. Next GC meeting scheduled for March 11, 2024, at 5:00 pm

O.Adjournment: 6:06 p.m., President Cliff Johnson called meeting to adjourn. Amalia Martinez made a motion. JulieKay Romero second motion, all in favor. Motion passed unanimously.

Head Administrator/Director Report

February 12, 2024

Enrollment: K- 25 1st-20 2nd-22 3rd-31 4th-19 5th-12 6th-15 7th-21 8th-13 Total - 178

Professional Development/Virtual Meetings

Jan-11- Ms. Nadine M. Vigil, Head Administrator/Director attended "MLSS" virtual training.

Jan 18- Nadine M. Vigil, Head Administrator/Director attended "Gifted Education" virtual training.

Jan 19- Ms. Nadine M. Vigil, Head Administrator/Director attended "Attendance" virtual training.

<u>GC Training(s)</u> For the 2023-2024 SY, all Governing Council members are required to take a total of 8 hours of training. Please look into your Canvas/Elevate account to retrieve the trainings.

Administrative Review: State reviewer Tanya Matson and Felicia Gonzales from NMPED Student Success and Wellness Bureau conducted an NSLP Administrative Review on November 15, 2023. A report was sent to Taos International on January 16, 2024.

Commendations

- Reviewers were able to examine the records with very little aid, and there were very few findings with student counting.
- During the on-site meal observation, it was observed that Ms. Vigil and her staff provided nutritious meals for the students.
- It is evident that procedures are in place to ensure that all the requirements of the NSLP Program are being fulfilled.

Recommendations

• Reviewers recommended that Ms Vigil meet with Micah RoseBerry, Farmhouse Cafe Manager, to ensure meal counts match meals ordered and are provided at the time of meal service.

Summary

No further action is required, please consider your program review closed.

<u>Chili Fundraiser</u> is well on it way and is doing well!

BOY & MOY Measures of Academics (MAP) & Istation Reading and Math Data Presentation: Ms. Angela Mondragon and Mr. Gerrit VanEvery

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Bernatillo)

- I, Aaron Savoia, 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) 2023 NMASBO Spring & Winter Conference
 - b) 2024 NMASBO Fall & Spring Conference

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
Level I School Business Official	State of New Mexico	02/2023	Yes
Bachelors	Texas College	05/20214	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

04/30/2024 Date

NOTARY PUBLIC

Aaron Savoia

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 30 day of April, 2024.

NOTARY PUBLIC
ADRIANA PONCE
Commission # 1127502
My Comm. Exp. Nov 5, 2027

My commission expires:

2027

Revised 10-5-2011



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/01/2024

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).

this certificate does not confer rights	to the ce	ertificate holder in lieu of such						
PRODUCER		3	CONTACT Jennifer I	De Jesus				
Poms & Associates Insurance Brokers	PHONE (800) 578-8802 FAX (A/C, No): (818) 449-9321							
CA License #0814733		ĵ		@pomsassoc.c				
5700 Canoga Ave. #400	INSURER(S) AFFORDING COVERAGE				NAIC#			
Woodland Hills	INSURER A: Philadelphia Indemnity Ins/PHI				18058			
INSURED	INSURER B:							
The Vigil Group, Inc.	INSURER C :							
8012 Pennsylvania Cir NE	INSURER D :							
	INSURER E :							
Albuquerque	NM 87110	INSURER F:						
COVERAGES CE	TE NUMBER: 23-24 GL ONL			REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES O INDICATED. NOTWITHSTANDING ANY REQ CERTIFICATE MAY BE ISSUED OR MAY PER EXCLUSIONS AND CONDITIONS OF SUCH INSERT.	UIRÉMENT TAIN, THE POLICIES.	T, TERM OR CONDITION OF ANY (E INSURANCE AFFORDED BY THE LIMITS SHOWN MAY HAVE BEEN	CONTRACT OR OTHE POLICIES DESCRIBE REDUCED BY PAID C	R DOCUMENT I D HEREIN IS S LAIMS.	WITH RESPECT TO WHICH	THIS		
INSR LTR TYPE OF INSURANCE	INSD W	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIR	IITS		
COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE	s 1,00	00,000	
CLAIMS-MADE X OCCUR		,			DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,0	000	
	_				MED EXP (Any one person)	one person) \$ 10,00		
A	_	PHBX20000861	07/01/2023	07/01/2024	PERSONAL & ADV INJURY	\$	\$	
GEN'LAGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$		
POLICY PRO-					PRODUCTS - COMP/OP AGG	- COMP/OP AGG \$ 2,000,000		
OTHER:					Other than Products/	\$ 3,000,000		
AUTOMOBILE LIABILITY					GOMBINE® SINGLE-WIFF (Ea accident)	\$		
ANYAUTO					BODILY INJURY (Per person)	\$		
OWNED SCHEDULED AUTOS AUTOS					BODILY INJURY (Per accident)	\$		
HIRED NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$		
						\$		
UMBRELLA LIAB OCCUR					EACH OCCURRENCE	\$		
EXCESS LIAB CLAIMS-MAD		1			AGGREGATE	s		
DED RETENTION \$						\$		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	.				PER OTH- STATUTE ER			
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A				E.L. EACH ACCIDENT	\$		
(Mandatory in NH)	1				E.L. DISEASE - EA EMPLOYEE	\$		
If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	s		
		1						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (ACOR	RD 101, Additional Remarks Schedule, п	nay be attached If more sp	pace is required)				
CERTIFICATE HOLDER		100	CANCELL ATION					
CERTIFICATE HOLDER			CANCELLATION				The state of the s	
			SHOULD ANY OF T	HE ABOVE DES	SCRIBED POLICIES BE CA	NCELLE) BEFORE	

AUTHORIZED REPRESENTATIVE

ACCORDANCE WITH THE POLICY PROVISIONS.

THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN

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Taos

Taos International School 118 Este Es Rd

NM 87571



and upon recommendation of the Arculty, hereby confers upon By the authority of the Avard of Trustees

Aaron Matthew Savoia

Cachelor of Science in Qusinens Administration

Given under the seal of the College at Tyler, Texas, on the with all rights, privileges, honors appertaining thereto. this third day of May, two thousand fourteen.

Guston Hony M. Halliamson, Jose

Ferretary of the Board



OF NEW MEXICO STATE



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

LEVEL ONE SCHOOL BUSINESS OFFICIAL is issued to

AARON MATTHEW SAVOIA

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

ISSUED

Secretary of Education