



## 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](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 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     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](mailto: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:**  **Date:** 2-12-2024

**Signature of Governing Board Chair:**  **Date:** 2/17/2024

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**For PEC/CSD use only**

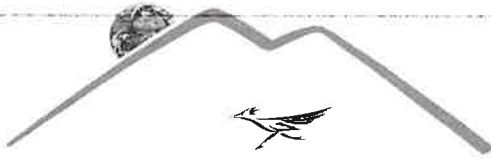
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**PEC Meeting Date:**

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

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

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



## 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 Reconcillation & 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-I

**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

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

**P.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  
2<sup>nd</sup>-22  
3<sup>rd</sup>-31  
4<sup>th</sup>-19  
5<sup>th</sup>-12  
6<sup>th</sup>-15  
7<sup>th</sup>-21  
8<sup>th</sup>-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.

**GC Training(s)** 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.

**Chili Fundraiser-** 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





# TEXAS COLLEGE

Tyler

Texas



By the authority of the Board of Trustees  
and upon recommendation of the Faculty, hereby confers upon

## Aaron Matthew Saudia Bachelor of Science in Business Administration

with all rights, privileges, honors appertaining thereto.

Given under the seal of the College at Tyler, Texas, on the  
this third day of May, two thousand fourteen.

*Charles Henry M. Williamson, Sec.*  
Chairman, Board of Trustees

*Leon R. McQuinn*  
Secretary of the Board

*[Signature]*  
President of the College



# 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 be "M. R.", written over a horizontal line.

Secretary of Education