



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 Vista Grande Charter School, hereafter "the school," effective on
Click or tap to enter a date..

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: Isabelle St Onge

New Head Administrator/Business Manager/Procurement Officer: James Smith

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): James Smith, jsmith@vghs.org, 575-758-5100 ext. 130

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 – Head Administrator, 1 – Governing Board Member

Effective Date: 7/1/2024

The school's notification is hereby submitted by: Isabelle St. Onge

Signature of School Representative: Isabelle St. Onge **Date:** 25-June-24

Signature of Governing Board Chair: Elizabeth Roth **Date:** 25-June-24

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:** _____

STATE OF NEW MEXICO



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

LEVEL THREE-B ADMINISTRATOR
is issued to

JAMES SMITH

Effective from July 01, 2023 to June 30, 2028
Licensure Number: 426033

ISSUED

A handwritten signature in black ink, appearing to be "R. R.", written over a horizontal line.

Secretary of Education

January 1st, 2024

To the Vista Grande Governing Council

Please accept my resignation from the School Director position at Vista Grande Charter School. I will be retiring on August 1st, 2024. Thank you

Isabelle St Onge

VGHS Governing Council SPECIAL Meeting Minutes
April 23, 2024

Call to Order: Meeting called to order at 4:30 pm. The meeting took place in person, via Zoom platform: <https://zoom.us/j/416203345> and by telephone: +1-669-900-6833 Meeting ID 416203345#

Roll Call: Members present *in person*—Eleanor Romero, Shona Mares-Bond, Harold Cordova, Julie Turner, Mark Goldman and *via zoom* -Elizabeth Roth *Absent:* None

Approval of Agenda 4/23/24: Motion to approve agenda by S. Mares-Bond. 2nd by J. Turner. Vote to approve: Eleanor Romero, Shona Mares-Bond, Harold Cordova, Julie Turner, Mark Goldman, and Elizabeth Roth. Against: None. Motion approved.

Executive Session: In accordance with the NMSA 1978 Section 10-15-1 (H)2; New Director Interview Review. Motion to enter into Executive Session at 4:31 pm by J. Turner. 2nd by H. Cordova. Rollcall Vote: Elizabeth Roth-Yes, Eleanor Romero- Yes, Shona Mares-Bond-Yes, Harold Cordova-Yes, Julie Turner-Yes, Mark Goldman-Yes. Against: None. Motion approved. No business was discussed or voted on during executive session.
Executive session concluded at 4:36 pm.

Motion was made to make a job offer to the Director candidate by E. Romero. 2nd by Julie Turner. Vote to approve: Eleanor Romero, Shona Mares-Bond, Harold Cordova, Julie Turner, Mark Goldman, and Elizabeth Roth. Against: None. Motion approved.

Next Regular Meeting: May 20, 2024 at 5:00 pm.

Adjournment: Motion to adjourn by J. Turner. 2nd by H. Cordova. Vote to approve: Eleanor Romero, Shona Mares-Bond, Harold Cordova, Julie Turner, Mark Goldman, and Elizabeth Roth. Against: None. Motion approved.

Meeting adjourned at 4:40 pm.

Approve: Eleanor Romero

Date: 5-20-24