



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 Altura Preparatory School, hereafter "the school," effective on 7/1/2023.

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: Justine Vigil, The Vigil Group (Business Manager)

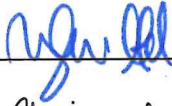
New Head Administrator/Business Manager/Procurement Officer: Ashley Woodard-Storey, Business Manager

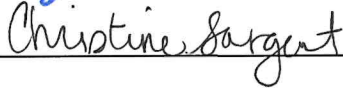
Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Ashley Woodard-Storey, ashley.woodard-storey@alturaprep.org, 505-539-5369

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2

Effective Date: 7/1/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 6/27/24

Signature of Governing Board Chair:  **Date:** 6/27/24

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:** _____

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

)
COUNTY OF Bernalillo)

I, Ashley Woodward-Storey, [affiant] after being duly sworn, state:

1. I live in the City of Los Lunas, County of Valencia, 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) NMASBO Winter 2020
 - b) NMASBO Winter 2021
 - c) NMASBO Fall 2023
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
School Business Official Level 2 License	NMPED	07/01/2024	Yes
BA Business	University of New Mexico	May 2018	Yes
MBA	Eastern New Mexico University	May 2024	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

Ashley Woodward-Storey
[Signature of Affiant]

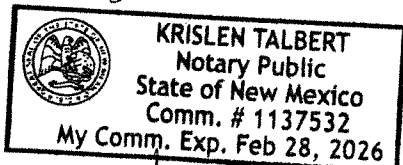
07/01/2024
Date

Ashley Woodward-Storey
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 1st day of July, 2024

[Notary Seal:]



Krislen Talbert
NOTARY PUBLIC

My commission expires: 2/28, 2026



Regular Governing Board Meeting

Date: June 27, 2024

Time: 8:30 am

Location: Altura Preparatory School, 8650 Alameda Blvd. NE, Bldg. 2B, Albuquerque, NM

Join Zoom Meeting:

https://us02web.zoom.us/j/88232129431 Meeting ID: 882 3212 9431 | One tap mobile
+16699009128,88232129431# US (San Jose) |

Meeting Type: Regular Meeting

Members:	Present	Absent
Nicholas Gordon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Lujan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt O'Brien	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LeeAnn Ortiz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christine Sargent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pam Scanlon	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Also Present:

Meaghan Hindman and Lissa Hines, Co- Directors
Justine Vigil, Business Manager, The Vigil Group

Ms. Sargent brought the meeting to order at 8:32 am.

Ms. Ortiz called roll at 8:33 am, a quorum was present.

I. Public Comment

There were no comments from the public. Just as a reminder, to speak during public comment, interested parties must sign up or submit written comments to board@alturaprep.org by 3:00 pm the day prior to the meeting.

II. Approval of June 27, 2024 Meeting Agenda

Action Requested: Adopt Meeting Agenda

Motion: Pam Scanlon

Second: Jake Lujan

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



Altura Preparatory School

III. Approval of Minutes from May 9, 2024 Regular Meeting Minutes

Discussion: No changes.

Ayes: 6 **Nays:** 0

IV. Governing Board Committee Reports

A. Governance Report: FY25 training will include financial trainings.

V. Finance Report: Ms. Vigil reported that a review of the financials was done yesterday with the finance committee. Lease Reimbursement is expected in July or late June. The budget shows all funds at zero or positive, school's budget is looking really good financially. All purchase orders are closed for the fiscal year, and there were no BARS to present at this meeting. Ms. Scanlon reported that she reviewed the bank statements and found no irregularities or issues.

VI. Approval of Budget Adjustment Requests

Discussion: Ms. Vigil stated there are no BARS for approval today.

VII. Approval of Altura Preparatory School FY25 Contract-PowerOn Technology

Discussion: Ms. Hindman discussed the renewal of contract for upcoming school year for IT services, no change in pricing from FY24.

Ayes: 6 **Nays:** 0

VIII. Approval of Altura Preparatory School FY25 Contract-Albert Sanchez Bus Company

Discussion: Ms. Hindman discussed that Albert Sanchez was only response to RFP, new vendor has to purchase bus from prior vendor, difficulty with coordinating the process by which Herrera Bus must sell to Albert Sanchez Bus Company. The school and contractor are negotiating the process by which the new vendor must purchase the bus from the prior vendor. The Board will need to review this in the next meeting. Terms of contract are \$55,000 plus tax per year.

Ayes: 6 **Nays:** 0

IX. Approval of Altura Preparatory School FY25 Contract-Noel Sandoval

Discussion: Ms. Hindman discussed having the speech and language pathologist come two days per week rather than one which will be helpful to accommodate her growing caseload as the school grows in enrollment.

Ayes: 6 **Nays:** 0

X. Approval of Altura Preparatory School FY25 Title I Application

Discussion: Ms. Hindman reported that approximately \$28,000 available for Title I, Title II has \$3,552 available. Ms. Hindman discussed how the funds are to be allocated: for literacy instruction staffing and professional development for Title I and II, respectively.

Ayes: 6 **Nays:** 0

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The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



Altura Preparatory School

XI. Approval of Altura Preparatory School FY25 Open Meetings Act Resolution

Discussion: Ms. Hindman reported that we must approve this policy every year to publish when our meetings are monthly. There are no changes to the policy itself. The board will meet on the second Thursday of the month at 8:30 am at Altura Preparatory School,

Ayes: 6 Nays: 0

XII. Approval of Altura Preparatory School Business Manager Change

Discussion: Ms. Hindman discussed the fact that this meeting is Justine Vigil's last meeting. The school plans to hire a business manager in-house so that additional roles can be filled too, and assume roles that the Vigil Group, as contractors, cannot assume. Ashley Woodard-Storey will replace Vigil Group as our in-house business manager. We thank the Vigil Group for their representation over the last few years.

Ayes: 6 Nays: 0

XIII. Altura Preparatory School Public Comment Policy and Procedure

Discussion: Ms. Hindman reported the new requirements for Governing Board Meetings, HB375/SB137 and Webcast requirements. This requirement applies to all schools/districts. Ms. Hindman talked about the technology changes/software that must be set up to meet this requirement. Ms. Hindman discussed the changes we need to make on our policy to publish notice of the Board Meetings and other requirements now, in order to accept written comments prior to a meeting as well as verbal comments during a meeting. The board will have an established email address to which comments less than 300 words may be sent by the same deadline as the sign up for spoken comments (3:00pm the day prior to the meeting).

Ayes: 6 Nays: 0

XIV. Equity Council Report

Discussion: Ms. Hines reported that no news to report due to the summer break.

XV. Board Meeting Schedule for August

Discussion: Ms. Hindman reported that the first week of school will interfere with the August board meeting and discussed moving the meeting to August 15th or 22nd, 2024. We agreed on moving the August meeting to August 15, 2024.

XVI. Co-Director Report

Enrollment and Hiring for 2024-25:

Ms. Hines reported that two new teachers have been hired : one will teach STEAM and the other first grade English/Language Arts. Ms. Hines and Ms. Hindman also reported that another teacher is moving from a general education position to the open Special Education position.

A school operations coordinator was also hired that will work on various office/enrollment/lunch sign-up and other daily tasks. We currently have 269 kids enrolled for the upcoming school year. 180 kids are on the wait list.

[A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.](#)

[The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation\(s\) please contact Lissa Hines at \(505\) 226-1925 5 business days prior to the meeting.](#)



Summer Projects: Ms. Hines discussed all the summer projects happening including getting the classrooms set up for the teachers so that they arrive with everything in place to start new school year. Getting supplies replenished, cleaning, setting up themed classrooms are examples of the work going on now.

XVII. Adjourn

Motion: Matt O'Brien

Second: Nicholas Gordon

Meeting was adjourned by Ms. Sargent at 9:18 a.m.

Next Meeting: The next meeting will be August 15, 2024 at 8:30 am at Altura Preparatory School.

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87122, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.



Certification of Governing Body Vote

I, Christine Sargent (Altura Preparatory School Governing Board Chair), hereby certify that the Altura Preparatory School Governing Board approved a change to the school Business Manager with a unanimous vote (6 voting members present). The school Business Manager will be Ashley Woodard-Storey. Draft board minutes are attached to this certification.

Signed,

DocuSigned by:
Christine Sargent

Christine Sargent
Governing Board Chair

June 27, 2024

STATE OF NEW MEXICO



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

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

ASHLEY WOODARD

Effective from July 01, 2021 to June 30, 2030
Licensure Number: 399814

A handwritten signature in black ink, appearing to read "Ryan Stewart".

Secretary of Education