



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 Click or tap here to enter text., 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: Zoe Nelsen/HA, BM Elizabeth/Elizabeth Franco CPO


New Head Administrator/Business Manager/Procurement Officer: Business Manager is now Katie Rarick, CPO is Zoe Nelsen

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Zoe Nelsen (505) 982-5225 ext 101/BM Katie Rarick (505)917-4023

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 0

Effective Date: July 1, 2024

The school's notification is hereby submitted by:

Signature of School Representative:  boxSIGN 4ZQJYRL-4YZXKXKP **Date:** Aug 7, 2024

Signature of Governing Board Chair:  boxSIGN 1JPZ8K5-4YZXKXKP **Date:** Aug 15, 2024

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:** _____



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Zoe Nelsen

*Who has satisfactorily pursued the certification training program and
passed the required examination*

in accordance with the requirements established pursuant to

NMSA 13-1-95.2

is hereby awarded on this 23rd day of July 2024

Chief Procurement Officer Certification

Certificate No. CPO-2024-00000-05305



American
State Purchasing Agent



Board Minutes - Regular Board Meeting
Governing Board Monte del Sol Charter School
4157 Walking Rain Road Santa Fe, NM 87507
Wednesday, August 21, 2024
5:00 PM in Room 2 and via [Zoom](#) (link below)

Call to Order/General Welcome 5:08 PM

Roll Call of Governing Body Attendance:

Yalithza Salcido (Treasurer)
Sean Pilgrim (Secretary)
Anne Moses (Member)
Anthony Bowles (Member)
Zoe Nelsen (Head Learner)
Wendy Leighton (NEA)
Kimberly Gonzales (Axiom)
Anya Friday (Scribe)

Anne Salzmänn (Vice President) arrived 5:11 while approving agenda

Not Present: **Peter Mitchell** (President)

Review and Approval of Agenda: August 21, 2024

Motion to approve Agenda as presented by: **Anne Moses, 2nd Sean Pilgrim**

Roll call to Vote: **Anne Salzmänn YES**
Yalithza Salcido YES
Sean Pilgrim YES
Anne Moses YES
Anthony Bowles YES

Review and Approval of Minutes for Regular Board Meeting: July 17, 2024

Motion to approve Agenda as presented by: **Anne Moses, 2nd Sean Pilgrim**

Roll call to Vote: **Anne Salzmänn YES**
Yalithza Salcido YES
Sean Pilgrim YES
Anne Moses YES
Anthony Bowles YES

Public Comment: None at this time

Non-Governing Council Reports: 5:10 PM

Faculty Report: Wendy Leighton,

- MDS 25th anniversary this year
- All school field trips this week 8/21, 8/22, 8/23

NEA Report: Wendy Leighton

- NEA-NM supports Kamala Harris



- Extra 1% increase in salary this year (4% total)
- Strong membership continues, 16 years of NEA, 7 new members this month

MDS Foundation Report: None at this time

Items for Discussion/Vote: 5:24 PM

I. Previous Month/Finance Month-End Report: Axiom Analytics: Katie Rarick/Kimberly Gonzales

A. Vote on financial considerations

1. Review and recommend approval or disapproval of disbursements

- Grand total \$341,249.38

Motion to approve disbursements as presented by: **Anne Salzmann, 2nd Anne Moses**

Roll call to Vote: **Anne Salzmann YES**

Yalithza Salcido YES

Sean Pilgrim YES

Anne Moses YES

Anthony Bowles YES

2. Review and recommend approval or disapproval of bank reconciliations

- EB&T Balance as of 7/1/2024 \$3,177,030.64
- EB&T Balance as of 7/31/2024 \$3,420,289.17
- EB&T July 2024 Activity \$243,258.53

Motion to approve bank reconciliations as presented by: **Anne Salzmann, 2nd Yalithza Salcido**

Roll call to Vote: **Anne Salzmann YES**

Yalithza Salcido YES

Sean Pilgrim YES

Anne Moses YES

Anthony Bowles YES

3. Review and recommend approval or disapproval of BARs

- New Mexico Grown - adjustment type initial budget, adjustment amount \$2,003.00
- Universal Free Lunch (State Funded) - adjustment type increase, adjustment amount \$37,309.07
- Education for Homeless Children and Youths Grants for State and Local Activities - adjustment type increase, adjustment amount \$15,000

Motion to approve BARs as presented by: **Anne Salzmann, 2nd Anne Moses**

Roll call to Vote: **Anne Salzmann YES**

Yalithza Salcido YES

Sean Pilgrim YES

Anne Moses YES

Anthony Bowles YES

II. Policies: None at this time

III. Contract Review/Grant applications: None at this time

IV. Change of Chief Procurement Officer (CPO)



A. From Elizabeth Franco to Dr. Zoë Nelsen 5:46

Motion to approve by **Anne Salzmann, 2nd Sean Pilgrim**

Roll call to Vote: **Anne Salzmann YES**
Yalithza Salcido YES
Sean Pilgrim YES
Anne Moses YES
Anthony Bowles YES

V. Change Treasurer

A. From Yalithza Salcido to Anne Moses

Motion to approve by **Anne Salzmann, 2nd Sean Pilgrim**

Roll call to Vote: **Anne Salzmann YES**
Yalithza Salcido YES
Sean Pilgrim YES
Anne Moses ABSTAIN/YES
Anthony Bowles YES

VI. Annual Adoption of the Open Meetings Act

Motion to approve by **Anne Salzmann, 2nd Yalithza Salcido**

Roll call to Vote: **Anne Salzmann YES**
Yalithza Salcido YES
Sean Pilgrim YES
Anne Moses YES
Anthony Bowles YES

VII. Board Resolution: None at this time

Restroom Break - bypassed

Kimberly Gonzales left meeting 5:53 PM

Board Business: 5:53 PM

VIII. Standing Reports

A. Standing Board Committees Reports

1. Building and Grounds Committee - Dr. Zoë Nelsen

B. Standing MDS Committees

1. Equity Council – Erika Penczer (not available to report)

2. Parent Association - Erika Penczer (not available to report)

C. Head Learner's Report – Dr. Zoë Nelsen

1. Beginning of the Year

2. Enrollment - 374 (budget for 360)

3. Renewal Update

4. Building Project Update

5. Staffing

D. Board President Report – Peter Mitchell (not present)

1. Review board training hours - discussed training hours needed for this coming school year, made plan to review at next meeting

IX. Review of ongoing Actions/Activities: None at this time



X. Items for the next regular Board meeting

- A. Discuss board training hours
- B. Renewal contract application

XI. Possible Executive Session: None at this time

XII. Adjournment 6:23 PM

Motion to adjourn at 6:23 PM by **Yalithza Salcido, 2nd Anne Salzmann**

Roll call to Vote: **Anne Salzmann YES**

Yalithza Salcido YES

Sean Pilgrim YES

Anne Moses YES

Anthony Bowles YES

Approved by President

Date

***The next regular meeting is Wednesday, September 18, 2024, at 5:00 pm.**

*The agenda is available at montedelsol.org, and a paper copy is posted to the right of the school's front door.

Accessibility

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact Monte del Sol Charter School at 982-5225, at least one week before the meeting if possible. Public documents, including agendas and minutes, can be provided in various accessible formats. Please contact the Office of the Head Learner at 982-5225 if a summary or other format is needed.

Directions

Take Richards Avenue south from Rodeo Road to Governor Miles, the first traffic light. Take a right onto Governor Miles and proceed .7 miles to Dancing Ground Road. Go left. At Walking Rain Road, go left again and continue until you reach the school.

Zoom Invitation

Topic: Monthly Governing Board Meeting

Time: This is a recurring meeting, 3rd Wednesday of the Month unless otherwise stated

Join Zoom Meeting <https://us02web.zoom.us/j/84240236424>

Meeting ID: 842 4023 6424

One tap mobile

+12532158782,,84240236424# US (Tacoma)

+13462487799,,84240236424# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

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Meeting ID: 842 4023 6424

Find your local number: <https://us02web.zoom.us/j/kcR4tMZM>