

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 Albuquerque Sign Language Academy, hereafter "the school," effective on 7/1/2020.

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: Nancy Holmquist

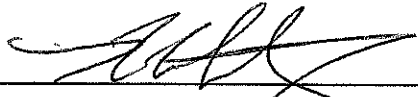
New Head Administrator/Business Manager/Procurement Officer: Sarah Pifia

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-247-1701, sarahp@aslacademy.com

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: No changes in last 12 months

Effective Date: 7/1/2024

The school's notification is hereby submitted by:

Signature of School Representative:  Date: 7/19/2024

Signature of Governing Board Chair:  Date: 7/19/24

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, Sarah Piña, [affiant] after being duly sworn, state:

1. I live in the City of Los Ranchos de 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 recognize 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) NMAASBO Fall Conference - 2023
 - b) NMAASBO Winter Conference - 2024
 - c) Spring Budget Workshop - 2024
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
LEV II	PED School Business Official	7-1-16 - 6-30-25	Yes
BBA	UNM	12/2007	Yes
MBA	UNM	12/2010	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

S. Piña
[Signature of Affiant]

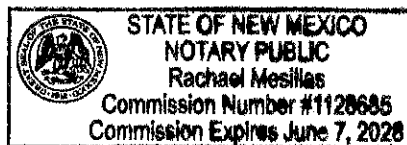
6-26-2024
Date

Sarah J. Piña
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 26 day of June, 2024

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: June 7, 2028.



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
7/18/2024

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.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 4500 Park Granada #206 Calabasas, CA 91302	CONTACT NAME: Risk Services PHONE (A/C, No, Ext): (800)578-8802 E-MAIL ADDRESS: rservices@pomisassoc.com PRODUCER CUSTOMER ID #: 00016280	FAX (A/C, No): (818) 449 8449
	INSURER(S) AFFORDING COVERAGE	
INSURED New Mexico Public Schools Insurance Authority Member: The Albuquerque Sign Language Academy 410 Old Taos Highway Santa Fe, NM 87501	INSURER A: New Mexico Public Schools Insurance Authority	
	INSURER B: Hanover Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
	PROPERTY				BUILDING	\$	
	CAUSES OF LOSS				DEDUCTIBLES	PERSONAL PROPERTY	\$
	BASIC				BUILDING	BUSINESS INCOME	\$
	BROAD				CONTENTS	EXTRA EXPENSE	\$
	SPECIAL					RENTAL VALUE	\$
	EARTHQUAKE					BLANKET BUILDING	\$
	WIND					BLANKET PERS PROP	\$
	FLOOD					BLANKET BLDG & PP	\$
							\$
							\$
			\$				
	INLAND MARINE	TYPE OF POLICY				\$	
	CAUSES OF LOSS					\$	
	NAMED PERILS	POLICY NUMBER				\$	
B	X	CRIME	BD3-H274489	07/01/2024	07/01/2025	X Employee Theft	\$ 2,000,000
						X Forgery or Altercation	\$ 2,000,000
						X Faithful Performance	\$ 1,000,000
		BOILER & MACHINERY / EQUIPMENT BREAKDOWN				\$	
						\$	
						Deductible Comp \$750	
						Deductible Coll \$750	
						\$	

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: Fidelity Bond

CERTIFICATE HOLDER	CANCELLATION
Evidence Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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

SARAH J PINA

Effective from July 01, 2016 to June 30, 2025
Licensure Number: 349237

ISSUED

A handwritten signature in cursive script, reading "Ryan Stewart".

Secretary of Public Education

August 21, 2024 – Regular Meeting Minutes

ASL Academy Governance Board - Meeting was Held Via Zoom Videoconference

*Indicates action items requiring vote.

1. Call to Order: Chair Kim Moya called the meeting to order at 4:03pm.
2. Roll call: Kim Moya, Jane Cavanaugh, Venesee Taylor, Vonnie Sachse, Nicole Lucero and Dana Grubestic were in attendance. Dr. Erin Jarry was excused. A quorum was present.
3. Discussion/Possible Action re Meeting Agenda*: Ms. Cavanaugh moved to approve the agenda. Ms. Taylor seconded. Motion passed unanimously.
4. Discussion/Possible Action re July 17, 2024 Meeting Minutes*: Ms. Taylor moved to approve the agenda. Ms. Sachse seconded. Motion passed unanimously.
5. Public Comments: No public comments.
6. Update from Executive Director: Mr. Raphael Martinez reported on the status of the new building, lease for the art center, charter renewal, recent events, recent audit, and approval of the AmeriCorps and AmeriCorps VISTA program grants.
7. Update from Kim Moya, Board Chair: Nothing additional to report.
8. Update re Community Schools Initiative Report: Mr. Greg Webb reported on various grants, events partnerships, and the Outdoor Equity Fund and Youth Conservation Corps grants.
9. New Business:
 - a. Noted: Charter Renewal Application Due September 1st; Renewal Site Visit Sept. 10th; PEC Renewal Hearings November 12-15th.
 - b. Discussion/Possible Action re Approval of Sarah Pina as Business Manager*: Ms. Cavanaugh moved to approve. Ms. Sachse seconded. Motion passed unanimously.
 - c. Discussion/Possible Action re Approval of Contract with ASLA Foundation for Programming and Operations of the North Fourth Art and Adult Workforce Center*: Ms. Sachse moved to approve. Ms. Lucero seconded. Motion passed unanimously.
10. Financial Items:
 - a. Discussion/Possible Action re Approval of Cypress Tree New Mexico Expenditures for Annual Membership Fee and AmeriCorps Members*: Ms. Taylor moved to approve. Ms. Cavanaugh seconded. Motion passed unanimously.
 - b. Discussion/Possible Action re Approval of June 2024 Bank Reconciliation, Payrolls, and Accts. Payable Reports*: Ms. Cavanaugh moved to approve. Ms. Taylor seconded. Motion passed unanimously.
 - c. Discussion/Possible Action re Approval of BARS, July 2024 Bank Reconciliation, Payrolls, and Accts. Payable Reports*: Approval of July Reports tabled. Ms Cavanaugh moved to approve BARs # 517-000-2425-0006-IB, 517-000-2425-0007-IB, 517-000-2425-0008-I, 517-000-2425-0009-IB, 517-000-2425-0011-IB, 517-000-2425-0012-D, 517-000-2425-0013-D, 517-000-2425-0014-I. Ms. Lucero seconded. Motion passed unanimously.

11. Noted: Upcoming Annual Board Meeting will be held on September 18, 2024 at 4:00pm via Zoom online videoconference: Noted.
12. Adjournment: With no further business, Ms. Taylor moved to adjourn the meeting. Ms. Cavanaugh seconded. Motion passed unanimously and Chair Moya adjourned the meeting at 4:39pm.

APPROVED BY THE ASLA GOVERNANCE BOARD AT THE SEPTEMBER 18, 2024 MEETING



Kimberly Moya, Board Chair