



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 Albuquerque School of Excellence, hereafter "the school," effective on 6/12/2020.

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: Whitney Warner

New Head Administrator/Business Manager/Procurement Officer: Mikaela Vigil

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-938-7718, mikaela@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: 10/1/2024

The school's notification is hereby submitted by:

Signature of School Representative:  _____ **Date:** 10/1/2024

Signature of Governing Board Chair:  _____ **Date:** 10/1/2024

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:** _____

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

MIKAELA VIGIL-SCOTT

Effective from July 01, 2024 to June 30, 2027
Licensure Number: 391120

ISSUED

A handwritten signature in cursive script, reading "Mariana Padilla".

Secretary of Public Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Mikaela Vigil-Scott, [affiant] after being duly sworn, state:

- 1. I live in the City of 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 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 Fall Conferences 2023, 2024
 - b) NMASBO Spring Budget Conference
 - c)
- 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
MBA	NM Highlands University	December 2023	yes
Level 1 SBO	NMPED	July 1 2024	yes

FURTHER AFFIANCE SAYETH NAUGHT.

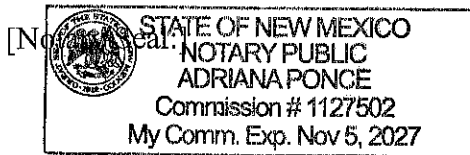
Mikaela Vigil-Scott
[Signature of Affiant]

9/30/24
Date

Mikaela Vigil-Scott
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 30 day of September 2024.



[Signature]
NOTARY PUBLIC

My commission expires: Nov 5, 2027.

Meeting Minutes
Albuquerque School of Excellence
Governing Council (GC)
General Meeting

Meeting Location: online via Google Meet.

Date: May 18th, 2024, Time: 10:05 a.m.– 12:59 p.m.

- I. **Attendance:** The meeting was called to order by Sean Fry, GC President. The following council members were present: Mrs. MacCleod, Dr. Sahin, Dr. Anderoglu, Mr. Fry, Dr. Akbas and Dr. Dadebayev. Mr. Ayik, Ms. Madsen, and Ms. Mikaela Vigil were also present.

- II. **Call to Order and establishment of a quorum.**
 - a. The people listed above are named the Governing Council of the Albuquerque School of Excellence in the Articles of Incorporation and their attendance constitutes a quorum.
 - b. Since the GC Secretary was not present, Mr. Fry asked Ms. Madsen to take the minutes for the meeting this month.

- III. **Public Comments:** Mr. Fry opened the floor for public comments, but there were none.

- IV. **(Discussion/Action) Approval of current agenda items.** Mr. Fry recommended we move Item XII. on the agenda up to Item XI. so that our invited guest, Ms. Vigil, would not need to stay for the entire meeting. Dr. Sahin moved to approve the amended agenda; Mrs. MacCleod seconded. A vote was taken, and approval of the amended agenda passed unanimously.

- V. **(Discussion/Action) Approval of previous Governing Council meeting minutes for April 20, 2024.** Mr. Ayik shared the previous meeting minutes. Dr. Sahin moved to approve the previous meeting minutes; Mrs. MacLeod seconded. A vote was taken, and the meeting minutes were unanimously approved.

- VI. **(Discussion/Action) Consideration of April Financials & Bank Reconciliations.**
 - a. Ms. Vigil discussed the April Account Summary Report. She stated that the financial position of the school is strong because our enrollment was higher than we budgeted. She said we would have several end-of-year BARs to spend funds before

they expire. Our ESSER funds will expire in September 2024, so she suggested using those funds to pay for the Staff Retention Stipends.

b. Dr. Sahin and Mrs. MacCleod attended the Financial Committee this month and reported that ASE received the last of the ESSER funds and other grants this month putting the school in a good financial position. Dr. Sahin moved to approve the April financials; Mrs. MacCleod seconded. A vote was taken, and the financial reports were unanimously approved.

VII. (Discussion/Action) Consideration of 2024-2025 Salary Schedule and Compensation Manual.

a. Mr. Ayik shared the draft 2024-2025 Salary Schedule and Compensation Manual. The major changes this year were the 3% pay increase directed by the NMPED and the increase to 189 days (from 188 days this school year) on the basic Teacher and Education Assistant contracts.

b. Other changes were made to stipends: the Retention Stipend was changed to \$1,000 (from \$3,000 due to decrease in ESSER funds); a Homeroom Stipend of \$1,000 was added for DEAR teachers; the Home Visit Stipend was changed to \$35 each, but the Home Visits must be in-person (no longer counting virtual visits); Grade-Level Leads and Department Leads now get the same \$1,000 stipend; Coordinator stipends were added; and all AP courses receive the same Performance Bonus.

c. Dr. Sahin moved to approve the 2024-2025 Salary Schedule and Compensation Manual with the changes; Mrs. MacCleod seconded. A vote was taken, and it was unanimously approved.

VIII. (Discussion/Action) Consideration of 2024-2025 Operations Budget

a. Ms. Vigil discussed the draft of the 2024-2025 Operations Budget. She stated that there will be a 15% increase this year in NMPSIA health premiums which will impact funding benefits for salaried employees. There was also a 3% increase in SEG funding, but that increase in funding will be used to pay for the 3% raise in salaries directed by the NMPED. There will not be ESSER funding next year either, so many of the salaries we paid using ESSER funds will now have to be covered by the operational school funds. The bus transportation for next year will also need to come out of the operational school funds until the NMPED begins funding bus transportation the following school year. (The Governing Council will need to review the bus transportation contract in the June meeting due to the size of the contract.) Ms. Vigil also reviewed the food service and ancillary provider funding. She used the new stipend list (including the Retention Stipends) to factor them into the budget.

b. Mr. Ayik mentioned that the school has sufficient funds on hand to develop the property on Tramway Road into a sports field, but we are limited to CES vendors and

have not been able to find a vendor interested in bidding on the project. He will reach out to them again and if there are still no offers, then we will roll the project into the high school project when we find a suitable property for that project.

c. Ms. Vigil let the Governing Council members know that they should expect a Docusign from the Vigil Group for approval of the budget sometime next week. Dr. Sahin moved to approve the 2024-2025 ASE Budget; Mr. Fry seconded. A vote was taken, and it was unanimously approved.

IX. (Discussion/Action) Consideration for the Executive Director and the Business Manager to enter and submit any final Budget Adjustment Requests (BARs) on behalf of the school to maintain the school in budgetary compliance for audit and other regulatory purposes.

a. Ms. Vigil explained that this request was only for the end-of-year closeout since using BARs to move funds is necessary to ensure all expiring funds are spent and funds which can carry over to the next school year are moved. Due to the time-sensitive nature of the end of the fiscal year, Ms. Vigil is requesting the authority to submit BARs directly to Mr. Ayik for approval and then will brief the Governing Council at the June meeting allowing subsequent review. The Governing Council approval date for these BARs will reflect today's date, May 18th, 2024.

b. Mrs. MacLeod moved to approve the BAR request with these conditions in place; and Dr. Sahin seconded. A vote was taken, and the BAR request was unanimously approved.

X. (Discussion/Action) Consideration of Business Manager Change. Mr. Ayik explained that when the Vigil Group assigned Ms. Mikaela Vigil as ASE's Business Manager, we did not officially approve her as our new Business Manager since the change happened mid-year. As she has done a great job for us this school year, Mr. Ayik recommended we make it official. Dr. Sahin moved to approve Ms. Vigil as the ASE Business Manager; and Dr. Anderoglu seconded. A vote was taken, and it was unanimously approved.

XI. (Discussion/Action) Consideration of Financial Services Agreement. Mr. Ayik explained that the Vigil Group is now a part of ACES. We will pay \$88,000 for the new annual contract with the Vigil Group. Mr. Fry explained that this is a financial savings over having a person assigned in house because of the benefit match savings. In addition, we can continue the partnership we've had with the Vigil Group for the past 14 years. It is difficult to find another firm with as much experience managing Charter School finances. Dr. Sahin moved to approve; and Mrs. MacCleod seconded. A vote

was taken, and it was unanimously approved. Mr. Fry thanked Ms. Vigil for her service and she left the meeting.

- XII. (Discussion/Action) Consideration of Professional Services Agreement for Legal Services.** Mr. Ayik explained that our attorney’s partner at Matthews Fox is retiring. We can continue our legal services with Ms. Susan Fox, but she will be at Charter Law Office, PC. Mr. Ayik stated that Ms. Fox has been very responsive to requests for legal review and her rates are reasonable. Mr. Ayik also added that we can always go to another attorney for specific issues on a case-by-case basis. Dr. Anderoglu moved to continue the legal service agreement with Ms. Fox; and Dr. Sahin seconded. A vote was taken, and it was unanimously approved.
- XIII. (Discussion/Action) Consideration of Amendment to Trademark & Intellectual Property License Agreement with Harmony Public Schools.**
- a. Mr. Ayik explained that Harmony Public Schools (in Texas) has tremendous resources due to their size and years of experience in managing Charter Schools which would be of great benefit to ASE. They are more than willing to share their policies, handbooks, forms, training, and best practices with ASE, but we should not expect to have access to their copyrighted materials without compensation. Mr. Ayik forwarded a licensure agreement to our attorney for review and Harmony Public Schools agreed to the changes. This agreement would cost \$10,000 per year and the contract would need to be renewed annually. Dr. Anderoglu remarked that we’ve had a relationship with Harmony Public Schools since the beginning of the school, but this agreement would make it official.
- b. Mrs. MacLeod moved to approve the Licensure Agreement; and Dr. Anderoglu seconded. A vote was taken, and it was unanimously approved.
- XIV. (Discussion/Action) Consideration of Fine Arts Elementary Act Funding and Federal Funding (Title I, Title II, Title III, Title IV, and IDEA B) Applications.** Mr. Fry briefly mentioned that these funding sources are mostly utilized to pay salaries in specific areas (Music, Art, SpEd, and ELL). Dr. Anderoglu moved to approve, and Mr. Fry seconded. A vote was taken, and it was unanimously approved. Mr. Fry suggested a short break at 11:30 a.m. since there are still several items remaining in the agenda. The Governing Council reconvened at 11:35 a.m.
- XV. (Discussion/Action) Consideration of 2024-2025 Student Handbook.**
- a. Mr. Ayik reviewed suggested changes by the Admin Team in the Draft 2024-2025 Student Handbook. The major changes include adding a one-year re-enrollment restriction after expulsion (similar to the APS policy); adding our Core Values;

including the requirement to provide previous IEPs/504 plans with registration paperwork; restricting high school students from returning to school during school hours if they do not have a class (lack of supervision); allowing students to grow facial hair so long as it is neatly maintained; removing restrictions to hair styles or color in accordance with the Crown Act; restricting uniform pants color to Khaki (tan) only since we've had so many issues with jeans (except on Fridays); adding advanced elective determination based on ALECS/NWEA scores; adding prohibition against racialized aggression; adding the policy for care and return of the Chromebooks; and changing the Governing Council appeal policy to allow appeals to suspensions and expulsions to be submitted by email (the Governing Council would review appeals in a closed session for legal matters in accordance with the Open Meetings Act). Mr. Fry also suggested changing the number of days for families to appeal a suspension or expulsion to 10 calendar days (from 5 days).

b. Dr. Anderoglu had to leave the meeting at 12 p.m.; and Dr. Dadebayev had to leave the meeting at 12:22 p.m. Since there was still a quorum of the Governing Council members in the meeting, the meeting continued.

c. Mrs. MacLeod moved to approve the 2024-2025 Student Handbook with the changes; and Dr. Akbas seconded. A vote was taken, and it was unanimously approved (by the four remaining members).

XVI. (Discussion/Action) Consideration of One-Time Retention Stipend For All Returning Full-Time Employees and Part-Time with at least 0.5 FTE in the 23-24 School Year.

No action or discussion was taken on this item since it was already approved in the 2024-2025 ASE Compensation Manual and discussed during the 2024-2025 ASE Budget item above.

XVII. (Discussion/Action) Consideration of amendment to ASE Leave Donation Policy.

Mr. Ayik explained minor changes to the ASE Leave Donation Policy to include only the medical requirements listed in the FMLA so that first-year staff may also qualify for leave donation. Dr. Sahin moved to approve the amended ASE Leave Donation Policy; and Mrs. MacCleod seconded. A vote was taken, and it was unanimously approved (by the four remaining members).

XVIII. (Discussion) Director's Report to GC

Mr. Ayik showed the latest NWEA growth scores from Fall to Spring in Reading, Math, and Science for the Elementary, Middle and High Schools. Overall, ASE students scored over 50% growth in all areas; and met their growth goals of over 55% growth compared to the National average in all but one category. This is the highest growth we've seen at ASE since we started using the NWEA. Mr. Ayik mentioned that we

could set the bar higher for the NWEA performance bonus, but Dr. Sahin suggested our tiered bonuses already provide more incentive to exceed the 55% growth goal.

- XIX. (Discussion/Action) [Executive Session] Head Administrator Review/Evaluation by Governing Council Members.** Since the meeting was running so late, and members had to depart, Mr. Fry suggested this item be tabled until the next meeting (in June). He also requested we use the responses to the Parent/Climate survey as part of the evaluation. We will need to add a separate agenda item to go into closed session for the Head Administrator Review.

- XX. (Discussion) Completion of Required Board Training.** Each Governing Council member reported their progress in completing the required board training. Mr. Fry thanked Mr. Ayik for the reminder and suggested that we include this item for the next meeting as well so we can ensure all Governing Council members are finishing their training.

- XXI. Closing Remarks and Adjournment.** The GC President, Mr. Fry, thanked everyone for their time and all their hard work in making the school such a success. The meeting was adjourned at 12:59 p.m.