



## 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](mailto: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](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Taos Academy Charter School, hereafter "the school," effective on 12/12/23.**

**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: Dr. Traci Filiss/ Deanna Mooney/ Dr. Traci Filiss**

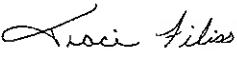
**New Interim Head Administrator/Business Manager/Procurement Officer: Christie Berg/Deanna Mooney/Charlotte Archuleta.**


**Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-231-2954 [cberg@taosacademy.org](mailto:cberg@taosacademy.org).**

**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:** September 31st, 2024

**The school's notification is hereby submitted by:**

**Signature of School Representative:**  **Date:** 10/8/24

**Signature of Governing Board Chair:**  **Date:** 10/8/24

---

#### 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:** \_\_\_\_\_

**Meeting Agenda**  
**Taos Academy Charter School**  
**Governing Council Meeting**  
**110 Paseo Del Canon Taos NM 87571**  
**Friday, September 13th, 2024**  
**9:00 am**

**Google Meet joining info**

**Video link:** <https://meet.google.com/emx-swyy-dsn>

Or dial: (US) +1 720-477-2565 PIN: 645 293 630#

**Live stream** <https://stream.meet.google.com/stream/df595733-1100-4a6d-8cc2-d094fd23ed61>

- A. Call To Order – 9:12
- B. Roll Call –Dean Caldwell (President) Present, Karen Shannon (Treasurer) Present, Lara Heister (Vice President) Present, Samantha Gonzales (Secretary), Martin Molz Present (member).
- C. Pledge of Allegiance - Done
- D. Approval of Agenda ( Action)-  
Approval of \_\_Special September meeting\_\_ agenda: \_\_Karen\_\_ moves to approve agenda, \_\_Martin\_\_ seconds, Roll call, Dean yes, Sam yes, Karen yes, Martin yes, Lara, yes. Motion carries.
- E. Closed session - Personnel  
Closed session - Personnel - \_\_Martin\_\_ moves to go into closed session to discuss Personnel. \_\_Sam\_\_ seconds the motion. Traci is invited to stay. Roll call, Dean yes, Karen yes, Sam yes, Martin yes, Lara, Yes. Motion carries.  
\_\_9:14 pm session closed.  
Matters discussed during the closed session were limited to those specified in the motion for closure.  
  
\_\_Karen\_\_ moves to come out of closed session. \_\_Martin\_\_ seconds the motion. Roll call, Dean yes, Lara yes, Karen yes, Sam yes, Martin yes. Motion carries.
- F. Approval of Interim Head Administrator (Action) - Approval to hire Christy Berg as interim head administrator from November 1st to February 1st for Traci's 90 days leave of absence and hire Charlotte Archuleta as interim CPO for the same time period. Sam moves to hire Christy Berg as interim. Karen seconds the motion. Roll call, Dean yes, Lara yes, Karen yes, Sam yes, Martin yes. Motion carries.
- G. Next Board Meeting Agenda
- H. Adjournment - Karen Sam moves Sam Karen Roll call, Dean yes, Lara yes, Karen yes, Sam yes, Martin yes. Motion carries.

**Public Input: Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Taos Academy Governing Council asks that any and all public input be limited to a reasonable amount of time, three to five minutes. No action will be taken on items presented and comments regarding matters under litigation will not be allowed. Individuals with a disability who need any form of auxiliary aid or service to attend or participate at this meeting are to contact Director Traci Filiss at [tfiliss@taosacademy.org](mailto:tfiliss@taosacademy.org) at least one week prior to the meeting.**

# STATE OF NEW MEXICO



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

**LEVEL THREE-B PRE K-12 ADMINISTRATIVE**  
is issued to

**CHRISTIE A BERG**

Effective from July 01, 2023 to June 30, 2028  
Licensure Number: 334525

**ISSUED**

A handwritten signature in black ink, appearing to read "Christie A. Berg".

Secretary of Public Education



A 21ST CENTURY LEARNING COMMUNITY

***Striving For Academic Achievement, Leadership Skills and Social Responsibility***

Dear Taos Academy Governing Board,

Please accept this letter of resignation from Taos Academy on September, 13th 2024. My last day of employment will be October 31st.

Thank you,

Dr. Traci Filiss  
Executive Director/Superintendent Taos Academy  
tfiliss@taosacademy.org

**110 Paseo del Cañon West Taos, NM 87571 Ph 575-751-3109**