



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: Click or tap here to enter text.

New Head Administrator/Business Manager/Procurement Officer: Tiffany Bristol

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): tbristol@almadarte.org, 575-541-0145

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

Effective Date: 6/11/2024

The school's notification is hereby submitted by:

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

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

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:** _____



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Tiffany Bristol

*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 29th day of May 2024

Chief Procurement Officer Certification

Certificate No. CPO-2024-00000-05199



Amelia

State Purchasing Agent



Special Board Meeting Minutes
402 W. Court Ave., Las Cruces, NM 88005
Location: Auditorium
Date: June 3, 2024
6:00 pm

I. Introduction

Presiding:

Time: 6:02 pm

1. Call to Order
2. Pledge of Allegiance
3. Salute to New Mexico

4. Roll Call

Richelle Peugh-Swofford, President	Present X	Absent __	Tardy __
Kimberly Skaggs, Vice President	Present X	Absent __	Tardy __
Sherri Hursey, Secretary	Present __	Absent X	Tardy __
Martin Swafford, Treasurer	Present X	Absent __	Tardy __
Tommy Escudero, Member	Present __	Absent X	Tardy __
Ceaser Alveraz, Member	Present X	Absent __	Tardy __

5. Conflict of Interest Disclosures as may be applicable.

6. Acceptance of Agenda.

Motion: to change the order of the agenda and accept the agenda with change.

1st Kimberly Skaggs

2nd Ceaser Alveraz

Vote:

Richelle Peugh-Swofford, President	Yes __	No __	Abstention __
Kimberly Skaggs, Vice President	Yes X	No __	Abstention __
Sherri Hursey, Secretary	Yes __	No __	Abstention __
Martin Swafford, Treasurer	Yes X	No __	Abstention __
Tommy Escudero, Member	Yes __	No __	Abstention __
Ceaser Alverez, Member	Yes X	No __	Abstention __

Motion approved 3-0

7. Acceptance of April 25, 2024, Meeting Minutes.
Motion: to accept the April 25, 2024, Meeting Minutes as is.

1st Martin Swafford

2nd Kim Skaggs

Vote:

Richelle Peugh-Swafford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

8. Governing Council Member Training Update

a. Members Training

1. Governing Council Members Training complete - Kimberly Skaggs, Richelle Peugh-Swafford, Martin Swafford.

2. Governing Council Members Training in progress – Ceaser Alvarez.

9. Unfinished / Recurring Business

None

10. Public Comment – Please follow Alma d’Arte Guidelines for Community Members (Two minutes per speaker, 30-minutes for all speakers. No action will be taken.)

1. Jennifer White
2. Anna Martinez
3. Glyn Landers
4. Shelly Richard
5. Jana Holguin
6. Chris Bardey
7. Peter Goodman
8. Janet van Coblign

11. Consent Agenda

August

- a. Approval of new board members
- b. Acceptance of Paul Dulin’s resignation
- c. Approval of CAL’s Professional Development – Superintendent Leadership Academy
- d. General Counsel: Matthew Fox
- e. General Counsel: Special Services – de Leon and Associates
- f. Lease Agreement with In-Kind Services: Special Services – de Leon and Associates
- g. Contract: Speech Language Pathology – Sandi Maynes
- h. Approval of PO’s

<u>Vendor</u>	<u>Description</u>	<u>FY23 Budget</u>	<u>FY24 Budget</u>
American Linen	Kitchen and Janitorial supplies	10,100	10,500
Brady Industries	Janitorial supplies	-	10,000
Century Link	Phone service	12,000	12,000
City of Las Cruces	Utilities - gas, water, waste, recycling	16,500	18,000
Clifton, Larson, Allen LLP	Auditing services	19,178	21,000
Cooperative Education Services	NM REAP renewal	655	700
El Paso Electric	Electric service	45,000	50,000
Garcia's Janitorial	Janitorial services	-	40,000
Lowe's	Breakfast and lunch supplies	1,800	2,000
NMSPIA Risk	Property, Liability, Worker's Comp Insurance	31,834	35,115
Pitney Bowes	Lease - Postage	2,000	2,000
Pitney Bowes Purchase Power	Postage	1,000	1,000
Roadrunner Pizza	Lunch service	5,200	5,500
Shamrock Foods	Breakfast and lunch supplies	19,500	22,000
Syseo	Breakfast and lunch supplies	10,400	13,000
US Foods	Breakfast and lunch supplies	20,600	22,000
Valuline	Long Distance service	400	400
PIS Office Systems	Copier Lease and Overage	5,900	9,000

September

- a. Approval of 8-28-24 Meeting Minutes
- b. Payroll and Accounts Payable Acceptance and Approval

October

- a. Acceptance of 9/18/2023
- b. Payroll and Accounts Payable Acceptance and Approval

November

- a. Acceptance of 10/16/23 Meeting Minutes
- b. HOUSSE Program for CAP / Principal Evaluation
- c. Payroll and Accounts Payable Acceptance and Approval

December

- a. Acceptance of 11/13/23 Meeting Minutes
- b. Payroll and Acceptance and Approval
- c. 2023-2024 NMPED Graduation Requirements
- d. Student Handbook 2018 and Beyond for 2023-2024 Year
- e. Contract – Joanna DeMatteo
- f. Contract – Emily Mendoza
- g. Contract – Dr. Dino Coronado
- h. Approval for half day Faculty Inservice 12-15-2023

Motion: to approve the Consent Agenda

1st Kimberly Skaggs

2nd Ceaser Alvarez

Vote:

Richelle Peugh-Swofford, President	Yes	X	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	__	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	__	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__

Motion approved 4-0

12. Monthly Financial Report (Chris Masters)

- a. Finance Committee Report
- b. Financial Report
- c. BAR’s Approval

i. BAR511-000-2324-0022-M (\$112,000 from Func 2100 and 2200 to Func 2300, 2400, 2600)

ii. BAR 511-000-2324-0023-T (\$41,900 from Func 2100 to Func 1000)

Payroll and Accounts Payable Acceptance and Approval

Motion: to approve BAR511-000-2324-0022-M and BAR 511-000-2324-0023-T.

1st Kimberly Skaggs

2nd Ceaser Alvarez

Vote:

Richelle Peugh-Swofford, President	Yes	X	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	__	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	__	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__

Motion approved 4-0

13. Monthly Administrative Report

- a. Monthly Principal’s Update Report.
- b. Assessment Data
- c. PEC/CSD Intervention Ladder
- d. OMA Update

14. New Business

- a. Appointment of Grievance Committee

Motion: to approve Grievance Committee – Sherri Hursey, Ceaser Alvarez, and Martin Swafford

1st Kimberly Skaggs

2nd Richelle Peugh-Swofford

Vote:

Richelle Peugh-Swofford, President	Yes	X	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	__	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	__	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__

Motion approved 4-0

- b. Appointment of Finance Committee

Motion: to approve Finance Committee – Kimberly Skaggs, Martin Swafford, Jamie Edwards, Jaime Armendarez, Tiffany Bristol, Chris Masters.

1st Ceaser Alvarez

2nd Richelle Peugh-Swofford

Vote:

Richelle Peugh-Swofford, President	Yes	X	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	__	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	__	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__

Motion approved 4-0

c. Approval of Strategic Plan

Motion: to approve Strategic Plan

1st Ceaser Alvarez

2nd Martin Swafford

Vote:

Richelle Peugh-Swafford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

d. Approval of 2024-2025 School Calendar

Motion: to approve 2024-2025 School Calendar

1st Kimberly Skaggs

2nd Ceaser Alvarez

Vote:

Richelle Peugh-Swafford, President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 4-0

e. Approval and Assignment of a Chief Procurement Officer – Tiffany Bristol

Motion: to approve Tiffany Bristol as Chief Procurement Officer

1st Ceaser Alvarez

2nd Martin Swafford

Vote:

Richelle Peugh-Swafford, President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 4-0

f. Approval of PEC Intervention Ladder / CSD Corrective Action Plan

Motion: to approve the PEC Intervention Ladder / CSD Corrective Action Plan

1st Kimberly Skaggs

2nd Ceaser Alvarez

Vote:

Richelle Peugh-Swafford, President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Tommy Escudero, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Ceaser Alvarez, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 4-0

g. Approval of 2024-2025 Budget

Motion: to approve 2024-2025 Budget

1st Kimberly Skaggs

2nd Martin Swafford

Vote:

Richelle Peugh-Swafford, President	Yes	X	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	__	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	__	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__

Motion approved 4-0

h. Approval of 2024-2025 Salary Scale

Motion: to approve 2024-2025 Salary Scale

1st Ceaser Alvarez

2nd Martin Swafford

Vote:

Richelle Peugh-Swafford, President	Yes	X	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	__	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	__	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__

Motion approved 4-0

15. Future Business / Next Meeting Agenda Items for Discussion or Revision

a. Governing Board Meetings Dates 2024-2025

b. OMA 2024-2025

c. PEC Revisions of PEC Intervention Ladder / CSD Corrective Action Plan

16. Next Board Meeting: June 17th, 2024

17. Adjourn

Time: 7:31 pm


Motion: to adjourn from the meeting

1st Kimberly Skaggs

2nd Ceaser Alvarez

Vote:

Richelle Peugh-Swafford, President	Yes	X	No__	Abstention__
Kimberly Skaggs, Vice President	Yes	X	No__	Abstention__
Sherri Hursey, Secretary	Yes	__	No__	Abstention__
Martin Swafford, Treasurer	Yes	X	No__	Abstention__
Tommy Escudero, Member	Yes	__	No__	Abstention__
Ceaser Alvarez, Member	Yes	X	No__	Abstention__
Motion approved 4-0				



Richelle Peugh-Swafford or Designee

6/18/2024

Date

GOVERNING COUNCIL POLICY: BYLAWS

ARTICLE III – MEETINGS; (G) Conduct of Business; pg. 5

1. Tie Votes -- In the case of any tie vote by the GC membership, either by quorum attendance at the meeting or by the number of permanent members, the President shall cast the deciding vote. Otherwise, the President shall not vote.