



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 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

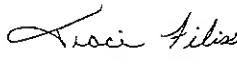
New Interim Head Administrator/Business Manager/Procurement Officer: Christie Berg/Deanna Mooney/Charlotte Archuleta.

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-450-1415, carchuleta97@outlook.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: 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 at least one week prior to the meeting.



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Charlotte Archuleta

*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 19th day of March 2024

Chief Procurement Officer Certification

Certificate No. **CPO-2015-00000-01102**



Ameerku

State Purchasing Agent



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