

**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 Tierra Adentro of New Mexico Charter School, hereafter "the school," effective on 7/1/2010.**

**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:** Veronica Torres

**New Head Administrator/Business Manager/Procurement Officer:** Genevieve Lopez

**Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email):** 505-620-0352

**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:** 1/1/2025

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

**Signature of School Representative:**                       **Date:** 12/16/24

**Signature of Governing Board Chair:**                       **Date:** 12/16/24

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Consent (typical)                       Regular (unusual circumstance)

**The school's notification was:**  Accepted                       Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Veronica Torres  
7708 Jacobo Dr NE  
Albuquerque, NM 87109

Re: NOTIFICATION OF RETIREMENT

Dear Ms. Martinez,

After careful consideration, I have decided to retire from Tierra Adentro of New Mexico, effective December 31, 2024. Words cannot express how the last 15 years have shaped my life. As a Co-Founder and a leader of this school, the amount of skills and knowledge I have obtained has been insurmountable. I cannot thank you enough for the support you have given me over the years.

Sincerely,



Veronica Torres

# 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

**GENEVIEVE L LOPEZ**

Effective from July 01, 2020 to June 30, 2025  
Licensure Number: 362161

A handwritten signature in cursive script that reads "Ryan Stewart".

Secretary of Public Education

**Tierra Adentro: The New Mexico School of Academics, Arts & Artesanía (TANM)**  
**1781 Bellamah Ave NW**  
**Albuquerque NM 87104**  
*December 11, 2024*  
*Agenda/Minutes*

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Notice is hereby given that the Governing Council of TANM's Regular Meeting will begin at 2:00pm

*The meeting will take place on Zoom at:*

<https://us06web.zoom.us/j/85912183194?pwd=V3LqVtE0zUpiYUSSeont7ymWnaMmoh8.1>

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**AGENDA/MINUTES**

- I. Call to Order for Regular Meeting: 12/11/24, 2:06pm**
- II. Roll Call for Quorum:**
- III. Present: Liz Marshall, Ginny Wilmerding, Carrie Freeman, Sandy Martinez (3:12)**  
**Not Present: Jill Martinez**
- IV. Approval of Agenda (Action)**
  - a. **Motion: Ginny Wilmerding**
  - b. **Second: Carrie Freeman**
  - c. **Discussion: None**
  - d. **Vote: passes unanimously**
  - e. **Summary: Agenda approved**
- V. Approval of the November 13, 2024 GC Meeting Minutes (Action)**
  - a. **Motion: Ginny Wilmerding**
  - b. **Second: Liz Marshall**
  - c. **Discussion: None**
  - d. **Vote: passes unanimously**
  - e. **Summary: 11/24 minutes approved**
- VI. Public Comment: None**
- VII. Report from TANM Foundation and TANM Facilities Committee (TANM Foundation Board)** The TANM Foundation will be giving a report on facilities and financing. (See attached Foundation Board Minutes). Marquee has been installed. Name plate with logo will be installed in next couple of weeks. Dance studio construction to take place over winter break.
- VIII. Finance Report (Vigil Group)** The finance report will consist of an overview of the school's revenue, expenditures, overdue invoices, and the overall financial health of the school. (see attached)
- IX. BARS (Action) (Vigil Group)** The Budget Adjustment Requests will consist of requested adjustments to the budget.  
**518-000-2425-0015-1B**  
**518-000-2425-0016-1**  
**518-000-2425-0017-1**
  - a. **Motion: Carrie Freeman**
  - b. **Second: Ginny Wilmerding**
  - c. **Discussion: none**
  - d. **Vote: passes unanimously**
  - e. **Summary: BARS approved**
- X. TANM Administrative Report (TANM Administration)** The Administrative Report will consist of the following areas: (see attached)
  - a. Enrollment : 249
  - b. Important Dates – GC Training Dates for January
  - c. School Achievements - Charter Renewal approved for 5 years without conditions, TANM student nominated for Charter School Student of the Year
  - d. Miscellaneous - 2 new members to join GC in January
- XI. Consideration for Approval of the TANM Board to Convene in Closed Session Pursuant to the Open Meetings Act NMSA (10-15-1 (H) (2)) to discuss limited personnel matters. (Discussion)**
  - a. **Motion: Ginny Wilmerding**
  - b. **Second: Liz Marshall**
  - c. **Discussion: Inviting Dan Hill, school Lawyer, into Closed Session**
  - d. **Vote: passes unanimously**
  - e. **Summary: Closed session approved**
- XII. Reconvene in Open Session**
- XIII. Statement of Closure: No action was taken during Closed Session. Personnel matter discussed. Return to open session**
  - a. **Vote: pass unanimously**
  - b. **Summary: Return to Open Session**
- XIV. Approval of the Interim Director's Contract for Spring 2025 (Action) (TANM GC)**

- a. **Motion: Ginny Wilmerding**
- b. **Second: Sandy Martinez**
- c. **Discussion: None**
- d. **Vote: passes unanimously**
- e. **Summary: Approval of Interim Director contract**

**XV. Next Regular Meeting, Thursday, January 9, 2025**

**XVI. Adjournment: 12/11/24 3:18pm**

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