



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:

- X Board minutes approving the business manager change
- X Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- X Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- X 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.. New Mexico Academy for the Media Arts

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: Mike Vigil

New Head Administrator/Business Manager/Procurement Officer: Ashley Wolfel

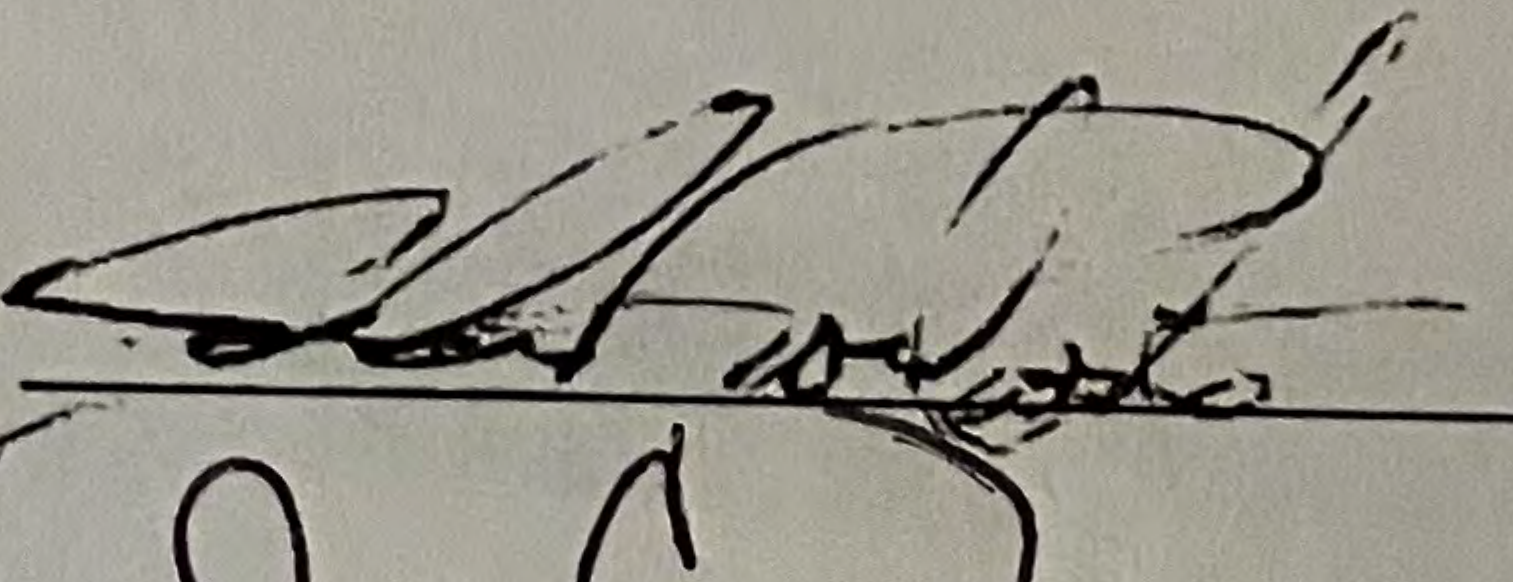
Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): 505-938-7731

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: 7/1/2024

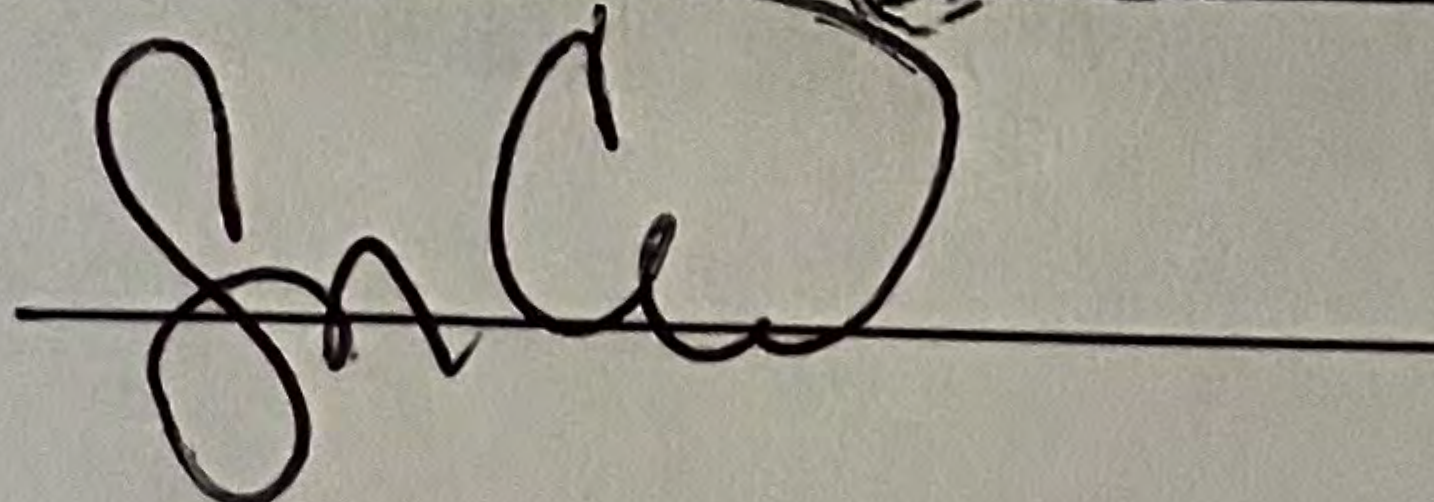
The school's notification is hereby submitted by:

Signature of School Representative:



Date: 11-15-24

Signature of Governing Board Chair:



Date: 11/16/2024

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 TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

ASHLEY K. WOLFEL

Effective from July 1, 2018 to June 30, 2027

Licensure Number: 366278

A handwritten signature in black ink, appearing to read "C. Wolfel".

Secretary of Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Ashley Wolfel, [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 Training-Winter Conference
 - b) NMASBO Training-Fall Conference
 - c) NMASBO Training-Spring Budget
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	New Mexico Highlands University	05/2016	Yes
BBA	New Mexico Highlands University	12/20214	Yes
Business License	NMPED	7/2018	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

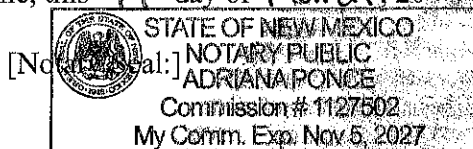
Ashley K. Wolfel
[Signature of Affiant]

3/11/2025
Date

Ashley K. Wolfel
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 11 day of March, 2025.



[Signature]
NOTARY PUBLIC

My commission expires: November 5, 2025



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 4500 Park Granada, Suite 206 Calabasas CA 91302	CONTACT NAME: Jennifer De Jesus PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: jdejesus@pomsassoc.com FAX (A/C, No): (818) 449-9321
INSURED The Vigil Group, Inc. 8012 Pennsylvania Cir NE Albuquerque NM 87110	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins/PHI INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 24-25 GL**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHBX20000861	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						BODILY INJURY (Per person) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**New Mexico Academy for the Media Arts
4401 Central Ave NE

Albuquerque

NM 87108

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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NMAMA Draft Minutes

New Mexico Academy for the Media Arts
4401 Central Ave NE, Alb., NM 87108
Governing Council Special Meeting via the Zoom Platform
December 19, 2024, 10am

1. Quorum Call - Governing Council President Carolyn Carlson called the meeting to order at 10:02am, with Governing Council members Channing Concho, Malinda Menke, Kendra Toth, Eddie Tafoya present. Also present were Principal John Rodarte, Business Manager Ashley Wolfel, Intern Coordinator Tom Richardson, and Media Coordinator Anthony Conforti. Nineteen faculty, parents and staff were in Zoom attendance.
2. Approval of Agenda – Motion to approve the amended agenda made by Malinda, second by Channing. The agenda was amended to remove NMAMA calendar change. The motion passed unanimously in a roll call vote with all board members voting in the affirmative.
3. Public Input – There was no public input.
4. Action Items
 - Personnel Change Notification for Business Manager – Motion made by Kendra, second by Eddie. This is to notify the state PED of the change of business manager from Mike Vigil to Ashley Wolfel. The motion passed unanimously in a roll call vote with all board members voting in the affirmative.
 - Presentation and Approval of Reduction in Force and Furlough Policy Plan – Motion made by Eddie, second by Channing. The motion passed unanimously in a roll call vote with all board members voting in the affirmative. There will be no furloughs. Due to the decrease in enrollment there is a need for a budget cut of approximately \$539,000 therefore a Reduction in Force policy and plan is necessary. This will include the elimination of : 1 Diagnostician Position – Ancillary Services contracted through CES, 1 Humanities Instructor Position, 1

Long Term Substitute/Community Liaison Position, 1 Psychologist Position – Ancillary Services contracted through CES, 1 STEM Instructor Position, 1 Full Time Special Education Teacher Position reduced to Half Time.

- Leave Donation Policy was approved with a motion by Channing with a second by Malinda. The motion passed unanimously in a roll call vote with all board members voting in the affirmative. The leave donation policy allows faculty and staff to donate unused sick leave to colleagues who qualify and need it due to family or medical circumstances.

5. Meeting was adjourned at 10:54am.

__P__ Carolyn Carlson
__P__ Malinda Menke
__P__ Channing Concho
__P__ Kendra Toth
__P__ Eddie Tayofa

The New Mexico Academy for the Media Arts (f.k.a. Media Arts Collaborative Charter School) offers secondary students a comprehensive, project-based, cross-curricular education centered in the media arts. We prepare our graduates for positions in the media industries and for the rigor of post-secondary education.

This meeting will be held per the New Mexico Open Meeting Act. The Council reserves the right to take agenda items out of order, items may be removed or delayed from the agenda at any time, and two or more items may be combined for consideration. The Council is happy to make reasonable accommodations for any member of the public with a disability and wishes to attend the meeting. If special arrangements are necessary, please notify Carolyn via email at ccarlson@nmmediaarts.org at least 24 hours prior to the meeting.