



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. German Martinez

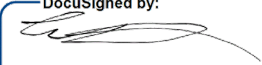
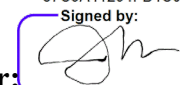
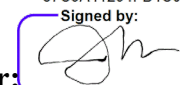
New Head Administrator/Business Manager/Procurement Officer: Click or tap here to enter text. Mikaela Vigil-Scott

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Click or tap here to enter text. mikaela@vigilgroup.net, 505-938-7701

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: Click or tap here to enter text. 1

Effective Date: Click or tap to enter a date. 4/1/2025

The school's notification is hereby submitted by:

Signature of School Representative:	DocuSigned by: 	Date: 4/29/2025
		Date: 4/29/2025
Signature of Governing Board Chair:	Signed by: 	Date: 4/29/2025

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:** _____

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

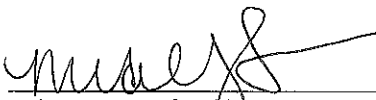
STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Mikaela Vigil Scott, [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) NMA SBO Fall Conference 2023, 2024
 - b) NMA SBO Winter Conference 2025
 - c) Spring Budget Workshop 2024, 2025
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	NM Highlands University	December, 2023	Yes
Level 1 SBO	NMPED	July 1, 2024	Yes

FURTHER AFFIANCE SAYETH NAUGHT.


[Signature of Affiant]

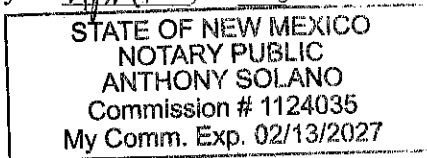
4/1/25
Date

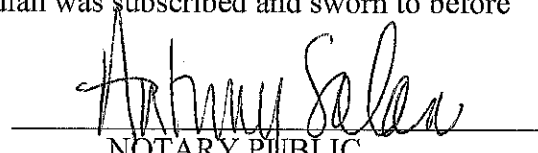
Mikaela Vigil-Scott
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 15 day of April, 2025

[Notary Seal:]




NOTARY PUBLIC

My commission expires: 02/13, 2027.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/15/2025

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**J. Paul Taylor Academy
402 W. Court Ave., Building 2

Las Cruces

NM 88005

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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STATE OF NEW MEXICO



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

LEVEL ONE SCHOOL BUSINESS OFFICIAL
is issued to

MIKAELA VIGIL-SCOTT

Effective from July 01, 2024 to June 30, 2027
Licensure Number: 391120

ISSUED

A handwritten signature in cursive script, reading "Mariana Padilla".

Secretary of Public Education



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



Final

J. Paul Taylor Academy Charter School

Governing Board Regular Meeting

Tuesday, March 25, 2025

402 W Court Ave Bldg #2,

Las Cruces, New Mexico

Media Room & Zoom Video Conference Call

I. Opening Items

A. Meeting will be Recorded and Publicly Posted- Recording was started at 6:58 p.m.

B. Call the Meeting to Order – Jerry Wallace, called the meeting to order at 6:58 p.m.

A. Roll Call – Secretary Vivian Fietze called roll; Governance Council members Vivian Fietze (in person), Coree King (in person), Cassie McClure (Zoom), Mark O'Neill (in person), Valery Ratliff-Parker (in person), and Jerry Wallace (Zoom) were present. A quorum was confirmed. Others in attendance: Eric Ahner (Executive Director (in person)) and April Larcher (Note Taker (Zoom)) were present. Public and staff attendees are listed under public input.

C. Conflict of Interest – Jerry Wallace called for any conflict of interest. No conflicts of interest were presented by those who were in attendance.

D. Reading of Mission Statement – Eric Ahner read the Mission Statement:
J Paul Taylor Academy, in alliance with our local community and families, offers a rigorous curriculum emphasizing project-based learning, conversational Spanish, and healthy living.

E. Approval of March 2025 Regular Meeting Agenda – Jerry Wallace, called for a motion to approve the agenda for tonight's meeting: Cassie McClure moved to approve the March 25, 2025, Regular Meeting Agenda with corrections to E and G of section III. The BARS were mislabeled as Is when they should have been Ds.



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Mark O'Neill seconded the Motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. The March 25, 2025, Regular Meeting Agenda with corrections is approved.

F. Approval of March 2025 Regular Meeting Consent Agenda Items- Items marked with an * are consent agenda items. Jerry Wallace called for a motion to approve the Consent Agenda for the March 25, 2025, Regular Meeting. Mark O'Neill moved to approve the March 25, 2025, Regular Meeting Consent Agenda Items, and Cassie McClure seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. The March 25, 2025, Regular Meeting Consent Agenda Items are approved.

1. ***Approval of the February 18, 2025 Work Session Summary**
2. ***Approval of the February 18, 2025 Regular Meeting Minutes**

II. Input

- A. Public Comment Notice-** The Public Comment Notice was acknowledged, and Jerry Wallace called for public input.
- B. Public Input-** At this time, there were no members of the public in attendance, nor was any public input provided.
- C. Staff Input-** There were no staff members present. There was no staff input provided.

III. Finance

- A. Approval of February 2025 Finance Committee Report-** This report was discussed during the work session with the Vigil group. Valery Ratliff-Parker moved to approve the February 2025 Finance Committee Report, and Vivian Fietze seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. The February 2025 Finance Committee Report is approved.



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- B. Approval of BAR 535-000-2425-0008-I-** Coree King moved to approve BAR 535000-2425-0008-I, and Val Ratliff-Parker seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0008-I is approved.
- C. Approval of BAR 535-000-2425-0009-I-** Mark O'Neill moved to approve BAR 535000-2425-0009-I, and Vivian Fietze seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0009-I is approved.
- D. Approval of BAR 535-000-2425-0011-I-** Coree King moved to approve BAR 535000-2425-0011-I, and Val Ratliff-Parker seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0011-I is approved.
- E. Approval of BAR 535-000-2425-0012-D-** Coree King moved to approve BAR 535000-2425-0012-D, and Mark O'Neill seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0012-D is approved.
- F. Approval of BAR 535-000-2425-0013-I-** Mark O'Neill moved to approve BAR 535000-2425-0013-I, and Vivian Fietze seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0013-I is approved.
- G. Approval of BAR 535-000-2425-0015-D-** Coree King moved to approve BAR 535000-2425-0012-D, and Valery Ratliff-Parker seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0015-D is approved.
- H. Approval of BAR 535-000-2425-0017-I-** Cassie McClure moved to approve BAR 535000-2425-0017-I, and Mark O'Neill seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0017-I is approved.



J. PAUL TAYLOR ACADEMY

Recapturing the Joy of Learning - Recapturar la Alegria de Aprender



I. Approval of BAR 535-000-2425-0018-I- Mark O'Neill moved to approve BAR 535000-2425-0013-I, and Coree King seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0018-I is approved.

J. Approval of BAR 535-000-2425-0020-I- Coree King moved to approve BAR 535000-2425-0012-D, and Vivian Fietze seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed. BAR 535000-245-0020-I is approved.

IV. Audit

A. Audit Report Review 2023-2024 Fiscal Year- Eric Ahner presented the Audit Report included in the agenda for tonight's meeting and opened the floor for questions. No questions were raised; however, Chair Jerry Wallace encouraged all board members to review the report and bring any questions to the next meeting.

V. Policy

A. Policies to review

- 1. Procurement Card Policy and Procedures-** The policy was reviewed during the work session and will be posted for feedback prior to approval at the next board meeting.

VI. Governance

A. Approval of Resolution Authorizing Issuance of Individual Procurement Cards-

There was a brief discussion regarding the Resolution Authorizing the Issuance of Individual Procurement Cards, specifically noting that the key difference between a procurement card and a credit card is that the procurement card must be paid in full each month. Valery Ratliff-Parker moved to approve the resolution, and Coree King seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The Resolution Authorizing the Issuance of Individual Procurement Cards was approved.

B. Approval of Continued Retention of the Vigil Group as Business Manager-



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A brief discussion took place regarding the benefits of retaining the Vigil Group as the Business Manager. Valery Ratliff-Parker moved to approve the resolution, and Vivian Fietze seconded the motion. The motion passed with a roll call vote, receiving affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The continued retention of the Vigil Group was approved.

VII. Executive Director

A. Executive Director Report—Eric Ahner invited questions about this month's Executive Director Report.

VIII. Other Business

A. Open Discussion- Chair Jerry Wallace opened the floor for any items of open discussion.

- There was no other business.

IX. Closing Items

A. Adjourn – Valery Ratliff-Parker moved to adjourn the March 25, 2025, Regular Meeting of the J. Paul Taylor Academy's Governing Board. Mark O'Neill seconded the motion. The motion was approved by a roll call vote with affirmative votes from Vivian Fietze, Coree King, Cassie McClure, Mark O'Neill, Valery Ratliff-Parker, and Jerry Wallace. The motion passed; The March 25, 2025, Regular Meeting of the J. Paul Taylor Academy's Governing Board was adjourned at 7:51 p.m.

Respectfully Submitted,

Vivian Fietze

Vivian Fietze (Apr 16, 2025 14:19 PDT)

Vivian Fietze
JPTA Governing Board Secretary

Approved: April 15, 2025.

Jerry Wallace

Jerry Wallace (Apr 16, 2025 09:03 MDT)

Jerry Wallace
JPTA Governing Board Chair

Minutes taken by April Larcher









2025-035 Regular Governance Council Meeting Minutes.docx

Final Audit Report

2025-04-16

Created:	2025-04-16
By:	April Larcher (april.larcher@jpaultayloracademy.org)
Status:	Signed
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"2025-035 Regular Governance Council Meeting Minutes.docx" History

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-  Document emailed to Vivian Fietze (vivian.fietze@jpaultayloracademy.org) for signature
2025-04-16 - 3:43:17 AM GMT
-  Document emailed to Jerry Wallace (jerry.wallace@jpaultayloracademy.org) for signature
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2025-04-16 - 9:18:59 PM GMT
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