



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions



Head Administrator

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator.

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.

Information the school must provide for Head Administrator change:

- x Fully completed form
- x 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
- x Copy of NMPED School Administrator License for new administrator
- x Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

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 **Epicenter**.

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Roots & Wings Community School, hereafter "the school," effective on July 1, 2021.

The school is notifying the PEC of a change in personnel x Head Administrator

For a Head Administrator change, indicate whether the appointment is for (check one):

☐ Permanent Head Administrator x Interim Head Administrator

Current Head Administrator: Jon Orris

New Head Administrator: Alice Allen

Contact information for new Head Administrator (phone, email):

575-586-2076(school)/303-328-7101(cell); aallen@rwcs.org

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 (head administrator); 2 (board members)

Effective Date: 7/1/2025

The school's notification is hereby submitted by: Odaly Diaz, GC Board President

Signature of School Representative: Alice Allen **Date:** June 11, 2025

Signature of Governing Board Chair: Odaly Diaz **Date:** June 11, 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:** _____

Roots and Wings Community School

35 La Lama Rd, Questa, NM 87556
School Ph. (575) 586-2076

Governing Council Special Meeting

May 12, 2025 at 5:30 pm

Via Google Meet [link](#)

Or dial: (US) +1 484-381-0740 PIN: 617 239 375#

I. OPENING BUSINESS

- A. Call to Order- Odalys calls meeting to order @5:44pm
- B. Roll Call- Laura- Present, Victor- Present, David- Present, Odalys- Present
Jon Orris and Susan Fox also present.
- C. Approve Agenda- David motioned to approve, Vitor 2nds, Laura, aye,
David- Aye, Victor- Aye, Odalys- Aye- motion carries.

II. Closed Session - Closed Session Pursuant to NM Statute Section 10-15-1 H(2) limited personnel matters.

- A. [Victor Castillo](#)- motions to move in to closed session, Odalys-seconds, Laura-
Aye, Victor-Aye, David-Aye, Odalys-Aye

Came out of closed session @ 6:25pm

III. ACTION ITEMS

- A. Amend Director's Contract- Victor motion to authorize the current
Executive Director to work from home for the remainder of his
contract. David seconds Victor- Aye, Laura- Aye, David- Aye,
Odalys- Aye
- B. Interim Director- Motion to authorize board president- Victor
motions to allow Pres. Odalys Diaz to offer the Executive Director
position to Alice Allen and work with her to negotiate contract
terms to bring to the council to counsel at next meeting, Victor-
Aye, David- Aye, Laura- Aye, Odalys- Aye

IV. CLOSING BUSINESS

- A. Agenda Items for Next Meeting- CLO contract
- B. Next Meeting - Tuesday- May 20th @ 5:30pm
- C. Adjourn - Odalys adjourned meeting @ 6:28pm

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact jorris@rwcs.org or (575) 586-2076 at least 48 hours prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible

Roots and Wings Community School

formats. Please contact Mr. Orris at the phone number or email address above if a summary or other type of accessible format is needed.

STATE OF NEW MEXICO



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

LEVEL THREE-B ADMINISTRATOR
is issued to

ALICE ANN ALLEN

Effective from July 01, 2023 to June 30, 2028
Licensure Number: 404016

ISSUED

A handwritten signature in black ink, appearing to be "R. R.", is written over the printed name of the Secretary of Education.

Secretary of Education