



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.. ACES Technical Charter School 5/1/2025

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. Seth Mender

New Head Administrator/Business Manager/Procurement Officer: Click or tap here to enter text. Aaron Savoia

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Click or tap here to enter text. aaron@vigilgroup.net (310) 508-6866

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. Now. 5/1/2025

The school's notification is hereby submitted by: Jeron Campbell

Signature of School Representative: Jeron T. Campbell Date: 5/18/2025

Signature of Governing Board Chair: Warren Wilhelm Date: 5/18/2025

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, AARON SAVOIA , [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) SPRING BUDGET WORKSHOP 2023
 - b) NMASBO FALL CONFERENCE 2023
 - c) NMASBO WINTER CONFERENCE 2024
 - d) NMASBO WINTER CONFERENCE 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
Associates	Texas College	04/2014	Yes
Bachelors	Texas College	04/2014	Yes
Level 1 Business Official	State of New Mexico	07/01/2022	Yes

FURTHER AFFIANCE SAYETH NAUGHT.

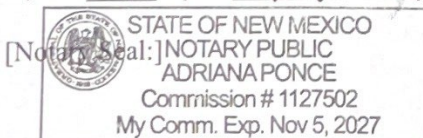
Aaron Savoia
[Signature of Affiant]

04/24/2025
Date

Aaron Savoia
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 24 day of April, 2025.



[Signature]
NOTARY PUBLIC

My commission expires: Nov. 5, 20 27.

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

AARON MATTHEW SAVOIA

Effective from July 01, 2022 to June 30, 2025
Licensure Number: 418307

ISSUED

A handwritten signature in black ink, appearing to read "M. R.", positioned above the title "Secretary of Education".

Secretary of Education



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/20/2023

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 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 5700 Canoga Avenue Woodland Hills, CA 91367	CONTACT NAME: Risk Services	
	PHONE (A/C, No, Ext): (800) 578-8802	FAX (A/C, No): (818) 448-9449
	E-MAIL ADDRESS: rservices@pomsassoc.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED New Mexico Public Schools Insurance Authority Member: Six Directions Indigenous School 4110 Old Taos Highway Santa Fe, NM 87501	INSURER A: New Mexico Public Schools Insurance Authority	
	INSURER B: Safety National	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

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	COMMERCIAL GENERAL LIABILITY			MOC NO L0026	07/01/2023	07/01/2024	EACH OCCURRENCE \$ Tort Limit
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Tort Limit
	<input checked="" type="checkbox"/> Owners Contractors Protective Liability						MED EXP (Any one person) \$ Tort Limit
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ Tort Limit
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ Tort Limit
							PRODUCTS - COMP/OP AGG \$ Tort Limit
							Maximum Liability \$ 1,050,000
							COMBINED SINGLE LIMIT (Ea accident) \$ Tort Limit
							BODILY INJURY (Per person) \$ Tort Limit
							BODILY INJURY (Per accident) \$ Tort Limit
A	AUTOMOBILE LIABILITY			MOC NO. L0026	07/01/2023	07/01/2024	PROPERTY DAMAGE (Per accident) \$ Tort Limit
	<input checked="" type="checkbox"/> ANY AUTO						Maximum Liability \$ 1,050,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					
	UMBRELLA LIAB						EACH OCCURRENCE
	EXCESS LIAB						AGGREGATE
	DED	RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			SP4086664	07/01/2023	07/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> N / A					E.L. DISEASE - EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000
							Each Occurrence
							Maximum Liability

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

See attached New Mexico Tort Claims Act Section 41-4-19: Maximum Liability Summary. Cert Holder is additional insured if required by written contract. General Liability Retention=\$750K. Auto Liability Retention=\$750K. Work Comp Retention=\$1M.

CERTIFICATE HOLDER

CANCELLATION

The Navajo Nation
PO BOX 9000
Window Rock, AZ 86515

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

AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**

Page _____ of _____

AGENCY Poms & Associates Insurance Brokers		NAMED INSURED New Mexico Public Schools Insurance Authority	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

FORM NUMBER: _____ FORM TITLE: : Notes

Summary of New Mexico Tort Claims Act Section 41-4-19:
Maximum Liability Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.
Commercial General Liability Products and Completed Operations Professional Liability Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
\$400,000 Bodily Injury Per Person
\$200,000 Property Damage Per Property Address
\$300,000 Medical
\$750,000 Per Occurrence
\$1,050,000 Combined Limit/Maximum Liability



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/09/2025

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) \$
	<input type="checkbox"/> BODILY INJURY (Per person) \$						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> PROPERTY DAMAGE (Per accident) \$						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE OTH-ER 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)

Verification of Insurance

CERTIFICATE HOLDER**CANCELLATION**ACES Technical Charter School
4501 Montgomery Blvd NE Ste C1

Albuquerque

NM 87109

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

© 1988-2015 ACORD CORPORATION. All rights reserved.



Governing Board Meeting Agenda
Thursday, May 8, 2025 @ 5:30pm

The Board will meet via the Zoom digital platform.
Please email jeron@acespublicschools.org to be invited to join.

- I. **Call to Order by Warren Wilhelm at 5:32pm.**
 - A. **Roll Call—Attending:** Vic Berniklau, Jeff Blair, Ruth Bouldes, Judy Labovitz, Samantha Lapin, Warren Wilhelm, excused- Jonathan Johnson. Guests: Dr. Jeron Campbell, Aaron Savoia-Vigil Group, Dan Hill-Dan Hill Law.
 - B. **Adoption of the May 8, 2025 Governing Board Meeting Agenda** – approved by acclimation.
 - C. **Approval of April 10, 2025 minutes**—J. Labovitz motioned to approve, it was seconded, majority approved, R. Bouldes abstained.
- II. **Recognition of Students, Staff, and Community**—N/A
- III. **Public Forum (2 minutes per speaker)**—N/A
- IV. **Presentations**
 - A. **Dan Hill – Roundhouse Outcome RE Education**—HB63 allowed change to family income index vs. by district; 4% raise approved for staff; retirees ability to return to work revised; defibrillator funds are available.
- V. **Action Items**
 - A. **Personnel Change Notification Form**—R. Bouldes motioned to approve A. Savoia of Vigil Group as ACES Tech business manager, it was seconded and unanimously approved.
 - B. **Approve Annual Budget**—Postponed to June meeting.
 - C. **March 13, 2025 ACES bylaws approval by PEC** noted.
 - D. **Blanket BARs approval from GC for school fiscal yearend.**
- VI. **Approval for the Principal/Director/Head Admin. and the Business Manager to enter and submit any final Budget Adjustment Requests (BARs) on behalf of the school for FY25 to maintain budgetary compliance for audit and other regulatory purposes. This is done knowing that the BARs will not impact actual cash but only address budgets. In addition, any BARs submitted as allowed under this approval will be brought before the GC at the next meeting with review and detailed explanation**—Motioned by J. Blair, seconded and unanimously approved.
- VII. **GC Initiatives**



Governing Board Meeting Agenda
Thursday, May 8, 2025 @ 5:30pm

The Board will meet via the Zoom digital platform.
Please email jeron@acespublicschools.org to be invited to join.

A. CG Onboarding package-N/A

VIII. Financials (J. Campbell and M. Vigil/Aaron Savoia)

A. Budget Update—see attached

IX. BARS Approval vote: V. Berniklau moved to approve BARS 579-000-2425-0030-D and 579-000-2425-0031-D, it was seconded and unanimously approved.

A. Review budget to actual for previous year—Moved to June meeting.

X. Principal's Report

A. School Update—Teacher Appreciation Week led by PTO; MSSA testing completed, only one student missed taking the test; 7th graders dog house project being conducted at a trade school; May 28-30 student concerts; ACES is a summer reading program site; planning on growing K-5 next year at a second facility (PEC approval needed), thus making room for secondary classes at current facility; working on spending down grants; this is the first year for ACES yearbook.

B. Succession Planning—another administrator planned for second site.

XI. Board President Report and Discussion—W. Wilhelm sent letter to Excellent Schools of NM requesting a meeting.

XII. Consideration for Approval of the ACES Tech Board to Convene in Closed Session Pursuant to the Open Meetings Act NMSA (10-15-1 (H) (2)) to discuss limited personnel matters (Discussion/Action) Announcement of Upcoming Board Meetings—R. Bouldes moved to approve, it was seconded and unanimously approved by roll call vote.

Reconvene in Open Session—at 7:20pm Chair W. Wilhelm stated that only the matters listed on the agenda were discussed and no other action was taken. The statement was affirmed by roll call vote.

A. The next meeting will be held on Thursday, June 12, 2025 at 5:30pm.

XIII. Adjournment at 7:21pm.