



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

☐ 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

☐ 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 Explore Academy – Las Cruces , hereafter "the school," effective on 7/1/2026.

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

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

☐ Permanent Head Administrator ☒ Interim Head Administrator

Current Head Administrator: Toni Hull

New Head Administrator: Alexis Black

Contact information for new Head Administrator (phone, email): Phone: (575) 888-4476; Email: alexis.black@ealascruces.com

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2

Effective Date: 7/1/2025

The school's notification is hereby submitted by: Alexis Black

Signature of School Representative: Alexis Black Date: 07/07/2025
Alexis Black (Jul 7, 2025 13:11 MDT)

Signature of Governing Board Chair: Christine Leyla Date: 07/07/2025

For PEC/CSD Use Only

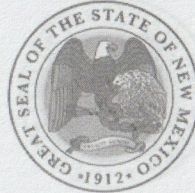
PEC Meeting Date:

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

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

Electronic signature of CSD Director: _____ Date: _____

STATE OF NEW MEXICO



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

LEVEL THREE-B ADMINISTRATOR

is issued to

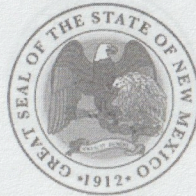
ALEXIS BLACK

Effective from July 01, 2022 to June 30, 2027

Licensure Number: 268186

Kurt G. Stambaugh
Secretary of Education

STATE OF NEW MEXICO



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

LEVEL THREE-A INSTRUCTIONAL LEADER 6-12 SECONDARY
With Endorsement in TESOL, Science is issued to

ALEXIS BLACK

Effective from July 01, 2021 to June 30, 2030
Licensure Number: 268186

A handwritten signature in dark ink, reading "Ryan Stewart". The signature is fluid and cursive.

Secretary of Education

From: [Russell, Brigitte, PED](#)
To: [Schools, Charter, PED](#)
Cc: [Brown, Melissa, PED](#)
Subject: Explore LC head administrator notification
Date: Tuesday, July 8, 2025 7:14:53 AM
Attachments: [image001.png](#)

Good morning,

Explore Las Cruces is uploading notification for Alexis Black as new head administrator. PEC asked us to update all forms to make signatures a certification that board has voted, so minutes will not be needed going forward. For this particular notification, I was watching the board meeting on Zoom and saw them approve Ms. Black myself, so you can PDF this email to attach to the notification in lieu of minutes.

Brigitte

Brigitte Russell, Ph.D. | Interim Charter Schools Division Director

New Email: Brigitte.Russell2@ped.nm.gov

Options for Parents & Families | Charter Schools Division

New Mexico Public Education Department

300 Don Gaspar Ave. | Santa Fe, NM 87501

C: (505) 470-1574 | [Anti-Racism/Anti-Oppression Portal](#)



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