



## **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:**

- ☐ 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
- ☐ 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](mailto: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 Aldo Leopold Charter School, hereafter "the school," effective on 7/1/2025.

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: Hannah Weeks

New Head Administrator: Will Tracy

Contact information for new Head Administrator (phone, email): Phone 575-538-2547 Email Wtracy@aldocs.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: ~~Click or tap here to enter text~~ EIGHT

Effective Date: 7/1/2025

The school's notification is hereby submitted by:

Signature of School Representative: Will Tracy Date: 7/10/25

Signature of Governing Board Chair: Hannah Weeks Date: 7/10/25

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For PEC/CSD Use Only

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PEC Meeting Date:

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

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

Electronic signature of CSD Director: \_\_\_\_\_ Date: \_\_\_\_\_



ALDO LEOPOLD  
CHARTER SCHOOL  
410 W. 10th Street  
Silver City, NM 88061

December 23, 2024

Dear Governing Council,

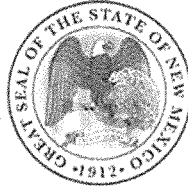
I will not pursue a renewal of my contract as Director of Aldo Leopold Charter School when that contract expires on June 30, 2025.

Sincerely,

A handwritten signature in black ink, appearing to read "Hannah Wecks". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Hannah Wecks

# STATE OF NEW MEXICO



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

**4-YEAR PROVISIONAL 3B LICENSE PRE K-12 ADMINISTRATIVE**  
is issued to

**WILL TRACY**

Effective from July 01, 2024 to June 30, 2028  
Licensure Number: 434127

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

Secretary of Public Education





**Aldo Leopold Charter School Governing Council  
Minutes for Regular Monthly Meeting  
June 17, 2025**

Vice-Chair Alex Tager called the meeting to order at 5:31 PM; in attendance were Director Hannah Wecks, Director Emeritus Wayne Sherwood, Director-Elect Will Tracy, and Governing Council members Tanya Rivers and Jim McIntosh, as well as GC nominee Erin Fitzgerald. In addition, Business Manager Justine Vigil was online during the first half hour of the meeting to update GC members about ALCS's budget and its monthly expenditures and income.

Ms. Rivers read the ALCS Mission and Vision.

Mr. McIntosh moved that the council accept the agenda as printed; Ms. Rivers seconded; the agenda was approved unanimously.

Ms. Tager moved to approve the April 10 and 24 meeting minutes; Mr. McIntosh seconded. Minutes were approved as printed, with Ms. Rivers abstaining because she had not attended those meetings as an official board member.

Ms. Vigil reminded the council that Requests for Reimbursement (RFRs) for the fiscal year are due July 7. (Of note: the school must spend allocated money first and then show proof of expenses thereafter.) Ms. Vigil reported that, as of May 31, the school's available balance is \$114,000. Unfortunately, ALCS has spent more this year on food services than it received from state and federal reimbursements, but administrators are proud of the high-quality meals ALCS is able to offer its students. Open purchase orders (POs) will be closed at the end of the fiscal year, so the school's budget surplus will be finalized in another month. Significantly, \$64,220 remains recorded as "open POs."

For the month of May, the school reported \$326,000 in revenues and \$331,000 in expenses—a small but important monthly deficit.

The school's bank balance is currently \$798,000.

Ms. Vigil reviewed BARs (Budget Adjustment Requests) 37 (an increase BAR for Title 2 funds), 38 (an increase BAR for Title 1 funds), and 39 (a transfer BAR to "clean up negative line items"), which the GC must vote on as action items later in the meeting.

A grateful GC thanked Ms. Vigil for her service to the school. Jackie Riley assumes her role as ALCS Business Manager on July 1.

Ms. Wecks reviewed a last action that addressed her strategic-plan goal of improving teaching and

learning systems at ALCS. A detailed mentoring plan, which assigns a veteran (Level 2 or 3) teacher to mentor a Level 1 teacher, will be added to the staff handbook and published during the initial months of Mr. Tracy's administration. Per Ms. Weeks, ALCS staff member Ally Heneghan announced completion of mentoring documents before summer recess and will oversee the publication of the updated staff handbook. Ms. Weeks mentioned that designing a staff onboarding process will be a later goal.

In order to support continuity as Ms. Weeks ends her service at ALCS and Mr. Tracy begins his directorship in less than a month, Ms. Weeks has promised to create a GC Google folder in a shared drive so that GC members can access essential school documents and offer Mr. Tracy guidance and feedback.

In her Director's Report, Ms. Weeks noted that WNMU has been unable to provide stable internet service to ALCS, despite said service being part of their lease agreement, so she has asked Interim President Jack Crocker for a small refund because ALCS has incurred additional costs while transporting students to sites that do offer stable internet.

Ms. Weeks and Mr. Tracy have been attending meetings related to the school's future facilities. On June 16, they met with NMPED Facilities Master Plan advisors Paul and Chris Aguilar, along with Will Hawkins, Superintendent of Silver Consolidated Schools. Through running a series of community meetings, Mr. Hawkins has heard from a few community members who recommend selling the 7.5 acres of land upon which Jose Barrios Elementary School is situated. (Naturally, such a sale would imperil ALCS's ability to occupy JBE.) School administrators also learned from the Public School Facility Authority (PSFA) that plumbing at JBE is problematic and may cost as much as \$161,000 to repair. Ms. Tager asked if ALCS might consider renting the building (admitting that renting is a suboptimal solution).

Ms. Weeks and Mr. Tracy will meet with Stewart Ingham, who serves on the New Mexico Public School Capital Outlay Council PSCOC; in addition, they will meet with Matt Pahl from Public Charter Schools of New Mexico to explore funding for moving services, when the time comes for ALCS to vacate Ritch Hall and move into a new facility.

Currently, with one final lottery remaining, ALCS's enrollment stands at 123 students in the high school and 79 in the middle school—which puts the school at or near capacity.

Ms. Weeks will continue transition planning with Mr. Tracy.

Mr. Tracy presented an overview of his priorities as he assumes the role of ALCS Director. He mentioned that addressing facility needs is a priority. In addition, he mentioned following a hierarchy of "gaps, needs & concerns," and in order to identify those gaps, needs, and concerns, he will be meeting one-on-one with staff. He wants to institute growth plans for staff as well. Early in his service, he will review student and staff handbooks and hopes to incorporate a new mobile-phone policy into the student handbook. In addition, he wants to align the school's attendance policy with the Success for All program, making ALCS's policy clearer and more rigorous. He also wants to shore up the school's behavioral matrix, clarifying its structure for the school community. In general, he plans to review expectations for students, for teachers, and for the GC. He will introduce additional staff orientation and training, addressing such pertinent topics as observing professional boundaries. He noted that the school operates at times on an "oral tradition," but he

plans to bring clarity & consistency to school policy and practices. He concluded, "I'm a huge systems person."

None of the school committees have met since the last GC meeting.

Ms. Tager reported that the recent ALCS 20<sup>th</sup> Anniversary fundraiser at Whiskey Creek Zocalo raised \$12,000, which will be used for funding school trips. She was also happy to report that the IRS admitted that it had made an error: the ALCS Foundation should *not* have had its 501c status revoked. The IRS will reinstate said status.

New GC members will choose committees during a summer meeting.

### **Action Items**

Mr. McIntosh moved that the GC approve BARs 37-39; Ms. Rivers seconded. The motion passed unanimously.

Ms. Rivers moved to accept the ALCS staff salary schedule as published; Mr. McIntosh seconded. The motion passed unanimously.

Erin Fitzgerald was nominated to serve on the ALCS Governing Council; the GC will vote on her nomination during the July 2025 meeting.


Ms. Tager moved that the school's IDEA-B funds (which are mandated to provide services for Special Education students) will pay for the provision of one-on-one Educational Assistant support and for physical therapy services; Mr. McIntosh seconded. The motion passed unanimously.

Mr. McIntosh moved to pass a resolution designating Jackie Riley as the school's Business Manager effective July 1, 2025; Ms. Rivers seconded; the motion passed unanimously.

Ms. Tager moved to pass a resolution replacing departing Director Hannah Wecks with newly named Director Will Tracy as signatory on ALCS bank accounts; in addition, Justine Vigil will be replaced with Jackie Riley as Business Manager signatory. Ms. Rivers seconded; the motion passed unanimously.

The meeting was adjourned at 6:54 PM.

*Submitted by GC Secretary Jim McIntosh on June 24, 2025*

Approved by the GC 7/10/25  
  
Harry Browne, GC chair