



## New Mexico Public Education Commission (PEC) Personnel Change Notification Instructions



### Business Manager

**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 changes will be added to the board of finance documentation on file with CSD.

#### **Information the school must provide for Business Manager change:**

- ☐ Fully completed form
- ☐ 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)

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 ☒ Business Manager

Current Business Manager: Justine Vigil

New Business Manager: Jacqueline Riley

Contact information for new Business Manager (phone, email): Email: [Jriley@aldocs.org](mailto:Jriley@aldocs.org) Phone 575-538-2547

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

Effective Date: 7/1/2025

The school's notification is hereby submitted by:

Signature of School Representative: William J. Jones Date: 7/10/25

Signature of Governing Board Chair: Hampton 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 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



# 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

**JACQUELINE RILEY**

Effective from July 01, 2024 to June 30, 2027  
Licensure Number: 274985

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

Secretary of Public Education



# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
7/10/2025

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.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

<b>PRODUCER</b>  Poms & Associates Insurance Brokers CA License #0814733 4500 Park Granada #206 Calabasas, CA 91302	<b>CONTACT</b> NAME: Risk Services PHONE (A/C, No, Ext): (800)578-8802 FAX (A/C, No): (818) 449 9449 E-MAIL ADDRESS: rservices@pomsassoc.com PRODUCER CUSTOMER ID #: 00016280
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : New Mexico Public Schools Insurance Authority INSURER B : Hanover Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :
<b>INSURED</b>  New Mexico Public Schools Insurance Authority Member: Aldo Leopold High School 410 Old Taos Highway Santa Fe, NM 87501	<b>NAIC #</b> 99803 22292

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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.

DISCLAIMER: COVERAGE AND CONDITIONS OF POLICY SERIES: LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
	<input type="checkbox"/>	PROPERTY				<input type="checkbox"/>	BUILDING	\$
	CAUSES OF LOSS					<input type="checkbox"/>	PERSONAL PROPERTY	\$
	<input type="checkbox"/>	BASIC				<input type="checkbox"/>	BUSINESS INCOME	\$
	<input type="checkbox"/>	BROAD					EXTRA EXPENSE	\$
	<input type="checkbox"/>	SPECIAL				RENTAL VALUE	\$	
	<input type="checkbox"/>	EARTHQUAKE				BLANKET BUILDING	\$	
	<input type="checkbox"/>	WIND				BLANKET PERS PROP	\$	
	<input type="checkbox"/>	FLOOD				BLANKET BLDG & PP	\$	
	<input type="checkbox"/>						\$	
	<input type="checkbox"/>						CONTENTS	\$
	<input type="checkbox"/>	INLAND MARINE	TYPE OF POLICY			<input type="checkbox"/>		\$
	CAUSES OF LOSS		<input type="checkbox"/>				\$	
	<input type="checkbox"/>	NAMED PERILS	POLICY NUMBER			<input type="checkbox"/>		\$
	<input type="checkbox"/>					<input type="checkbox"/>		\$
B	X	CRIME	BD3-H274489	07/01/2025	07/01/2026	X	Employee Theft	\$ 2,000,000
		TYPE OF POLICY				X	Forgery or Altercation	\$ 2,000,000
						X	Faithful Performance	\$ 1,000,000
	<input type="checkbox"/>	BOILER & MACHINERY / EQUIPMENT BREAKDOWN				<input type="checkbox"/>		\$
						<input type="checkbox"/>		\$
						<input type="checkbox"/>	Deductible Comp \$750	\$
						<input type="checkbox"/>	Deductible Coll \$750	\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Fidelity bond for Jackie Riley, the business manager.

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of Insurance

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

**AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN**

STATE OF NEW MEXICO )

COUNTY OF Grant)

I, Jacqueline C Riley, [affiant] after being duly sworn, state:

1. I live in the City of Vanadium, County of Grant, 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) NMASBO Workshops
- b) Training in Apta fund
- c) Annual training through school district.

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
<u>MBA</u>	<u>WNMU</u>	<u>May 2022</u>	<u>Yes</u>
<u>School Business Official</u>	<u>State of NM</u>	<u>July 1, 2024</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Jacqueline C Riley  
[Signature of Affiant]

Jacqueline C Riley  
[Print Name of Affiant]

July 11, 2025  
Date

**VERIFICATION**

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 11th day of July, 2025.

[Notary Seal:]

[Signature]  
NOTARY PUBLIC

My commission expires: October 4th, 2028.

