



New Mexico Public Education Commission

Business Manager 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.

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
- ☒ 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 if you have questions about completing or submitting documents.

Personnel Change Notification Form. Submit this form and all supporting documents to **Epicenter**.

Business Manager Change Notification Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Explore Academy (557-001), hereafter "the school," effective on 7/1/2024

The school is notifying the PEC of a change in Business Manager

Prior Business Manager: Axiom Analytics (Katie Rarick)

New Business Manager: The Vigil Group (Justine Vigil)

Contact information for new Business Manager (phone, email): (Direct)505-938-7707; (Cell) 505-929-1762; justine@vigilgroup.net

Number of Business Manager changes, including this change, submitted to PEC in the last 12 months: One

Effective Date: 7/1/2025

The school's notification is hereby submitted by:

Signature of School Representative: Karen L. Woen **Date:** 7/24/2025

Signature of Governing Board Chair: Rak M. **Date:** 7/24/2025

For PEC/CSD Use Only

PEC Meeting Date: Click or tap to enter a date.

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

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

Electronic signature of CSD Director: _____ **Date:** Click or tap to enter a date.

STATE OF NEW MEXICO



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

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

JUSTINE VIGIL

Effective from July 01, 2024 to June 30, 2033
Licensure Number: 350689

ISSUED

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

Secretary of Education



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/18/2025

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: David Livingston PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: dlivingston@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:** 25-26 GL only **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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHBX20000861	07/01/2025	07/01/2026	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) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						BODILY INJURY (Per person) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							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)

CERTIFICATE HOLDER**CANCELLATION**

Explore Academy 5100 Masthead St NE 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 
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AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Justine Vigil, [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) NMASBO Conferences Fall 2012-present
 - b) State Audit Rule Training
 - c)
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
BBA	University of New Mexico	May 2011	yes
MBA	Eastern New Mexico University	December 2019	yes
SBO-level 2	NMPED	July 2024	yes

Justine Vigil
[Signature of Affiant]

07/16/2025
Date

Justine Vigil
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 16 day of July, 2025.

[Notary Seal] **STATE OF NEW MEXICO**
NOTARY PUBLIC
ANTHONY SOLANO
Commission # 1124035
My Comm. Exp. 02/13/2027

Anthony Solano
NOTARY PUBLIC

My commission expires: 02/13, 2027.

GOVERNING COUNCIL MINUTES

EXPLORE ACADEMY GOVERNING COUNCIL
5100 Masthead Ave (K-5) / 6600 Gulton Ct (6-12)
Albuquerque, NM 87109



Meeting minutes recorded by Dotty McKinney, Governing Council Secretary

Tuesday, June 24, 2025 (regular meeting)
5:30 p.m. MST

I. PROCEDURAL AGENDA

- A. This meeting of the Explore Academy Governing Council (GC) was called to order at 5:37 p.m. by Chair Patrick Molina.
- B. A quorum of the GC was present as follows: Chair Patrick Molina, Vice Chair Martha Barrera, and Aaron Hamilton validated via roll call by Karen Woerner. Secretary Dotty McKinney arrived at the meeting at 5:41 p.m. Heather Anderson was absent.
- C. Staff in attendance: Jake Kolander - Head Administrator; Karen Woerner - Director of Compliance; and Josh Padilla - Axiom Analytics (School Business Official).
- D. The meeting was held on the Zoom® platform.
- E. The board chair led the [Pledge of Allegiance](#).

II. PUBLIC COMMENT regarding items on the agenda

No public comments were offered.

III. APPROVAL OF AGENDA

Patrick Molina moved for approval of the agenda; seconded by Aaron Hamilton; approved unanimously with a vote of 3-0.

IV. APPROVAL OF MINUTES

Each school board member reviewed the minutes from the [May 27, 2025](#) special meeting. Patrick Molina moved to approve the minutes as presented; seconded by Martha Barrera; approved unanimously with a roll call vote of 3-0.

Dotty McKinney joined at 5:41 pm; Martha Barrera dropped off at 5:42 pm.
Martha Barrera reconnected at 5:47 pm.

V. FINANCIAL COMMITTEE

A. Monthly Reports

- 1. [Check Register](#)
- 2. [Bank Reconciliation](#)
- 3. [Fund Balance Report](#)

Patrick Molina moved to approve the financial reports as presented; Aaron Hamilton

seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

B. Budget Adjustment Requests (BARs)

1. [24101-557-000-2425-0039-I](#)
2. [31703-557-000-2425-0040-I](#)
3. [24106-557-000-2425-0041-I](#)
4. [24109-557-000-2425-0042-I](#)

Patrick Molina moved to approve the BARS 39-42, as presented; Martha Barerra seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

C. [Financial Forecast Presentation](#)

Josh Padilla presented the budget forecast.

D. [SY25 Audit Contract with Axiom](#)

Patrick Molina moved to approve the contract for Axiom to help with the SY25 Audit through June 30, 2026 with changes noted; Aaron Hamilton seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

VI. GOVERNING COUNCIL BUSINESS

A. CLOSED SESSION 1

The board held a Closed Session for the purpose of discussing threatened or pending litigation in which the public body is, or may become, a participant, as permitted under *Section 10-15-1 (H)(7)* of the New Mexico Open Meetings Act.

Patrick Molina moved to go into Closed Session at 6:08 p.m.; Aaron Hamilton seconded the motion; A roll call vote resulted in an unanimous approval of 4-0.

RETURN TO OPEN SESSION and ACTION, IF ANY

Upon returning to open session, Patrick Molina stated that the matters discussed in the closed session were limited only to those specified on the agenda.

Patrick Molina moved to return to Open Session at 7:07 p.m.; Martha Barrera seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

Patrick Molina moved to approve the hiring and use of a third-party investigator as advised by school attorney Patricia Matthews; seconded by Aaron Hamilton. A roll-call vote resulted in an unanimous approval of 4-0.

ADMINISTRATION/STAFF REPORT

B. School Leader Report (*Jake Kolander*)

1. Introduction of elementary principal Jennifer Vargas. Ms. Vargas was unable to be present, however, Mr. Kolander shared her credentials and his confidence in her abilities to lead the elementary school.
2. Staffing: Complete K-12!

3. Enrollment: Sitting at 425 newly enrolled students; after EOY withdrawals, returning enrollment at 1252 = 1677; budget set at 1510!!
4. Facilities: Regarding the gymnasium issues, the parties involved and nearing completion of mediation.

C. General Updates/Reminders (*Karen Woerner*)

1. Amendment Requests on [PEC Agenda](#) for Friday, June 27th
 - a) Additional Square Footage [request](#) and [analysis](#)
 - b) Enrollment Cap Increase [request](#) and [analysis](#)
2. Mandatory Training Requirements of Board Members - Please be sure that all are completed by June 30th.
3. [Mission Specific Goals](#) in the 2024-2029 Charter Contract
 - a) Goal #1 (6-12) results: [EXCEEDS](#) (over 81%)
 - b) Goal #2 (K-5) waiting on data compilation
 - c) Due to CSD by July 1st
 - d) Will report again at next meeting

VII. GOVERNING COUNCIL BUSINESS

A. CLR Framework Updates (*Sonia Carrillo*)

1. [2025 Culturally and Linguistically Responsive \(CLR\) Framework Inventory](#)
Sonia Carrillo presented the document to the council and stated it will be submitted to the NMPED. The Framework does not require board approval but is important for the board to be informed of it.

B. SY26 Bus Transportation Contract(s) (*Lisa Hughes*)

1. [Background Information](#)
2. [Contract for 17 buses](#)
3. [Contract for 3 buses](#)

Patrick Molina moved to approve the transportation contracts with Herrera School Buses, Inc. as presented; Dotty McKinney seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

C. Food Services (*Katrina Lovelady*)

[Annual Renewal and Price Amendments for SY26](#)

Patrick Molina moved to approve the contract renewal with price amendments for SY26 with Genuine Food Services; Martha Barrera seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

D. Legal Services Agreement

1. [Notification](#) sent via email and certified email to The Charter School Law Group
2. Contract with Patricia Matthews LLC signed by Jake Kolander for rest of SY25
3. [Professional Services Agreement](#) for SY26 with Patricia Matthews LLC

The contract and pricing with Patricia Matthews, LLC for SY26 legal services was discussed and approved at the May 27, 2025 meeting. The proposed formal agreement has now been received.

Patrick Molina moved to approve the Professional Services Agreement for SY26, as presented; Dotty McKinney seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

E. Financial Services Contract(s)

1. [Notification](#) made by phone, followed by email to Axiom Analytics
2. SY26 [Contract with The Vigil Group](#)
3. [AptaFund](#) Software (annual fee plus implementation)
4. Audit Contract Support from Axiom (see Section V.D. above)

The contract and pricing with The Vigil Group for SY26 financial services was discussed and approved at the May 27, 2025 meeting. The proposed formal agreement has now been received.

Patrick Molina moved to approve the SY26 contract with The Vigil Group, and to also approve the acquisition of the AptaFund Software, as presented; Aaron Hamilton seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

F. SY26 Part-time Resolution (*Karen Woerner*)

1. [Form](#)
2. [Additional Information](#)

Patrick Molina moved to decline the part-time resolution to offer full benefits to part-time employees who work 15- 20 hours; Aaron Hamilton seconded the motion. A roll call vote resulted in an unanimous approval of 4-0 to decline the resolution.

G. Formation of Subcommittees

Patrick Molina moved to postpone this topic to next month's agenda; Aaron Hamilton seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

H. Governing Council Self-Assessment

Patrick Molina moved to approve the Governing Council self-assessment for SY25 as presented; Martha Barrera seconded the motion. Chair Molina shared the report. A roll call vote resulted in an unanimous approval of 4-0.

I. CLOSED SESSION 2

The board did **not** hold a Closed Session for the purpose of discussing the purchase, acquisition or disposal of real property by the public body, as permitted under *Section 10-15-1 (H)(8)* of the New Mexico Open Meetings Act.

J. CLOSED SESSION 3

The board held a Closed Session for the purpose of discussing limited personnel matters specifically as it relates to SY25 evaluation and SY26 contract of the Head Administrator Jake Kolander, as permitted under *Section 10-15-1 (H)(2)* of the New Mexico Open Meetings Act.

Patrick Molina moved to go into Closed Session at 8:20 p.m.; Aaron Hamilton seconded the motion; A roll call vote resulted in an unanimous approval of 3-0, a quorum vote, as Vice Chair Martha Barrera had already logged into the Closed Session Zoom Meeting..

Patrick Molina moved to return to Open Session at 8:44 p.m.; Aaron Hamilton seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

RETURN TO OPEN SESSION and ACTION, IF ANY

Upon returning to open session, Board Chair Patrick Molina stated that the matters discussed in the closed session were limited only to those specified on the agenda.

Patrick Molina moved to approve the 2024-2025 evaluation of Head Administrator Jake Kolander; seconded by Aaron Hamilton. A roll-call vote resulted in an unanimous approval of 4-0.

Patrick Molina then moved to approve the 2025-2026 contract for Head Administrator Jake Kolander; seconded by Aaron Hamilton. A roll call vote resulted in an unanimous approval of 4-0.

K. CLOSED SESSION 4

The board held a Closed Session for the purpose of discussing limited personnel matters specifically as it relates to SY25 evaluation and SY26 contract of the Director of Operations Elisha Baiardo, as permitted under *Section 10-15-1 (H)(2)* of the New Mexico Open Meetings Act.

Patrick Molina moved to go into Closed Session at 8:49 p.m.; Aaron Hamilton seconded the motion; A roll call vote resulted in an unanimous approval of 4-0.

Patrick Molina moved to return to Open Session at 9:11 p.m.; Aaron Hamilton seconded the motion. A roll call vote resulted in an unanimous approval of 4-0.

RETURN TO OPEN SESSION and ACTION, IF ANY

Upon returning to open session, Patrick Molina stated that the matters discussed in the closed session were limited only to those specified on the agenda.

Patrick Molina moved to approve the 2024-2025 evaluation of Director of Operations Elisha Baiardo; seconded by Dotty McKinney. A roll-call vote resulted in an unanimous approval of 4-0.

Patrick Molina then moved to approve the 2025-2026 contract for Director of Operations Elisha Baiardo; seconded by Martha Barrera. A roll call vote resulted in an unanimous approval of 4-0.

VIII. BOARD COMMENTS

- A. Aaron Hamilton mentioned that a public comment was made that there was a FERPA violation and proposed that this topic be on a future agenda to discuss and decide whether or not to investigate further.
- B. Patrick Molina thanked Vice-Chair Martha Barrera for her service at this, her last meeting. He also thanked Aaron Hamilton who will attend one more meeting and has offered to serve on the Audit Committee.

Also, please note the reminders posted on each agenda which include the Governing Council Annual Calendar and Governing Council Training Opportunities/Updates and Training Trackers.

IX. PUBLIC COMMENT regarding items not on the agenda

The floor was opened for public comment.

No public comments were offered.

X. ADJOURNMENT

The next regular meeting of the GC is scheduled for Tuesday, July 8, 2025 at 5:30 p.m. via Zoom®.

Chair Patrick Molina adjourned the meeting at 9:18 p.m.

Meetings are recorded and posted on the Governing Council's YouTube channel.

https://www.youtube.com/playlist?list=PL_p3rwMGkxITLXqsSIOVLcEBEwjckA6aH