

**Public Education Commission Governing Body Member Change Amendment Form**

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [ ], hereafter "The School", effective [ ] of [ ], [ ].  
The School was approved for a [ ] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS:

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS:

RESIGNATION

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER:

NAME OF INDIVIDUAL RESIGNING:

REMOVAL

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO  AN EXISTING POSITION OR  A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD:

NAME OF INDIVIDUAL BEING DESIGNATED:

HOME ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

NAME OF BOARD MEMBER BEING REPLACED:

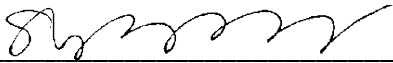
REQUEST FOR EXTENSION:

VOTE NOT TO REPLACE MEMBER:

**Submit this form and all supporting documents to [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**

The School's Governing Body Member Change Amendment is hereby submitted by [ ] on [ ], and affirms the school meets the following eligibility criteria:

- Amendment must be submitted to the PEC within 30 days of change in membership; and
- The school's governing board is in compliance with all reporting requirements.

  
\_\_\_\_\_  
Charter School Representative Signature Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

Approved  Denied

\_\_\_\_\_  
Chair, Public Education Commission Date

# ABHS Governing Board Minutes

## January 18, 2022

### Online Zoom Meeting

#### Attendance:

Present Board Members: Melanie Lewis, Rachel Berenson, , Gilberto Zamora, Marisa Saavedra-Gutierrez, Leslie Andrews, and Cliff Wintrode, Cesar Miranda (All zoomed into the meeting)

Board Members Not Present:

Staff Members: Stephanie Becker, Halley Wheelless, Aldis Philipbar, Mary Hagemann

**Call to Order and establishment of quorum:** The meeting was called to order at 5:34pm. Rachel did a roll call of each member via zoom. The people listed above are named the Governing Council of Amy Biehl and their attendance constitutes a quorum.

- I. **(Action) Approval of minutes from the previous meeting:** The minutes from December 14, 2021 meeting were reviewed by the board and Melanie moved to approve the minutes, Cliff seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.
- II. **Public comment** (2 minutes per speaker. Speakers must sign up prior to the start of meeting. Limit 10 minutes' total time.): No Public Comments
- III. **Old Business:**
  - a) Training hours: The topic of Board members training was discussed.
  - b) **(Action) New board members vote\*\*\***
    - a. The board reviewed the application sent in for Sue Anne.
      - i. Cliff moved to approve the new board member, Melanie seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.
  - c) **(Action) Faculty Vaccine policy vote\*\*\***
    - a. After much discussion throughout the pandemic, the board decided to review a vaccine policy for the faculty at the school.
      - i. Gilberto moved to approve the policy, Marisa seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.
- IV. **New Business:**
  - a) **Executive Director's Report:** Stephanie shared her ED Report with the Board Members and it was discussed. (Stephanie will ask Randy about if the roof hail or pigeon damage will be covered by NMPSIA.)
  - b) **Dean of Instruction's Report:** Halley shared her Dean of Instruction Report with the Board and it was discussed.
  - c) **(Action) Title IX Policy Vote\*\*\***
    - a. Cliff moved to approve the policy, Gilberto seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.

d) **Monthly Financial Reports:**

a. Mary Hagemann presented the December Financial Reports and Bank Reconciliations.

e) **(Action) BARS Votes\*\*\*:**

a. The following BARS were presented:  
15-IB, 16-I

b. Cliff moved to approve the BARS presented, Gilberto seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.

V. **Committee Reports:**

a) Treasurer's Report(s)

b) Building Report (in the ED report)

The meeting was adjourned at 6:40pm. Next meeting will be held on February 15 at 5.30pm via zoom.

\*\*\* Indicates Action Item/Vote

Amy Biehl High School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Stephanie Becker, Executive Director/Principal 123 4th St. NW, Albuquerque, NM 87102 (505) 468 - 0620 Section 504 Coordinator, Gloria Vigil 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0637 Title IX Coordinator, Maribeth Dvorak 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0620

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF Bernalillo )

I, Sue Anne Athens, after being duly sworn, state:

1. My name is Sue Anne Athens and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the Amy Biehl High School in Albuquerque, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Sue Anne Athens  
[Signature]

2/14/22  
Date

Sue Anne Athens  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 14<sup>th</sup> day of February, 2022.

STATE OF NEW MEXICO  
NOTARY PUBLIC

[Signature]  
NOTARY PUBLIC

Kevin File  
Commission No. 1132998

March 29, 2025  
My commission expires: March 29, 2025.

## ASSURANCES

My name is Sue Anne Athens and I reside in Albuquerque, NM. I am a member of the governing body for Amy Biehl Charter High School a charter school which is located at 123 4th Street SW. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.



**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Amy Biehl Charter High School located in Albuquerque, New Mexico.

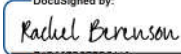
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.


We make this statement as part of Amy Biehl Charter High School’s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.


We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed “Affidavit of Financial Custodian” must be submitted.

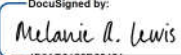
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.


THE FOLLOWING MEMBERS OF THE AMY BIEHL CHARTER HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 18<sup>th</sup> DAY OF JANURARY, 2022.


1.   
[signature]  
Rachel Berenson  
[print]


2.   
[signature]  
Leslie Andrews  
[print]

3.   
[signature]  
Cliff Wintrode  
[print]

4.   
[signature]  
Melanie Lewis  
[print]

5.   
[signature]  
Cesar Miranda  
[print]

6.   
[signature]  
\_\_\_\_\_  
Gilberto Zamora  
\_\_\_\_\_  
[print]

7.   
[signature]  
\_\_\_\_\_  
Marisa Saavedra-Gutierrez  
\_\_\_\_\_  
[print]