



New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose:

To notify the Public Education Commission (PEC) of a change in a member of the school's governing body.

Submission Deadline:

Changes to the governing body do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

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 membership change. The documentation will be added to the board of finance documentation on file with CSD.

Information provided by the School:

Fully completed form

Approved board minutes or certification of the vote taken by the board accepting the new member

Resignation Letter or board meeting minutes removing the previous member

Statement of Governing Body Member to Consult with PED

Affidavit of Governing Body Member

Assurances of Governing Body Member

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.



New Mexico Public Education Commission (PEC)

Governing Body Change Notification Request FORM

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and name of charter school, hereafter "the School," effective on enter the start date of the current charter term.

Current Governing Body Officers:

Chair/President: Bruce Langston

Vice Chair/Vice President: Pam Kissoondyal

Secretary: Jeanette Contreras

Current Governing Body members (non-officers): Liza Knight, Jennifer Gabaldon, and Bill O'Neill

Resigned or removed Governing Body member: Bill O'Neill

New Governing Body member(s) and position(s), please include contact information such as phone number(s) and email(s): N/A

Number of personnel changes and governing body changes submitted to PEC in the last 12 months: 2

The School's Governing Body notification is hereby submitted by:

JoAnn Mitchell 6/4/2023
Charter School Representative Date

School Amendment Approval (electronic signature governing board chair):

Bruce Langston 6/4/2023
Governing Board Chair/President Date

_____ **For PEC/CSD use**
only _____

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

Agenda:

Regular

Consent

Notification Number: Click or tap here to enter text.

Number of personnel changes in last 12 months: Click or tap here to enter text.

The Governing Body Notification was:

Approved

Denied (see transcript)

Electronic signature of CSD:
CSD

Click to enter signature

Date

Click or tap to enter a date.

Regular Meeting Minutes

Date: May 30, 2023
Time: 4:00pm
Location: 1718 Yale Blvd. NE
Albuquerque, New Mexico 87106

Regular Meeting	X	Special Meeting	
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I. Call to Order

The meeting was called to order at 4:10 PM MST

II. Roll Call

Board Member in Attendance

BOARD MEMBERS	Present	Absent
Bruce Langston, President		X
Pam Kissoondyal, Vice President	X	
Liza Knight, Treasurer	X	
Bill O'Neill, Member		X
Jennifer Gabaldon, Secretary	X	
Jeanette Contreras	X	

Others in Attendance

JoAnn Mitchell, CEO/Founder		X
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III. APPROVAL OF AGENDA

Ms. Mitchell explained that the agenda item for the review and possible vote on the lease purchase agreement between MASEF and MAS for 1255 Old Coors Dr., SW, Albuquerque, NM continues to be postponed because the LPA was not ready as originally planned. Ms. Mitchell explained that this is expected to be ready by the June board meeting and it may be necessary to host a special meeting to get this item approved. Member Gabaldon motioned for approval of the agenda as modified. Member Contreras seconded.

The agenda for the meeting was read and approved as modified.

YEA	4	NAY	0	ABSTAIN	0
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IV. PREVIOUS MINUTES – April 27, 2023

Minutes for the regular meeting on the 27th of April were presented. Member Gabaldon motioned for approval of the April 27, 2023 meeting minutes as presented. Member Contreras seconded.

The minutes for the April 27, 2023 meeting were accepted and approved as presented.					
YEA	4	NAY	0	ABSTAIN	0

V. PREVIOUS PENDING MATTERS

None reported.

VI. CALL FOR COMMITTEE REPORTS

CEO’s Report: The CEO report was presented and included updates on staffing, enrollment for the new school year, updates on senior staffing positions, and updates on the upcoming visit to Harlem Children’s Zone. Ms. Mitchell also presented a potential new board member, Kelly Martinez to be considered at the upcoming board meeting.

Finance Committee: Budgetary Reports were received by all the members. No comments or actions were required.

Audit Committee: Ms. Mitchell reported that the audit is about to begin for the 2023-2024 school year and notifications are being sent to schedule entrance audit meetings.

Buildings and Structures: Updates on the Old Coors campus construction project were provided by Ms. Mitchell. The project continues to move forward on time with a completion date on time to open for the start of the new school year. Phase II financing options are still being explored and the foundation expects to have more information to present to the board at an upcoming board meeting within the next couple of months.

Equity Council – No updates at this time.

VII. ACTION ITEMS

- a. Presentation of BARS: The following BARS were reviewed and Ms. Mitchell requested that authorization be provided to the Vigil Group to complete “clean up BARS” if needed to prepare to close the books in June. Clean up bars would be

formally presented later in June or in the July board meeting if it is necessary to move that direction.

- BAR #1: 542-000-2023-00048-I
- BAR #2: 542-000-2023-00050-I
- BAR #3: 542-000-2023-00051-I
- BAR #4: 542-000-2023-00052-M

Member Gabaldon motioned for approval of the BARS as presented as well as providing authorization to the Vigil Group to complete "clean up BARS as needed. Member Contreras seconded.

Approval of the BARS as presented.					
YEA	4	NAY	0	ABSTAIN	0

b. Board member adjustments.

Ms. Mitchell presented to the board a suggestion to consider having member Bill O'Neill removed as an official board member, but continue to support MAS. Member O'Neill has been a great supporter of MAS but has not been able to consistently attend any board meetings due to other conflicts with responsibilities and it seems to be the right thing to do and aligned with bylaws. Furthermore, Ms. Mitchell echoed earlier comments about desiring to have another member, Kelly Martinez, potentially added to our board due to her strong business background to continue to support MAS in its expansion and growth. Ms. Martinez would be formally presented to the board in a future board meeting.

Member Kissoondyal motioned for the change in board members as presented officially removing Member O'Neill as a member. Member Contreras seconded.

Approval of the board member change as presented.					
YEA	4	NAY	0	ABSTAIN	0

c. Public Comment

The floor was open for public comment. However, no members of the public were present.

d. Presentation of the 2023-2024 School Calendar.

Ms. Mitchell presented the 2023-2024 school calendar to the board for official approval. Ms. Mitchell reviewed the legislative mandates for the calendar changes and explained the new teacher hours, the inclusion of a "zero block" instruction to maintain the instructional hours that MAS offered last year, although they were significantly higher than the new mandates, and Ms. Mitchell explained the inclusion of an afterschool program that adds to the K5 Plus funding hours.

Member Gabaldon motioned for approval of the 2023-2024 calendar as presented. Member

Contreras seconded.

Approval of the 2023-2024 calendar as presented.					
YEA	4	NAY	0	ABSTAIN	0

e. Presentation of the 2023-2024 budget.

Ms. Mitchell presented the final budget to the board for approval. Ms. Mitchell explained changes in staffing in detail including the addition of highly recruited senior members of leadership as well as supported salaries for these high profile positions. Ms. Mitchell also shared information about enrollment assumptions to support the building of the budget.

Member Gabaldon motioned for approval of the budget as presented. Member Contreras seconded.

Approval of the 2023-2024 budget as presented.					
YEA	4	NAY	0	ABSTAIN	0

VIII. REQUEST FOR NEW AGENDA ITEMS OR NEW BUSINESS

- a. The next meeting is scheduled for Thursday, June 15, 2023 at 4:00 PM.

ADJOURNMENT

- a. Member Contreras called for adjournment of the meeting at 4:35 PM and it was seconded by Member Kissoondyal.

Approval for the adjournment of the meeting.					
YEA	4	NAY	0	ABSTAIN	0