



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 Albuquerque Bilingual Academy hereafter "the School," effective on 7/1/2020 date of the current charter term.

Current Governing Body Officers:

Chair/President: Julian Munoz

Vice Chair/Vice President: Jose Garcia

Secretary: Tiffany Bazan

Current Governing Body members (non-officers): Eric Saavedra, Brenda Baca

Resigned or removed Governing Body member: Doris Cole


New Governing Body member(s) and position(s), please include contact information such as phone number(s) and email(s): [Click or tap here to enter text.](#)

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:

Kyle Hunt 6/8/2023
Charter School Representative Date

School Amendment Approval (electronic signature governing board chair):

Julian Munoz  6/8/2023
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.

FORMAL RESIGNATION LETTER

Doris Cole
321 General Patch St NE
Albuquerque, NM, 87123

May 11, 2023

Albuquerque Bilingual Academy
7500 La Morada PI NW
Albuquerque, NM 87120

Chris Jones,

Please accept this letter as my formal resignation from my position as Board Member at Albuquerque Bilingual Academy, effective immediately from today's date, May 11, 2023.

I appreciate the opportunities for growth and development you have provided during my time as a Board Member. Thank you for your guidance and support. Please let me know if you have any questions.

Sincerely,
Doris Cole MA
Spanish LA and Read 180 Teacher