



# New Mexico Public Education Commission (PEC)

## Personnel 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.

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 and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

### The school must provide:

Fully completed form

#### For Head Administrator:

Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered

Copy of NMPED School Administrator License for new administrator

Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

#### For Business Manager:

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)

#### For Procurement Officer:

Board minutes approving the procurement officer change

Chief procurement officer certificate

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 [charter.schools@ped.nm.gov](mailto: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 2020.**

**The school is notifying the PEC of a change in personnel (check one):**

- Head Administrator       Business Manager       Procurement Officer

**For a Head Administrator change, indicate whether the appointment is for (check one):**

- Permanent Head Administrator       Interim Head Administrator

**Current Head Administrator/Business Manager/Procurement Officer:** Chris Jones, Executive Director

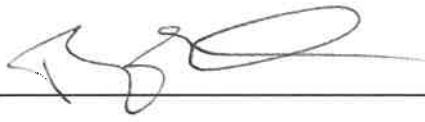
**New Head Administrator/Business Manager/Procurement Officer:** David Bryant, Interim Executive Director

**Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email):** [dbryant@lpec.com](mailto:dbryant@lpec.com) or 505-205-2774

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 8

**Effective Date:** 7/18/2023

**The school's notification is hereby submitted by:**

**Signature of School Representative:**  **Date:** 07/24/23

**Signature of Governing Board Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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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:** \_\_\_\_\_

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The school is notifying the PEC of a change in personnel (check one):

Head Administrator       Business Manager       Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

Permanent Head Administrator       Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Chris Jones, Executive Director

New Head Administrator/Business Manager/Procurement Officer: David Bryant, Interim Executive Director

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): [dbryant@lpec.com](mailto:dbryant@lpec.com) or 505-205-2774

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PEC Meeting Date:

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Electronic signature of CSD Director: \_\_\_\_\_

Date: \_\_\_\_\_

# STATE OF NEW MEXICO



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

**LEVEL THREE-B PRE K-12 ADMINISTRATIVE**  
is issued to

**DAVID BRYANT**

Effective from July 01, 2022 to June 30, 2027  
Licensure Number: 324959

**ISSUED**

*Kurt G. Stamba*  
Secretary of Education

**Albuquerque Bilingual Academy**  
**ABA GC Special Meeting Minutes**  
**Date: July 24, 2023**

<b>Board Members Present</b>	Brenda Baca, Cynthia Guido, Shawn Kristoff, Chris Mott, Tiffany Bazan, Jose Garcia	
<b>Absent</b>		
<b>Others in Attendance</b>	Laura Castille, Carol Helms, Karen, Yvette Barnwell, Jonice Tovar, Ana Cotrina, Christie Graham, Ludmila Layne, Mrs. Munoz, Kyle Hunt, Monique Garcia	
<b>QUORUM</b>	<u> X </u> YES <u> </u> NO	
<b>Meeting called to order</b>	Jose Garcia called the meeting to order at 5:50 pm & Roll Call by Jose Garcia	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of the Agenda</b>	<p>The agenda was not the “original agenda” that was recommended by the school’s legal counsel; therefore, agenda was not approved.</p> <p>Items to take off:</p> <p>Public comment</p> <p>The outcome of the investigation of the head administrator</p> <p>The head administrator’s evaluation</p> <p>Changes to the agenda were made</p> <p>There was a call to order by the President to approve the amended agenda, on July 24, 2023.</p> <p>The agenda was approved by all the attendees present.</p>	<p>Garcia called for a motion to approve the agenda.</p> <p>Kristoff motioned</p> <p>Bazan seconded.</p> <p>Garcia called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained</p>
<b>Special Issues (Discussion/Action)</b>		
	<p>Tiffany: “I have a question. Is public comment necessary for this special session?”</p> <p>Jose:” This is not the correct agenda, so we need to go ahead and amend this agenda and change some things on here that we’re not supposed to be on here. I believe the amendments we needed to change was the public comment was not supposed to be on here and then also the outcome of investigation of head administrator evaluation however was human error, so I’ll motion that those items be struck from today’s agenda.”</p>	
<b>Closed Session</b>	<p>Motion passes to convene into closed session; a statement was made by President, Jose Garcia to the public present: “We are only discussing items that were on the original agenda as provided by our legal counsel. No action will be taken on those items. We will reconvene back into open session shortly. I do want to let the folks who showed up this evening know that you’ve got a meeting next Monday night where you will have our regularly scheduled meeting and so you will have that opportunity to speak during the public comment session.:</p>	<p>Garcia called for a motion for ABA’s Board of Education to convene in <b>Executive Session Pursuant to the Open Meetings Act: NMSA 1978 § 10-15-1 (H)(8)</b> for the Purpose of Limited Personnel Matters.</p> <p>Kristoff motioned.</p> <p>Garcia seconded.</p> <p>Garcia called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed;</p>
<b>Reconvene to Open Session</b>	Roll call to reconvene into open session.	<b>Reconvene to Open Session</b>
<b>Action as Necessary from Closed Session (Discussion/Action)</b>	<p>As everybody is aware, we all know that our kids here at Albuquerque Bilingual Academy are our priority -- their education and their welfare here at the school remain on the forefront. The school is still open and will remain open regardless of what the community may have heard. We apologize based on current findings and ongoing issues with the current executive director Mr. Chris Jones, he will be placed on administrative leave with pay (pending the outcome of the current inquiry). While Mr. Jones is on leave, we will ask you to support Mr. David Bryant as he assumes the role as interim executive director of ABA until further notice. The board also requested our attorneys from Cuddy &amp; McCarthy to investigate other issues about the executive director as discussed in our closed session.</p> <ul style="list-style-type: none"> <li>• Executive Director to be placed on paid administrative leave until further notice pending inquiry into his conduct. Principal David Bryant to be offered position of Interim ED.</li> <li>• Granted authorization to Cuddy &amp; McCarthy to request Matthews &amp; Fox for all legal documentation and investigative reports pertaining to ABA.</li> </ul>	<p>GC approved what was discussed in closed session is approved.</p> <p>GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained</p>
<b>Head Administrator Updates</b>	N/A	
<b>Public Comment</b>	N/A	
<b>Announcement of Next GC Meeting And Adjournment</b>	<p>Next GC meeting: 7/31/23 at 5:30 PM</p> <p>Meeting was adjourned at 8:14 pm.</p>	<p>Garcia asked for a motion to adjourn.</p> <p>Baca motioned.</p> <p>Kristoff seconded.</p> <p>Garcia called for a vote. GC approved unanimously by a vote of 6-0; 0 opposed; 0 abstained</p>