



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 or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

Submission Deadline: Changes to the Governing Body membership 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.

The school must provide:

- Fully completed form
- Approved board minutes or certification of the board's vote 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 with questions about completing or submitting documents.

Governing Body Member Change Notification 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 Amy Biehl Charter High School hereafter "the school," effective on 6/30/2020

Current Governing Body Members and Positions: Rachel Berenson, Cliff Wintrode, Leslie Andrews, Cesar Miranda, SueAnne Athens, Marisa Saavedra Gutierrez, Melanie Lewis

Governing Body Member(s) Resigning or Removed: Gilberto Zamora

New Governing Body Member(s) and Position(s): Click or tap here to enter text.

Contact information for New Governing Body Member(s) (phone, email): Click or tap here to enter text.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 0

Effective Date: 7/18/2023

The school's notification is hereby submitted by:

Signature of School Representative: Steph Beech **Date:** 8.14.23

Signature of Governing Board Chair: Michelle Biegen **Date:** 8.14.23

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

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

Electronic signature of CSD Director: _____ **Date:** _____

ABHS Governing Board Minutes

July 18, 2023

Zoom Meeting

Attendance:

Present Board Members: Cliff Wintrode, Melanie Lewis, Sue Anne Athens, Leslie Andrews, Marisa Saavedra-Gutierrez, and Gilberto Zamora

Board Members Not Present: Rachel Berenson, and Cesar Miranda,

Staff Members: Mary Hagemann, Stephanie Becker, and Aldis Philipbar

Public Attendance: Sofi Zamora

Call to Order and establishment of quorum: The meeting was called to order at 6:02pm. Cliff 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 the June 27, 2023 meeting were reviewed by the board and Sue Anne moved to approve the minutes, Leslie seconded the motion. Cliff 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.)
- III. **Old Business:**
 - a) **Special Education Policies and Procedures:**
- IV. **New Business:**
 - a) **Executive Director's Report:**
 - a. Stephanie shared her ED Report with the Board Members.
 - b) **Foundation News & Equity Council:**
 - a. Aldis went over the foundation news and upcoming events.
 - c) **Removal of board member pursuant to Section 3.10 of the ABHS GC Board Bylaws*****
 - a. Sue Anne clarified the pursuant of section 3.10. Sue Anne moved to approve the removal, Melanie seconded the motion. Cliff did a roll call for each member to state their vote for the record. The motion carried unanimously.
 - d) **Monthly Financial Reports:**
 - a. Mary presented the June Financial Reports and Bank Reconciliations.
 - e) **(Action) BARS Votes***:**
 - a. No BARS
- V. **Committee Reports:**
 - a) **Finance Committee-Cliff**
 - a. NA
 - b) **Building Report:**
 - a. Included in the ED Report from building manager.

The meeting was adjourned at 7:02pm. Next meeting will be held on August 15th at 6:00pm planned to be in person.

***** 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, Bronson Elliott 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0637 Title IX Coordinator 123 4th St. NW, Albuquerque, NM 87102 (505) 468-0620