

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 High School, hereafter "the school," effective on 6/30/2020

Current Governing Body Members and Positions: Rachel Berenson, President. Cliff Wintrode, Treasurer. Melanie Lewis, Secretary. Cesar Miranda, SueAnne Athens, Leslie Andrews,

Governing Body Member(s) Resigning or Removed: Click or tap here to enter text.

New Governing Body Member(s) and Position(s): Finnie Coleman, Lorena Perea

Contact information for New Governing Body Member(s) (phone, email): Dr. Coleman (505/918-0510; coleman@unm.edu) Lorena Perea (505/379-5148; lorenaperea@gmail.com)

Is the school requesting an extension to fill a vacancy: yes no

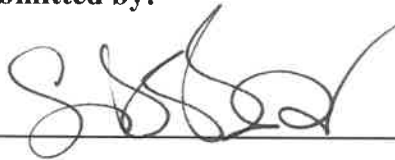
If so, provide date of vacancy: Click or tap here to enter text.

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: Click or tap here to enter text.

Effective Date: 10/17/2023

The school's notification is hereby submitted by:

Signature of School Representative:



Date: 10.19.23

Signature of Governing Board Chair:



Date: 10.19.23

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:** _____



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. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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.

ABHS Governing Board Minutes

September 19, 2023

Zoom Meeting

Attendance:

Present Board Members: Rachel Berenson, Cliff Wintrode, Melanie Lewis, Sue Anne-Athens, Leslie Andrews, and Cesar Miranda

Board Members Not Present:

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

Public Attendance: Gilberto Zamora and Finnie Coleman

Call to Order and establishment of quorum: The meeting was called to order at 6:011pm. Rachel did a roll call of each member. 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 August 15, 2023 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.)

- III. **Old Business:**
 - a) **Special Education Policies and Procedures:**
 - a. Sue Anne moved to approve the Special Education Policies and Procedures, Cliff 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) **New Governing Board Members:**
 - a. Cesar moved to approve the addition of a new Board Member, Finnie Coleman, Cliff seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.
 - b) **Agreement on Governing Board Meeting Locations SY23-24:**
 - a. The board discussed the possibility of going towards in person meetings, unless there is a reason why they need to zoom in.
 - c) **Updated ABHS Governing Board Bylaws:**
 - a. Rachel moved to postpone the updated ABHS Governing Board Bylaws, Melanie seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.
 - d) **Title IV Review:**
 - a. The board reviewed the schools Title IV funding application.
 - e) **Executive Director's Report:**
 - a. Stephanie shared her ED Report with the Board Members.
 - f) **Dean of Instruction's Report:**
 - a. Halley shared her Dean of Instruction Report with the Board Members.

- g) **Foundation News & Equity Council:**
 - a. Aldis went over the foundation news and upcoming events.
- h) **Monthly Financial Reports:**
 - a. Mary presented the August Financial Reports and Bank Reconciliations.
- i) **(Action) BARS Votes***:**
 - a. 2-IB
 - i. Cliff moved to approve the BAR as shown, Sue Anne 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) **Finance Committee-Cliff**

- a. NA

b) **Building Report:**

- a. Included in the ED Report from building manager.

The meeting was adjourned at 7:4pm. Next meeting will be held on October 17th at 6:00pm planned to be 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, 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

ABHS Governing Board Minutes

October 17, 2023

In Person - Meeting

Attendance:

Present Board Members: Rachel Berenson, Cliff Wintrode, Melanie Lewis, Finnie Coleman, and Lorena Perea

Board Members Not Present: Sue Anne-Athens, Leslie Andrews, and Cesar Miranda

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

Public Attendance:

Call to Order and establishment of quorum: The meeting was called to order at 6:01pm. Rachel did a roll call of each member. 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 September 19, 2023 meeting were reviewed by the board and Cliff moved to approve the minutes, Melanie 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.)

- III. **Old Business:**
 - a) **Training Hours Update**
 - b) **Updated ABHS Governing Board Bylaws:**
 - a. Melanie moved to approve the updated Governing Board bylaws, Cliff 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) **New Governing Board Members:**
 - a. Melanie moved to approve the addition of a new Board Member, Lorena Perea, Cliff seconded the motion. Rachel did a roll call for each member to state their vote for the record. The motion carried unanimously.
 - b) **Executive Director's Report:**
 - a. Stephanie shared her ED Report with the Board Members.
 - c) **Dean of Instruction's Report:**
 - a. Stephanie shared her Dean of Instruction Report with the Board Members.
 - d) **Foundation News & Equity Council:**
 - a. Aldis went over the foundation news and upcoming events.
 - e) **Monthly Financial Reports:**
 - a. Mary presented the September Financial Reports and Bank Reconciliations.
 - f) **(Action) BARS Votes***:**
 - a. 4-IB

- i. Melanie moved to approve the BAR as shown, Finn 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) Finance Committee-Cliff

- a. NA

b) Building Report:

- a. Included in the ED Report from building manager.

The meeting was adjourned at 7:14pm. Next meeting will be held on November 21st at 6:00pm planned to be 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, 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

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.

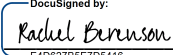
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

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.

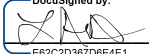
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE AMY BIEHL CHARTER HIGH SCHOOL GIVE THE FOREGOING STATEMENT THIS 1ST DAY OF NOVEMBER, 2023.

1. DocuSigned by:

E4D627B5E7D5416

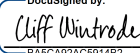
[signature]
Rachel Berenson

[print]

2. DocuSigned by:

E62C2D367D6FAE L

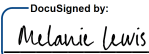
[signature]
Leslie Andrews

[print]

3. DocuSigned by:

B45CA92AC5914B2

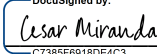
[signature]
Cliff Wintrobe

[print]

4. DocuSigned by:

CA16A0F082D947C

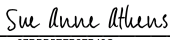
[signature]
Melanie Lewis


[print]

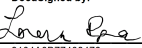
5. DocuSigned by:

C7385F6918DE4C3

[signature]
Cesar Miranda

[print]

6. DocuSigned by:

37DBB5EFB2FB49C...
[signature]
Sue Anne Athens
[print]

7. DocuSigned by:

61495D14FCE94B1...
[signature]
Finnie Coleman
[print]

8. DocuSigned by:

8104A0B77408478...
[signature]
Lorena Perea
[print]

ASSURANCES

My name is Finnie Coleman 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.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Finnie Coleman

Printed Name

DocuSigned by:

61495D14FCE9481...

Signature

11/1/2023

Date

ASSURANCES

My name is Lorena Perea 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.
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16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Lorena Perea

Printed Name

DocuSigned by:


Signature

11/1/2023

Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Lorena Perea, after being duly sworn, state:

1. My name is Lorena Perea and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the AMY BIEHL CHARTER 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 AMY BIEHL CHARTER HIGH 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.

Lorena Perea
[Signature]

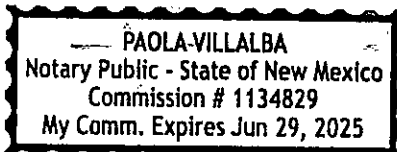
11-3-23
Date

Lorena Perea
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 3 day of November, 2023.

[Notary Seal:]



Paola Villalba 11/3/2023
NOTARY PUBLIC

My commission expires: June 29, 2025.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF Bernalillo)

I, Finnie A. Coleman, after being duly sworn, state:

1. My name is Finnie Coleman and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the AMY BIEHL CHARTER 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 AMY BIEHL CHARTER HIGH 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.

[Signature]
[Signature]

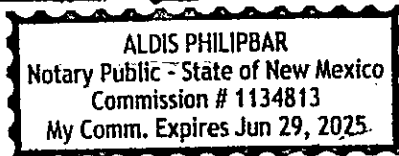
9 Nov 2023
Date

Finnie A Coleman
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 9th day of November, 2023

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: June 29, 2025.